

USATF Tennessee Association Bylaws

SECTION 1

NAME

The name of this corporation shall be the Tennessee Association USA Track & Field, Inc., hereinafter referred to as "USATF/TN" or "Association".

SECTION 2 DEFINITIONS

As used in these Bylaws the terms:

- A Association** means the "Tennessee Association", the local organization which administers a geographically defined area.
- B Athlete:**
- 1 Active athlete** means any individual who is actively engaged in Athletics or who has represented the United States in international competition held under IAAF jurisdiction in Athletics within the preceding ten (10) years; and
 - 2 Eligible athlete** means any athlete who meets the eligibility standards established by USATF/NGB for Athletics.
- C Athletics** means, inclusively, track & field, long distance running, cross country running, road running, race walking, and any other sport discipline recognized by the IAAF.
- D Athletic competition** means a contest, game, meet, match, tournament, or other athletics event in which eligible athletes compete.
- E Board:**
- 1 Board of Directors** means the elected and appointed officers of the Association.
- F Club or organization** means a local or national organization whose programs involve competitive member athletes, events, and or education in athletics.
- G IAAF** means the International Amateur Athletic Federation.
- H Members-at-Large** means members appointed by the President.
- I NABR** means the National Athletics Board of Review, as established in the USATF/NGB Regulation 11.
- J Region** means a geographic area of the Association as defined by the Board of Directors, such as: Memphis, Nashville, Chattanooga, and Knoxville, or west, central and east.
- K Sanction** means the document which evidences the authority granted by this Association to conduct a competition, and which also evidences that the recipient has complied with the requirements of Article 20 and Regulation 14 of USATF/NGB.

L **USATF/NGB** means the USA Track & Field National Governing Body.

M **USATF/TN** means the Tennessee Association USA Track & Field

SECTION 3

OBJECTIVES, ESTABLISHMENT, TERRITORY, JURISDICTION

A **Objectives:** The objectives of the Tennessee Association are:

1. To foster and improve athletics throughout its territory, in accordance with the standards and under the rules prescribed by the USATF/NGB, and the Tennessee Association.
2. To protect and promote the mutual interests of its members.
3. To institute and regulate the athletic championships of the Association, and
4. To perform all other duties necessary for the administration of Athletics in the State of Tennessee and to achieve this corporation's objectives.

B **Establishment:** The establishment of the Tennessee Association will be in accordance with Article 5 of the USATF/NGB Bylaws.

C **Territory:** The territory of the Tennessee Association shall be the State of Tennessee.

D **Jurisdiction:** The Tennessee Association has jurisdiction throughout its territory over the athletic sports and exercises enumerated in the Bylaws and General Rules relating thereto.

SECTION 4

MEMBERSHIP

A **Types:** The membership in the Tennessee Association consists of two classifications:

- 1 **Club or Organization:** Active members are athletic clubs or organizations promoting some area of athletic sports and are entitled to all rights provided in the Bylaws.
- 2 **Individual:**
 - (a) Those individuals who are athletes, coaches, officials, administrators, or persons otherwise interested in the purposes and programs of USATF. On joining USATF or on registering as an athlete in the sport of athletics, these individuals will receive a membership card certifying their membership and may attend all meetings of the Association with voice but no vote.
 - (b) Those individuals who reside within the territorial jurisdiction of the

Association and who have contributed a designated amount to the Association are granted membership and are entitled to attend Association meetings with voice but no vote.

- B Eligibility:** Membership in the Association is limited to bona fide clubs, educational institutions or other organizations of a permanent nature actively promoting or participating in athletic sports or games.
- C Qualifications:** The Association is the sole judge of the qualifications of applicants for membership, and the qualification of members to continue herein, both clubs and individuals.
- D Application:** An application for membership is in a form prescribed by the USATF/NGB. Acceptance binds the applicant to abide by the USATF/NGB Bylaws and the Bylaws of the Association, and to accept and enforce all decisions relating to such organizations that are made by USATF/NGB and the Association.
- E Representation:**
1. Each club or organization member appoints such representative at the filing of their membership application (by the semi-annual meeting of each year), who is in good standings with USATF from their club or organization to serve as a voting member. The member shall cast only one (1) vote of the designated number of votes awarded to his or her club/or organization.
 2. The appointment of representative(s) from each club/or organization in good standing with USATF from their club or organization, to cast the remaining votes awarded to their club or organization, and the designated alternate to serve in the absence of the board member must be submitted in writing to the Association Secretary, duly certified by the chief executive officer from the club or organization.
 3. All individuals representing a club or organization, must be current USATF card holding members, and 18 years of age to vote.
 4. The member club or organization may withdraw, by written notice, addressed to Secretary of the Association and signed by the chief executive officer from the club/or organization, any or all of its representative(s), and substitute a new slate of representatives.
- F Disclosure:** Coaches and others who work with youth athletes may be subject to a compulsory disclosure program approved by the Board, and in accordance with the USATF/NGB Bylaws.
- G Delinquency:** Any member of USATF pursuant to Articles 5-A, 5-B, and 5-C of the USATF/NGB Bylaws, which fails to pay the appropriate fees or dues within the time prescribed shall forfeit their right to representation, to vote, or termination of membership in the Association.

SECTION 5 BOARD OF DIRECTORS

A General: The Board of Directors of the Tennessee Association/USATF, Inc. are the elected officers (President, Vice-President, Treasurer, and Secretary), and those officers appointed by the President (Women's T&F, Men's T&F, Official's Chair and Open Athlete).

B Board of Directors:

1. **Elected:** Shall remain until their term of office expires.
2. **Appointed:** Shall remain until their successors are chosen.
3. **Duties:** Shall advise and/or intervene to insure that the USATF/NGB Bylaws and the Association Bylaws are enforced.

SECTION 6 OFFICERS AND THEIR DUTIES

A. Positions. The officers of the Tennessee Association are President, Vice-President, and Secretary-Treasurer.

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

1. **President:** The President shall:
 - (a) Preside at all meetings of the Association and its Board of Directors.
 - (b) Appoint Members-at-Large.
 - (c) Appoint Committee Chairs, his or her members-at-large; and select an assistant Chair to serve on each committee.
 - (d) Other such members that he or she is entitled to select to serve on each committee.
 - (e) He or she may likewise terminate such appointments for good cause at anytime.
 - (f) Fill any vacancies occurring in an elected position until the next meeting or election.
2. **Vice-President.** The Vice-President shall perform duties assigned by the President and the Board of Directors. In the temporary absence of the President from a meeting, the Vice-President shall serve as acting chair.
3. **Secretary.** The Secretary shall:
 - (a) Keep or cause to be kept all records of the Association.
 - (b) Keep all minutes of the Association.

- (c) Issues notice of all meetings of the Association.
 - (d) In general shall perform all duties normally pertaining to the office of Secretary and such other duties as may be prescribed by the USATF/NGB Bylaws and the Bylaws of the Association.
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. A detailed status report shall be provided to the members of the Board on a monthly basis.
 - (b) Have charge and custody of, and be responsible for all funds which may from time to time come into the possession of the Association.
 - (c) Deposit or cause to be deposited all the funds of the Association and shall pay all bills which have been approved by the Finance Committee.
 - (d) Whenever required by the Board or Finance Committee, submits and turns over to the Committee or the Board, all monies, accounts, books, papers, vouchers, and records, including bank and check books, pertaining to the office, and turns over the same to his or her successor when elected. (Optional: He or she is bonded at the expense of the Association for the amount to be designated by the Board, but not less than \$1,000.00.)
 - (e) In general, performs all duties of the office of Treasurer.

C. Election. The election shall be conducted by “Balanced Meeting Ballot” (see Section 8.) and held at the annual meeting (date to be set no later than the 15th of September, in the same year of the Summer Olympic Games).

1. Election Notice:

- (a) **Prior arrival:** The initial meeting notice must be sent by means (*mail, e-mail, or fax*) under which it will arrive at least thirty (30) days prior to the beginning of the elections process in accord with Section 7.D.
- (b) **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 in accord with Section 7.D.

D. Limitation on terms: No person shall be elected to serve in the same office for more than two (2) four-year terms, except for the positions of the Secretary and Treasurer upon the approval from the Board of Directors.

SECTION 7 MEETINGS

- A. Annual.** The annual meeting of the Tennessee Association is to be held before the 15th of September of each year or as determined by the President
- B. Semi-Annual.** The semi-annual meeting of the Tennessee Association is to be held before the 15th of March of each year or as determined by the President.

C. Special. The Board of Directors can schedule other meetings of the Association on a regular basis or will schedule them as needed or upon written request of one-third vote of the members of the Association.

D. Notices.

1. **Time.** Not less than thirty (30) days notice is given by the Secretary of the Association for any annual or special meetings of the Association.
2. **Information.** The notice of a meeting contains the time, date, site, and the object of the meeting.
3. **Addresses.** A notice of every meeting of the Association is sent by the Secretary of the Association to the Board of Directors and to association members, using the address last given to the Secretary of the Association.

E. Order of Business. At all meetings of the Association, the following is the order of business:

1. Roll call of the Board of Directors.
2. Reading, correction, and adoption of minutes of preceding meeting.
3. Reports of Officers.
4. Reports of Committees.
5. Reports of Delegates attending the USATF/NGB National Convention.
6. Appointment of Nominating Committee (prior to the year of the election).
7. Unfinished business.
8. Election of officers (at the annual meeting in the same year of the Summer Olympic Games).
9. Selection of delegates and alternates to the (if applicable) the USA Track & Field Convention, and appointments of Committee Chairs and members-at-large or by the semi-annual meeting.
10. New Business
11. Resolutions and orders
12. Adjournment

F. Quorum. At all meetings of the Association, in addition to the President or Vice-President and Secretary, a quorum shall consist of the members from at least 10 percent of the clubs or organizations and in no case shall a quorum consist of less than the board member representatives of five clubs or organizations.

- G. Mail Voting.** In the interval between scheduled meetings of the Association, any action that might be lawfully taken at a special meeting may be so taken by mail, email or fax vote, provided that the Bylaws requires a majority vote, the vote must be a 75% vote of all board members of the Association, that such mail, email or fax vote shall be taken by the secretary only, and the ballots of each member must be preserved in the secretary's files for one (1) year.
- H. Rules of Order.** At all meetings of the Association, *Roberts Rules of Order* are the procedural rule.
- I. Registration.** In order to be a participant in meetings of the Association, the participant must be a current USATF card holding member. In other cases, non-registered attendees will not be allowed the right to participate in discussion, voting, lobbying, or other election-related activities. Invited guests may make specific presentations upon request.

SECTION 8 VOTING

- A. Supervision.** The Member Services Committee shall oversee all elections of the Association.
 - 1. **Disputes:** Credential disputes must be resolved by the Member Services Committee before the election process is started with nomination and/or the report of the nominating committee.
 - 2. **Ballot Type:** a Secret Ballot must be used for contested elections.
- B. Voter Privileges.**
 - 1. Each club/organizational member shall cast one (1) vote of the designated votes awarded to the club or organization in which he or she represents.
 - 2. Other representatives recognized by the Secretary of the Association as provided in these Bylaws as the designated voters from the club or organization in which he or she represents, shall cast the remaining votes awarded to their club or organization.
 - 3. To be eligible to vote, the voter must be at least eighteen (18) years of age on the day of the election.
 - 4. To be eligible to vote, the voter must have renewed there membership in the Tennessee Association from the previous year or have become a member of the Tennessee Association in the month that ended one month prior to the month of the election. *(For the September election, the membership would have to be completed by the end of July.)*
 - 5. There shall be no voting by proxy.
 - 6. No board member or other representatives may vote in more than one (1) capacity.
 - 7. An appointed committee chair or Board member shall not vote in elections in that capacity, but may otherwise qualify for a vote.

8. Except as otherwise provided in these Bylaws, all matters shall be decided by majority vote of those present and voting.
9. There shall be percentage of available votes based on memberships for the organizations.
 - a) Of these available **200** votes [votes can be higher based on membership numbers over the age of 18 at the time of vote], a minimum of ten percent (10%) shall be allocated each to the coaches, the officials, the organizational members and other members. The active athletes' constituency shall have a minimum of twenty percent (20%) of the available votes. The exact number of votes allocated to each of these five (5) constituencies shall be determined in accord with Section 8 B1-4. The exact count shall be as follows:
 - Clubs & Organizations: 40% of the votes
 - Coaches: 20% of the votes
 - Athletes: 20% of the votes
 - Officials: 10% of the votes
 - Other Members, (Executive Board, Committee Chairs) 10% of votes
 - b) If a constituency has more members at the meeting than they have votes available, they shall caucus prior to the election to determine their voters and the allocation of their votes.
 - 1) In the case of an athletes caucus, youth (18 years old), open, international and masters athletes must be represented providing that members of each group are present and available to vote.

C. Nominating Process:

1. **In-person Nominations:** Nominations may be made and must be allowed from the Floor at an in-person election meeting.
2. **Mail/E-mail/fax nomination opportunity:** Nominations may be made by mail, e-mail, or fax. Such nominations shall be received at the association's business address or address of the Secretary at least 3 days prior to the election meeting. Nominations shall specify:
 - a) Office for which nomination is made.
 - b) Signature of the nominee
 - c) Signature of the nominator
 - d) Signature of the second
3. **Membership & Age Criteria:** A candidate must be a member of the Association who is at least 18 years of age at the start of the term of office.
4. **Nominations and Seconds:** A candidate needs one (1) nominator and one (1) Second who are both members of the Association.

D. Voting. The following applies to motions, resolutions, and uncontested elections:

1. **Motions and resolutions.** Motions and resolutions shall generally be by voice vote. If the voice vote is inconclusive to the chair or, if the chair's determination is challenged, there shall then be a vote by show of hands. A roll call vote or, if specifically requested, a written ballot shall be taken instead of a voice upon oral or

written petition of at least one (1) board member and seconded by another.

2. Uncontested elections. When only one (1) candidate is nominated, a voice or hand vote shall be permitted.

E. Protests.

1. Protests of the results of any ballot shall be made during the election.
2. Upon such protest, the President (or, if the President is involved in the protest, the highest ranking officer not so involved) shall immediately appoint a three-person committee to hear the case. One (1) of the three (3) protest committee members shall be from the Member Services Committee and if present, one (1) provided from the Athletes Advisory Committee. The decision of the protest committee shall be final.

F. Record.

1. All [winners] vote totals shall be recorded in the minutes of the meeting.
2. The list shall be kept physically separate from the ballots and shall not be referred to except to identify the ballot of an individual whose right to vote has been successfully challenged.
3. After voting and no protest occurs, all ballots shall be destroyed immediately.

G. Votes Awarded.

1. A club shall have between 1 - 24 registered athletes and be eligible for two (2) votes in the Association.
2. A club shall have between 25 - 49 registered athletes and be eligible for three (3) votes in the Association.
3. A club shall have between 50 - 74 registered athletes and be eligible for four (4) votes in the Association.
4. A club shall have between 75 - 99 registered athletes and be eligible for five (5) votes in the Association.
5. A club shall have 100+ registered athletes and be eligible for the maximum of six (6) votes in the Association.
6. A non-competitive club shall be a member with no competing athletes, but promotes athletics, shall have a minimum of one (1) vote in the Association.
7. Appointed board members, at-large members, and chairs shall not vote in elections, but they shall have a minimum of one (1) vote in Association business. (See Section 8.B7.)

H. Vote Counting. The following applies to contested elections.

1. **Panel:** A panel of at least three (3) individuals, one of whom should be an athlete, shall count the ballots and sign the tally. Panel members shall be of voting age and shall not include an individual who is a candidate for one of the contested offices.

2. Officers in a contested election must receive a majority of the votes cast and counted in the first round of voting to be elected. If a majority is not received on the first ballot, a run-off must be held. In the run-off, the number of candidates shall be reduced to twice the number of positions or offices involved.

I. Employees.

1. Individuals who are currently employed by or have been employed by the Tennessee Association within 90 days prior to the election, may not participate in either the nomination, campaign or election. If one of these individuals would otherwise be eligible to vote, with permission of the board of directors, they may be permitted to vote.

SECTION 9 COMMITTEES

A. Committees. The following committees of the Association are established with such duties, responsibilities, and makeup as outlined in these Bylaws.

B. Types. The following are the types of Tennessee Association Committees:

1. **Administrative Division (Operating)**

- a. Athletes Advisory
- b. Athletics for the Disabled
- c. Coaching Advisory
- d. Doping Control
- e. Law & Legislation
- f. Member Services
- g. Officials
- h. Records
- i. Rules

2. **High Performance Division (Sport)**

- a. Men's Track & Field
- b. Women's Track & Field
- c. Race Walking
- d. Joint Development Group (Development, #5)

3. **Long Distance Running Division (Sport)**

- a. Men's Long Distance Running
- b. Women's Long Distance Running
- c. Masters Long Distance Running
- d. Cross Country Running
- e. Joint Development Group (Development, #5)

4. **General Competition Division (Sport)**

- a. Masters Track & Field
- b. Youth Athletics

5. **Joint Development Group**

- a. Coaching Education
- b. Men's Development
- c. Women's Development
- d. Sports Medicine & Science

6. **Other Committees of the Association (Operating)**

- a. Budget and Finance Committee
- b. Membership Committee
- c. Registration Committee
- d. Audit Committee
- e. Nominating Committee
- f. Meet Management Committee
- g. Awards Committee

C. Appointment.

1. The Board of Directors shall select or elect a member from each region to serve on all active committees as provided for in these Bylaws.
2. The President of the Association is entitled to appoint annually the chairs, unless that chair was elected at the annual meeting and members-at-large to each committee as provided for in these Bylaws.
3. A minimum of 20 percent of the current participating athletes in the Association will be named from the Athletes Advisory Committee to serve on each committee.
4. If requested by two (2) or more member organizations, the sport committee chairs shall be elected. This election shall take place at a meeting separate either by time or location, from the general election. All member organizations that are active in the sport divisions shall be notified of this meeting in advance.

D. Eligibility. The appointed chairs of all active committees in the Association must be current USATF card holding members and 18 years of age on the date of the election.

E. Limitation on Terms. No person shall be appointed (or elected where applicable) to serve as the same Committee Chair for no more than two (2) four-year terms.

F. Duties and responsibilities. Chairs of all committees shall:

1. Preside at all meetings of the committee.
2. Ensure that all duties and responsibilities of the committee are properly and promptly carried out.
3. 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.

4. Keep the President informed on all committee actions and recommendations.
 5. Cause to be kept and promptly forwarded to all committee members, and the Secretary of the Association, the minutes of all meetings of the committee.
- G. Duties and responsibilities.** Assistant Chairs shall:
1. Assist the chair and assume the duties of the chair in his or her absence.
- H. Voting.**
1. At all meetings, only members of the committee are permitted to vote.
 2. There shall be no voting by proxy.
 3. Each member of the committee shall have one (1) vote.
- I. Quorum.** A quorum consists of those voting members of the committee that are present at the meeting.
- J. Vacancies.** Any vacancies occurring on any committee may be filled by the President.

SECTION 10 ADMINISTRATIVE DIVISION

A. Athletes Advisory Committee.

1. **Duties and responsibilities.** The committee shall:
 - a. Policy advice. Serve as a source of reference, opinion, and advice to the officers, and board of managers with regard to current or contemplated policies of USATF and in all matters relating to athletes and athlete's rights.
 - b. Participation in governance. Encourage and foster the representation and active participation of athletes at the meetings of the Association.
 - c. Performance. Assist athletes in achieving maximum performance in Athletics competition.
 - d. Rights of athletes. Educate athletes about their rights and the responsibilities in Athletics and assist athletes in preserving and protecting such rights.
2. **Make-up.** The committee shall consist of a chair and one (1) member appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Athletes Advisory Committee.

B. Athletics for the Disabled Committee.

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

- a. **Liaison.** Serve as liaison between the Association and those sports organizations for athletes with disabilities which conduct regular programs.
 - b. **Competitions.** Coordinate, through the appropriate sport committee, competition of athletes with disabilities in events under the jurisdiction of the Association, and promote participation by athletes with disabilities.
 - c. **Development.** Develop programs to improve athletic performance among athletes with disabilities.
 - d. **Education.** Facilitate the education and training of coaches and officials, and education of the Athletics community in general in working with athletes with disabilities.
2. **Make-up:** The committee shall consist of a chair, and two (2) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

C. Coaches Advisory Committee.

1. **Duties and responsibilities:** The committee shall:
 - a. **Policy advice.** Serve as a source of reference, opinion, and advice to officers and clubs or organizations with regard to current or contemplated policies of USATF and in all matters relating to coaches.
2. **Make-up.** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

D. Doping Control Committee.

1. **Duties and responsibilities:** The committee shall:
 - a. Supervise the operation of the doping control program, as established by the USATF/NGB rules procedures and Bylaws.
 - b. Keep an update list of all prohibited substances from the USATF/NGB, for clubs or organizations which are members of the Association.

E. Make-up. The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

F. Law & Legislation Committee.

1. **Duties and responsibilities:** The committee shall:
 - a. Consider and present in proper form for action all proposed Amendments to the Bylaws of the Association, and

- b. Submit to the USATF/NGB the proposed Amendments to the National Bylaws prior to the Convention.

- 2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

F. Member Services Committee:

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

- a. Review clubs or organizations annually for the purpose of ensuring that all such members of the Association meet the standards in accordance to the Bylaws, and Article 5 of the USATF/NGB Bylaws.
- b. In extreme circumstances, may recommend to the Board of Directors the suspension of a member's rights and privileges.
- c. The member services committee shall oversee all elections of the Association.

- 2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

G. Officials Committee:

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

- a. Certify, train, and in general, supervise officials of Athletics.
- b. Recommend to USATF/NGB Officials Committee individuals for Master and National certification.

- 2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors. Each member shall be a Master or National level officials.

H. Records Committee:

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

- a. Investigate with recommendation for approval or rejection performances submitted for record approval of athletes from the Association, and advise USATF/NGB record's chair of all performances eligible for national or world records.
- b. Encourage the management of athletic competitions to meet required record conditions.
- c. Maintain Association records and list of best performances by athletes and report same to the secretary of the Association, and USATF/NGB Secretary.

2. **Make-up:** The committee shall consist of a chair and two (2) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.
- I. **Rules Committee:**
 1. **Duties and responsibilities:** The committee shall:
 - a. Consider and present in proper form for action all proposed rules changes, and
 - b. Submit to the USATF/NGB the proposed rules changes to the National Rules Committee prior to the Convention.
 2. **Make-up:** The committee shall consist of a chair and two (2) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

SECTION 11 HIGH PERFORMANCE DIVISION

- A. **Men's Track & Field:**
 1. **Duties and responsibilities:** The committee shall:
 - a. Have jurisdiction over the sport, and shall institute, locate, conduct, and manage all sanctioned events with the Meet Management Committee.
 - b. Recommend officials for sanctioned events to the Officials Chair.
 - c. Have the right to reject any entries for competitions (if deemed objectionable) at any championship.
 - d. Except upon majority vote of those present, allow the attendance at its meeting, coaches, officials, or representatives of any group engaged in men's track and field, allowing such invitees voice but no vote.
 - e. Promote and develop activities related to men's track and field.
 2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.
- B. **Women's Track and Field:**
 1. **Duties and responsibilities:** The committee shall:

- a. Have jurisdiction over the sport, and shall institute, locate, conduct, and manage all sanctioned events with the Meet Management Committee.
 - b. Recommend officials for sanctioned events to the Officials Chair.
 - c. Have the right to reject any entries for competitions (if deemed objectionable) in any championships.
 - d. Except upon majority vote of those present, allow the attendance at its meeting: coaches, officials, or representatives of any group engaged in women's track and field, allowing such invitees voice but no vote.
 - e. Promote and develop activities related to women's track and field.
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

C. Race Walking:

1. **Duties and responsibilities:** The committee shall:
 - a. Supervise, control, coordinate, and encourage race walking activities for interested athletes as follows:
 1. Develop race walkers for competition.
 2. Develop interest and participation throughout the state.
 3. Keep athletes active in race walking by informing of policy matters, and reflect the views of athletes in the policy decisions.
 4. Provide for participation by athletes in athletic competition, in accordance with the USATF/NGB Race Walking Committee.
 5. Encourage and support sports programs in race walking for handicapped individuals.
 6. Encourage and support the development of race walk officials and judges.
 - b. Have jurisdiction over the sport, and shall institute, locate, conduct, and manage all sanctioned events.
 - c. Have the right to reject any entries for competition (if deemed objectionable) at any championships.
 - d. Approve officials for championships involving race walking;
 - e. Except upon majority vote of those present, allow the attendance at its meetings: coaches, officials, or representative of any group engaged in race walking, allowing such invitees voice but no vote
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors. Note: At least one (1) certified official on the National or Master level shall serve on the committee.

- D. **Joint Development Group:** (Listed under Section 14 of these Bylaws)

SECTION 12 LONG DISTANCE RUNNING DIVISION

A. **Men's Long Distance Running (LDR):**

1. **Duties and responsibilities:** The committee shall:
 - a. Have jurisdiction over the sport, and shall institute, locate, conduct, and manage all sanctioned events with the Meet Management Committee.
 - b. Recommend officials for sanctioned events to the Officials Chair.
 - c. Have the right to reject any entries for competitions (if deemed objectionable) in any championships.
 - d. Except upon majority vote of those present, allow the attendance at its meeting: coaches, officials, or representatives of any group engaged in men's long distance running, allowing such invitees voice but no vote.
 - e. Promote and develop activities related to men's long distance running.
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

B. **Women's Long Distance Running (LDR):**

1. **Duties and responsibilities:** The committee shall:
 - a. Have jurisdiction over the sport, and shall institute, locate, conduct, and manage Association sanctioned events with the Meet Management Committee.
 - b. Recommend officials for sanctioned events to the Officials Chair.
 - c. Have the right to reject any entries for competitions (if deemed objectionable) in any championships.
 - d. Except upon majority vote of those present, allow the attendance at its meeting: coaches, officials, or representatives of any group engaged in women's long distance running, allowing such invitees voice but no vote.
 - e. Promote and develop activities related to women's long distance running.
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

C: Masters Long Distance Running (LDR):

1. **Duties and responsibilities:** The committee shall:
 - a. Have jurisdiction over the sport, and shall institute, locate, conduct, and manage Association sanctioned events with the Meet Management Committee.
 - b. Recommend officials for sanctioned events to the Officials Chair.
 - c. Have the right to reject any entries for competitions (if deemed objectionable) in any championships.
 - d. Except upon majority vote of those present, allow the attendance at its meeting: coaches, officials, or representatives of any group engaged in masters long distance running, allowing such invitees voice but no vote.
 - e. Promote and develop activities related to masters long distance running.
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

D. Cross-Country Running:

1. **Duties and responsibilities:** The committee shall:
 - a. Have jurisdiction over the sport, and shall institute, locate, conduct and manage Association sanctioned events with the Meet Management Committee.
 - b. Recommend officials for sanctioned events to the Officials Chair.
 - c. Have the right to reject any entries for competitions (if deemed objectionable) in any championships.
 - d. Except upon majority vote of those present, allow the attendance at its meeting: coaches, officials, or representatives of any group engaged in cross-country running, allowing such invitees voice but no vote.
 - a. Promote and develop activities related to cross-country running.
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

E. Joint Development Group: (Listed under Section 14 of these Bylaws).

SECTION 13

GENERAL COMPETITION DIVISION

A. Masters Track & Field:

1. **Duties and responsibilities:** The committee shall:
 - a. Have jurisdiction over the sport, and shall institute, locate, conduct, and manage Association sanctioned events with the Meet Management Committee.
 - b. Recommend officials for sanctioned events to the Officials Chair.
 - c. Have the right to reject any entries for competitions (if deemed objectionable) in any championships.
 - d. Except upon majority vote of those present, allow the attendance at its meeting: coaches, officials, or representatives of any group engaged in masters track and field, allowing such invitees voice but no vote.
 - e. Promote and develop activities related to masters track and field.
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

B. Youth Athletics:

1. **Duties and responsibilities:** The committee shall:
 - a. Have jurisdiction over the sport, and shall institute, locate, conduct, and manage Association sanctioned events with the Meet Management Committee.
 - b. Recommend officials for sanctioned events to the Officials Chair.
 - c. Have the right to reject any entries for competitions (if deemed objectionable) in any championships.
 - d. Except upon majority vote of those present, allow the attendance at its meeting: coaches, officials, or representatives of any group engaged in youth athletics, allowing such invitees voice but no vote.
 - e. Promote and develop activities related to youth athletics.
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

SECTION 14 JOINT DEVELOPMENT GROUP

A. Coaching Education:

1. **Duties and responsibilities:** The committee shall:
 - a. Make available seminars and clinics for the training and education of coaches in Athletics.
 - b. Provide a certification program to augment the educational system.
 - c. Provide the appropriate materials and manuals to assist the instructors and trainees.
 - d. Make provisions for Level 1, 2, and 3 schools, in accordance to the USATF/NGB.
 - e. Maintain an updated list from USATF/NGB of all certified coaches with their levels living in the state of Tennessee.
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

B. Men's Development:

1. **Duties and responsibilities:** The committee shall:
 - a. Provide or promote for the male athletes in the State of Tennessee the overall development for:
 1. training and competitive facilities
 2. equipment and skills
 3. coaching methods
 4. athletic skills
 - b. Perform the above activities in order to develop the maximum number of male athletes from the novice to world-class levels.
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

C. Women's Development:

1. **Duties and responsibilities:** The committee shall:
 - a. Provide/or promote for the female athletes in the State of Tennessee the overall development for:
 1. training and competitive facilities
 2. equipment and skills
 3. coaching methods
 4. athletic skills

- b. Perform the above activities in order to develop the maximum number of male athletes from the novice to world-class levels.

2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

D. Sports Medicine & Science:

1. **Duties and responsibilities (medical services):** The committee shall:

- a. Coordinate and provide medical services at Association sanctioned events, and other events.
- b. Advise athletes, coaches and the Athletics community on the prevention and care of athletics injuries.
- c. Establish a pool of medical care providers and other support personnel to assist in the medical care of athletes.
- d. Provide information and advice to athletes, and coaches concerning proper use of pharmaceuticals and the prevention and care of injuries, illnesses, and environmental stresses.
- e. Provide educational materials and conduct educational programs concerning drug abuse in sports.

2. **Duties and responsibilities (scientific services):**

- a. Conduct sports medicine and sports sciences seminars as needed.
- b. Assist and advise sports committees in areas of physiological testing, biomechanical analysis, and nutrition.
- c. Provide from USATF/NUB (when available) periodic newsletters, position statements, and other medical information to the Athletics community.
- d. Provide references to technical knowledge, understanding, and applications of sports-related sciences, which relate to the improvement and development of Athletics.

3. **Duties and responsibilities (psychological services):**

- a. Provide a list of qualified mental health providers, experienced in the fields of athletics.
- b. Provide from USATF/NGB (when available) educational information, position statements, and other mental health guidelines to athletes, and coaches.
- c. Provide from USATF/NGB materials and conduct educational programs concerning drug abuse in sports.

4. **Make-up:** The committee shall consist of a chair, and three (3) members (one representing each service) appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors. Committee members shall be licensed physicians.

SECTION 15 OTHER COMMITTEES OF THE ASSOCIATION

A. Budget and Finance:

1. **Duties and responsibilities:** The committee shall:
 - a. Prepare an annual budget, and submit it to the Board of Directors at the semi-annual meeting.
 - b. Examine the accounts of the Treasurer upon request of the Board.
 - c. Consult with the various committees on matters pertaining to the financial wellbeing of the Association.
 - d. Be responsible for collecting revenue at sanctioned events of the Association.
 - e. Advise the Board of Directors with reference to opening or closing bank account(s).
2. **Make-up:** The committee shall consist of a Chair and three (3) members, appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

B. Membership Committee:

1. **Duties and responsibilities:** The committee shall:
 - a. Develop and recommend proposals concerning all types of memberships in accordance with the USATF/NGB.
 - b. Establishment of membership qualifications and standards.
 - c. Recommend club organization fees, athletes' fees, and sanctioned fees to the Board of Directors.
2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

C. Registration Committee:

1. **Duties and responsibilities:** (Registration Chair by appointment of the President):

- a. Keep complete records of all athletic events held under the auspices of the Association.
- b. Process and collect sanction fees for athletic events.
- c. Receives, examines, and decides upon all applications for registration, and passes upon all certification of universities, colleges, and schools, as provided in USATF/NGB Bylaws.
- d. Deposit or cause to be deposited all monies received for registration, sanction and service fees into the Association's account, and submits a written account of transactions to the Treasurer.
 - 1. Receives from Treasurer series of checks to transact all business of the Association's expenses as stated in the USATF/NGB Bylaws and the Association Bylaws.
- e. Whenever required by the Board of Directors or Finance Committee, submits and turns over to the Committee or the Board, all moneys in his or her possession, books, papers, and records pertaining to his or her chair, and turns over the same to his or her successor when elected.
- f. Submit monthly registration reports to the USATF/NGB Office, in accordance to the bylaws.

2. Duties and responsibilities: The committee shall:

- a. Provide on-site registration at all sanctioned events.
- b. Recommend penalties upon promoters of athletic events, and upon athletes who compete or exhibit at the same without sanction of the committee or otherwise in violation of the bylaws or rules of the USATF/NGB and the Association.
- c. To consider and determine questions concerning the amateur status of any athlete, including suspicious circumstances or after charges have been presented to committee.
 - 1. The committee can recommend to the chair for an investigation in accordance to Regulation 11 of the USATF/NGB Bylaws.

3. Make-up: The committee shall consist of the registration chair, and three (3) members appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

D. Audit Committee:

1. Duties and responsibilities: The committee shall:

- a. Within two weeks preceding the annual meeting of the Association, and two

weeks preceding the semi-annual meeting, audit and examine the accounts of the Treasurer, and make reports to the Board of Directors at the annual and semi-annual meetings.

- b. The committee will also at other times, when requested by the Board, make an examination of the accounts of the Treasurer, and report to the Board thereof, or may in such case require the Treasurer to turn over to it all moneys, accounts, books, papers, vouchers and records pertaining to his/her office.

2. **Make-up:** The committee shall consist of the treasurer, registration chair, and three (3) members appointed by the President.

E. Nominating Committee:

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

- a. Submit a slate of officers at the semi-annual meeting (in the same year of the Summer Olympics).
- b. If there are no candidates, the committee will instruct the Board that nominations will be made from the floor at the annual meeting.

2. **Make-up:** The committee shall consist of a chair, and three (3) members appointed by the President.

F. Meet Management Committee:

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

- a. Oversee the preparation of the track facilities in accordance with the rules of each sports committee as provided in the USATF/NGB rules and regulations.
- b. Responsible for Association implements used at events.
- c. Responsible for obtaining security at Association championships.
- d. Responsible for contacting sports medicine and science committee in securing medical services for Association championships.
- e. Responsible for securing automatic timing device for Association Championships, and
- f. Any other duties designated by the President or Board of Directors.

2. **Make-up:** The committee shall consist of the officers, championship sport chair, official chair, meet director, sports medicine and science chair, registration chair, and appointed members by the President

G. Awards Committee:

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

- a. Recommend the nominating and voting procedures for awards which are given in the name of the Association.
- b. Coordinate the presentations program during the championships.

- c. With the Board of Directors consent, establish and maintain the use of a common logo and similar medals and other awards for use by the Association, and when directed by this Board, search for, evaluate, and offer to this Association, designs to replace or supplement existing medals and awards.
2. **Make-up:** The committee shall consist of a Chair and three (3) members, appointed by the President, with the remaining members being selected or elected from each region (if applicable), and approved by the Board of Directors.

SECTION 16 CONDITIONS OF COMPETITION

- A. **General:** The conditions of competition in and the rules governing any athletic event, game, or entertainment given or sanctioned by the Tennessee Association or its members are those prescribed in the Bylaws and Rules of the USATF/NGB; provided, however, that any member may reject from its games any entry deemed objectionable.

SECTION 17 CHAMPIONSHIPS

- A. **General:** The Tennessee Association shall annually conduct such championships as deemed best by the Board of Directors and in accordance with USATF/NGB Bylaws.
- B. **Notice:** At least thirty (30) days notice of any of its championships will be given to all members of the Association.
- C. **In Charge:** Association Sport Committees are in charge of their respective Association championships, along with the Meet Management Committee.
- D. **Entry Blank:** No entry blank for any championship of the Association is distributed until approved by the Meet Management Committee
- E. **Entries:** All entries are sent to the designated Meet Management Committee member. The Committee may reject any entries which it deems objectionable. The Committee also receives all protests and transmits them to the Referee or designated committee for final action at once, with such report or recommendations as it deems proper.
- F. **Eligibility:** No person is eligible to compete in any Association Championships except by majority vote of the Board of Directors, unless he or she is registered in the Association, and is in good standings. Associations may open their championships by majority vote, provided all members are registered.
- G. **Officials:** The Sports Committee can recommend the officials at all championships, subject to the approval of the Chairman of Officials.

SECTION 18 FEES AND DUES

- A. Club or organization:** Every active member pays annually to the Registration Chairman, before the semi-annual meeting, the annual dues as established by the Association for the coming year. (In addition, every member club shall remit for a copy of the annual Official Rules of the USATF/NGB, or Official Rules Addendum, whichever is the current edition for the year, and a copy of USATF/NGB Directory.)
- B. Athletics Sanction:** Sanctions for Athletics in the Tennessee Association.
1. The sanctioning policy of this Association shall be as follows: If this Association determines that holding or sponsoring an athletic competition would be in the best interest of the sport, this Association shall promptly grant a sanction requested by such sports organization or person:
 - a. To hold a competition the organization or individuals must:
 1. Pay to the association the required sanctioning fee for the association and USATF/NGB, and any additional funds that may be requested by the Board of Directors.
 2. **Demonstrates that:**
 - a. Appropriate measures have been taken to protect the amateur status of athletes who will take part in the competition and to protect their eligibility to compete in athletic competition.
 - b. Appropriate provision has been made for the validation of records which may be established during the competition.
 - c. Due regard has been given to any international athletic requirements specifically applicable to the competition.
 - d. The competition will be conducted by qualified officials
 - e. Proper medical supervision will be provided for athletes who will participate in the competition.
 - f. Safe precautions have been taken to protect the personal welfare of the athletes and spectators at the competition.
 3. **Athlete Registration Fees:**
 - a. Tennessee athletes will apply for membership in the Association by submitting an application form to the USATF (<http://www.usatf.org/membership/>). The fee shall be as established by the Board of Directors, and be in compliance with the USATF/NGB.

SECTION 19 REPORTS AND REMITTANCE

- A. Annual Reports:** The Secretary and Registration Chairman of the Association shall forward a copy of the proceedings of the annual meeting of the Association within thirty (30) days after the annual meeting. Failure to comply will result in the Association being denied the right to representation at the annual meeting of the USATF/NGB.
- B. Annual Audit Reports:** The Treasurer of the Association shall forward a copy of the audit of the Association to the USATF/NGB. Said audit of accounts is to be signed either by a certified public accountant, or at least three (3) members of the Finance Committee of the Association. Failure to comply will result in the Association being denied the right to representation at the annual meeting of the USATF/NGB.
- C. Membership Reports:** The Registration Chairman shall forward each month a report listing all athletes and clubs, with addresses, who have joined the Association within the prior month. This report shall be accompanied with the appropriate fees and sent to the USATF/NGB office.
- D. General:** The Association makes sure other reports and remittances are sent as specified by the USATF/NGB Bylaws or the Board of Directors. The President, Registration Chairman, Secretary, and Treasurer are responsible for seeing that these reports and remittances are made.

SECTION 20 FISCAL AND LEGAL MATTERS

- A. Fiscal and Legal Matters:**
 - 1. The fiscal year of the Tennessee Association USATF, Inc. is January 1 through December 31.
 - 2. The Board of Directors shall designate depositories for funds, property and assets belonging to or under the control of this Corporation.
 - 3. The President shall appoint an auditing committee to audit the books and financial records of the Association, as provided in these Bylaws.

SECTION 21 DISSOLUTION

- A.** Upon the dissolution of the corporation, the Board shall, after paying or making provisions for the for the purpose of the corporation in such a manner, or to such organization(s), organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt or organization(s) 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.

SECTION 22 SAVING CLAUSE

- A. Failure of literal or complete compliance with provisions of these 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.

SECTION 23 Article 5 - CONSTITUENCY

- A. The Tennessee Association Bylaws will be in compliance with the current USATF/NGB Bylaws Procedures Relating to Article 5 - Constituency.

SECTION 24 REGULATION 11 OF THE USATF/NGB BYLAWS

- A. The Tennessee Association Bylaws will be in compliance with the current USATF/NGB Bylaws Procedures Relating to Disciplinary Proceedings and Formal Grievance Matters. *(See Sections 27-29.)*

SECTION 25 REGULATION 12 - OF THE USATF/NGB BYLAWS

- A The Tennessee Association Bylaws will be in compliance with the current USATF/NGB Bylaws Procedures Relating to Reinstatement

SECTION 26 AMENDMENTS

- A **General provisions:** Amendments shall be considered as follows:
 - 1 **Bylaws and Operating Regulations:** Amendments to the Bylaws and Operating Regulations shall be considered at the annual meeting in every odd-numbered year;
 - 2 **Rules of Competition:** Amendments to the Rules of Competition shall be considered at the annual meeting in every even-numbered year;
 - 3 **Voting for Bylaws approval:** Amendments to the Bylaws shall require for passage a two-thirds vote of those present and voting, provided notice of the proposed amendment has been submitted in writing at least thirty (30) days prior to the meeting; and

B Exceptions: Notwithstanding paragraph A above, amendments may be considered at any meeting 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 conform with federal or local law or regulation;
- 3 Conformity with USATF:** To make the Bylaws conform with USATF rules or requirements.

C Emergency circumstances: In emergency circumstances, the Board of Directors may adopt changes to be in compliance with B2 and B3 above, as follows:

- 1** Where immediate relief is deemed necessary, the Bylaws may be amended upon vote of seventy-five percent (75%) of the Board of Directors, such amendment to be effective only until the next meeting of the Association. This may be conducted by "Mail Voting" in accord with Section 7 G of these Bylaws.

SECTION 27 DISCIPLINARY AUTHORITY

This Association shall have the authority to discipline any member, delegate, athlete, coach, manager, official, trainer, member of any committee, and any other person or entity participating in Athletics 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: *Disciplinary and Reinstatement Procedures:* The Disciplinary and Reinstatement Procedures of USATF/NGB and its member Associations are set forth in USATF/NGB Operating Regulations 11 and 12.

SECTION 28 REMOVAL OF OFFICERS & ELECTED OFFICIALS

This Association shall have the authority to remove any Officer or elected official who has violated Bylaws, Operating Regulations, Rules or misappropriated Finances of the Association. The following steps will be utilized:

A Verification of Information presented to Board of Directors by accusing party.

B Board of Directors will call emergency meeting, by e-mail, conference call, or in person, to consist of: President, Vice-President, Secretary, Treasurer and any elected official.

- 1. To Financial Matters:** The Audit Committee will present report of financial status to Board of Directors. If irregularities are found, the Budget & Finance Committee shall make disciplinary recommendations to the Board of Directors for consideration. The *Accused* will be barred from making any transactions (deposits or withdrawals) until the matter is resolved.

2. **Sports Committee Chairs:** Shall be removed for failure to host championship events and or failure to report the status of the area which they preside orally or in writing at Annual Meetings. The President has the authority to remove any sports chair with due cause.
3. **Other areas of improprieties:** Shall be reviewed by the Board of Directors for disciplinary consideration.

SECTION 29 REDRESS OF GRIEVANCES

- A Redress of Grievances:** A grievance may be any matter within the cognizance of this Association other than doping offenses described in USATF Operating Regulation 10. A Grievance Complaint shall state that (i) conduct detrimental to the best interest of Athletics Or USATF has taken place, or (ii) a violation of any Bylaws or Operating Regulations of USATF has occurred, or (iii) the rules of eligibility as defined by the IAAF have been broken. Grievance may be filed by individuals who were at the time that the conduct of complained of occurred, members, directors, or officers of USATF. Except as provided in USATF Regulation 11-A.3, Grievance Complaints must be filed within two (2) years from the time the complaining party knew or should have known of the act giving rise to the Complaint.
- B Grievance Complaints:** Grievance Complaints should (i) be filed with the Association office and 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 Association 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 Executive Director shall also confer with the chair of the sport committee for the discipline involved. As part of the informal resolution process, all respondents 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 USATF/NGB Regulation 11 and request that the grievance be resolved by a formal grievance proceeding before a National Athletics Board of Review.

NOTE: *Procedures and Appeals:* The procedure applicable to formal grievance proceedings and appeals are set forth in USATF/NGB Regulation 11.

