

**BYLAWS OF THE  
SOUTH CAROLINA ASSOCIATION OF USA TRACK & FIELD, INC.**

**ARTICLE 1**

NAME

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

**ARTICLE 2**

DEFINITIONS

- A. The term USATF shall include all athletics under the jurisdiction of and defined by USATF. All other terms used herein shall be as defined in the Bylaws of the USATF, Article 2 “Definitions” unless otherwise noted.
  - 1. Active Athlete: means any individual who has competed in a USATF sanctioned event in the previous 24 calendar months. Active Athletes shall also include International Athletes.
  - 2. Athletics: (when capitalized) means, inclusively, track & field, long distance running, cross country running, road running, race walking, MUT, and any other sport discipline recognized by WA.
  - 3. Constituency: means one of the five (5) USATF-SC constituencies - active athletes, coaches, officials, organizational members, and other members.
  - 4. International Athlete: means an athlete who has represented the United States in international competition held under WA jurisdiction in Athletics (not including World Youth or World Masters Athletics events) within the preceding ten (10) years.
  - 5. Sufficient: means adequate. Zero is not sufficient.
  - 6. USATF 3-Step Compliant: means individuals that have a USATF membership, have successfully completed the appropriate USATF background screening, and have successfully completed a current SafeSport Training as determined by USATF SafeSport requirements.
  - 7. Without Delay: means within 10 business days unless a request for an extension is requested and approved in writing.
  - 8. WA: means World Athletics, formerly IAAF.

**ARTICLE 3**

PURPOSE

- A. The purpose of this Association is to encourage, improve and promote Athletics in the State of South Carolina in accord with and as defined by the By-laws and Regulations of

USATF, Section 501(c)(3) of the Internal Revenue Code of the Internal Revenue Service, Department of the Treasury, USA.

#### **ARTICLE 4**

##### **ORGANIZATION**

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

#### **ARTICLE 5**

##### **AUTHORITY OF THIS ASSOCIATION**

- A. This Association shall utilize that authority granted to it by the Bylaws and Administration Documents of the USATF and to that end shall exercise independent jurisdiction, supervision and control over the administration of its affairs, establish eligibility requirements, training, and govern the acceptance of its members and member clubs, oversee the fair and equitable enforcement of the rules of competition, exercise sanctioning authority for Events and Meets held within the State of South Carolina, develop and propose such standards and rules to improve athletics within the State of South Carolina and encourage its members to engage in local, national and international competition.

#### **ARTICLE 6**

##### **CONSTITUENCY**

- A. Individuals: Any person who meets the criteria for individual membership as determined by USATF shall be eligible for membership. This includes athletes, officials, coaches, administrators, and any others named by the USATF.
- B. Clubs: Any organization that meets the criteria for membership as determined by USATF shall be eligible for membership. This includes clubs, organizations administering competitions, and any other group(s) designated by USATF.
- C. Applications for membership shall be in accordance with USATF Bylaws and regulations, and on a form issued and approved by the Association.
- D. Dues for the various classifications of members shall be established by action of the Association membership at the Annual Meeting or Special Meeting called for that purpose and for which at least thirty (30) days notice has been given under Article 7 of these Bylaws.
- E. Membership shall run from January 1 to December 31 of the calendar year.

- F. Suspension: Any individual or group which violates any provision of these Bylaws, standing rules or regulations, may be suspended after due notice and opportunity for hearing, by action of a body designated to hold such hearings, until the next meeting of this Association at which time the suspension may be upheld or rescinded by majority vote of the members, or such individual or group may be expelled by a two-thirds vote of the members present.
  
- G. Compliance with policies: All members, whether an individual, club, organization, or other constituency defined in these bylaws and regulations, shall abide by any and all USATF policies and procedures and agree to comply with and be bound by the safe sport rules, policies and procedures of USATF and the U.S. Center for Safe Sport and to submit, without reservation or condition, to the jurisdiction of USATF and the U.S. Center for Safe Sport for the resolution of any alleged violations of those rules, policies and procedures, as may be amended from time to time.
  
- H. Delinquency: Any Association member, club or organization failing to pay its fees or dues on time shall forfeit the right to representation and to vote, upon thirty (30) days' notice. The member must successfully reapply for membership to regain its voice or vote in this Association's affairs.

## ARTICLE 7

### MEETINGS OF THIS ASSOCIATION

- A. ANNUAL MEETING:
  1. Shall be held within the geographical area of the State of South Carolina, preferably during the month of August. At least thirty (30) days notice shall be given in advance of this meeting, by regular mail, fax or conference telephone call, newsletter or web site. If a web site is used to inform members of meetings, then the web site address must be published in a mailing or newsletter. Notice must be sent by email to this Association's current membership list provided by the National Office. Notice must be sent by mail to any member making a written request for notice by mail within one year of an election.
  2. Any notice of a meeting change or a change in the election process, not previously publicized, must be distributed at least fourteen (14) days prior to the meeting. The proposed agenda shall be included along with the meeting notice.
  3. Emergency Provision. Due to the health concerns of COVID-19 and our inability to meet in-person for the 2020 USATF-SC election, the SC Association Executive Officers may vote by simple majority (51%) to approve extending current officer positions until the USATF-SC Annual meeting in 2021. This provision is only valid for the 2020 elections which will be delayed to 2021. The 2021 elections shall stand for two-years with subsequent elections held on odd years.
  4. Effective after January 1, 2021, in the case where an in-person election meeting is not advisable due to health or other national/state level emergencies, the SC Association Executive Officers may vote by simple majority (51%) to host a virtual meeting. Notice of this virtual meeting shall follow the same timeline as established under Article 7, Section A1 of these Bylaws.

- B. Special Meetings: May be called at any time by the President or Secretary of this Association. At least fifteen (15) days notice shall be given and the reason stated for the meeting by the means established under Article 7, Section A of these Bylaws. A minimum of fifteen (15) members must be present to establish a quorum and at least twenty percent (20%) voting strength must be active athletes.
- C. Committee Meetings: Shall be held at the call of the Committee Chair. Committee Meetings shall require seven (7) days notice, unless all committee members agree to a shorter notice.
- D. Records: All Boards, Committees, Councils, and Task Groups shall designate a recording secretary. Within thirty (30) days of the meeting, draft minutes shall be sent to the Secretary of this Association and to all members of the group holding the meeting by the Secretary recording all official action(s) taken. All written reports or a summary of such reports shall be issued with draft minutes.
- E. Quorum:
  - 1. Annual meeting: A minimum of ten percent (10%) of Member Clubs must be represented to establish a quorum, and at least one (1) Active athlete.
  - 2. Other meetings of this Association: A minimum of fifteen (15) members must be present to establish a quorum.
  - 3. Committees, Councils, and Task Groups: At least forty percent (40%) of the membership of these groups must be present to establish a quorum.

## **ARTICLE 8**

### ORDER OF BUSINESS

- A. At the Annual Meeting of this Association the following order of business shall be followed:
  - 1. Roll Call of Officers.
  - 2. Reading of minutes of last Annual Meeting and all Special Meetings called since.
  - 3. Treasurer's Report, submission of audited annual financial statement and proposed budget.
  - 4. Report of Officers and Committees.
  - 5. Site Selections: Report of sport committee and special committees.
  - 6. Awards Presentation.
  - 7. Unfinished Business.
  - 8. New Business.
  - 9. Nominations and elections as scheduled including special elections.
  - 10. Adjournment.
- B. The current edition of Roberts Rules of Order (Revised) is the general rule of order, except where such rules conflict with the provision of these Bylaws. In such case(s) these Bylaws shall take precedent and prevail.

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

## ARTICLE 9

### VOTING

- A. At the Annual or Special Meetings of the following shall apply:
1. Nominating process: Nominations may be made and must be allowed from the floor at this Association's in-person election meeting. A candidate must be a member of this Association and be at least eighteen (18) years of age (at the start of the term of office). A candidate needs one (1) nominator and one (1) seconder who both are members of this Association.
  2. Conduct of voting: This Association shall use a balanced meeting ballot where only designated members of this Association are eligible to vote.
    - a. Number of votes: There shall be no maximum number of available votes. One hundred percent (100%) of available votes are divided among the following five (5) constituencies: active athletes, coaches, officials, organizational members, and other members (which may include elected officers of this Association);
    - b. Voting strengths: Each constituency above is entitled to the following maximum votes: active athletes twenty percent (20%) of the voting strength, coaches twenty percent (20%) of the voting strength, officials twenty percent (20%) of the voting strength, clubs twenty percent (20%) of the voting strength, and other members twenty percent (20%) of the voting strength; and these percentages apply only when sufficient numbers of voters from these groups attend the meeting to vote; except that active athletes must receive a minimum of twenty percent (20%) of the voting strength;
    - c. Disputes: Credential disputes must be resolved before the election process is started (i.e. before taking nominations and/or before the report of the nominating committee);
    - d. One-person, one-ballot: One (1) person shall cast only one (1) ballot. Individuals who are eligible to cast a ballot in more than one constituency must choose one constituency in which to vote at the meeting;
    - e. Caucuses: Constituencies with more individuals than votes allowed will caucus before the election to determine the voters or apportionment of votes;
    - f. Athlete caucuses: in an athlete caucus, youth (18-year old), open (non-international ages 19-39) international ("ten-year" rule regardless of age), and masters (40-and-above) athletes must each be represented if member athletes are present and available. In such a case, the number of votes granted to a division above shall be as equal as possible, regardless of the number of athletes present from a division.
    - g. Effective after January 1, 2021, in the case where an in-person election meeting is not advisable due to health or other national/state level emergencies, the SC Association Executive Officers may vote by simple

majority (51%) to utilize an electronic election platform, a virtual meeting platform and/or other reputable alternate to in-person voting for the nomination and election of association officers. All applicable notice, nomination and voting criteria contained in the Articles 6, 9 and 10 of these Bylaws shall be followed.

3. Voting Criteria:

- a. One (1) person shall cast one (1) ballot, regardless of the number of positions that person has within this Association;
- b. There shall be no proxy voting;
- c. Minimum Age: Voters must be a minimum age of eighteen (18) on the day of election;
- d. Organizations shall have a minimum of one (1) vote, and each vote cast must be by a different representative;
- e. All organizations entitled to vote must be members of this Association, and all voters must be members of USATF-SC;
- f. Voting membership deadline: Except for renewals from the previous year, individuals must be members for at least thirty (30) days prior to the date of the election (e.g., if the election is held on September 15 the membership must be paid in full by August 16);
- g. An appointed committee chair or Board member shall not vote in elections in that capacity, but may otherwise qualify for a vote.
- h. Individuals who are eligible to cast a ballot in more than one constituency may only vote once and must choose one constituency in which to vote.

4. Conduct of Voting:

- a. Credentials: The report of the Credentials Committee must take place prior to any nominations. Disputes must be settled before the election process is begun;
- b. Uncontested elections may be voted by acclamation;
- c. Contested elections must be held by secret ballot;
- d. Counting of ballots: A panel of at least three (3) individuals, at least one (1) of whom must be an active athlete, shall count the ballots and sign the tally. All panel members shall be of voting age. The panel shall not include any individual who is a candidate for a contested office. The panel shall adhere to standing rule 9A. Any ballot opened outside the presence of the entire voting panel shall not be counted;
- e. Consultation: The panel may consult with this Association's president, secretary, or parliamentarian—so long as they are not candidates for offices--on procedural matters.

## **ARTICLE 10**

### **ELECTIONS**

- A. Election of officers of this Association shall be held in odd numbered years at the Annual Meeting. Terms of office shall commence on the day of election.

- B. Vacancies: All vacancies except for the office of the president shall be filled by temporary appointment by the president. The appointment shall be effective immediately, and continue until the next Annual Meeting at which time a special election shall be held to fill the unexpired term.
- C. Majority requirement: The officers of this Association must be elected by a majority of the voting strength of the ballots cast. When there are more than two candidates running for an office (a plurality vote), and no individual receives more than fifty percent (50%) of the voting strength, a run-off election shall be held between the two candidates receiving the most votes.
- D. Election protests: Protests may only be made after the election process is concluded. Except as indicated below, USATF Regulation 21 shall apply to election disputes:
  - 1. Panel composition: An NABR panel from a different USATF Association shall be appointed to conduct the hearing. All hearings shall be by conference call. The procedures in Regulation 21 shall apply.
  - 2. Invalidation: The NABR panel shall invalidate an election if it is found that one or more infractions occurred that were likely to have changed the outcome of an election.
  - 3. Further action: The NABR panel may recommend changes for future elections in this Association.

## **ARTICLE 11**

### **OFFICERS OF THE ASSOCIATION**

- A. The Officers of this Association shall be the:
  - 1. President
  - 2. 1st Vice President
  - 3. 2nd Vice President
  - 4. Treasurer
  - 5. Secretary
- B. Term of Office: Each Officer shall serve for a term of two (2) years. There shall be no established order of succession to any office. No person may contest for more than one (1) officer position during an election. A person shall not hold the office of President and any other officer or chair position.
- C. Vacancy in the Office of President: Upon a vacancy, the 1st Vice President shall call a special meeting of this Association with sixty (60) days of such vacancy and serve as Acting President until the new President is elected. The Acting President shall have full force of that office.
- D. USATF 3-Step Compliance: All Association Officers and Chairs must be USATF 3-Step Compliant within 30-days following their election or appointment and shall never be non-compliant for more than 30-days. Failure to successfully attain and maintain USATF

3-Step Compliance shall result in removal from office by the President, a vote of the officers, and/or as by provided in Article 18A.

## ARTICLE 12

### DUTIES OF THE OFFICERS

- A. PRESIDENT: Shall call and preside at all meetings of this Association, appoint all committee chairpersons and be an ex-officio member of all committees. The President shall, with the Secretary of this Association, execute all legal documents in the name of the corporation, shall manage and supervise the affairs of this Association.
- B. VICE-PRESIDENTS: Shall perform such duties as the President shall assign. In the temporary absence of the President, the 1st Vice-President shall preside at meetings.
- C. TREASURER: Shall:
1. Keep or cause to be kept a correct and complete record of account showing the financial condition of this Association;
  2. Maintain custody and control of the bank accounts and other financial assets of this Association, its committees, and its subcommittees, and other valuables which come into the possession of this Association;
  3. Deposit all funds of this Association into depositories that are designate under Article 17B;
  4. Furnish at all meeting and when requested by the President or financial committee, a timely statement of the financial condition of this Association,;
  5. Furnish all financial records to allow an annual audit of accounts at least thirty (30) days prior to the annual meeting. Such records shall be complete and timely so as to allow for an audit based on generally accepted accounting principles;
  6. Turn over to the incoming treasurer all records, receipts, invoices, check books(s), bank statements and cancelled checks, and execute whatever bank documents are required to turn over the bank account(s) without delay;
  7. Perform all other duties not specifically mentioned that pertain to the Office of Treasurer;
  8. Handle all requests and funds associated with sanctioned events.
- D. SECRETARY: The secretary shall keep or cause to be kept all records of this Association and all minutes of the regular and special meetings of this Association. The secretary shall keep all correspondence, articles of incorporation, amended article of incorporation, corporate kit and seal and a copy, in chronological order of all approved as corrected or read minutes of the meetings held. Such records shall be in a safe keeping and turned over to the incoming secretary. The secretary shall perform all other duties normally associated with the office.
- E. Conflict of interest: Any individual representing this Association, or who has a financial arrangement with this Association, or who is an employee of this Association, or who is a member of any of this Association's committees, shall not participate in evaluating or approving any contract with a supplier to furnish goods or provide services



to this Association, if that individual directly or indirectly benefits financially, or otherwise receives any form of compensation from, or has any interest in, any supplier under consideration.

## **ARTICLE 13**

### COMMITTEES

- A. The Standing Committees of this Association shall be:
- Standing Sport:
- Men's Track and Field
  - Women's Track and Field
  - Men's Long Distance and Road Running
  - Women's Long Distance and Road Running
  - Masters' Track and Field
  - Masters' Long Distance and Road Running
  - Race Walking
  - Youth Athletics
- Standing Administrative:
- Officials
  - Records
  - Financial
  - Member Services
  - Athletics for the Disabled
  - Athletes Advisory
- B. Ad Hoc Committees: The President may appoint such committees as needed for proper operation of this Association.
- C. 1. All committee chairpersons, whether elected or appointed by the President, must be at least eighteen (18) years of age and members of this Association. Chairs shall be elected or appointed for specific terms which are determined prior to voting for or appointment to the position.
2. When requested by two (2) or more member organizations of this Association, sports committee chairs shall be elected. When the sports chair is elected, the election shall take place at a meeting, which is held separately from the general elections, either by time or location, and at a minimum shall be advertised to all member organizations in this Association active in the discipline. The election may take place at the posted time on the same date and at the same location, immediately following the general election.
- D. Committee members: shall be appointed by the committee chairperson with the approval of the President. All committees, subcommittees, or other appointed or elected bodies of this Association shall consist of at least twenty percent (20%) active athletes.

- E. Collection of dues/fees: Association committees that collect dues and fees during a given month shall, by the 10th day of the following month, send to this Association Treasurer a transmittal report along with all dues and fees collected for each sports organization and individual member. No committee may take any offsets, credits, or other deduction against any dues or fees collected by it and due to USATF-SC for any reason. All committee chairpersons shall keep or cause to be kept records of any financial transactions relating to the functions of their committee. Such records shall be in their safe keeping and turned over to the incoming committee chairperson.

## **ARTICLE 14**

### **STANDING SPORT COMMITTEES**

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

## **ARTICLE 15**

### **STANDING ADMINISTRATIVE COMMITTEES**

- A. Officials Committee:
1. Shall be responsible to train, certify and generally supervise officials within this Association, consistent with the rules, procedures and directive of the USATF.
  2. It shall be the duty of the Officials Committee to develop, maintain and facilitate instructional programs to develop and improve the skills of all officials and pre-officials; (2) certify Association level officials; (3) recommend to the USATF candidates for Nationals and Master Official designations; and (4) encourage member clubs and organizations to promote a program to recruit and train officials; and (5) track the background check and safesport training of all officials within this Association.
- B. Records Committee:
1. The committee shall investigate and indicate its approval or rejection for every performance submitted for record approval.
  2. Shall require that all applications be submitted on a USATF approved form and contain all pertinent information.
- C. Financial Committee:
1. Shall be composed of at least three (3) persons, one (1) of whom shall be designated by the President as chairperson and one (1) shall be recording secretary. A record of all

meetings of the committee shall be kept by the recording secretary and a copy shall be sent to the President and one to the Treasurer.

2. Shall review each request for expenditure of funds in excess of five hundred dollars (\$500.00). If approved, a voucher shall be issued to the Treasurer authorizing such. If disapproved, a letter of explanation shall be forwarded to the originator of the request.
3. Audit or cause to be audited the accounts of this Association. Unless signed by a CPA at least three (3) members of the Financial Committee shall sign and certify the annual audit. Such audit shall be accomplished prior to the annual meeting of this Association for presentation to the membership.

D. Member Services Committee (Membership Chair)

1. Shall collect or cause to be collected all memberships for individual and clubs within this Association and provide liaison with the USATF National Office in all matters of membership, including reporting and disbursement benefits.
2. Perform all duties and collect all funds associated with the registration of individual and clubs.
3. Process sanction application in accordance with the Bylaws and Regulations and keep records of all such sanction reports.
4. Be responsible for sanction application supplies and registration cards as well as validation stamps.
5. Provide a monthly report to the Treasurer regarding all funds received for USATF-SC and keep an accurate record of all deposits as required in Article 13E of these Bylaws.
6. Maintain contact with USATF to keep current on changes and other information and disseminate the information to this Association membership as directed.
7. Keep all records and receipts on all expenditures regarding the Membership Chair's business and submit all receipts to the Treasurer for record keeping.

## **ARTICLE 16**

### SANCTIONS FOR AMATEUR ATHLETIC EVENTS

- A. This Association shall have authority to grant sanctions to sports organizations or persons wishing to hold athletic competition in athletics that are not international in nature, with the State of South Carolina. The Membership Chair of this Association shall promptly grant a sanction request by a sports organization or person(s), provided that all the requirements of USATF Operating Regulation 23 have been satisfied. The Membership Chair may deny requests if it is determined by clear and convincing evidence that the proposed event would be detrimental to the sport, this Association or USATF. The decision to deny may be appealed to the USATF.

## **ARTICLE 17**

### FISCAL AND LEGAL MATTERS

- A. Fiscal Year: the fiscal year of this Association shall be September 1 to August 31.

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

## **ARTICLE 18**

### RECALL

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

## **ARTICLE 19**

### STANDING RULES

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

## **ARTICLE 20**

### AMENDMENTS

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

**ARTICLE 21**

**MANDATORY ADOPTION**

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

**ARTICLE 22**

**SAVING CLAUSE**

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

**ARTICLE 23**

**DISSOLUTION**

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

**ARTICLE 24**

**REDRESS OF GRIEVANCES**

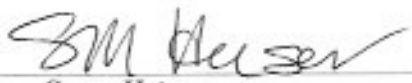
- A. A grievance may be any matter within the cognizance of USATF South Carolina as described in Standing Rule No. 5 Formal Grievances and Disciplinary Procedures. Grievances shall be filed and administered in accordance with Standing Rule No. 5.

*As Adopted: August 11, 2020, with USATF 2020 mandatory additions.*

*Signature - President*

\_\_\_\_\_  
*Brian Jordan*

*Signature - Secretary*

  
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*Susan Heiser*