



BYLAWS

OF THE

***USA TRACK & FIELD INC.
USATF LAKE ERIE***

TABLE OF CONTENTS

BYLAW ARTICLES

1. Name.....	Page 3
2. Definitions.....	Page 4
3. Purpose and Duties.....	Page 8
4. Authority.....	Page 11
5. Constituency.....	Page 12
6. Voting Members.....	Page 13
7. Meetings.....	Page 14
8. Voting.....	Page 17
9. Officers and their Duties.....	Page 22
10. Board of Directors.....	Page 25
11. Association Committees.....	Page 27
12. Annual Meeting Delegates.....	Page 37
13. Disciplinary Authority.....	Page 40
14. Redress of Grievances.....	Page 42
15. Sanctions.....	Page 44
16. Fiscal and Legal Matters.....	Page 45
17. Dissolution.....	Page 49
18. Saving Clause.....	Page 50
19. Amendments.....	Page 51

OPERATING REGULATIONS

1. Purpose of Regulations (USATF Regulation 1).....	Page 53
2. Constituent Membership (USATF Regulation 5).....	Page 54
3. Clubs (USATF Regulation 6).....	Page 55
4. Association Matters (USATF Regulation 7).....	Page 57
5. Formal Grievances and Disciplinary Proceedings (USATF Reg. 21).....	Page 58
6. Reinstatement (USATF Regulation 22).....	Page 59
7. Athletic Sanctions (USATF Regulation 23).....	Page 60
8. Amendments.....	Page 61

ARTICLE 1 NAME

The name of this Non-Profit organization shall be the **USA Track & Field Inc. USATF Lake Erie** and hereinafter referred to as “LEA”. LEA consists of these counties in the State of Ohio: Erie, Huron, Richland, Lorain, Ashland, Geauga, Cuyahoga, Lake, Medina, Summit, Wayne, Holmes, Stark, Tuscarawas, Harrison, Jefferson, Carroll, Columbiana, Mahoning, Portage, Trumbull, and Ashtabula.

ARTICLE 2 DEFINITIONS

- A. The words "**Track & Field**" herein shall include cross country, running, long distance running, race walking, track and field and any other jurisdiction granted by USA Track & Field, henceforth to be referred to as USATF.
- B. Association (when capitalized) means the local organization that administers a geographically defined area and bears a name that shall include its geographic description.
- C. **Athlete:**
1. **Active Athlete** means any individual who is actively engaged in Athletics or who is an International Athlete.
 2. **Actively Engaged Athlete** means an athlete who qualifies as a Ten Year or Ten Year+ Athlete, as defined below, or who has been actively engaged in twenty-four (24) months prior to election/selection in a USATF-Sanctioned competition, which may include events that categorize entrants in age-restricted classifications. USATF's Athletes' Commission and Nominating and Governance Panel will develop a process to jointly identify and vet candidates to serve as Actively Engaged Athletes.
 3. **Eligible Athlete** means any athlete who is actively engaged in Athletics or who is an International Athlete.
 4. **International Athlete** means an athlete who has represented the United States in international competition held under the jurisdiction of Athletics (not including World Youth or World Masters events) within the preceding 10 years OR who has, in the preceding 24 months, placed in the top half of national open championships events the AAC has specifically designated.
 5. **Masters Athlete** means:
 - a. In Track and Field and Race Walking an athlete who is at least thirty-five (35) years old on the first day of the meet.
 - b. In Long Distance Running, an athlete who is at least forty (40) years old on the first day of the meet.
 6. **Open Athlete** means:

- a. In Men's and Women's Track and Field and Men's and Women's Race Walking, athletes shall be fourteen (14) years of age or older on the day of the competition.
 - b. In Men's and Women's Long Distance Running and Cross Country, Athletes shall be limited to sixteen (16) years of age or older on the day of the competition.
 - c. An Open Athlete has no maximum age.
7. **Para Athlete** means an athlete that has a disability or impairment that makes them eligible to compete in Para sport.
8. **Ten Year Athlete** means an athlete who has represented the United States in the Olympic Games, the Pan American Games, World Athletics Outdoor Championships, World Athletics Indoor Championships, World Athletics Relay Championships, World Athletics Cross Country Championships, Senior NACAC Championships, Top-8 Finisher at the USA Outdoor Track and Field Championships, Top-8 Finisher at the USA Olympic Track and Field Trials, Top-12 Finisher at the USA Olympic Marathon Trials, or another event designated by the USOPC (together, with the USOPC's Athletes Advisory Council) and USATF (together, with USATF's Athletes' Commission) as an elite-level event for purposes of this definition, within the previous ten (10) years. Eligibility in the following events is restricted to the finishing spots noted above beginning in year 2000: World Athletics Indoor Championships, World Athletics Relay Championships, World Athletics Cross Country Championships, Senior NACAC Championships, Top-8 Finisher at the USA Outdoor Track and Field Championships, Top-8 Finisher at the USA Olympic Track and Field Trials, Top-12 Finisher at the USA Olympic Marathon Trials.
9. **Ten Year+ Athlete** means an athlete who has represented the United States in the Olympic Games, the Pan American Games, World Athletics Outdoor Championships, World Athletics Indoor Championships, World Athletics Relay Championships, World Athletics Cross Country Championships, Senior NACAC Championships, a Top-8 Finisher at the USA Outdoor Track and Field Championships, a Top-8 Finisher at the USA Olympic Track and Field Trials, a Top-12 Finisher at the USA Olympic Marathon Trials, or another event designated by the USOPC (together, with the USOPC's Athletes Advisory Council) and USATF (together, with USATF's Athletes' Commission) as an elite-level event for purposes of this definition, but not within the previous ten (10) years. Eligibility in the following events is restricted to the finishing spots noted above beginning in year 2000: World Athletics Indoor Championships, World Athletics Relay Championships, World Athletics Cross Country Championships, Senior NACAC Championships, Top-8

Finisher at the USA Outdoor Track and Field Championships, Top-8
Finisher at the USA Olympic Track and Field Trials, Top-12 Finisher at the
USA Olympic Marathon Trials.

10. **U20 Athlete** means an athlete who is fourteen (14) years or older on the day of competition and will not become twenty (20) years of age during the year of the competition.

11. **Youth Athlete** means an athlete who has not attained nineteen (19) years of age as of the final day of the National Junior Olympic Track and Field meet of the year of competition.

D. **AAC** means the Athlete Advisory Committee.

E. **Athletics** (when capitalized) means, inclusively, track & field, long distance running, cross country running, road running, race walking, and any other sport discipline recognized by the WA.

F. **Athletics Competition** means a contest, game, meet, match, tournament, or other Athletics event in which Athletes compete.

G. **Board of Directors, Board or Board Members** (when capitalized) means the Association's Board of Directors, as described in Article 10, Section A.

H. **Club** means an organization of athletes and others who participate in USATF programs as a team. There shall be various types of USATF clubs, based on the types of programs and purposes they serve. Clubs may have more than one purpose.

I. **Coach** means an individual who is currently a USATF-certified coach, or who was within the preceding ten (10) years actively engaged in training athletes, coaching school/college community Athletics, coaching club athletes, or coaching International Athletes.

J. **Diversity** means differences among individuals, including, but not limited to race, gender, age, ethnicity or national origin, gender identity, gender expression, sexual orientation, religious belief, physical ability, or disability.

K. **International Athletics Competition** means any Athletics competition involving athletes representing two (2) or more countries.

L. **IOC** means the International Olympic Committee.

M. **IPC** means International Paralympic Committee.

- N. **NACAC** means North American, Central American, Caribbean Athletics Association.
- O. **LEA** means **USA Track & Field Inc. USATF Lake Erie.**
- P. **NABR** means National Athletics Board of Review.
- Q. **NGB** means the National Governing Body.
- R. **National Office** means the national office of USA Track & Field Inc.
- S. **Past chair or past officer** means the person (other than the current holder of the position) who served immediately prior to the present holder.
- T. **Sanction** means the document which evidences the authority granted by USATF and this Association to conduct a competition, and which also evidences that the recipient has complied with the requirements of Article 16 (Sanctions) of these Bylaws and USATF Operating Regulation 23 (Athletic Sanctions).
- U. **Sports Act** means the Ted Stevens Olympic and Amateur Sports Act.
- V. **Sports Organization** means a non-profit corporation, club, federation, union, Association, or other group organized in the United States that sponsors or arranges any Athletics competition.
- W. **USOPC** means the United States Olympic & Paralympic Committee.
- X. **USATF** means USA Track and Field Inc.
- Y. **WA** means World Athletics
- Z. **World Para Athletics Athlete License** is a license issued by the IPC in accordance with the IPC Athlete Licensing Program to enable athletes and guide-runners to compete in the Paralympic Games, WPA Championships and World Para Athletics Sanctioned Competitions.

ARTICLE 3 PURPOSE AND DUTIES

This non-profit Association shall act as the governing body for Athletics in this geographic area defined by USATF Bylaws.

A. Purposes: This Association shall have the following purposes:

1. **Development:** Developing interest and participation in Athletics in this geographic area at all levels and developing opportunities for athletics development at the highest possible performance level.
2. **Management:** Promoting Athletics and athletes by conducting competitions and other events and cooperating with and encouraging other organizations that may do so.
3. **Performance:** Fielding the most competent individuals and teams in this geographic area for all levels of competition in Athletics and providing support and conditions that ensure optimal performance for Athletes at all levels.
4. **Marketing:** Generating public awareness, appreciation, and support for Athletics and for the Association and USATF, creating opportunities for athletes and Athletics events, and generating sponsorships to help fulfill its purposes and duties.
5. **Diversity:** Promoting Diversity of representation at all levels of participation in its activities.

B. Duties: This Association shall have the following duties:

1. **Responsibility to constituency:** Being responsible to persons and Sports Organizations active in Athletics.
2. **Coordination of scheduling:** Minimizing, by coordinating with other Sports Organizations, conflicts in schedules for Athletics practices and competitions.
3. **Communication with athletes:** Keeping Athletes informed of policy matters and reasonably reflecting the views of Athletes in policy decisions.
4. **Sanctioning of events:** Sanctioning Athletics competition under these Bylaws and the Operating Regulations.

5. **Participation in competition:** Providing for participation by Athletes, coaches, trainers, managers, administrators, and officials in Athletics competition, under the provisions of these Bylaws and the Operating Regulations, and provide for protections guaranteed by the Sports Act, and as described elsewhere in these Bylaws.
6. **Support of women in Athletics:** Providing equitable support and encouragement for participation by women in Athletics.
7. **Support of the disabled in Athletics:** Encouraging and supporting sports programs in Athletics for disabled individuals.
8. **Coordination of technical information:** Coordinating and providing technical information on physical training, equipment design, coaching, and performance analysis in Athletics.
9. **Research:** Encouraging and supporting research, development, and dissemination of information in the areas of sports medicine and sports safety in Athletics.
10. **Coordination of certification and education:** Providing the means to certify coaches and officials throughout this geographic area in all disciplines and at all levels of Athletics.
11. **Registration and certification of athletes:** Registering athletes as members and certifying athletes as eligible for competition.
12. **Maintaining athlete eligibility requirements:** Establishing eligibility criteria for participating or competing in Association events in Athletics.
13. **Administration of Athletics:** Performing all other duties necessary for administering Athletics in this geographic area and for achieving this Association's purposes.
14. **Compliance with WA Requirements:** USATF is affiliated with the WA (and through the WA to the North American, Central American and Caribbean Athletic Association). USATF shall recognize, accept, apply, observe, and abide by the Constitution, Rules, and Regulations of the WA and the North American, Central American and Caribbean Athletic Association, as amended from time to time, unless any of these documents conflict with federal or state law, or USOPC requirements. This includes, but is not limited to, anti-doping rules, the handling of disputes, and relations with Athletes' Representatives.
15. **Compliance with USOPC Requirements:** USATF is a member National Governing Body (NGB) of the USOPC. USATF shall recognize, accept,

apply, observe, and abide by the policies and procedures of the USOPC, as amended from time to time, including, but not limited to, its SafeSport rules and regulations. Additionally, USATF shall abide by the policies and procedures of the independent SafeSport Organization designated by the USOPC to investigate and resolve SafeSport violations. The USOPC has designated the U.S. Center for SafeSport as that organization.

16. **Promote Diversity in Associations:** Providing support and establishing rules, regulations, and/or guidelines to ensure that each Association is promoting Diversity of representation at all levels of participation in its activities.

ARTICLE 4 AUTHORITY

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

- A. **Representation:** Representing this geographic area in USATF.
- B. **Establishment of Association goals:** Establishing Association goals and encouraging the attainment of those goals in Athletics.
- C. **Coordination of Athletics:** Serving as the coordinating body for activity in Athletics in this geographic area.
- D. **Jurisdiction:** Shall have jurisdiction over Athletics competition in this geographic area, including Association Championships, with the exception that any Sports Organization which conducts closed Athletics competition (participation in which is restricted to a specific class of eligible athletes such as high school students, college students, members of the Armed Forces, or similar groups or categories) shall have exclusive jurisdiction over such competition.
- E. **Autonomy:** This Association shall be autonomous in governing Athletics in this geographic area. It shall independently determine, and control all matters central to governing; shall not delegate its decisions or control; and shall be free from outside restraint. This provision shall not prevent this Association from contracting with third parties for administrative assistance and support in connection with its purposes and authority.

ARTICLE 5 CONSTITUENCY

- A. **Individuals:** Any person who meets the criteria for individual membership as determined by USATF shall be eligible for membership. This includes Athletes, Elite Athletes, disabled athletes, coaches, officials, trainers, managers, administrators, or any other individual.
- B. **Clubs/organizations:** Any club or organization that meets the criteria for group membership as determined by USATF shall be eligible for membership. This includes clubs, organizations administering competitions, and any other groups designated by USATF. Member groups must designate in writing who the voting members of the group are to be and must make any changes to this in a timely manner before such individuals are recognized to vote.
- C. **Applications:** Application for membership shall be in accordance with the USATF and Association Bylaws and Operating Regulations.
- D. **Suspension and expulsion:** Any individual or group recognized by this Association which violates any of the provisions of these Bylaws or Regulations, USATF Bylaws or Operating Regulations, any operating policy approved by the USATF Board of Directors, or any operating policy approved by this Association may be suspended, after due notice and an opportunity to be heard by the body designated to conduct such hearings, until the next meeting of this Association, to which meeting action of suspension shall be reported by the Secretary, whose duties are defined in Article 9, Section B.3. At such meetings, the suspension may be rescinded by a majority vote of the members, or such individual or group may be expelled by a two-thirds vote.

ARTICLE 6 VOTING MEMBERS

- A. All members in good standing who are over the age of eighteen are entitled to participate in voting at meetings of this Association.
- B. No individual may cast more than one vote on any motion or in any election.
- C. All voters must be current members of the Lake Erie Association of USATF.
- D. 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).

ARTICLE 7 MEETINGS

- A. **Association Annual Meeting:** The annual meeting of this Association shall be held no later than two months prior to the USATF Annual Meeting. The Association annual meeting will be held, at such date, time and place as the Association President, whose duties are defined in Article 9, Section B.1., shall determine with input from the membership and approval of the Board.
- B. **Regular meetings:** This Association shall hold meetings of the Board at such time and place as requested by (4) members of the Board. The request shall be made to the Association President and meeting shall be held within (2) weeks of the request.
- a. All Board Members shall receive at least fourteen (14) days' notice of any In-Person meeting and at least forty-eight (48) hours' notice of any conference call.
- C. **Special Meetings:** Special meetings of this Association shall be held upon call by the Association President. These meetings will be held for the purpose of addressing grievances or problems they perceive.
- D. **Meeting procedures:** The following shall govern the conduct of all meetings of this Association:
1. Notification of meetings:
 - a. **Distribution:** Notice of the meeting must be distributed by email, newsletter, local Association web site, and/or the National Office's web site
 - b. **Web site use:** If a web site is to be used to inform members of the meeting, then members must be informed where to find information on the web site through an email or newsletter.
 - c. **Prior arrival:** The initial meeting notice must be sent by means under which it will arrive at least thirty (30) days prior to the date of the meeting.
 - d. **Changes:** Any notice of a meeting change must be disseminated at least fourteen (14) days prior to the meeting.
 - i. A change of location, within the same community, may be made at any time provided that notice is posted at the former location regarding the new location, and time for

travel is allowed before the commencement of the meeting at the new location.

2. **Structure of meetings:**
 - a. An In-Person meeting shall be the first option for meetings with a Hybrid (combined In-Person and On-Line) being the next option. However, if In-Person or Hybrid is not possible then an On-Line option shall be the alternative. Only On-Line meetings will include On-Line voting provisions.
 - b. The Board shall determine the structure of the meetings.
 3. **Publication of agenda:** The proposed agenda shall be included along with the meeting notice. Agendas should also be available at the time of the meeting; additional items added to the agenda shall not include any item where action of the committee is necessary, unless seventy-five percent (75%) of the members of the group then present agree to such action.
 4. **Open conduct of business:** All meetings of this Association shall be open to all individual members of the Association except as otherwise provided. There shall be a specified time period in the meeting when any member may give input or make a brief statement.
 5. **Closed or executive sessions:** No part of any meeting shall be closed unless seventy-five percent (75%) of the members of the group present agree to close the session.
 6. **Record of a meeting:** The Association and all of its committees shall have a recording secretary. Within thirty (30) days of the meeting, draft minutes should be posted on the Internet. All written reports or a summary of such reports shall be distributed with the draft minutes.
- E. **Quorum:** Provided that proper notice of a meeting has been given, a quorum shall be constituted by the voting members present for official business to be conducted at our bi-annual meetings. A majority of the Board Members must be present to conduct official business at Board meetings.
1. A quorum shall consist of no less than four (4) Board Members.
- F. **Agenda:** Prior to each meeting of this Association, the Secretary shall consult with the President and any Association staff members on the agenda. The Secretary shall prepare an agenda to be presented to the members at the start of the meeting as one of the first orders of business. Such agenda items shall include, but not necessarily be limited to:

1. **Attendance:** Consideration of the eligibility of members through acceptance of the registrar's report or roll call.
 2. **Credentials:** Consideration of credentials and challenges.
 3. **Minutes:** Acceptance of the minutes of the previous meeting.
 4. **Financial Report:** Treasurer's report and approval of the budget.
 5. **Reports:** Reports from the President and those officers and committee chairs which have business to come before the delegates.
 6. **Introductions:** Group introduction of other officers and committee chairs (without reports).
 7. **Amendments:** Action on proposed amendments.
 8. **Elections:** Nominations (without speeches except for officer positions) and elections as scheduled, including special elections.
 9. **Awards:** Appropriate awards presentations
 10. **Other Business:** New or old business as scheduled.
- G. **Rules of order:** Questions of order shall be decided by the chair in accordance with Roberts Rules of Order (Newly Revised), unless otherwise provided in these Bylaws. Decisions by the chair may be appealed to the Association parliamentarian. The President shall designate a qualified parliamentarian for all meetings of this Association.

ARTICLE 8 VOTING

B. **Association Elections:** All Association elections for officers shall follow common guidelines and procedures to ensure fairness and openness. These provisions shall include:

1. **Election notice:**

- a. **Distribution:** Notice must be distributed by email, by newsletter, by local Association web site or the National Office's web site.
- b. **Web Site Use:** If a web site is to be used to inform members of the elections, then members must be informed where to find information on the web site through an email or newsletter.
 1. Notice must be sent by email to the Association's current membership list provided by the National Office. The Association must also comply with state law requirements for not-for-profit corporations.
 2. Notice must be sent by mail to any member making a written request for notice by mail within one year of an election.
- c. **Prior arrival:** The initial meeting notice must be distributed at least thirty (30) days prior to the beginning of the election or nominations.
- d. **Changes:** Any notice of a meeting change must be disseminated at least fourteen (14) days prior to the meeting.
 1. A change of location, within the same community, may be made at any time provided that notice is posted at the former location regarding the new location, and time for travel is allowed before the commencement of the meeting at the new location.

C. **Nominating process:**

1. **In-Person meeting nominations:** Nominations must be allowed from the floor at an In-Person election meeting.
2. **Email nominations:** An opportunity to nominate candidates for all elected positions must be allowed via email prior to finalizing the ballot. The process must be explained to the members. The nominating process

must not be unduly rigorous. The deadline (date and time) for all Email nominations must be indicated in the Election Notice.

3. **Membership and age criteria:** A candidate must be a member of the Association who is at least 18 years of age before the later of taking office or thirty (30) days of being elected.
4. **Background Check and SafeSport Requirement:** All committee chairs must complete and pass a USATF approved background check and possess a current SafeSport training certificate or renewal, before the later of taking office or thirty (30) days of being elected.
5. **Certified Official Requirement:** A candidate must be a certified official with the LEA that meets the latest edition of National Officials Regulations or become a certified official before the later of taking office or thirty (30) days of being elected.
6. **Nominations and Seconds:** A candidate needs one (1) nominator and one (1) seconder who are both members of the Association.

D. Voter criteria:

1. **One Person - One ballot:** One (1) person shall cast only (1) ballot, regardless of how many positions within the Association the person occupies.
2. **Proxies:** There shall be no proxy voting.
3. **Minimum Age:** Voters must be a minimum of age eighteen (18) on the day of the election or, in the case of an electronic ballot, on the day the ballots are due.
4. **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).
5. **Appointees:** An appointed Committee Chair or Board Member may not vote in elections in that capacity but may otherwise qualify for a vote.
6. **Organizations:** Organizations shall have a minimum of one (1) vote. The Association may grant an organization additional votes based on its size. If an organization has more than one (1) vote, a different representative must cast each ballot. Organizations and any person representing an

organization in Association voting matters must be USATF (and Association) members in order to vote.

E. **Conduct of voting:** This Association shall use an open meeting ballot where all members of the Association are eligible to attend and vote:

1. **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).
2. **Uncontested:** Uncontested elections may be voted by acclamation.
3. **Ballot type:** A secret ballot must be used for contested elections.
4. **Structure of the Voting Ballots:** In-Person or Electronic Ballot:
 - a. The Board shall determine the structure of voting ballots to be utilized.
 - b. In-Person voting ballots are the first choice for submitting ballots at In-Person meetings.
 - c. If not able to hold In-Person voting ballots, then electronic ballots may be used.
 - d. Must choose only one method of the following choices:
 1. In-Person
 - or
 2. Electronic Voting.
 - e. **Electronic Voting:** If Electronic Voting is used, then an electronic ballot shall be emailed to all valid voting members of the Association:
 1. All ballots must be distributed at the same time.
 2. The minimum time allowed for returning the ballot shall be thirty (30) days.
 3. Each voter shall have a unique "Voter ID" and "Voter Key" and can only vote once.

4. The due date of ballot return must be clearly stated on ballot.
5. Acceptance of electronic ballots shall close at the stated date and time as published in the meeting notice for both In-Person or On-Line meetings.

F. Counting of Ballots

1. **Voting Panel:** 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 at least 18 years old. The panel shall not include any individual who is a candidate for an office.
2. **Consultation:** The panel may consult with the Association's President, Secretary, or Parliamentarian – so long as they are not candidates for offices – on procedural matters.
3. **Open ballots:** Any ballot opened outside the presence of the entire voting panel shall not be counted.
4. **Electronic Ballots:** If Electronic Ballots are used, then the Voting Panel shall have access to all voting results and verify the voting authenticity.

G. Committee Chairs:

1. **Age and terms:** All committee chairs, whether elected or appointed, must be at least 18 years old at the start of the term of office and members of the Lake Erie Association. Committee chairs shall be elected or appointed for specific terms that are determined prior to the appointment or voting for the position.
2. All committee chairs must complete and pass a USATF approved background check and possess a current SafeSport training certificate or renewal, before the later of taking office or thirty (30) days of being elected.
3. **Election:** When requested by two (2) or more member organizations of the Association, Sport Committee chairs shall be elected. When a Sport Committee chair is elected, the election shall take place at a meeting held separately from the general elections, either by time or location. The election shall, at a minimum, be advertised to all member organizations in the Association active in the discipline. The election may also be conducted by electronic ballot using the procedures stated above.

H. Majority Requirement:

1. **Officers:** The officers of the Association must be elected by a majority of the ballots cast. If a run-off election is necessary, the notification requirement shall be the same.
2. **Plurality:** In electronic ballot elections, a plurality may be accepted.
3. **In-Person majority:** In elections conducted at meetings, a plurality vote (the individual receiving the most votes) may not be accepted in the first round.
4. **Run-off candidates:** In run-off elections, the number of candidates shall be equal to twice the remaining positions on the ballot.

I. Election protests:

1. **USATF Regulation 21 (Formal Grievances and Disciplinary Proceedings):** Except as indicated below, USATF Regulation 21 shall apply to election disputes. Protests may only be made after the election process is concluded.
2. **Panel composition:** An NABR panel from a different USATF Association whose election is disputed shall be appointed to conduct the hearing. All hearings shall be by conference call. The procedures in USATF Regulation 21 shall apply.
3. **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.
4. **Further action:** The NABR panel may recommend changes for future elections in the Association.

ARTICLE 9 OFFICERS AND THEIR DUTIES

- A. **Positions:** The officers of this Association shall be a President, a Vice President, a Secretary, and a Treasurer. No individual may be an officer of this Association who is also an officer of another sport's governing body at the national level.
- B. **Duties:** The officers shall perform the following duties as well as any other duties prescribed by these Bylaws, the USATF Bylaws, or the Board of this Association.
1. **President:** The President shall:
 - a. Preside over all meetings of this Association and its Board.
 - b. Be an ex-officio non-voting member of all committees.
 - c. Shall manage and supervise the affairs of this Association, subject to the direction of the Board of this Association.
 - d. Select committee chairs and name other such members that he or she is entitled to appoint pursuant to these Bylaws, after consultation with the other officers. The President may likewise terminate such appointments for good cause upon written notice to such appointees and the other officers.
 2. **Vice President:** The Vice President shall:
 - a. Perform duties assigned by the President and Board.
 - b. In the temporary absence of the President from a meeting, they shall serve as acting chair.
 3. **Secretary:** The Secretary shall:
 - a. Keep or cause to be kept all records of this Association, and all minutes of the meeting of this Association and its Board.
 - b. In general, shall perform all duties normally pertaining to the office of Secretary.
 - c. Review and process all applications for sanctioning athletic competitions.

4. **Treasurer:** The Treasurer shall:

- a. Keep or cause to be kept a correct and complete record of accounts, showing accurately at all times the financial condition of this Association.
- b. In general, shall perform all duties normally pertaining to the office of Treasurer.

C. **Election:** All officers are to be elected for four (4) years at the annual meeting of the Association to be held every Summer Olympiad. Their term will commence on the first day of January following the election. No person may contest more than one (1) officer position during an election. A person may not hold the office of President and any other officer position; however, a person may be named in other dual capacities to fill a vacancy.

D. **Limitation on Terms:** No person shall serve in an officer position for more than two (2) full terms in the same office in succession. Those who have served two terms in succession must secure permission (majority vote) of the Board of Directors prior to the election.

E. **Succession and vacancies:** There shall be no order of succession to any office. In the event the Board determines that an officer is temporarily unable to serve, it may in its sole discretion name another officer to fill the vacancy temporarily. In the event an officer resigns or is permanently unable to serve, the Board shall name a successor until the following annual meeting, at which time a special election shall be held for the un-expired portion of the term.

F. **Removal from office:** Any officer of this Association may be removed for good cause by a two-thirds vote of those members of the Association present and voting at an annual meeting or special meeting called for this purpose and provided the requisite notice for such meeting (see Article 7) shall properly set forth the removal vote on its agenda.

G. **Dispute resolution:**

1. **Arbitrators:** Selecting an impartial three-person arbitration panel, to include at least one Active Athlete, to hear and decide grievance and disciplinary matters. The arbitrators shall not be members of the Association Board.
2. **Challenge:** The opportunity for a party to a grievance or disciplinary proceeding to object to an arbitrator due to an established or apparent conflict of interest.

3. **Filing:** Special procedures for filing and handling grievances against an officer of the Association, which exclude the officer from the grievance administration process.
4. **Dates:** Grievance or disciplinary hearing to be held within ninety five (95) days of filing the proceeding.
5. **Delay:** The opportunity for the arbitrators to dismiss or rule against any party who delays the proceedings, (as) is uncooperative, or (as) is unprepared to present evidence or a defense at the grievance or disciplinary hearing, provided that proper advance notice of the hearing has been given to the part.
6. **Appeals:** The decision of the arbitrators is to be appealed under USATF Regulation 21 (Formal Grievances and Disciplinary Proceedings).

ARTICLE 10 BOARD OF DIRECTORS

A. Board of Directors:

1. **Composition:** The Board of Directors shall be composed as follows:
 - a. **Voting Members:** The voting membership of the Board shall be as follows:
 - 1) The officers of this Association (4 persons).
 - 2) Members At-Large (2 persons).
 - 3) The immediate past president (1 person). If the immediate past president is unavailable or declines the Board Member position, then a third Member At-Large shall be used.
 - b. At least that number of eligible athletes which shall constitute twenty percent (20%) of the Board, all of whom must be of voting age and at least one of whom must have participated in international competition for the USA within the last ten (10) years, where available.
 - c. **Chair and Secretary:** The President of the Association shall serve as Chair and the Secretary as Secretary.

B. General provisions:

1. **Fiduciary responsibility:** The Board shall manage and supervise the affairs of the Association and perform those duties specified in these Bylaws.
2. **Meetings of the Board:** The Board may conduct its affairs either at In-Person meetings or by conference call. It shall hold quarterly meetings during each year as called by the President.
 - a. By written request, the President or any four (4) members of the Board may call additional meetings.
 - b. Board Members intending to call a meeting must give at least five (5) days' notice to the President of their intent by electronic mail.

- c. After the members of the Board have called for a meeting, the President shall have twenty-four (24) hours to determine the venue and give appropriate notice to the Board.
 - d. All Board Members shall receive at least fourteen (14) days' notice of any In-Person meeting and at least forty-eight (48) hours' notice of any conference call.
 - e. Written notice shall include the minutes of the previous meeting. Notice for any meeting may be waived by unanimous consent.
 - f. Individuals who cannot attend In-Person meetings may participate fully in a conference call.
- C. **Election or selection of members:** All members of the Board are elected by their constituencies and shall serve at the discretion of those constituencies, unless otherwise stated in these Bylaws.
- D. **Terms:** The term for Board Members which is not otherwise set by their terms of office shall be the four (4) years of the Summer Olympiad.
- E. **Quorum:** A quorum for meetings of the Board shall consist of a majority of the members of the Board.
- F. **Voting:** Except as otherwise provided herein, all matters shall be decided by majority vote of those present and voting. There shall be no voting by proxy.
- 1. **Electronic Voting:** Upon authorization by a majority vote at a duly convened meeting or by call of the officers, the Board may conduct a vote through an electronic ballot emailed to all Board Members of the Association:
 - a. All ballots must be distributed at the same time.
 - b. The minimum time allowed for returning the electronic ballot shall be determined by the Board.
- G. **Majority Vote:** All voting by the Board shall require a majority vote for approval.
- H. **Expulsion:** Failure to participate in two (2) consecutive meetings may, by a 2/3 vote of the Board Members attending, cause expulsion of the member or representative.

ARTICLE 11 ASSOCIATION COMMITTEES

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

1. Non-Sport Committees:

- a. Associations
- b. Athletes Advisory
- c. Athletics for the Disabled
- d. Awards
- e. Coaching Advisory
- f. Coaching Education
- g. Communication
- h. Development
- i. Equipment
- j. Law & Legislation/Rules
- k. Marketing
- l. Medical Services
- m. Membership
- n. Officials
- o. SafeSport

2. Sport Committees:

- a. Cross Country Running
- b. Masters Long Distance Running

- c. Masters Track & Field
- d. Men's Long Distance Running
- e. Men's Track & Field
- f. Mountain, Ultramarathon and Trail Running (MUT)
- g. Race Walking
- h. Women's Long Distance Running
- i. Women's Track & Field
- j. Youth Athletics

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

1. **Term of members:** Unless otherwise provided for, the term for members of all committees shall be four (4) years and shall commence on the first day of January following the Summer Olympiad.
2. **Sport Committees Duties and Responsibilities:**
 - a. **Championships:** Have jurisdiction over the Association Championships in its discipline, and institute, conduct, and manage these championships under USATF Regulation 18 (Championships).
 - b. **Calendar:** Coordinate the local and domestic competition calendar in its discipline.
 - c. **Records:** Approve records for the events within its discipline.
 - d. **Committee responsibility:** Any committee project or grant which requires applicants to file a written request form must also require a certification that the Association President and Chair (if appropriate) have been notified of the application. Any USATF national committee awarding funding for projects or events to be held in the Association must notify the Association President in writing of the date and scope of the activity to be held in the Association.
3. **Associations liaison duties and responsibilities:** The liaison shall:

- a. **Communication:** Communicate with other Associations of USATF.
 - b. **Examples:** Collect and provide samples of model Association Bylaws, policies, and operations manuals.
 - c. **Clearinghouse:** Assemble and disseminate information to the National Office on registration and membership, events, schedules, services to athletes, and Association statistics.
 - d. **Association standards:** Assist the Association in understanding accreditation implementation and formulating plans for improvement.
 - e. **Resource:** Both advise and serve as a resource for the Association, its officers, and its Boards, either individually or collectively, with respect to current fund-raising and marketing & media practices and policies which might be applicable to their particular needs and situations; and
4. **Athlete's Advisory duties and responsibilities:** The committee shall:
- a. **Policy advice:** Serve as a source of reference, opinion, and advice to the officers, employees, Board, and all committees about current or contemplated Association policies and all matters relating to athletes and athlete's rights.
 - b. **Athlete representatives:** Appoint, elect, or oversee the election or appointment of athletes' representatives to committees or subcommittees when empowered to do so by these Bylaws.
 - c. **Participation in governance:** Encourage and foster the representation and active participation of athletes at the meetings of the Association, its Board, and its committees, and at all other levels of decision-making within the Association.
 - d. **Meetings:** Conduct meetings of the Active Athlete members and other Active Athlete attendees at the annual meetings of this Association.
 - e. **Performance:** Assist athletes in achieving maximum performance in Athletics competitions.
5. **Athletics for the Disabled duties and responsibilities:** The committee shall:
- a. **Liaison:** Serve as liaison between:

- 1) This Association:
 - 2) The Disabled in Sports Committee of the USOPC.
 - 3) Those Sports Organizations for athletes with disabilities that conduct regular programs.
- b. **Competitions:** Coordinate, through the appropriate Sport Committee, the competition of disabled athletes in events under this Association's jurisdiction and promote participation by athletes with disabilities in Association-Sanctioned events.
 - c. **Development:** Develop programs to improve athletic performance among athletes with disabilities.
 - d. **Education:** Facilitate educating and training of coaches and officials and educating the Athletics community in general in working with athletes with disabilities.
6. **Awards Committee duties and responsibilities:** The committee shall:
- a. Manage all of the Associations medals.
 - b. Recommend to the Board of Directors what medals should be purchased and help with its purchase when appropriate as part of the Association Championships.
 - c. Develop criteria for awarding annually to deserving individuals and/or organizations a token of permanent recognition of their outstanding service to, or prowess in, the sport of Athletics as a whole.
 - d. Develop criteria for awarding monthly the Associations Athlete of the Month award.
 - e. Develop and maintain criteria for awarding membership in the Lake Erie Association Hall of Fame.
 - f. Assist the Officials Chair in nominating Association officials for the:
 - 1) National Outstanding Service Award
 - 2) National Hall of Fame

- 3) Andy Bakjian Award - Outstanding Service
 - 4) Charles Ruter Award - Outstanding Running Event Official
 - 5) Horace Crow Award - Outstanding Field Event Official
 - 6) James Grey Award - Outstanding Leadership
 - 7) John Davis Award - Outstanding Humanitarian
 - 8) Lori Maynard Award - Outstanding Racewalk Official
- g. Select the recipients and arrange for the presentation of such awards as may be authorized by the Board of Directors.
 - h. Maintain a permanent record of all Association-wide awards and maintain a current listing of such awards and their recipients.
7. **Coach's Advisory duties and responsibilities:** The committee shall:
- a. **Policy advice:** Serve as a source of reference, opinion, and advice to the officers, Board, and all committees about current or contemplated Association policies and in all matters relating to coaches.
 - b. **Coach's Representatives:** Appoint elect or oversee the election or appointment of coaches' representatives to committees or subcommittees when authorized by these Bylaws.
8. **Coaching Education duties and responsibilities:** The committee shall:
- a. Foster the growth of coaches' education in the local area, using such resources as the national committee can provide.
 - b. It shall participate in the staging of any coaching education school held in the geographic area of the Association.
9. **Communication duties and responsibilities:** The committee shall:
- a. Develop and implement an annual plan to inform the Association membership and the public about the activities of the Association, including opportunities to participate in, officiate, coach, or to observe athletic competitions.
 - b. Oversee the publication of any newsletter, brochure, magazine, or other publication that the Association may produce or acquire.

- c. Send at least two emails to membership (at least 90 days apart) and provide additional emails to differing membership segments.
- d. Oversee the administration and design of all Association websites. They will act on behalf of the Board of Directors to manage such official websites. Committees and may not have website separate from the Lake Erie Association website unless approved by the Board of Athletics.

10. Development duties and responsibilities: The committee shall:

- a. **Scope:** Investigate, stimulate, plan, and promulgate programs on a broad basis to provide for the overall development of:
 - 1) Training and competitive facilities.
 - 2) Equipment and skills.
 - 3) Coaching methods.
 - 4) Athletic skills.
- b. **Effect:** Perform the above activities in order to develop the maximum number of athletes from the novice to world-class levels.

11. Equipment Committee duties and responsibilities: The committee shall:

- a. Manage the competition equipment assets of the Association that will include rental and repair of that equipment.
- b. Recommend to the Board of Directors what competition equipment should be purchased and help with its purchase when appropriate as part of the annual budget process.
- c. Maintain the current list of all equipment assets.
- d. Develop a request list for competition equipment purchase.

12. Law & Legislation duties and responsibilities: The committee shall:

- a. **Deliberations:** Consider and present in proper form for action all amendments to the Association's Bylaws and Operating Regulations and may make recommendations thereon.

- b. **Custodial Service:** Be the custodian of the local Association Bylaws.
- c. Annually review USATF Bylaws and recommend changes to the Association's Bylaws to the Board.
- d. **Amendments by Members:** Have the authority to propose amendments to the Association's Bylaws, Operating Regulations, and Rules of Competition on behalf of the Association with the signature of the President of the Association.

13. Marketing Committee duties and responsibilities:

- a. Develop and implement an annual plan to interact with the media in our Association to help inform and further promote our sport.
- b. Develop and implement an annual plan to market the Association's events and programs to sponsors.
- c. Work with the Board of Directors to coordinate sponsorship.
- d. Provide recommendations to the Board of Directors concerning any advertising or sponsorship proposals involving the Association business or that of its committees.
- e. Develop guidelines for marketing Association projects.
- f. Develop and implement plans to educate the Association's athletes, coaches, and officials in proper and courteous media relations.

14. Medical Services Committee duties and responsibilities:

- a. Consist of a chairperson appointed by the President, all certified trainers/therapists, and medical personnel, (i.e., physicians, nurses, pharmacologists, paramedics, and allied health professionals) who are members of the Association and interested in volunteering their services.
- b. Coordinate and provide medical services to Association Championships and, if possible, to other Association sponsored events.
- c. Establish an Association wide list of medical care providers and other support personnel who provide care for sports related injuries.

- d. Provide information and advice to athletes, coaches, and other members of the Association concerning proper use of pharmaceuticals and the prevention and care of injuries, illnesses, and environmental stresses.
- e. Validate that medical personnel shown assigned to Association Sanctioned meet are qualified to meet the medical requirements and will be at the meet for which the Sanction is being issued.

15. Membership Committee duties and responsibilities:

- a. Develop and implement an annual plan to improve the benefits of individual memberships and increase the individual memberships of the Association.
- b. Develop and implement an annual plan to improve the benefits of club membership and increase the club membership of the Association.
- c. Maintain and review all applications for organization memberships in the association to make sure they meet and maintain minimum requirements.
- d. Develop and maintain any special memberships or requirements of the Association other than those required by USATF.
- e. Hear and decide on any appeals or disputes concerning membership of individuals, clubs, or organizations, including requests by any of the same from boundary Associations or for athlete representation between clubs, or other membership issues.

16. Officials Committee duties and responsibilities:

- a. Recognizing the possible differences between Associations in the number of meetings held, the availability of officials, and the availability of personnel to administer programs.
- b. **Administration:** Select a person or committee responsible for training, certifying, and generally supervising officials within the Association, under such rules and procedures consistent with the directives of the national committee, as it may adopt.
- c. **Methods:** Establish (by examination, rules review, field experience, clinics, and such other procedures as it may choose)

their overall program administration, including the direct responsibility of certifying the officiating category of “Association Official” to working officials within its Association.

- d. **Instruction:** Develop and maintain instructional programs for officials, including examinations, rules reviews, clinics, and other such activities as it may prescribe.
- e. **Certification:** Be responsible for:
 - 1) Designating pre-certified officials.
 - 2) Certifying Association-level officials.
 - 3) Recommending to the national committee candidates for national- and master-level official certification.
- f. Approve the selection of officials for each Association Championship.
- g. Approve the selection of officials for each National Championship for which the Association is responsible for supplying officials.

17. SafeSport Volunteer Coordinator duties and responsibilities:

- a. Serve as the primary liaison for your Association to the USATF National Office SafeSport Administrator for the monitoring and dissemination of SafeSport information.
- b. Serve as an informational resource guide to USATF’s Safe Sport policies for members within their Association.
- c. Monitor SafeSport training and education within the association.
- d. Monitor Club 3-step Safe Sport compliance.
- e. Maintain regular communication with National Office.
- f. Attend SafeSport training sessions, informational sessions, or any other SafeSport-related event at the USATF Annual Meeting.
- g. Beyond the Mandatory Reporting Responsibility duty of the USATF Association SafeSport Volunteer Coordinator, this individual will not have any active role in the handling and/or investigating of any alleged violations of the USATF SafeSport Handbook that may be reported to him/her. Any complaints that

are reported the Association SafeSport Volunteer Coordinator must be immediately reported to the USATF National Office SafeSport Administrator for handling.

18. Duties of Committee Chairs: In addition to all committee general provisions listed above, all committee chairs shall:

- a. Preside over all meetings of the committee.
- b. Ensure that all duties and responsibilities of the committee are properly and promptly carried out.
- c. Appoint subcommittees to fulfill the committee's duties and responsibilities.
- d. Communicate with the committee members to keep them fully informed of events concerning the committee to carry out the committee's responsibilities.
- e. Keep the Association Board informed of all committee actions and recommendations.
- f. Cause to be kept and promptly forwarded to all committee members and the Association President and Secretary copies of the minutes of all committee meetings.
- g. **Vacancies:** When a Committee Chair is vacant, a new chair shall be appointed by the Association President, approved by the Board, and shall serve for the same term as the President's term.
- h. **Removal of Committee Chairs:** Chairs may be removed for good cause by two thirds vote of the Board at an annual meeting or at a special meeting called for that purpose, provided that the members of the Board shall receive notice of the proposed action at least twenty (20) days prior to the meeting.

ARTICLE 12 ANNUAL MEETING DELEGATES

- A. The Association shall have twelve (12) delegates to represent the Association at the USATF Annual Meeting.
1. The number of delegates may be added or reduced by the Board based on the Association's financials.
 2. The minimum number of delegates shall be eight (8) based on USATF Bylaws and Operating Regulations Article 7-E-h.
- B. The following delegates shall represent the Association at the USATF Annual Meeting:
1. **Association:** Typically represented by the Association's President, Vice President, or Secretary.
 2. **Cross Country Running:** Typically represented by the Association's Cross Country Running Chair.
 3. **Masters Long Distance Running:** Typically represented by the Association's Masters Long Distance Running Chair.
 4. **Masters Track & Field:** Typically represented by the Association's Masters Track & Field Chair.
 5. **Men's Long Distance Running:** Typically represented by the Association's Men's Long Distance Running Chair.
 6. **Men's Track & Field:** Typically represented by the Association's Men's Track & Field Chair.
 7. **Mountain, Ultramarathon and Trail Running (MUT):** Typically represented by the Association's Mountain, Ultramarathon and Trail Running Chair.
 8. **Officials:** Typically represented by the Association's Officials Chair.
 9. **Race Walking:** Typically represented by the Association's Race Walking Chair.
 10. **Women's Long Distance Running:** Typically represented by the Association's Women's Long Distance Running Chair.
 11. **Women's Track & Field:** Typically represented by the Association's Women's Track & Field Chair.

12. Youth Athletics: Typically represented by the Association’s Youth Athletics Chair.

- C. **Selection of Delegates:** Each delegate shall be appointed by the Association President and shall be approved by the Board.
- D. Preference shall be given to the President, Vice President, Secretary, Treasurer, Youth Chair, Master Chair, Officials Chair, Sport Committee Chairs, and eligible athletes.
- E. At least thirty-three and 33/100 percent (33.33%) of the delegates shall be Actively Engaged Athletes. If available, at least one (1) of the Actively Engaged Athlete delegates shall be a Ten Year Athlete.
- F. At minimum twenty percent (20%) of the delegates shall be coaches (individuals whose vocation includes the administration or coaching of school/college community Athletics or who are USATF-certified coaches). When available, at least one (1) of the coaches shall be a high school coach. The number of coaches for delegations of fewer than nine (9) shall be adjusted.
- G. The following table shall be used to determine the required number of coaches and athletes who shall be part of the Association’s delegation.

Number of Voting Delegates at Annual Meeting	Minimum Number of Actively Engaged Athletes Required	Minimum Number of Coaches Required	Number of Other Delegates Permitted
20	7	4	9-16
19	7	4	8-15
18	6	4	8-14
17	6	4	7-13
16	6	4	6-12
15	5	3	7-12
14	5	3	6-11
13	5	3	5-10
12	4	3	5-9
11	4	3	4-8
10	4	3	3-7
9	3	2	4-6
8	3	2	3-6
7	3	2	2-5
6	2	2	2-4

5	2	2	1-3
4	2	1	1-2
3	1*	1*	1-2**
2	1*	1*	0-1**
1	1*	1*	0**

* Because a person may be treated as both a coach and an athlete, the number of delegates, neither a coach nor an athlete, varies depending on the number of dual-role delegates.

** If there are fewer than four delegates, one person on the delegation must be either a coach or an athlete.

H. Annual Meeting Stipend

1. The budget for the Annual Meeting shall be determined by the President and the Treasurer and approved by the Board.

I. Duties of Delegates:

1. Represent the Association at all committee meetings of which they are a delegate.
2. Represent the Association at additional committee meetings at the direction of the Association President.
3. Document in a report all business at committee meetings.
4. Provide an expense report to the Treasurer within two (2) weeks of the conclusion of the USATF Annual Meeting.

ARTICLE 13 DISCIPLINARY AUTHORITY

- A. 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:
1. Acts in a manner detrimental to the purposes of USATF or Athletics.
 2. Has violated any of the Bylaws, Operating Regulations, USATF SafeSport Policies, or Rules of Competition of USATF, USOPC Bylaws, U.S. Center for SafeSport policies and procedures, WA rules, or the Sports Act.
 3. Has violated any provision of the USATF Code of Ethics and their related Codes of Conduct.
 4. Has violated a commitment as a national team member.
 5. Has violated the rules of eligibility.
- B. In between meetings of USATF Lake Erie Association, the Board shall have the authority to exercise the powers recognized in Paragraph (A) of this Article.
- C. For the same reasons stated in Paragraph (A) of this Article, this Association shall have the power to recommend to USATF that a member, delegate, athlete, coach, manager, official, or member of any committee be suspended or expelled provided that all the provisions of this process as stated in these By-laws have been met.
- D. Before exercising its authority under this Article, this Association or the Board must notify, in writing, the person or organization involved of any alleged infringement of rules or good conduct, and in order to afford an opportunity to be heard in a swift and equitable manner.
- E. On application for reinstatement to the Association by any person or organization suspended or expelled, said application shall give in detail the reasons advanced for reinstatement, at which time this Association may reinstate said person or organization.
- NOTE:** Disciplinary and reinstatement procedures: The disciplinary and reinstatement procedures of USATF and its member Associations are set forth in the USATF Operating Regulations 11 and 12.
- F. **Disciplinary authority for SafeSport Matters:** Each person defined as a “Covered Individual” shall be:

1. Subject to the jurisdiction of USATF and/or the U.S. Center for SafeSport with respect to the investigation and resolution of any allegations that such Covered Individual may have violated.
 - a. The sexual abuse and misconduct policies as referenced in the USATF SafeSport Handbook and defined by the U.S. Center for SafeSport, or
 - b. Allegations of violations of USATF's SafeSport Policies that are reasonably related to and accompany a report or allegation of sexual abuse or misconduct.

2. Subject to any action taken by the U.S. Center for SafeSport as a result of such allegations, including without limitation, suspension, permanent suspension, and/or referral to law enforcement authorities, all as set forth in the U.S. Center for SafeSport Policies and Procedures.
 - a. "Covered Individual" shall mean those persons who are registered members of USATF, including but not limited to all registered coaches, youth coaches and volunteers, certified officials, and authorized agents.

ARTICLE 14 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 20 (Doping Control).
1. A Grievance Complaint shall state that a party:
 - a. Has violated the Association's Bylaws, USATF's Bylaws or Operating Regulations, USATF policies, or the Sports Act, or
 - b. Has violated the WA eligibility rules, or
 - c. Has engaged in conduct detrimental to the best interests of Athletics, the Association or USATF.
- B. Grievance Complaints may be filed only by and against individuals or entities that were, at the time that the conduct complained of occurred, and at the time the Complaint is filed, members, directors, or officers of USATF and this Association or otherwise subject to the Association's jurisdiction. (To the extent that a grievance does not fall within the jurisdiction of the Association, then the matter needs to be referred to USATF pursuant to USATF Operating Regulation 21.) A non-member, former director, or former officer of the Association shall be subject to the Association's jurisdiction to defend against a Grievance Complaint for an incident that occurred while he or she was a member, a director, or officer of the Association or otherwise subject to the Association's jurisdiction.
- C. A Grievance Complaint may only be filed by a person or entity affected by the issues raised in the complaint. Grievance Complaints must be filed within one (1) year from the time the complaining party knew or should have known of the act giving rise to the Complaint.
- D. **Grievance Complaints:** Grievance Complaints shall:
1. Be filed with the Association office and the Secretary.
 2. Be signed, sworn to, and notarized.
 3. Clearly allege the nature of the dispute and, where appropriate, the USATF Rule, WA Rule, Sports Act provision, or USATF policy allegedly violated.
 4. Separately state factual allegations in concise, numbered paragraphs. An improperly filed complaint shall be returned to the sender with

instructions explaining the deficiency. A party may file an amended complaint within thirty (30) days after the original complaint is returned. The amended complaint shall be deemed filed on the filing date of the original complaint. If a party does not timely file an amended complaint, the complaint shall be deemed abandoned. The Association Office shall forward a copy of each Grievance Complaint to the President.

5. The filing fee for all complaints, other than those filed by USATF, shall be \$100, paid by certified check or money order to **USA Track & Field Inc. USATF Lake Erie.**
- E. **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 President 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.
- F. **Formal resolution of grievances:** If the informal resolution of the Grievance Complaint is unsatisfactory to any party, such party may file a formal grievance proceeding within the Association in accordance with the Association Bylaws.

ARTICLE 15 SANCTIONS

- A. The general Sanction provisions of USATF which affect local Associations appear in this Article. Additional regulations appear in USATF Operating Regulation 23 (Athletic Sanctions).
1. **International Competition Definition:** If applicable, in this article and the corresponding USATF Operating Regulation 23, International Competition means an Athletics competition between one or more athletes representing the United States, individually or as a team, and one or more athletes representing a foreign country (i.e., competitions between national teams).
 2. **Domestic Sanctions:** USATF or its Associations shall have authority to grant Sanctions to Sports Organizations or persons otherwise wishing to host Athletic competitions that are not international in nature within the United States.
 3. **Sanctioning policy:** Unless USATF or an Association determines by clear and convincing evidence that holding or sponsoring an Athletics competition (international or domestic) would be detrimental to the best interests of the sport, USATF or the appropriate Association shall promptly grant a Sanction requested by a Sports Organization or person, provided all the requirements of USATF Operating Regulation 23 (Athletics Sanctions) have been satisfied. The decision whether a proposed competition would be detrimental to the best interests of the sport shall be made in the first instance by either USATF or an Association, as appropriate, taking into consideration the requirements of USATF Operating Regulation 23. Approval of Sanctions shall not be unreasonably denied or delayed. The decision to deny a Sanction may be appealed:
 4. In the case of an Association's denial, to USATF.
 5. In the case of USATF's denial, to the NABR.
 6. **Sanction requirements:** Sanctions are issued, withheld, or withdrawn under the authority granted to USATF by, and subject to the requirements of, the Sports Act.

ARTICLE 16 FISCAL AND LEGAL MATTERS

- A. The fiscal year of this Association is **January 1st through December 31st**.
- B. **Depositories:** The Association shall, from time to time as necessary, designate depositories for funds, property, and assets belonging to or under the control of the Association
1. **Signatories:** Funds on deposit in banks may be withdrawn only by voucher check upon the signatures of the Association Treasurer and Secretary. Other assets or property of this Association may be transferred from one depository to another by action of the Board; and
 2. **Interest accounts:** The Association may establish separate accounts employing the imprest system for the liquidation of obligations requiring prompt payment and for payroll obligations requiring prompt payment, and it may authorize checks to be drawn thereon upon the facsimile of anyone (1) officer or employee.
- C. **Bonding:** The Association may obtain corporate fidelity bonds in a form and amount approved by the Board, indemnifying USATF and this Association against losses resulting from infidelity, defalcation, or misappropriation by officers, employees, or agents of funds, property, or assets owned or controlled by this Association.
- D. **Indemnification:** This Association shall immediately indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, administrative, or investigative, by reason of the fact that he or she is or was a director, officer, employee, or official representative of this Association against expenses, including attorney's fees, judgments, fines, and amounts actually and reasonably incurred by him or her in connection with the action, suit, or proceeding. To qualify for indemnity, he or she must have acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, USATF's and this Association's best interests. In any criminal action or proceedings, the indemnitee must have had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit, or proceeding by judgement, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of USATF and this Association.
1. **Standards of conduct:** Any indemnification under this article shall be made by this Association after the Board determines that the officer, director, employee, or official representative has met the applicable

standard of conduct. The Board shall make its determination by a majority vote of a quorum consisting of members of the Board who are not parties to the action, suit, or proceeding. If such a quorum is not obtainable, such determination shall be made either (1) by a majority vote of the full Board pursuant to opinion of independent legal counsel or (2) by the members of this Association at the next meeting.

- E. **Expenses:** Expenses, including attorney's fees, incurred in defending a civil action, suit, or proceeding may be paid by this Association in advance of the final disposition of the action, suit, or proceeding as authorized in the manner provided above upon receipt of an undertaking by or on behalf of the director, officer, employee, or official representative to repay the amount unless it is ultimately determined that he or she is entitled to be indemnified by this Association.
1. **Applicability:** The indemnification provided by this section shall not be deemed exclusive of any other rights to which the director, officer, employee, or official representative may be entitled under Bylaw, agreement, vote of the membership, or disinterested directors or otherwise. The indemnification provided by this section shall continue for a person who has ceased to be a director, officer, employee, or official representative and shall inure to the benefit of the heirs, executors, and administrators of such person.
- F. **Audit schedule:**
- 1.
 2. The Board, effective at the beginning of each new Association Treasurer, shall select a Certified Public Accountant to audit the books and financial records of this Association for the ensuing year. After completing the audit, the auditor shall submit his or her report to the Board, and as soon after as reasonably possible, copies of the audit report shall be available for Association members and sent to the USATF National Office before the next annual meeting.
 3. In even years when a new Treasurer is not elected, the Board shall require, an audit to be completed by a committee assigned by the Board.

G. **Legal counsel:**

1. **Counsel to the Board:** To the extent the Association has counsel, the President may appoint the Counsel to the Board, with the Board's approval. The Counsel to the Board shall be responsible for overseeing the legal affairs of this Association and shall be available to advise and consult with the officers, and other agents of this Association, render legal advice and assistance, and perform other duties as the President or

the Board may request. The files, records, and documents created by the Counsel to the Board during the course of duties for the Association shall belong to the Association; and

2. **Special Legal Counsel:** If a matter cannot be adequately dealt with in the ordinary course by the Counsel to the Board for the Association, if applicable, and it appears to be in the Association's best interests, the Board may authorize the President to retain Special Legal Counsel. All agreements with Special Legal Counsel about legal services to be rendered and the fees and compensation to be paid shall be in writing and executed under this paragraph.
- H. **Arbitration:** This Association agrees to submit to binding arbitration conducted under the commercial rules of the American Arbitration Association, in any controversy involving its recognition as a national governing body, as provided in the Sports Act, or in any controversy involving the opportunity of any athlete, coach, trainer, manager, administrator, or official to participate in Athletics competition, as provided for in the constitution and Bylaws of the USOPC.
- I. **Conflict of interest:**
1. Any individual representing this Association, or who has a financial arrangement with USATF or this Association, or who is an employee of this Association, or who is a member of any of its committees, shall not participate in evaluating or approving any contract with a supplier to furnish goods or provide services to USATF or 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.
 2. The Board may require that individuals disclose all financial interests that may influence the performance of their duties for USATF or this Association.
 3. Any individual representing this Association, or who has a financial arrangement with USATF or this Association, or who is an employee of this Association, or who is a member of any of its committees shall, upon learning that this Association is proposing to enter into an arrangement in which he or she has financial interest, promptly notify the President in writing of the existence of the interest, and the President shall, in turn, promptly disclose the interest to those bodies of USATF or this Association involved in considering entry into the arrangement. If this provision is violated, the Association shall have the right to recover the benefit or payment and to void the contract or transaction.

4. The Board may authorize the Association to enter into a contract with a person described in the first sentence of this paragraph if the Board finds that special circumstances exist under which USATF's and this Association's interests would best be served by entering into the contract, and the Board adopts a resolution by an affirmative vote by at least 60% of its members identifying those special circumstances. All persons directly or indirectly interested in the proposed contract shall recuse themselves from deliberations related to the contract.

ARTICLE 17 DISSOLUTION

Upon the dissolution of the Association, the Board shall, after paying or making provisions for paying all of the Association's liabilities, dispose of all the Association's assets exclusively in a manner to carry out the Association's purposes, or transfer the assets to an organization(s), organized and operated exclusively for charitable, educational, religious, or scientific purposes, which at the time qualify as exempt 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 determines.

ARTICLE 18 SAVINGS CLAUSE

At any meeting, any failure to literally or completely comply with Bylaw provisions regarding dates, times, sending or receipt of notice, or errors in phraseology of notice of proposals shall not invalidate the proceedings, if the failure or error, in the judgment of the members present, has not substantially prejudiced members' rights.

ARTICLE 19 AMENDMENTS

- A. **General provisions:** Amendments shall be considered by this Association as follows:
1. **Bylaws:** Amendments to the Bylaws shall require for passage a two-thirds vote of those members present and voting at the annual meeting, provided notice of the proposed amendment has been submitted in writing to the members of the Association at least thirty (30) days prior to the meeting.
 2. **Other Regulations:** Amendments to the other regulations shall require a majority vote of members present and voting, provided notice of the proposed amendment has been submitted in writing to the members of the Association at least thirty (30) days prior to the meeting.
- B. **Exceptions:** Notwithstanding Paragraph A above, amendments may be considered at any Association 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 or other regulations conform with federal or local law or regulation.
 3. **Conformity with USATF:** To make the Bylaws or other regulations conform with USATF requirements.
 4. **Uniformity:** To make the Bylaws and other regulations conform with each other.
- C. **Emergency circumstances:** In emergency circumstances, this Association or its Board may adopt changes as follows:
1. **Vote of the membership:** Upon a ninety percent (90%) vote at any meeting of this Association; and
 2. **Vote of the Board:** Where immediate relief is deemed necessary, the Bylaws and other regulations may be amended upon vote of eighty percent (80%) of the total membership of the entire Board, such amendment to be effective only until the next meeting of the Association.
- D. **Submissions:** The following provisions shall govern submissions of amending legislation:

1. **Deadline to submit:** Amendments shall be submitted at least thirty (30) days prior to the meeting at which they are to be considered, to allow proper review and submission to Association members. This thirty (30) day requirement may be waived, in emergency circumstances, upon a ninety percent (90%) vote at any meeting of this Association.
 2. **Submitters:** Amendments may be submitted only by Association members.
 3. **Persons receiving submissions:** Amendments to the Bylaws and other regulations shall be submitted to the chair of the Law & Legislation/Rules Committee or the President and Secretary.
 4. **Form of submission:** The proposed amendments shall be in a form that shows the entire section, subsection, or paragraph, as the case may be, as it will read if adopted, with all proposed additional language underlined or shaded, and all proposed deleted language containing a line striking through the deleted language. Each submission shall be accompanied by a brief statement of the rationale for the submission. If there is a budgetary impact, it shall be estimated with the submission. If an estimation is lacking it shall be provided by the Treasurer and/or the chair of the Budget Subcommittee of the Board; and
 5. **Approval of submissions:** All proposed amendments must first be recommended for approval at the time of submission by someone other than the submitter who shall be another member of the Association.
- E. **Effective date:** Unless otherwise specified at the time of adoption, amendments to the Bylaws and other regulations shall be effective immediately.

OPERATING REGULATIONS

REGULATION 1 PURPOSE OF REGULATIONS

These Operating Regulations supplement USATF's Bylaws. If a regulation conflicts with a Bylaw, the Bylaw shall control.

REGULATION 2 CONSTITUENT MEMBERSHIP (USATF Regulation 5)

- A. **Association responsibilities:** This Association shall have specific responsibilities in the collection of dues and fees from its members:
1. **Collection of dues by Associations:** On or before the 15th day of the month following collection, a transmittal report and USATF's national share of annual dues for each Sports Organization and individual member shall be submitted to the National Office. The National Office shall submit approved benefits to each member; and
 2. **Other Claims:** With regard to monies collected by Association members under the paragraph above, unless prior written approval of the National Office is granted, there shall be no offsets, credits or other deductions taken by such members on claims or credits due or claimed to be due to it. Such claims are to be established by the internal grievance process available under the Bylaws and these Regulations; and
- B. **National Office reports:** The National Office shall prepare and make available to each Association membership chair or registrar upon request, quarterly reports which shall list for each Association the number of clubs and individual members. Athlete members shall be categorized by age, sport(s), and affiliation (club or unattached).
- C. **Disclosure:** Coaches and others who work with youth athletes may be subject to a compulsory disclosure program approved by the Board.
- D. **Classes of Membership:**
1. **Individual Membership:** Individuals may apply for membership in USATF through an Association or the USATF website – www.usatf.org. Except in circumstances permitted pursuant to Regulation 4 (Representation) or Regulation 5 (Constituent Membership), a member may only belong to a single Association as an athlete at any one time. Otherwise, a member may belong to more than one Association, provided the member is registered as an athlete in no more than one of the Associations. A member belonging to multiple Associations must pay a full membership fee to each of the Associations. Coaches and others who work with youth athletes may be subject to a compulsory disclosure program approved by the Board.
 2. **Club Membership:** Open to any bona-fide amateur Sports Organization with the geographic area of the Association, which regularly arranges programs or competitions, or sponsors athletes in the sport of athletics.

Membership may be as an Association or National Club, per the current National USATF Bylaws.

**REGULATION 3
CLUBS (USATF Regulation 6)**

- A. **Definition:** Clubs are organizations of athletes and others who participate in USATF programs as teams or individuals representing clubs. There shall be various types of USATF clubs, based on the types of programs and purposes they serve. Clubs may have more than one purpose. All clubs shall be considered Association clubs and shall become members by joining the Association in which they are located.
- B. **Club classifications:** Clubs are classified as follows:
1. Competitive: Clubs that primarily prepare athletes for competitive opportunities shall be referred to as competitive clubs.
 2. Affiliated: Clubs that primarily stage events or provide competitive opportunities to the public shall be referred to as affiliated clubs.
 3. Training: Clubs that exist to provide non-collegiate athletes insurance coverage when training at an educational institution's facilities shall be referred to as training clubs.
 4. Elite Development Clubs: USATF may designate member clubs as Elite Development Clubs. These clubs may provide coaching, training groups, facilities, travel to events, financial assistance, stipends, or other forms of assistance. Elite Development Clubs shall receive additional benefits and information from USATF to assist them with elite development and may be charged additional dues and fees for the additional benefits.
- C. **Club Names:** Disputes over club names shall be resolved through USATF's grievance process. USATF or involved parties may institute these proceedings when:
1. Duplication: Two (2) clubs choose the same or confusingly similar names (except if both clubs concur).
 2. National team: A club uses a name that could reasonably be interpreted to refer to a national team.
 3. Sponsorship: A club uses a name that causes public confusion with USATF-related sponsorship or advertising.
 4. Trademark: A club uses a trademark or service mark of USATF or the USOPC.

D. **Conflicts of interest:** No club shall represent a member athlete in any transaction if it is a conflict of interest.

**REGULATION 4
ASSOCIATION MATTERS (USATF Regulation 7)**

General Association matters, including Bylaws, shall be governed by USATF Operating Regulation 7.

REGULATION 5
FORMAL GRIEVANCES AND DISCIPLINARY PROCEEDINGS (USATF Regulation 21)

This Association is governed by USATF Operating Regulation 21 regarding procedures relating to disciplinary proceedings and formal grievance matters.

**REGULATION 6 (USATF Regulation 22)
REINSTATEMENT**

This Association is governed by USATF Operating Regulation 22 regarding procedures relating to reinstatement.

**REGULATION 7
ATHLETIC SANCTIONS (USATF Regulation 23)**

This Association is governed by USATF Operating Regulation 23 regarding procedures relating to Sanctions.

REGULATION 8 AMENDMENTS

A. Amendments:

1. These Operating Rules may be amended at any meeting of the general membership of the Association by a two-thirds (2/3) vote of those delegates present and voting, providing notice of the proposed amendments has been submitted in writing to the delegates at least ten (10) days prior to the meeting.
2. The proposed amendments shall be submitted to the Secretary at least thirty-(30) days prior to any meeting of the Association.

B. Future Mandatory Adoption:

1. This Association shall automatically adopt as additions to the Bylaws or Operating Rules, any paragraph adopted by the USATF, which is stated by it to be mandatory on its Associations. Such additions shall be attached to the appropriate document and be effective from the date of the attachment.

C. BYLAW REVISIONS:

1. These Bylaws were revised on March 24, 2019, based on a meeting of the LEA Board and chair at the Lake Erie Association annual Association meeting in August 2018, they will be voted on by the Committee for approval at the annual meeting August 2019.
2. Revision of these Bylaws were voted on and accepted by the voting members/committee of the Lake Erie Association annual meeting on Sunday, August 25, 2019. The vote was 26 for and 0 against.
3. Revision of these Bylaws were voted on and accepted by the voting members/committee of the Lake Erie Association annual meeting on Sunday, August 30, 2020.
4. Revision of these Bylaws were voted on and accepted by the voting members/committee of the Lake Erie Association annual meeting on Sunday, August 20, 2023.
5. Revision of these Bylaws were voted on and accepted by the voting members of the Lake Erie Association on Saturday, December 7, 2024.