The following is offered as the Bylaws for the Montana Association of USA Track & Field (USATF), the governing body for track and field, long distance running and race walking.

ARTICLE I. NAME

The name of this organization shall be the USA Track & Field - Montana Association, Inc.

Article II Definitions

A. Athletes

1. 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 Advisory Committee and Nominating and Governance Panel will develop a process to jointly identify and vet candidates to serve as Actively Engaged Athletes.*

2. Ten Year Athlete *means an athlete who has represented the United States in the Olympic Games, the Pan American Games, World Championships, or another event designated by the USOPC (together, with the USOPC's Athletes Advisory Council) and USATF (together, with USATF's Athletes Advisory Committee) as an elite-level event for purposes of this definition, within the previous ten (10) years.*

3. Ten Year+ Athlete *means an athlete who has represented the United States in the Olympic Games, the Pan American Games, World Championships, or another event designated by the USOPC (together, with the USOPC's Athletes Advisory Council) and USATF (together, with USATF's Athletes Advisory Committee) as an elite-level event for purposes of this definition, but not within the previous ten (10) years.*

B. ***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.*

C. ***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.*

D. ***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.*

ARTICLE III. PURPOSES

A. To foster and promote, nurture, improve, supervise, and oversee amateur athletics, and more specifically the disciplines of track and field, cross-country, long distance running, and race walking within the State of Montana.

B. To represent Montana in USA Track & Field, carrying out, consonant with the purposes set forth above, those functions and activities described in the Bylaws of that organization; to conduct itself in

accordance with fundamental purposes of the USA Track & Field; and where in furtherance thereof to conduct itself in accordance with USA Track & Field standards and rules.

C. To actively develop, consult, install or enhance programs for the furtherance of the amateur athletic disciplines referenced above and to institute, regulate and award Montana Association USATF championships on an ongoing basis.

ARTICLE IVI. TERRITORY AND JURISDICTION

A. The territory under the jurisdiction of the Association shall include the State of Montana.

B. The Association shall have the power to take any lawful action it may deem to be in the best interests of achieving those purposes hereinabove set forth. Consistent therewith, this Association shall exercise all authority delegated to it by USA Track & Field together with such authority as is available under the laws of Montana.

ARTICLE V. MEMBERSHIP

1. **Types.** Membership in the Association shall consist of two types:

    1. **Individual:** Individual membership is open to any person who is actively engaged in amateur competition in the sport of athletics, and to others who may meet the standards set forth above.

    (a) Those individuals who are athletes, coaches, officials, administrators, or persons otherwise interested in the purposes and programs of USA Track & Field. On joining USATF or on registering as an athlete in the sport of athletics (track & field, cross country, trail running, road running and race-walking), these individuals will receive a membership card certifying their membership and may attend all meetings of the Association. Each individual member over the age of 18 at the time of the election shall have one vote

    2. **Organizations and Associations:** Organizational membership in this Association is open to any organization which conducts training and/or competitive opportunities in the sport of athletics(track & field, cross country, trail running, road running and race-walking), or which otherwise meets the standards set forth above.

        (a) **Clubs:** Membership is extended to organizations and associations created to have an indefinite if not permanent existence for the primary purpose of promoting the sport of athletics in a manner consistent with these Bylaws. This is intended to exclude any organization whose interest is

commercial gain or profit.

(b) **Multi-purpose Organizations:** Membership includes organizations such as YMCA's, CYO's and recreation departments that have as a substantial purpose and part of their activity the enhancement of fitness and amateur sports which includes , but may extend beyond , the athletic disciplines under the authority of this Association.

(c) **Educational institutions and related** public or nonprofit organizations and associations.

Application for membership will be *available for all prospective members and found on the National USATF website.*

2. Qualifications and Applications.

Organizational membership in this Association is open to any organization which conducts training and /or competitive opportunities in the sport of athletics (track & field, cross country, trail running, road running and race-walking), or which otherwise meets the standards set forth above.

3. Rights and Representations.

1. Each individual member residing within the boundaries of this Association is entitled to attend all general and special meetings of the Association. Current Association paid employees (working within the past ninety days) shall not participate in any part of the elections process, including nominations or campaigning, but may, at the Association's discretion, be permitted to vote if they are members and otherwise eligible. Current Association employees may, at the Association's discretion, seek election by the Association as a national delegate, or any other representative position at the national level.

2. Each qualifying organization that is in good standing shall select one representative, *that must be a current USATF member*, to represent the organization at meetings of the Association. That representative shall cast all votes to which the member organization is entitled but need not cast said notes as a block. The appointment of each club representative shall be in writing, signed by the chief executive officer or secretary, shall certify the appointment of the representative. The member organization, in like manner, may revoke, remove, or replace

any representative at any time.

3. Qualifying organizations shall have voting rights as follows:

   a. **Club:** Club representatives shall be entitled to one vote with additional votes being awarded based upon size of organization. If an organization has more than one vote, then each individual vote must be cast by a different representative.

1-50	members	=5	votes
1-100	members	=10	votes
1-200	members	=15	votes
1-300	members	=20	votes

   b. **Multi-purpose Organizations:** Representatives of such member organizations shall be entitled to one vote

   c. **Educational and Related Organizations:** Representatives of such member organizations shall be entitled to one vote

ARTICLE VI. MEETINGS

The annual meeting of this Association, unless otherwise authorized by the Board of Directors, shall be conducted in the third quarter of the year, no later than September 30th of that year. The method of meeting *will be in-person, teleconference, video-conference, or combination thereof* and shall be conducted *in a* city determined by the Board of Directors. The place, and time of the meeting shall be arranged by the President. At least thirty (30) days' notice in writing shall be directed to all members having a vote, officers, and other interested parties. If there is a date for nominations, notice should also be given 30 days prior to this date. If there is a change in the time or date of the election, 14 days' notice of the change must be given

Special meetings may be called upon fifteen (15) days' notice by the President, four (4) or more members of the Board of Directors, or ten percent (10 %) of the Association membership, for the purpose of considering and acting upon any proper business of this Association. *All notices will set forth not only the date, place, method* and time for such meetings, but will also set forth all significant matters that are expected to be acted upon.

A. **Order of Business:** At all meetings of the Association, the following shall be the order of business:

1. Roll call of members or delegates in attendance.
2. Reading, correction, and adoption of the minutes of the preceding meeting
3. Reports of officers.
4. Reports of committees and subcommittee s.
5. Reports of delegates to regional or national USATF meetings.
6. Unfinished business.
7. Election of officers (Annual Meeting).
8. Selection of delegates to regional and national meetings.
9. New business.
10. Rules, resolutions, and orders.
11. Adjournment.

B. Rules of Order: At all meetings of the Association, Robert's Rules of Order are the procedural rules, unless otherwise directed in these Bylaws or by resolution of the Association. The President of the Association shall be considered the Parliamentarian for all Association meetings.

C. **Association elections:** All Association elections for officers and Sport Committee and other chairs shall follow common guidelines and procedures to ensure fairness and openness. The candidate shall not administer the election process in a contested election for their office or elected chair, this will be the accountability of the Sargent at Arms or their designee. These provisions shall include:

1. Election notice:

a. **Distribution:** Notice may be distributed by any or all of the following means: mail, email, newsletter, local Association web site, and/or the USATF web site.

i. ***Web site use:*** *If a web site is to be used to inform members of the elections, members must be informed where to find information on the web site through a mailing or newsletter*

ii. **Email use:** if a notice is sent by email to the Association's current membership list provided by the National Office it must also comply with state law requirements for not-for-profit corporations; and must be sent by mail to any member making a written request for notice by mail within one year of an election.

b**. Prior arrival:** The initial meeting notice must be distributed at least thirty (30) days prior to the beginning of the election or nominations.

c. **Changes:** 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.

2. Nominating process:

a**. Nominating options:**

i. **committee option:** Use of a nominating committee is optional. If a nominating committee is utilized, all members of that committee are ineligible to be on the slate created and presented to the membership for voting.

ii**. In-person meeting nominations option:** Nominations must be allowed from the floor at an in-person election meeting.

iii**. Mail ballot nomination option:** If a mail ballot is used, an opportunity to nominate candidates must be given to all members prior to the finalizing the ballot. The process must be clearly explained to the members. The nominating process must not be unduly rigorous.

b**. Criteria:**

i. A candidate must be a member of the Association who is at least 18 years of age at the start of the term of office, complete 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.

ii. Diversity criteria: Associations must promote Diversity of representation in its board of directors, officers and committees, considering the makeup of the Associations specific demographics and the population of its geographic area. To the extent possible, considering demographics an Associations board of directors, officers and committees should be a racially and gender diverse group. Additionally, to the extent possible, (a) gender specific committees must include at least fifty percent (50%) of that gender (i.e.. Associations women's track and field committee must be made up of at least (50%) women; (b) age specific committees, except youth, must include at least fifty percent (50%) of that age (i.e. masters long distance running committee must be made up of at least fifty percent (50%) masters; (c) members from one club may not make up more tan twenty five percent (25%) of one committee in an Association and (d) a member may only be and officer and/or committee chair if two (2) committees at any given time.

c. **Nominations and seconds:** A candidate needs one (1) nominator and one (1) seconder who are both members.

3. **Credentialing:**

a**. One person-one ballot:** One (1) person shall cast only one (1) ballot worth a maximum of one vote, regardless of how many positions in the Association the person occupies.

b**. Proxies:** There shall be no proxy voting.

c. **Minimum age:** Voters must be a minimum of age eighteen (18) on the day of the election or, in the case of a mail ballot, on the day the ballots are due.

d. **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).

e**. Appointees:** An appointed committee chair or Board member may not vote in elections in that capacity, but may otherwise qualify for a vote.

f. **Organizations:** Each organization shall have a minimum of one (1) vote, unless the balanced-meeting ballot in Regulation 7-I-4-c is used. 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

4. **Voting**.

The Board of Directors will determine the method of voting and communicated in the notice of election. The approved means of voting are:

1. **Open meeting ballot:** Open meeting ballot where all members of the Association that are credentialed attend and vote in person.

   a. 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);

   b. Uncontested elections may be voted by acclamation.

c. Contested elections ballot must use a secret ballot and any ballot opened outside the presence of the entire voting panel shall not be counted.

2. **Mail, Electronic virtual meeting, or Email) ballot:** An open mail or electronic ballot **virtual meeting** email) to all members of an Association:

a. All ballots must be distributed at the same time;

b. The minimum time allowed for returning the ballot shall be thirty (30) days;

c. The return address or fax number must be indicated on the ballot;

d. The ballots must be held together, must remain unopened--if mail ballots--until the voting panel is assembled, and be counted together by the voting panel; and

e. Any mail ballot opened outside the presence of the entire voting panel shall not be counted.

3. **Majority requirement:**

a. Officers: Regardless of type of ballot is used, the president and secretary 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 as stated in paragraph 5-C-1.

b. **Plurality:** In other mail ballot elections, a plurality vote (the individual receiving the most votes) may be accepted.

c. **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, except for the election of delegates to the USATF Annual Meeting.

d. **Run-off candidates:** In run-off elections, candidates equal to twice the remaining positions shall be on the ballot.

4. Counting of ballots:

a. **Voting panel:** A panel of at least three (3) individuals, if available at least one (1) of whom must be an Active Athlete, shall count the ballots

and sign the vote 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.

b. **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.

c. **Mail ballots:** Mail ballots shall only be opened in the entire panel's presence. If circumstances prevent the appointed panel from convening in a timely manner, a new panel meeting the criteria in (a) above may be convened to count the ballots. Any ballots opened outside the entire voting panel's presence shall not be counted.

d. **Email ballots:** Email ballots shall be delivered to a separate account in which the emails shall only be opened in the entire panel's presence. Sufficient information must accompany the ballot to verify credentials. Any ballots opened outside the entire voting panel's presence shall not be counted.

5. **Quorum:**

A quorum shall be any number present at the time and place set for a meeting following proper notice of said meeting as set forth in Section l. of this article.

6. **Employees and Elections:**

Current Association employees (working within the past ninety days) shall not participate in any part of the elections process, including nominations or campaigning, but may, at the Association's discretion, be permitted to vote if they are members and otherwise eligible. Current Association employees may, at the Association's discretion, seek election by the Association as a national delegate, or any other representative position at the national level.

ARTICLE VII. Officers

A. Titles: The officers of this Association shall be President, Vice - president, Secretary, Treasurer, and such others as the Board of Directors may establish.

B. Term of Office: Each officer shall serve a term of one (1) year or until his successor is chosen, except for the President, who shall be elected for a

term of two (2) years.

C. Candidates for Office must be members of the Association and at least 18 years of age at the start of their term in office and meet the minimum requirements set forth by the National Organization. Candidates must have one nominator and one seconder. Both must be members of an Association.

D. Duties: The duties of the respective officers shall include the following:

1. President: The President shall preside at all meetings of this Association and shall appoint all committee chairpersons, although such appointments can be overridden by a sixty percent (60%) vote of the Board of Directors, and he shall be an ex officio member of all committees. Subject to the direction of the Board of Directors of this Association, the President shall manage and supervise the affair of this Association.

2. Vice-president: The Vice-president shall be an ex-officio member of all committees and, in case of absence of the President, shall perform the duties of that office until a successor is named.

3. Treasurer: The Treasurer shall (a) keep a correct and complete record of accounts, showing accurately at all times the financial condition of the Association; (b) have charge and custody of all funds, notes, securities and valuables which may from time to time come into the possession of this Association; (c) deposit all funds of this Association with such depositories as the Board of Directors shall designate; (d) furnish at meetings, or whenever requested, a statement of the financial condition of the Association; and (e) in general, perform all duties pertaining to the office of Treasurer.

4. Secretary: The Secretary shall keep all the Association records, all minutes of meetings of the Association and Board of Directors, and in general, shall perform all duties pertaining to the office of Secretary.

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

1. Elected officers shall be afforded -30 days notification starting just

cause hearing. 2/3 vote of Executive Committee followed by recommendation to membership. Majority of membership vote required to finalize.

2. Appointed officers shall be afforded prior notification stating the just cause.
3. Removed officers (either elected or appointed) shall be replaced for the remainder of their term by a majority vote of the Board of Directors

ARTICLE VIII. BOARD OF DIRECTORS

A. **General:** The supervision and direction of the business of the Association shall be delegated to the responsibility of a Board of Directors.

B. **Size and Composition of Board:** The Board of Directors shall consist of the current officers of this Association, the past President of the Association, the Chairman (or alternate, if unable to attend) of each standing sports committee and of each standing administrative committee, and if available three (3) athlete members at large who shall be elected at the annual meeting of the Association. Board members must be at least 18 years of age at the start of their term in office and meet the minimum requirements set forth by the National Organization.

C. **Term:** Board members shall hold office for one year, unless sooner vacated by the member or removed for cause by two thirds (2/3) vote of the Board of Directors.

D. **Duties:** In addition to those duties specified in or implied from these Bylaws, the Board of Directors shall be authorized, and it shall I be their duty:

1. To delegate duties of day to day management and conduct of the business of the Association to its officers, committee chairpersons and employees.

2. To ensure the admission of eligible members who have properly applied and are otherwise qualified.

3. To ensure that each of the athletic disciplines referenced in these Bylaws is developed and promoted throughout the State of Montana, and that Association Championships are conducted in each sport on an annual basis.

4. To insure proper financial management of the Association, both

as to the collection of dues and other funds to which the Association is entitled, in the payment of its lawful obligations, and in making financial decisions of the Association.

5. To call regular and special meetings of the Association, to fix a time and place for the same and to ensure that proper notice of the same is given in accordance with these Bylaws.

6. To explain, define and interpret any provision of these Bylaws and to take such action, in accordance with the purpose of this Association, as may be necessary to enhance consistency of these Bylaws with those of USA Track & Field.

7. To propose, consider and adopt such resolutions as may be necessary to ensure compliance by members with these Bylaws and with the Bylaws of USA Track & Field.

8. To remove from office, by a two-thirds (2/3) vote, any member of the Association who, by neglect of duty or by conduct impairing his effectiveness in his office or position, shall be deemed subject to removal. This shall apply not only to Board members and officers but to committee chairpersons and to any other positions created by or for the pleasure of his Association.

E. **Quorum:** At any meeting of the Board of Directors for which notice has been provided in accordance with Article V, Section A of these Bylaws, a quorum shall be any number which are present.

ARTICLE IX.

A. The following types of committees shall exist and be recognized within the Montana Association of USA Track & Field:

1. Administrative Committees
2. Sport Supervising Committees
3. Special Committees

Nothing contained in the balance of this Article shall be intended to limit the power of the Board of Directors to add to, delete from, or amend the title , function or composition of any committee of this Association where necessary to conform with the by-laws or mandates of USA Track & Field or for any other reason nor shall it detract from the power of the membership of the organization by 60

percent vote at any meeting, to add to, delete from or amend the same.

B. Except as other committees establish appointed by these bylaws, the chairpersons of all committees established by the Montana Association of USA Track and Field shall be appointed by the president of the Association for the term of one year. If two or more organizational members of an Association request that a sport committee chair be an elected position, an election must take place. Elections must be held at a time and/or place different from the general election. Elections must be advertised to all member organizations active in the sport discipline. For example, 2 club teams in the long-distance running division may request that the men's long-distance running chair be elected. If this request is made, the election must be advertised to all organizational members of the LDR committee and may not be held at the same time or place as the general election.

C. Any chairperson may be reappointed for successive terms.

D. Any committee chair of Association may be removed for good cause by a two-thirds vote of those delegates of USATF present and voting at an annual meeting or special meeting called for this purpose, and provided the requisite notice for such meeting (see Article V) shall properly set forth the removal vote on its agenda.

E. The Association president shall designate the number of committee members and may either appoint such committee members from the body of the Montana Association membership or delegate said committee member appointments to the Board of Directors or to the Committee Chairperson.

F. Any presidential appointment or removal of a committee chairperson, or any other presidential action taken relative to the committees of this Association, may be overridden by a 60% vote of the Board of Directors or by a 60% of the attending membership vote during any Article V meetings of the Association. When the membership has voted as provided herein, its action shall have precedent and shall be regarded as conclusive until the balance of the term has expired.

G. An individual must be 18 years of age, be a member of the Association, *and meet the minimum requirements set forth by the National Organization* in order to serve as a committee chair.

1. **The Administrative Committee,** of the Montana Association shall consist of, but not be limited to, the following:

   a. Registration and Membership, the duty of which it shall be to:

      i. Have jurisdiction over, act upon and supervise all matters pertaining to the registration, certification or competition of athletes and clubs.

      ii. To examine and sanction events and facilities for athletic competition and to govern, control or oversee such events and facilities where required by the sanction.

      iii. To design and disseminate materials and to receive, examine, and decide upon applications for registration and certification, whether individually, as a club, or for an event or athletic competition.

      iv. To recommend action to the president or to the Board of Directors in matters involving the interpretation, construction, application or enforcement of these By-Laws and the rules and mandates of this Association concerning registration, certification, and sanctioning.

   b. Law and legislation, the duty of which it shall be to:

      i. Consider and properly present all proposed amendments to the By-Laws of this Association.

      ii. Review, from time to time, all changes in the By-Laws, rules and mandates of USA Track & Field - Montana Association, Inc., and to report upon and make recommendations relative to any changes or amendments to Montana By-Laws and rules that might be necessary or appropriate as a result thereof.

      iii. Advise and assist the membership of this Association, and its officers and its directors, in matters relating to the construction, interpretation, application or enforcement of these By-Laws or the rules and mandates of the Montana Association.

   c. Officials, the duty of which it shall be to exercise jurisdiction over

matters relating to officials , to include procedures for application, training and education , testing and certification and the supervision of officials in a manner consonant, where feasible, with directives from USA Track and Field.

d. **Records,** the duty of which it shall be to maintain records for all Association Championships and, to the greatest extent possible, for all other athletic events sanctioned by the Montana Association of USA Track and Field; this committee shall further establish rules criteria for establishing record performances, which rules and criteria shall, to the extent feasible, be consonant with the rules and criteria promulgated by USA Track and Field, and which rules and criteria shall be reviewed and approved by the board of directors.

e. **Finance,** the duty of which it shall be to exercise jurisdiction, subject to the president, board of directors, ultimately the membership of the Association, in matters relating to the accounts and records of the Association. The duties shall include, but not be limited.

i. Preparation of a thorough and accurate annual financial report preceding the annual meeting of the Association, and the presentation of the same at said meeting.

ii. Oversee and supervise the maintenance of good and adequate internal records relating to financial transactions, and activities of the Association.

iii. Periodically examine the books and accounts, investigate allegations of financial wrongdoing, and provide advice and assistance to the Association treasurer and to other officers and directors as may from time to time be required.

f. **Communication and Publications**, the duty of which it shall include but not be limited to:

i. Responsibility to oversee and act upon matters relating to the design, preparation, *publishing* and dissemination of a newsletter.

ii. Responsibility to oversee and act upon matters relating to the printing and dissemination of notices

and official communications to the membership.

iii. Preparation and dissemination of news releases of all types and for any media, relative to the Association, its business, to its championships and athletic events and to its members.

iv. Work with the registration committee to design and implement public relations and other measures directed toward education the public as to the role of the State and National Associations, toward enhancing membership in the State and National Association and toward serving any other valid purposes of the Montana Association.

2. Sports Supervision Committee

Any Association member in good standing may become a member of any Sport Supervising Committee. The Chairman of each such committee shall be appointed by the President of the Association except that when there are four or more member clubs in the Association which have athletes actively participating in the sport and two or more member clubs have requested an election, the Chairman may be elected at the Annual meeting of the sports committee by a majority of members present.

a. The Chairman of each Sports Supervising Committee shall:

i. Preside at meetings of the Committee.

ii. Ensure that all duties and responsibilities of the Committee are properly carried out.

iii. Where appropriate, shall select and appoint vice-chairmen to oversee men's, women's, masters or youth activities and programs within the sport and to otherwise structure the committee to perform its duties.

iv. Communicate with committee members as may be necessary to keep the informed and involved in the activities and programs of the committee.

v. Communicate with the Association president and secretary relative to the business and recommendations

of the committee.

b. Each Sport Supervising Committee shall have jurisdiction subject to that of the Association and its Board of Directors, over its sport and shall be responsible for the following:

i. To plan, locate, institute and supervise Annual Association championships within its sport, and to plan, locate, institute and supervise such other events within the sport as it may deem appropriate and proper.

ii. To promote and enhance interest within its sport and to design initiate and institute such programs and activities relating to the sport as will stimulate and promote involvement and other participation in the sport within the State of Montana

iii. To promote membership in the Association of Montana athletes who are interested, participate or are active in the sport.

iv. To report periodically to the Communications and Publications Committee to the end that the activities of the Sport Committee and accomplishments of those participating in the sport are given appropriate recognition and attention, both within the Association newsletter and in independent publications and news media throughout Montana.

v. To communicate and coordinate with the President and the Montana Association, on at least an annual basis, its activities, programs, recommendation, and budget needs.

vi. Assist the Records Committee in ensuring the regular and orderly maintenance of Association records within the sport.

3. The president may appoint such other special committees as he deems in the best interest of the Association or as may be directed by the Board of Directors.

4. A quorum at committee meetings shall consist of those members of the committee who are present at the meeting. Each member in good standing shall have one vote. There shall I be no voting by Proxy.

ARTICLE X. FEES. DUES AND *RECEIPTS*

A. All fees and dues for Association membership, whether individual or club, shall be set at the Annual Meeting.

B. The fiscal year of the Association shall be the calendar year.

C. Failure to pay fees and dues in a timely manner shall subject the member to suspension from the Association

D. The receipts of the Association, from all sources, shall be applied exclusively to duly authorized expenses associated and reasonably necessary with the championships, activities, programs, communications and government of the Association and shall at no time be applied in any manner that would jeopardize the tax exempt status of the Association .

ARTICLE XI. SUSPENSION. EXPULSION and GRIEVANCES

A. The Board of Directors is authorized to receive, consider, and act upon all grievances, suspensions, or expulsions

B. Redress of Grievances: A grievance may be any matter within the cognizance of USATF Montana Association and shall be governed by the policies and procedures of USATF Operating regulation 21 or its successor. This is to include:

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 or Executive Committee. In the event the Association does not select a panel within 30 days of the filing of the grievance or if the Association requests, the Associations Executive Committee and the Associations Grievance Coordinator may select a panel of individuals to hear the grievance, from within or outside of the Association, select a chair of the panel and empower the panel to hear the grievance. No individual named in the Grievance, Grievant, nor respondent shall participate in selection of panel members other than to identify conflicts of interest.

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, is uncooperative, or 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 party; and

6. **Appeals:** The decision of the arbitrators to be appealed under USATF Regulation 21-R.

7. **Due Process:** Fair notice and opportunity to be heard at hearing.

C: Election protests

1. **Regulation 21:** Except as indicated below, Regulation 21of the USATF Operating Regulations 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 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 XII. SELECTION OF DELEGATES

Montana Association Officers and Committee Chairs present at the Montana Association Annual Meeting shall appoint delegates to the USATF Annual Meeting as a standing New Business item in the agenda.

ARTICLE XIII AMENDMENT

No Amendments can be made to the Association Bylaws at any meeting except upon a two-thirds vote of members present providing a quorum is met.

A. Before any vote is taken on any proposed amendment, whether by mail vote or at a meeting, the aid proposed amendment must have been submitted to the Board of Directors and the Law and Legislation Committee and at least thirty (30) days' notice of action open the proposed amendment, given to all members of this Association, shall precede any vote upon the same.

ARTICLE XIV DISSOLUTION

Upon dissolution , the net assets of this Association will not inure to the benefit of any private shareholder, individually or corporation, but will be distributed to the success to this organization, to USA Track & Field, or shall be used exclusively for education and charitable purposes in a manner consistent with retention of this Association' s tax status.

These amended Bylaws duly Amended and recorded to the benefit of USA Track and Field-Montana Association, effective September 29, 2020



President Montana Association USATF

Revision History:

2008 – Revised to add grievance provisions and mail balloting and general compliance with Regulation 7
2020 – Revision to bring bylaws into compliance with Regulation 7
2021 – Revision to include provisions for Employees and Elections (Article 5-C-6) and selection of National Delegates (Article IX)
2024 – Revisions to include Diversity and Including language and changes to Regulation 7 G as per the 2024 Governance handbook and correct Article numbering.
2026 – Revisions to include Right to Due process due to changes in Regulation 7G as per the 2026 Governance handbook.