

# Pacific Association of USATF Athletes Committee Operating Procedures

November 18, 2014 - primary author Jeré Summers

## **SECTION 1 NAME – ATHLETES COMMITTEE**

This committee shall operate under the Bylaws of USA Track and Field and shall be known as The Athletes Committee, hereafter shall be referred to as the “Athletes Committee” or “Elite Athletes Committee.”

## **SECTION 2 DUTIES AND RESPONSIBILITIES**

In addition to its other duties determined by the Chair, the Athletes Committee shall:

- A. Encourage and foster the active participation of athletes in the activities of this Association, including meetings of the Board of Athletics and appropriate committees. It shall serve as a source of reference, opinion and advice to the President, Board of Directors and Executive Director on matters relating to athletes.
- B. Through meetings, publications and other appropriate media, educate athletes about their rights and responsibilities in the sport of athletics, and assist athletes in preserving and protecting such rights.
- C. The Committee shall assist the Association in the development and promotion of the sport of Athletics.

## **SECTION 3 MEMBERS**

The Athletes Committee shall consist of all currently registered athletes in the Pacific Association that have a performance equivalent to the qualifying standard for any of the following: a National Championship (open), a National Junior Championship, the NCAA Division 2 standard or the Olympic standard for the Marathon or Race Walk in the last four years. And those who want to support this committee’s duties and responsibilities.

## **SECTION 4 OFFICERS/ EXECUTIVE BOARD**

Chair, Vice Chair, Secretary, and at large elected athlete.

## **SECTION 5 COMPOSITION**

The committee is constituted under Article 11 of the Pacific Association Bylaws.

## **SECTION 6 MEETINGS**

The Athletes Committee shall hold an annual meeting and other special meetings may be called by the chair. Notice of meetings will go to all committee members. The notice of a meeting will be via electronic means, setting forth the date, time, place, and purpose of the meeting.

Quorum: A quorum shall consist of either at least fifty percent of the total membership of a committee if there are less than five (5) members at any given time as defined by these by laws or by their operating rules, or by five (5) members, whichever is less. No member may vote in more than one capacity and no voting by proxy shall be permitted but a significant issue may be submitted to the whole committee for a vote at the annual meeting, by mail or electronic means.

Rules of order: Questions of order shall be decided by the chair in accordance with Robert's Rules of Order, unless otherwise provided in these Procedures. Decisions by the chair may be appealed to the floor.

Open meetings: The full activities of this Committee are governed by the open meeting provision of the USATF Bylaws. Meetings are open to everyone unless otherwise stated. In order to be a participant in the meetings of the Committee, all attendees must be current registered members USATF. In other cases, non-registered attendees will not be allowed the right to participate in discussion, voting, lobbying, or other activities. Invited guests may make specific presentations at designated meetings, assemblies, or forums.

Meeting agendas: The order of the meeting agendas may be changed depending on the amount of time required to complete each item, and committee reports as time permits.

## **SECTION 7 OFFICERS**

The chair is elected for a two year term. Elections will be held in odd-numbered years. The chair will run all meetings and conduct conference calls of the Executive Committee between general meetings of the group. This chair will be a liaison between the Athletes Committee and the Pacific Association's Board of Directors, the Pacific's WTF and MTF committees and USATF's Athletes Advisory Committee to facilitate the needs of the athletes and the Athletes Committee.

Vice chairs will be selected by the chair with approval of the committee members. The vice chairs serve at the pleasure of the Chair, who can name another person to the position, if necessary. Other responsibilities may be delegated to the vice chairs by the chair, as needed.

The secretary shall be selected by the chair. The secretary will record and distribute minutes of all meetings and/or conference calls of the committee. All notices of conference calls will be sent to Executive Committee members by the secretary.

The Chair shall:

- A. Preside at all meetings of the committee;
- B. Sit on the Association Board of Directors as one of the Athlete Representatives;
- C. Ensure that all the committee's duties and responsibilities are properly and promptly carried out;

D. Appoint subcommittees, with the committee's authorization, to fulfill the committee's duties and responsibilities. Subcommittees of administrative and developmental committees shall be appointed from the committees' membership swell as non-members;

E. Communicate with the committee members to keep them fully informed of events concerning the committee to carry out the committee's responsibilities;

F. Report to the Association's President Committee functions;

## **SECTION 8 BUDGET**

The Committee shall prepare its proposed budget for each fiscal year and transmit it to the Treasurer at the time set by the Treasurer, and the Executive Director usually July 31 of each year for submission to the Board of Athletics. It will include an explanation for any significant changes in income or expense from the previous year.

## **SECTION 9 ELECTIONS**

Voting eligibility: Only bona fide committee members listed in the USATF bylaws or operating regulations, or their properly registered alternates shall be eligible to vote. The panel from the Organizational Services Committee must credential these members prior to the nominations, and again prior to the actual election if held in a different session.

## **SECTION 10 REMOVAL OF THE CHAIR**

Elected chairs may be removed for good cause. Notice of the proposed action must be given to the committee members at least thirty (30) days prior to the meeting. See Article 19 "Removal from Office" in Pacific Associations Bylaws.

## **SECTION 11 DISPUTE RESOLUTION**

See Section 6: Rules of Order in USATF's Bylaws.

## **SECTION 12 AMENDMENTS**

These Operating Procedures may be amended at any meeting of the Athletes Committee provided that the amendments are approved by the Athletes Committee's Executive Board.

## **SECTION 13 SAVING CLAUSE**

Failure of literal or complete compliance with the provisions of these Operating Procedures with respect to dates and times of notice or the sending or receipt of the same, or errors in the phraseology of notices or proposals, which in the judgment of the members at any meetings held, do not cause substantial injury to the rights of members, shall not invalidate the actions or proceedings of the members at any such meetings.