

**ARTICLE 1
NAME**

The name of this corporation shall be USA Track & Field-Connecticut Association Inc., hereinafter referred to as “this Association,” “this corporation,” “USATF-CT” or “USATF Connecticut.”

**ARTICLE 2
DEFINITIONS**

As used in these Bylaws and the Operating Regulations:

A Athlete:

- 1 Active athlete** means any individual who is actively engaged in Athletics or who has represented the United States in international competition held under IAAF jurisdiction in Athletics within the preceding ten (10) years; and
- 2 Eligible athlete** means any athlete who meets the eligibility standards established by USATF for Athletics.

B Athletics means, inclusively, track & field, long distance running, cross country running, road running, race walking, and any other sport discipline recognized by the IAAF.

C Athletics competition means a contest, game, meet, match, tournament, or other Athletics event in which eligible athletes compete.

D Club means a local or national organization whose programs involve competitive member athletes, events, and/or education in Athletics.

E Coach means a person who is currently engaging in the training of athletes on an active basis, whether on a paid basis or not, and regardless of the extent to which coaching is a part of the person’s vocation, or retired from the vocation of coaching.

F NABR means the National Athletics Board of Review, as established in USATF Operating Regulations

G Sanction means the document which evidences the authority granted by either USATF or an Association to conduct a competition, and which also evidences that the recipient has complied with the requirements of USATF Articles and USATF Operating Regulations

H Sports organization means a non-profit corporation, club, federation, union, association, or other group organized in the United States which sponsors or arranges any Athletics competition.

I This geographic area means The State of Connecticut

J USATF means USA Track & Field, the national governing body.

K Board of Directors or Board shall be used to describe executive officers, chairs, and at-large members who attend and vote at the association meetings

ARTICLE 3
PURPOSES AND DUTIES

This non-profit corporation shall act as the governing body (as defined by the Ted Stevens Olympic and Amateur Sports Act of 1998) for Athletics in this geographic area.

- A Purposes:** This Corporation shall have the following purposes:
- 1 Development:** Developing interest and participation in Athletics in this geographic area at all levels
 - 2 Management:** Promoting Athletics and athletes by conducting competitions and other events, and by cooperating with and encouraging other organizations which may do so; and
 - 3 Marketing:** Generating public awareness, appreciation, and support for Athletics, USATF, and this Association, creating opportunities for athletes and Athletics events, and generating sponsorships to aid this corporation in fulfilling its purposes and duties.
- B Duties:** This Corporation shall have the following duties:
- 1 Responsibility to constituency:** Being responsible to the persons and sports organizations active in Athletics
 - 2 Coordination of scheduling:** Minimizing, through coordination with other sports organizations, conflicts in the scheduling of all practices and competitions in Athletics
 - 3 Communication with athletes:** Keeping eligible athletes active in Athletics informed of policy matters and reasonably reflecting the views of such athletes in the policy decisions of USATF and this Association
 - 4 Sanctioning of events:** Sanctioning competition in Athletics in accordance with the provisions of these Bylaws and Regulations, USATF Bylaws, and USATF Operating Regulations
 - 5 Participation in competition:** Providing for the participation by eligible athletes in competition in Athletics, in accordance with the provisions of these Bylaws and Regulations, USATF Bylaws, and USATF Operating Regulations
 - 6 Support of diversity in Athletics:** Providing equitable support and encouragement for participation by all persons in Athletics, regardless of gender, age, race or ethnicity, or disabilities
 - 7 Coordination of certification and education:** Providing the means for certification of coaches and officials throughout this geographic area in all disciplines and at all levels of Athletics
 - 8 Registration and certification of athletes:** Registering eligible athletes as members and certifying such athletes as eligible for competition; and
 - 9 Administration of athletics:** Performing all other duties necessary for the administration of Athletics in this geographic area and to achieve this corporation's purposes.

ARTICLE 4 AUTHORITY

This corporation 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 its governance of Athletics in this geographic area, in that it shall independently determine and control all matters central to such governance in accordance with the USATF Bylaws and Operating Regulations and these Bylaws and Regulations, it shall not delegate such determination and control, and it shall be free from outside restraint except in recognition of its role as a part of USATF. This provision shall not be construed as preventing 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, officials, coaches, administrators, and any other sets of individuals named by USATF.
- B Groups:** Any organization that meets the criteria for group membership as determined by USATF shall be eligible for membership. This includes clubs, organizations administering competitions as 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. Voting members may need to meet additional requirements by USATF.
- C Applications:** Application for membership shall be in accordance with the USATF Bylaws and Operating Regulations.

- D Suspension/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. At the next meeting of this Association after the action of suspension is reported by the Secretary, 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

All association members who are over the age of eighteen are entitled to participate in voting at meetings of this Association. No individual may cast more than one vote on any motion or in any election. All voters must be current members of this Association of USATF at the time that they are voting.

ARTICLE 7 MEETINGS

- A Annual meeting:** The annual meeting of this Association shall be held the second Wednesday in October, at such date, time, and place as may be fixed by the President of the Association and announced by requisite notice of such meeting.

- B Regular meetings:** This Association shall hold at least six meetings (February, April, May, September, October, November) of the membership each year at such time and place as the Association president shall determine with input from the membership.

The annual meeting must be held in person, unless local or state mandates prohibit in person meetings at the time the meeting is scheduled to be held. Other meetings may be held either in person or remote, as agreed to by the Board of Directors

- C Special meetings:** Special meetings of this Association shall be held upon call by members of the executive board.
- D Meeting procedures:** The following shall govern the conduct of all meetings of this Association

1 Notification of meetings:

- a Distribution:** Notice of the yearly meeting schedule must be distributed by e-mail, newsletter, local Association web site, and/or the National Office's web site
- b Web site use:** Members must be informed where to find information on

the web site through e-mail or SMS

- c Prior arrival:** The initial meeting notice must be sent at least thirty (30) days prior to the beginning of the elections process; and
 - d Changes:** Any notice of a meeting change must be at least fourteen (14) days prior to the meeting, unless the meeting change is the result of a health or safety emergency, or a sudden change in availability of the meeting location outside the control of the Association.
- 2 Publication of agenda:** Agendas should also be available upon request prior to each meeting and 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
- 3 Open conduct of business:** All meetings of this Association shall be open to all individual members of the Association except as otherwise provided.
- 4 Closed or executive sessions:** No part of any meeting shall be closed unless seventy-five percent (75%) of the members of the group then present agree to close the session, or a grievance or disciplinary matter is being discussed.
- 5 Record of a meeting:** The Association and all 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:** A quorum shall constitute the presence of 60% of the officers, and standing committee chairs.
- 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 Minutes:** Acceptance of the minutes of the previous meeting
 - 3 Financial report:** Treasurer's report and approval of the budget
 - 4 Reports:** Reports from the President and those officers and committee chairs which have business to come before the Association
 - 5 Elections:** Annual Meeting, Nominations and elections as scheduled, including special elections
 - 6 Installation of Officers** Annual Meeting only (if applicable)

- 7 **Old business**
 - 8 **New business**
 - 9 **Adjournment**
- 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.

ARTICLE 8 VOTING

The following guidelines shall apply to all elections for officers and sport committee and other chairs in this Association:

A Election notice:

- 1 **Distribution:** Notice must be distributed by e-mail, local Association web site, and/or the National Office's website
- 2 **Web site use:** Members must be informed where to find information on the web site through email;
- 3 **Prior arrival:** The initial meeting notice must be sent by email thirty (30) days prior to the beginning of the elections process; and
- 4 **Changes:** Any notice of a meeting change or a change in the election process must be at least fourteen (14) days prior to the meeting, unless the meeting change is the result of a health or safety emergency, or a sudden change in availability of the meeting location outside the control of the Association.

B Nominating process:

- 1 **Nominations:** Nominations shall be made and must be allowed from the floor at an in-person election meeting or in an open meeting online if it is not possible to meet in person
- 2 **Membership & age criteria:** A candidate must be a member of the Association who is at least 18 years of age (at the start of the term of office); and
- 3 **Nominations and seconds:** A candidate needs one (1) nominator and one (1) seconder who are both members of the Association.
- 4 **One person-one ballot:** One (1) person shall cast only one (1) ballot, regardless of how many positions within the Association the person occupies
- 5 **Proxies:** There shall be no proxy voting

- 6 **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
- 7 **Membership of all voters:** Organizations and any person representing an organization in Association voting matters must be members of USATF with a current membership.

C 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/Membership disputes must be resolved before the election process is started with nominations and/or the report of the nominating committee
- 2 **Uncontested:** Uncontested elections other than executive officers can be voted by acclamation; and
- 3 **Ballot type:** A secret ballot must be used for contested elections.

D Counting of ballots:

- 1 If the current secretary is not standing for a position on the executive board, nor any other position subject to a vote, the secretary will conduct the voting on behalf of the panel. Ballots may be collected either physically or electronically, or via a combination of methods if the meeting is conducted in a hybrid fashion. Voice vote is not allowed for the purpose of electing officers. Should there be a tie vote, that position shall be put up for a re-vote with only the candidates receiving the equal number of most votes, and voting shall continue until one candidate receives a majority of votes.
- 2 If the secretary is running for a position requiring a vote, a committee chair in attendance who is not running for a position requiring a vote shall conduct the voting following the guidelines above on behalf of the panel.
- 3 **Panel:** A panel of at least three (3) individuals, at least one (1) of whom must be an athlete, shall count the ballots and agree to the count. All panel members shall be of voting age. The panel shall not include any individual who is a candidate for a contested office.
- 4 **Consultation:** The panel may consult as necessary with other board members (so long as they are not candidates for contested offices) on procedural matters

E Committee chairs:

- 1 Age and terms:** All committee chairs, whether elected or appointed, must be at least 18 years of age and members of the Association. Chairs shall be elected or appointed for specific terms which are determined prior to the voting for the position
- 2 Election:** When requested by two (2) or more member organizations of the Association, sport committee chairs shall be elected. When a sport chair is elected, the election shall take place at a meeting which is held separately from the general elections, either by time or location, and at a minimum, shall be advertised to all member organizations in the Association active in the discipline

F National delegates:

- 1 Local option:** National delegates may be elected or appointed
- 2 Plurality:** When delegates are elected, a plurality vote may be accepted for election. Delegates will be determined at the annual meeting. Delegates may be nominated from the floor or by self-nomination. The Association shall vote on accepting the delegates for national convention at the annual meeting.
- 3** Delegation representation at the National Convention is not required to match the committee chairs for the association, and whomever attends a committee session at the National Convention as a voting member is empowered to vote in committee on behalf of the association, subject to rules for voting at the meeting. Delegates at the National Conventions are expected to vote to represent the association's best interests at all times.

G Majority requirement:

- 1 Officers:** The president and secretary of the Association must be elected by a majority of the ballots or by default after not being opposed after two opportunities
- 2** Should a candidate receive less than 50% of the vote, the member running the election will ask if any other member wants to stand for the same position. If there is another candidate, a vote will be held. Otherwise, the candidate will be considered elected by default

H Election protests:

- 1 Operating Regulations:** Except as indicated below, USATF Operating Regulations shall apply to election grievances. Protests may only be made after the election process is concluded;
- 2 Panel composition:** An NABR panel from a different USATF region shall be

appointed to conduct the hearing. All hearings shall be by conference call.

- 3 **Invalidation:** The NABR panel shall invalidate an election if it is found that one or more infractions occurred and likely changed the outcome of an election; and
- 4 **Further action:** The NABR panel may recommend or require changes for future elections in the Association

I Employees and elections: Current employees of USATF-CT (working within the past ninety days) shall not participate in any part of the elections process (nominations or campaigning), but may, at the discretion of the Association, be permitted to vote if they are members and otherwise eligible.

ARTICLE 9 OFFICERS AND THEIR DUTIES

- A Positions:** The officers of this Association shall be: a President, a Secretary, a Treasurer, and a Membership Chair. Each shall serve a term of two years following election, or until his/her successor is elected. No individual may be an officer of this Association who is also an officer of another sport governing body at the local or national level. The board reserves the right to adjust the number of officers to meet operational needs.
- B Duties:** The officers shall perform the following duties as well as any other duties prescribed by these Bylaws, the USATF Bylaws or Operating Regulations, or the Board of this Association:
- 1 **President:** The President shall:
 - a **Preside** at all meetings of USATF and its Board;
Be an **ex officio non-voting member** of all committees;
Subject to the direction of the Board of this Association, shall **manage and supervise** the affairs of this Association; and
 - b **Select committee chairs** and other such members that he or she is entitled to appoint as well as other appointments authorized by these Bylaws after consultation with the other officers. He or she may likewise terminate such appointments for good cause upon written notice to such appointees and the other officers;
 - 2 **Secretary:** The Secretary shall keep or cause to be kept all records of this Association, and all minutes of meetings of this Association and its Board, and, in general shall perform all duties normally pertaining to the office of secretary;
 - 3 **Treasurer:** The Treasurer shall keep or cause to be kept a correct and complete record of account, showing accurately at all times the financial condition of this Association, and, in general, shall perform all duties normally pertaining to the office of treasurer; and

- 4 Membership Chair:** The Membership Chair shall collect or cause to be collected all memberships for individuals and groups within the Association, and provide liaison to the USATF National Office in all matters of membership, including reporting and disbursement of benefits.
- C Election:** All officers are to be elected for two years at the annual meeting of the Association. No person may contest more than one (1) office 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 Succession and vacancies:** In the event an officer is temporarily unable to serve, the Board may 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 unexpired portion of the term.
- E Removal from office:** Any officer or committee chair of USATF - CT 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 8) shall properly set forth the removal vote on its agenda.

ARTICLE 11 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. Standing

Sport:

Long Distance and Road Running
Masters Track and Field
Racewalking
Cross Country/MUT
Youth

2. Standing Administrative:

Sanctions
Safe Sports
Officials
Web Site

3. Changes in Committees: The board reserves the right to adjust the number and designation committees and committee chair positions available based on changes in the USATF Bylaws or Operating Regulations and changes in the USATF-CT Bylaws and Operating Regulations.

4. Ad Hoc Committees: The President shall be entitled to appoint ad hoc committees of the Association with such composition, responsibilities, and authority as may be approved by the Board.

B Task forces: The President may appoint task forces. No such entity shall continue beyond the term of the President without specific reappointment. The authorized temporary groups will be reported in the minutes of the next meeting.

A. General Provisions Regarding Committees:

- a. Unless provided for otherwise, the term for members of all committees shall be two years.
- b. The chairperson and members of all committees shall be appointed by the President subject to approval of the Board.
- c. No election, selection, or appointment to a standing committee shall be effective until the Secretary of the association is formally notified of same. Vacancies in a Standing Committee shall be filled by the President.
- d. Each Standing Committee shall hold its annual organizational meeting in conjunction with the annual meeting of the Association. Standing Committees shall hold such special meetings as may be called by the chairperson at his own initiative or that of twenty (20) percent of the membership of the committee, upon ten (10) days advance written notice. The notice of a special meeting shall be in writing; shall set forth the date, time, place, and purpose of the meeting; and shall be mailed to the last known address of each committee member. A quorum for any Standing Committee meeting shall consist of twenty-five (25) percent of its members.
- e. The duties of chairpersons of Standing Committees shall be as follows: Preside at all meetings of the committee; ensure that all duties and responsibilities of the committee are properly and promptly carried out; appoint subcommittees with the approval of the committee as may be necessary to fulfill the duties and responsibilities of the committee; communicate with the committee members to keep them fully informed of happenings and needed decisions to carry out the committee's responsibilities; keep the President informed on all committee actions and recommendations; and cause to be kept and promptly forward to all

committee members and the President a copy of all meetings of the committee.

ARTICLE 12 STANDING SPORT COMMITTEES

A. Duties: Each Sport Committee shall:

1. Have jurisdiction over the Association championships in the particular sport it controls and shall institute, locate, conduct, and manage all such championships.
2. Award championship events for its discipline.
3. Have the right to reject any entries for competitions (if deemed objectionable) within its jurisdiction.
4. Have the right to appoint subcommittees whose members need not be members of the Sport Committee, to manage but not conduct the various championships.
5. Upon majority vote of those present, allow the attendance at its meetings of athletic coaches, officials, athletes, or representatives of any group engaged in the sport, allowing such invitees voice but no vote.
6. Promote and develop activities related to its sport.

ARTICLE 13 STANDING ADMINISTRATIVE COMMITTEES

A. Unless otherwise provided, each Standing Administrative Committee shall consist of a chairperson and as many persons as deemed necessary by the president to perform its functions. Not all committees may be in operation at any specific point in time.

a. Budget and Audit: The committee shall:

1. Commencing January 1 of each year, audit and examine the accounts of the Treasurer and report by May 1 to the Association for the preceding fiscal year.

2. Examine the accounts of the Treasurer at any other time requested by the Association, and report to the Association thereon. Also may require the Treasurer to turn over to it all monies, accounts, books, papers, vouchers and records pertaining to his office.
3. Recommend to the Association penalties to be charged to any organization, club or individual not meeting its, his or her financial obligations.
4. Cooperate with the various committees on matters pertaining to the financial well-being of the Association.
5. Advise the Association as to initiation or termination of any new bank accounts.
6. In consultation with the appropriate Sport Committee, recommend to the Association all dues and fees to be paid to the Association.
7. Audit, with professional assistance, the accounts of the Association and make annual reports thereon to the Board.

b. Registration and Membership: The committee shall:

1. Sanction events approved by the appropriate Sport Committee.
2. Register and certify athletes for competition in events sanctioned by the Association.
3. Take action on all cases involving interpretation or enforcement of any article of these By-Laws concerning sanctioning or registration matters, including any such matters relating to two or more members of the Association.
4. Consider, develop and recommend to the Association proposals concerning types of members; qualification criteria for membership; fees; and other related matters.

c. Law and Legislation: The committee shall:

1. Consider and present in proper form for action all proposed amendments to the By-Laws of the Association and make recommendations therein.
2. Have the authority to propose amendments to the By-Laws of the Association.

d. The Athletics Officials Committee: The committee shall be responsible for:

1. The certifying, training and general supervision of officials in Athletics.
 2. The establishment and monitoring of the overall requirements for the training and certification of officials.
- e. Records: The committee shall be responsible for:
1. Investigation. The Records Committee shall investigate, with its recommendations for approval or rejection, every performance submitted for record approval.
 2. Requirements. So far as is practicable, the requirements for record approval shall conform to the requirements of the IAAF with respect to application for and approval of World Records in such sport.
 3. Submission.
 - a. *Form*. All applications for records must be submitted on the official Record Application form and must contain all pertinent information called for on the form.
 - b. *Host Association*. It shall be the responsibility of the Association where the performance was held or the member club or affiliate organization sponsoring or conducting such competition to have the Record Application form properly completed and forwarded to the Records Chairman without delay.

ARTICLE 14 DISCIPLINARY AUTHORITY

This Association shall have jurisdiction over all disciplinary and formal grievance proceedings relating to matters that arise within the boundaries of the Association, except sexual misconduct allegations and doping violations which shall be under the jurisdiction of USATF, or any other matter that USATF should determine is within its sole jurisdiction at any point in time. All penalties imposed by the Association shall be effective only within the jurisdiction of the Association.

NOTE: Disciplinary and reinstatement procedures: The disciplinary and reinstatement procedures of USATF and its member Associations are set forth in USATF Operating Regulations.

ARTICLE 15
REDRESS OF GRIEVANCES

Grievances shall be considered to be conduct detrimental to the best interest of Athletics, USATF, USATF-CT or a violation of USATF or USATF-CT Bylaws or Operating Regulations. Grievances may only be filed by or against individuals or entities which were, at the time that the conduct complained of occurred, and at the time the Complaint is filed, members, directors, or officers of USATF-CT or otherwise subject to the jurisdiction of USATF-CT. A Grievance Complaint may only be filed by a person or entity affected by the issues raised in the complaint.

Grievances shall be filed and administered in accordance with Regulation 6.

ARTICLE 16
SANCTIONS

The general sanction provisions of USATF which affect local Associations appear in this Article. Additional regulations appear in USATF Operating Regulations.

- A** **Definition:** The definition of "international competition" shall apply to this article and the corresponding USATF Operating Regulation 14. 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).
- B** **Domestic Sanctions:** USATF or its Associations shall have authority to grant sanctions to sports organizations or persons otherwise wishing to hold athletic competitions in athletics, that are not international in nature, within the United States.
- C** **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 of USATF shall promptly grant a sanction requested by a sports organization or person(s), provided all the requirements of USATF Operating Regulations have been satisfied. The decision as to 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.

Approval of sanctions shall not be unreasonably denied. The decision to deny a sanction may be appealed:

In the case of a denial by an Association, to USATF, or In
the case of a denial by USATF, to the NABR.

- D** **Sanction requirements:** Sanctions are issued, withheld, or withdrawn in accordance with the requirements and provisions of USATF Operating Regulations

ARTICLE 17

FISCAL AND LEGAL MATTERS

- A** **Fiscal year:** The fiscal year of this Association is January 1 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 USATF.

1 **Signatories:** Funds on deposit in banks may be withdrawn only by voucher check upon the signatures of Treasurer. Other assets or property of this Association may be transferred from one depository to another by action of the Board; and

- C** **Bonding:** Corporate fidelity bonds may be obtained at the expense of this Association 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 by or under the control of 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, judgements, fines, and amounts actually and reasonably incurred by him or her in connection with such action, suit, or proceeding, if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of USATF and this Association, and, with respect to any criminal action or proceedings, 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 only as authorized in the specific case upon a determination that the officer, director, employee, or official

representative has met the applicable standard of conduct set forth herein. Such determination shall be made by the Board by a majority vote of a quorum consisting of members of the Board who were not parties to such 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;

2 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 such 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 such amount unless it shall be ultimately determined that he or she is entitled to be indemnified by this Association; and

3 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 as to 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 a person.

E Liability insurance: This Association shall secure comprehensive liability insurance coverage, including insurance for athlete/participant injury liability.

F Audit schedule: The Board, effective at the beginning of each fiscal year, 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 thereafter as reasonably possible, a copy of such audit report shall be available for each member of this Association and sent to the USATF National Office before the next annual meeting.

G Legal counsel:

1 Counsel to the Board: A Counsel to this Association may be appointed by the President with the approval of the Board. 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, the Executive Director, and other agents of this Association, render legal advice and assistance, and perform such other duties as the President or the Board may request. The Counsel to the Board shall have the right to the floor at any meeting of the Association, its Board, and its committees to comment on legal matters. 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: On those occasions when the nature or scope of a

particular matter requires expertise or a commitment of time, or cannot otherwise be adequately dealt with in the ordinary course by the General Counsel, and it appears to be in the best interests of this Association, the Board may authorize the President, in consultation with the Counsel to the Board and Executive Director, to retain Special Legal Counsel. Where prior authorization by the Board is impractical, the President, in consultation with the Counsel to the Board, may in the best interests of USATF and this Association retain such Special Legal Counsel. All agreements with Special Legal Counsel as to legal services to be rendered and the fees and compensation to be paid shall be in writing and executed in accordance with this paragraph.

- H Contracts:** Contracts not in the ordinary course of affairs of this Association, shall be examined and approved for form by the Counsel to the Board or by the Special Legal Counsel of the Association, prior to execution. The contents of all contracts affecting sport committees shall, during their negotiation phase, be communicated to the appropriate committee(s). Unless otherwise directed by the Board, all written contracts shall be executed on behalf of this Association by (i) the President (or another officer designated by the President) and (ii) the Executive Director, and, if required, attested to by the Secretary.
- I Arbitration:** This Association agrees to submit to binding arbitration conducted in accordance with the commercial rules of the American Arbitration Association, in any controversy involving its recognition as a national governing body, as provided for in Paragraph 395, Subchapter II, Chapter 17, of Title 36 (page 93) of the United States Code, 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 USOC.
- J Conflict of interest:** 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 of its Associations, or who is a member of any of its committees, shall not participate in the evaluation or approval of a 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. The Board may require that such individuals disclose all financial interests that may influence the performance of their duties for USATF or this Association. Each individual referred to in the first sentence of this paragraph shall, upon learning that this Association is proposing to enter into an arrangement in which he or she has financial interest, promptly notify the Executive Director in writing of the existence of such interest, and the Executive Director shall, in turn, promptly disclose such interest to those bodies of USATF involved in considering entry into the arrangement. In the event

of a violation of this provision, the Association shall have the right to recover such benefit or payment and to void the contract or transaction.

ARTICLE 18 DISSOLUTION

Upon the dissolution of the corporation, the Board shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organization or organizations, organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board shall determine.

ARTICLE 19 SAVING CLAUSE

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

ARTICLE 20 AMENDMENTS

A General provisions: Amendments shall be considered by this Association as follows:

- 1 Voting for Bylaws approval:** Amendments to the Bylaws shall require for passage a two-thirds vote of those members present and voting at the 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; and
- 2 Voting for other regulations approval:** 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 meeting of the Association in any of the following circumstances:

- 1 Tabled amendments:** Tabled amendments may be acted upon at

- any subsequent meeting without redistribution of the 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; and
 - 4 **Uniformity:** To make the Bylaws and other regulations conform with each other;

Such items need not meet the time requirement of subparagraphs A-3 above and D-1 below.

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 ninety percent (90%) 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 **Time of submission:** Amendments shall be submitted at least sixty (60) days prior to the meeting at which they are to be considered, so as to allow proper review and submittal to the members of the Association. This sixty
- 2 (60) day requirement may be waived, in emergency circumstances, upon a ninety percent (90%) vote at any meeting of this Association;
- 3 **Submitters:** Amendments may be submitted only by a member of this Association;
- 4 **Persons receiving submissions:** Amendments to the Bylaws and other regulations shall be submitted to the chair of the Law & Legislation/Rules Committee;
- 5 **Form of submission:** The proposed amendments shall be in such form as to show 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 in double parentheses. 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 or, lacking such estimation, shall be provided by the Treasurer and/or the chair of the Budget Subcommittee of the Board; and
- 6 **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.

ARTICLE 21 FISCAL AND LEGAL MATTERS

Conflict of Interest: Any individual representing USATF, or who has a financial arrangement with USATF, or who is an employee of USATF or of its Associations, or who is a member of any of its committees or Associations, shall not participate in evaluating or approving any contract with a supplier to furnish goods or provide services to USATF, 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. The Board may require that individuals disclose all financial interests that may influence the performance of their duties for USATF. Each individual referred to in the first sentence of this paragraph shall, upon learning that USATF 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 involved in considering entry into the arrangement. If this provision is violated, USATF shall have the right to recover the benefit or payment and to void the contract or transaction. The Board may waive this requirement in specific instances if it feels that it is in the best interests of USATF by a vote of at least 60%. Members must recuse themselves if the waiver is about them. The waiver shall include language identifying the best interests being served by the waiver. The Board may authorize USATF 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 interests would best be served by entering into the contract, and the Board adopts a resolution identifying those special circumstances.

APPENDICES

REGULATION 1 RECORDS

A Submission:

- 1 Form:** All applications for records shall be submitted on an official record application form and shall contain all pertinent information requested on the form;
- 2 Responsibility:** It shall be the responsibility of the host Association sport committee, or of the member club or affiliate organization sponsoring or conducting the competition, to apply for the record on the form which shall be properly completed and forwarded to the National Office without delay;

- 3 **Processing:** Upon receiving a record application form and any accompanying documentation, the National Office shall forward it to the individual designated by the appropriate Sport Committee. That individual shall review the form, gather any needed additional information, and make a recommendation regarding the application to the Records Committee which shall, in turn, make its recommendation to the appropriate sport committee;
- 4 **Ratification:** Each sport committee shall have the responsibility of ratifying records in its events; and
- 5 **Report to USATF:** At the second general session of the annual meeting, the Records Committee shall report the actions of all sport committees regarding records.

B Certificates: Every holder of an American record or of an all-comers record, as the case may be, shall receive a certificate to that effect signed by the President and the chair of the Records Committee.

REGULATION 2 CERTIFICATION OF ROAD COURSES

The regulations concerning the certification of Road Courses is covered in USATF Regulations.

REGULATION 3 REPRESENTATION

A General: An athlete shall be considered a member of the Association in which the athlete is a bona fide resident except as otherwise provided in paragraph B below:

- 1 **Attached athletes:** In order for an athlete to compete as a representative of a national club or of a local club, educational institution, or other organization, that organization must be a member in good standing of USATF:
 - a **National clubs:** Athletes belonging to a national club shall be considered members of the Associations in which they reside, unless paragraph B below is applicable. National clubs shall not be eligible to compete for Association team championships, but athletes belonging to national clubs may compete in their Associations' championships and shall be scored as though they are unattached athletes; or
 - b **Local clubs, educational institutions, and other organizations:** An athlete who is not a member of a national club (or is only by reason of subparagraph C-3-c below) may compete as a representative of any local club, educational institution, or other organization that is a member of the athlete's Association. Any such athlete shall score for the athlete's

team in any championship or other competition;

- 2 **Unattached athletes:** An unattached competitor is an athlete member who represents no club, educational institution, or other organization. An unattached athlete may compete in the Association in which the athlete is a member. An unattached athlete shall be identified at athletics events with the Association or place of residence in which he is a member, and not with a club. Examples of this would be “John Doe, Unattached (Mid-Atlantic),” and “John Doe, Unattached (Philadelphia, PA);”
- 3 **Notification of changes:** An athlete member who wishes to change representation shall notify the local registrar prior to the effective date of the change; and
- 4 **Fees for changes:** All applications for changes of representation must be accompanied by a fee, if any, to be determined by the Association membership committee and/or Association sport committee.

B Residency exceptions: This Association may permit an athlete who is a bona fide resident to be a member of another Association by agreement of the two Associations. Agreement may concern individual athletes or all athletes who reside in a certain area. An athlete who is unable to obtain an agreement of the two Associations may appeal to the NABR, which shall conduct a hearing by conference call and make a determination on the basis of what is in the best interests of the sport and of the athlete.

C Transfers:

- 1 **Between Associations:** In order to transfer membership from one Association to another, an athlete shall present a document from the previous Association indicating the last date of competition in an attached status and that the athlete is in good standing in that Association;
- 2 **Between clubs/organizations:** To transfer representation from one club/organization to another, an athlete must serve ninety (90) days in “unattached” status from the date of the last competition in which the athlete represented a club/organization, regardless of residency, unless the athlete falls within one of the exceptions herein. National clubs are also subject to Regulation 8-C (page 110); and
- 3 **Exceptions:**
 - a. **Student:** An athlete who is a member of a club or organization who wishes to compete as an undergraduate student for a college or university (two- or four-year institution) shall be automatically released without notice by the club or organization upon commencement of the collegiate season to compete for that college or university in open competition (so long as the collegiate team is a member of USATF) and shall similarly be automatically released without notice by such school immediately upon termination of such season to represent the club or organization of the athlete’s choice. Verification of collegiate track & field season commencement and termination dates must be provided by the athlete upon request of either the local committee or

- Association membership committee involved;
- b** **Armed forces:** An athlete member on active duty in the Armed Forces of the United States may, upon receiving permission from the local membership committee, represent in open competition the military organization or the Athletics club to which the athlete belongs, or both. Any points scored by such athlete shall count for the Athletics club, except where a point trophy is advertised to be contested for by a military organization;
 - c** **Race walker:** An athlete may compete as a member representative of a club or organization in race walking and for another club or organization in another Athletics discipline, provided the two clubs or organizations involved do not both participate in race walking. For example, an athlete may race walk for one club that has no running program, and run for another club that has no walking program; and
 - d** **Waiver:** The local or national membership committee may waive the ninety (90) day unattached period required by subparagraph C-2 above if it determines that the change in organization was caused by events outside the control of the athlete involved and is in the best interests of athletics or the athlete.

D Representation of athletes: Individuals, clubs, and other entities may, domestically and internationally, negotiate for the expenses of athletes they have designated provided they have signed a written agreement with USATF stating their intention to comply with the rules of USATF and the IAAF, including the timely filing of all reports required under IAAF rules. Individuals signing such agreements on behalf of entities shall bind such entities and themselves. Reports concerning athlete's finances shall be kept confidential.

REGULATION 4 CLUBS

A Definition: Clubs are organizations of athletes and others which compete in USATF programs as teams or individuals representing the club. There shall be various types of USATF clubs, based on the geographic location of their membership and/or the types of programs and purposes they serve. While clubs may be of only one geographic type, they may have more than one purpose.

B Geographic types:

- 1 Association clubs** shall become members by joining this Association if they are located in our geographic area; and
- 2 National clubs** are those clubs which meet the requirements of paragraph E below.

C Purposes:

- 1 Competitive:** Association or national clubs that primarily prepare athletes for competitive opportunities shall be referred to as

- competitive clubs;
- 2 **Affiliated:** Association clubs that primarily stage events or provide competitive opportunities to the public shall be referred to as affiliated clubs;
 - 3 **Training:** Association clubs which exist to provide non-collegiate athletes training at an educational institution facilities shall be referred to as training clubs; and
 - 4 **Elite development clubs:** USATF may designate a member club as an Elite Development Club. These clubs may provide coaching, training groups, facilities, and/or travel to events.

D Club names: Internal grievance proceedings may be instituted in situations regarding disputes over the naming of clubs. Generally, these proceedings may be instituted when:

- 1 **Duplication:** Two (2) clubs choose the same or confusingly similar names (except with the concurrence of both clubs);
- 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 which causes public confusion with USATF-related sponsorship or advertising; or
- 4 **Trademark:** A club uses a trademark or service mark of USATF or the USOC (see Article 19, page 73).

E Special:

- 1 **Age limitation:** A national club shall be limited to competitions at the senior level;
- 2 **Vote in Association:** Clubs shall be allowed to vote in the activities of the Association in which they are registered;
- 3 **National club rosters:** National clubs must submit a roster of the competitive athlete members of the team.
 - a **Roster submittal:** By November 1 of each year, each national club shall submit to the National Office a roster on forms provided that shall list its athletes (including the club registration fee and the athlete membership fees to be thereafter forwarded to the resident Association);
 - b **Duplications:** If the name of the same athlete appears on two (2) or more rosters, the National Office shall resolve the duplication by contacting the clubs involved and, if there is still a disagreement, the athlete directly;
 - c **Roster distribution:** By December 1 of each year and at other times (with additions and deletions), the National Office shall distribute to all national clubs and meet directors copies of the national club rosters or amendments thereto;
 - d **Additions and deletions:** Between December 1 and November 1 of the following year, a national club wishing to add an athlete shall submit the name of each athlete to the National Office. The athlete may compete for the club only after the National Office has confirmed that

the athlete has satisfied the transfer requirements of Regulation 7-C (page 109). An athlete may also be deleted from a roster and changed to an unattached status; and

e Former Association club members: National clubs may add athletes who have been members of Association clubs after the athlete meets the requirements of Regulation 7-C (page 109); and

4 Requirements: As part of its application, each national club has, for the prior year, and shall, for the future year:

a Training guidance: Provide to its athletes technical guidance as to their training;

b Competitive guidance: Provide to its athletes technical guidance as to their competition scheduling;

c Logistical support: Provide to its athletes logistical support, including economic provisions for travel and accommodations when away from home;

d Medical support: Advise its athletes, when possible, as to medical services and available health insurance;

e Equipment support: Make adequate provisions for the equipment and training and competition clothing for its athletes;

f Educational support: Encourage the continuation of educational pursuits and assist in job placement, to prepare its athletes better for their adjustments to society at large after their years of competition;

g Participation: Agree to participate and to have its athletes participate in national and international competition encouraged by the IAAF and/or USATF; and

h Other: Meet such other qualifications and accept such other benefits as the USATF Board shall approve for national clubs.

F Conflicts of interest: No club shall represent a member athlete in any transaction if such a representation is a conflict of interest.

REGULATION 5 ELIGIBILITY

The eligibility of an athlete shall be governed by the applicable IAAF and IOC rules, except when such rules are inconsistent with United States law.

NOTE: Select IAAF rules are stated in the USATF Bylaws.

**REGULATION 6
GRIEVANCES AND
DISCIPLINARY**

- A. Jurisdiction:** This Association shall have jurisdiction over all disciplinary and formal grievance proceedings relating to matters that arise within the boundaries of the Association, except sexual misconduct allegations and doping violations which shall be under the jurisdiction of USATF. All penalties imposed by an Association shall be effective only within the jurisdiction of that Association.
- B. Association Arbitration Panel:** The following shall apply to the appointment and conduct of the Association Arbitration Panel (AAP):
1. **Members:** The Association Arbitration Panel shall consist of three (3) members - a chair, an at-large member, and an athlete member. There shall also be a first alternate, second alternate, and additional alternates who may be appointed from time to time when any of the three members of the AAP are not available. Members of the AAP shall not be members of the Association Board or Executive Committee.
 2. **Appointments:** Appointments shall be made by the President with the approval of the Association Board. The appointments shall be duly reflected in the minutes of a properly convened Board meeting.
 3. **Terms:** Terms shall commence on January 1 of each even-numbered year.
 4. **Removal:** Members and alternates may be removed for good cause by majority vote of the Association's Board. Good cause may include, but is not limited to, the following:
 - a. **Dilatory practices:** A AAP member who causes or permits delays in the hearing process; and/or
 - b. **Failure to follow procedures:** An AAP member who disregards or fails to apply the hearing procedures or other provisions set forth in the Association Bylaws, Association Regulations, USATF Rules, USATF Bylaws, and/or USATF Regulations.
- C. Grievances:** A grievance may involve any matter, other than sexual misconduct and doping offenses, within the cognizance of USATF that occurs in the jurisdiction of this Association:
1. **Grievance Complaints:** A Grievance Complaint shall state the following:
 - a. **Detrimental conduct:** Conduct detrimental to the best interests of Athletics, USATF, USATF Connecticut has taken place; or
 - b. **USATF violations:** A violation of any of USATF's Bylaws or Operating Regulations and/or of a violation of any of USATF Connecticut Bylaws or Operating Regulations has occurred.
 2. **Parties:** Grievance Complaints may be filed only by and against individuals or entities which were, at the time that the conduct complained of occurred, and at the time the Complaint is filed, members, directors, or officers of USATF or otherwise subject to the jurisdiction of USATF Connecticut. A non-member,

former director, or former officer of USATF Connecticut shall be subject to the jurisdiction of USATF Connecticut for the purpose of defending against a Grievance Complaint for an incident that occurred while he or she was a member, a director, or officer of USATF Connecticut or otherwise subject to the jurisdiction of USATF Connecticut. A Grievance Complaint may only be filed by a person or entity affected by the issues raised in the complaint; and

3. **Time limit:** 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. Disciplinary matters: USATF Connecticut shall have the authority to discipline any member who, by neglect or by conduct, acts in a manner subject to discipline pursuant to Regulation 6 below.

1. **Activities subject to discipline:** USATF Connecticut may discipline any member who, by neglect or by conduct:
 - a. **Detrimental conduct:** Acts in a manner detrimental to the purposes of USATF, USATF Connecticut, or Athletics;
 - b. **USATF, IAAF, and Sports Act violations:** Violates any of the Bylaws, Operating Regulations, or Competition Rules of USATF or the IAAF, or violates the Sports Act;
 - c. **Eligibility violations:** Violates the rules of eligibility for Athletics;
2. **Time limit:** Disciplinary proceedings must be requested within one (1) year from the time the complaining party knew or should have known of the issue giving rise to the request for a disciplinary hearing.

E. Rights of the persons or entities: In all matters subject to this Regulation, all parties shall be provided with fair notice and an opportunity for a hearing prior to the adjudication or imposition of any penalty by the Association or AAP. All parties::

1. **Representation:** May be represented in any disciplinary, grievance, or Association proceeding by a person(s) who may (but need not) be an attorney;
2. **Right to appeal:** May appeal any adverse decision in accordance with this Regulation;
3. **Attendance at hearing:** May be present at any hearing; and
4. **Presenting and challenging evidence:** Shall have the right to present evidence and witness testimony and to cross-examine witnesses testifying against him, her or it.

F. Initiation of proceedings: Formal grievances shall be initiated as follows:

1. Grievance complaint filing procedures:
 - a. **Filing location:** Complaints shall be filed with the Association President and Secretary. The Secretary shall forward a copy of the Complaint to the each party charged in the Complaint;
 - b. **Language:** All documents filed and exchanged with respect to this Regulation shall be in English; provided, however, that an original document that is in a foreign language must be submitted along with an

the Association Secretary:

1. **Documents:** A copy of the complaint or other documents giving rise to the proceeding, with any attachments;
2. **AAP Members and Contact:** The names of the hearing panel members and the address and telephone number of the panel's chairperson;
3. **Association Bylaws:** A copy of the text of this Regulation of the USATF Connecticut Bylaws and any other relevant USATF Rule or Regulation; and
4. **Other relevant documents:** A copy of any specifically identified document(s) related to the dispute.

H. Answer: The person(s) or entity(ies) named in a Complaint (respondent(s)) must submit a written answer to the Association Secretary within thirty (30) days after receipt of the letter notifying respondents that a proceeding has been filed ("Notice of Proceeding"). A copy of the Answer shall be forwarded by the Secretary to the complainant (the party filing the Complaint) and the AAP panel. The failure of respondent(s) to answer within thirty (30) days after the receipt of the Notice of Proceedings will be deemed a waiver by respondent of the opportunity to have a hearing or have an appeal of any adverse decision. Upon such failure, and after confirmation of the receipt of the Notice of Proceeding by all parties, the hearing panel may proceed in the absence of the respondent and may decide the matter with or without a hearing and with or without taking testimony and evidence, as it deems appropriate. If a party raises a hearing panel challenge under Regulation 6 – I the panel chair may extend the time to answer.

I. Challenge to arbitrator(s): Within fourteen (14) days following the receipt of the Notice of Proceedings any party to the hearing may challenge the seating of any AAP panel member, on the ground that the panel member may not be impartial. The panel chairperson may extend the time to answer if a panel member is challenged. Failure to bring a timely challenge against the seating of an AAP arbitrator constitutes a waiver of such challenge.

J. Hearing procedures: The following procedures apply to formal grievance, and other hearings:

1. **Pre-hearing conference call:** Within five (5) business days of the expiration of the arbitrator challenge the AAP panel chairperson shall conduct a pre-hearing conference by telephone conference call with all parties to discuss scheduling and procedural matters.
2. **Date of Hearing:** Best efforts should be used to set a convenient time and date for all participants. The AAP hearing panel shall schedule the hearing to take place within thirty (30) days of the initial pre-hearing conference. The hearing date may be delayed beyond the thirty (30) day period only upon a showing to the AAP panel that a substantial injustice would otherwise occur.
3. **Location for hearing:** Hearings shall be held in-person, unless good cause is shown to the AAP chairperson that holding the hearing by telephone conference call is in the best interest of the sport of Athletics.

2. **Form of decision and opinion:** The AAP decision shall state in one or two brief sentences which party the AAP arbitrators have ruled in favor of. The opinion of the AAP panel shall set forth the following:
 - a. **Issue:** The question(s) the AAP panel was asked to decide;
 - b. **Arguments:** A brief summary of the arguments made by each party;
 - c. **Findings of fact:** The findings of fact upon which the panel based its decision;
 - d. **Citations:** A citation to the applicable IAAF, USATF, USATF Connecticut Sports Act, or other applicable rule, bylaw or minutes, reports, guidelines, or other documents upon which the AAP panel decision is based, if any; and
 - e. **Stay provision:** Whether the effect of the decision shall be stayed in the event of an appeal, if appropriate;
3. **Time frame:** An AAP panel shall issue a decision with respect to the disciplinary, formal grievance, or other proceedings within fifteen (15) days after the conclusion of the hearing. The panel shall render a written opinion no later than thirty (30) days after the conclusion of the hearing, or after the submission of any post hearing documentation to the panel.
4. **Effect of decision:** All AAP panel decisions shall be effective upon the date rendered, unless otherwise stated in the decision.

- L. **Appeals:** The decision of the arbitrators may be appealed pursuant to USATF Regulations

REGULATION 7 REINSTATEMENT

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

REGULATION 8 ATHLETICS SANCTIONS

This Association is governed by USATF Operating Regulations regarding procedures relating to sanctions.

G Special

a Participation: Agree to participate and to have its athletes participate in national and international competition encouraged by the IAAF and/or USATF; and

b Other: Meet such other qualifications and accept such other benefits as the USATF Board shall approve for national clubs.

H Conflicts of interest: No club shall represent a member athlete in any transaction if such a representation is a conflict of interest.

REGULATION 5 ELIGIBILITY

The eligibility of an athlete shall be governed by the applicable IAAF and IOC rules, except when such rules are inconsistent with United States law.

NOTE: Select IAAF rules are stated in Exhibit M of USATF Bylaws.

REGULATION 6

PROCEDURES RELATING TO DISCIPLINARY PROCEEDINGS AND FORMAL GRIEVANCE MATTERS

This Association is governed by USATF Operating Regulation 11 regarding procedures relating to disciplinary proceedings and formal grievance matters.

REGULATION 7 REINSTATEMENT

This Association is governed by USATF Operating Regulation 12 regarding procedures relating to reinstatement.

REGULATION 8 ATHLETICS SANCTIONS

This Association is governed by USATF Operating Regulation 14 regarding procedures relating to sanctions.