

POLICY OF THE INLAND NORTHWEST T&F

(Revised September 11, 1988) (Amended September 17, 1989) (Amended January 24, 1993)
(Amended July 27, 1995) (Amended March 5, 2000) (Amended Sept. 8, 2002)
(Amended Sept. 14, 2008)

These are the official policies of the Inland Northwest T&F. Policies may be amended by a majority vote at any meeting. The USATF Rulebook and Directory are the official sources where applicable.

1. Records

- a. Inland Northwest age group records can only be set by Inland Northwest athletes. Junior Olympic records can be set by Inland Northwest registered athletes at the Association Championship level and above. Getting the results will not be the responsibility of the records chairman.
- b. Patches will be awarded for breaking or tying a record, for winning a new event approved by the committee, and for breaking your own Inland Northwest record. An athlete who achieves the same height, time or distance in an event and breaks or ties (but does not win the event) will also become a record holder.
- c. Record patches will be provided by the Inland Northwest T&F.
- d. Wind gauge is not required for Inland Northwest records, but is for national records.
- e. Developmental, All-Comers, Fun Runs, park and school meets shall not be eligible for Inland Northwest records or rankings.

2. Age Group

- a. An application for sanction must be submitted prior to the meet, preferably 21 days in advance.
- b. Results should be sent to the records chairman within 3 (three) days of the meet.
- c. A financial report must be returned to the Membership Chair within three weeks, if requested.
- d. The revolving trophies for the Inland Northwest Age Group Championships (boys and girls and Masters men and women) are provided by the Inland Northwest T&F. The winning team pays for engraving.
- e. There may be a developmental (6 and under) section within a sanctioned meet. The points scored do not count toward team trophies. No award greater than a ribbon may be awarded. They shall be limited to three (3) events per meet.
- f. Meet directors may use the following age groups: Bantam 10 and younger, Pee Wees 7-8, Developmental 6 and under. Pee Wees may run as Bantam to complete a relay BUT they must compete the whole meet as a Bantam. USAT&F membership will be required of Pee Wees.
- g. When Pee Wee and Developmental events are offered the following list will be used. Developmental - standing long jump, baseball throw, 50 M. dash, 100 M. dash, 200 M. dash and relays of 400 meters or less; Pee Wee -all the Bantam events. Pee Wee and Developmental information should be on the entry form.
- h. Developmental meets may be run on an all-comers basis, open to all athletes who qualify by age group. Such meets shall have no awards greater than a ribbon and no culminating meet. Entrants do not need USAT&F cards. Even these meets must be sanctioned for insurance purposes.

3. Junior Olympics

- a. Junior Olympic patches are provided by the Inland Northwest T&F for the Inland Northwest Junior Olympic Champion in each event.
- b. All USAT&F member athletes will enter by entry form. A strict mailing deadline of Monday of the week of the I.N. Junior Olympics Championships will be in affect. Phone entries will be at the discretion of the meet director. Day of the meet entry fee of up to \$10 may be charged.
- c. Junior Olympic Invitational meet directors shall return all unused ribbons to the JO Chair at the I.N. Junior Olympics Championships so they can be returned to the National USATF office.

4. Membership

- a. Upon request of a club representative, parent or guardian the Inland Northwest T&F fee for membership may be waived by the USAT&F. The national portion shall be paid.
- b. Meet sponsors are encouraged to keep spectator fees reasonable by including family rates. All spectator fees should be printed on the entry form.
- c. Sanction fees are \$10.00 per meet or race for club members and \$25.00 for non-members. Regional Championships \$50, and National Championships \$100, unless 5000 or more athletes, then \$200. The same fee can cover a "Fun Run" or developmental meet series. National sanction fees must also be paid.
- d. Proof of birth date must be submitted to be kept on file by the Membership Chairman prior to registration of Youth Athletics athletes (18 and younger).

5. Clubs

- a. Each club participating in a meet shall provide one official for every ten participants with a minimum of one official.

6. Financial

- a. The financial goal of the Inland Northwest T&F is to support the USATF program and to promote it whenever feasible. It will also give financial support to USATF Convention delegates as it is able.
- b. If one person holds the offices of Membership Chair/Treasurer and Secretary, all necessary ex-penses for the National USATF Convention will be paid by the Inland Northwest for that person.

7. Misc.

- a. An official is required to supervise all warm-ups and to monitor all throwing events to insure the safety of the spectators and athletes. During competition no athlete may handle the implements except from the designated area near the event.
- b. A competitor must wear a shirt in Inland Northwest T&F competition. Relay teams must wear the same color shirts.
- c. No one may contact athletes or coaches individually to solicit the athlete to join a track club outside the boundaries of the public school district in which the club holds its practices. Provided, that this will not apply if there is no track club in the public school district where the athlete resides. This does not preclude athletes contacting clubs, nor does it prohibit a club from advertising its existence and its program outside its boundaries.
- d. Complete readable results of the meet shall be sent by the meet director to all clubs that participated in the meet and the Records Chairman within three days after the meet.
- e. A Master Athlete of the Year award will be voted on annually at the Inland Northwest Annual Meeting unless there are fewer than

two nominations.

f. The Inland Northwest T&F shall be responsible for all rubber discus and iron shots. Each discus and shot shall be obviously marked to avoid loss.

g. Many pieces of equipment are available for loan to meet directors from the Inland Northwest T&F Equipment Chairman. This includes watches, clipboards, shots, discus, etc. A list of available equipment appears in the I.N. Directory.

8. Appeals/Protests

Appeals of, or protests against the judgments of the officials appointed for a track meet, or protests concerning the conduct of a track meet, including questions of eligibility may be (shall be) made as soon as possible (within 24 hours of the incident).

Procedures For Filing an Appeal or Protest:

1. File a written appeal with the head referee or meet director. A five dollar (\$5.00) deposit (bond) must be included with each appeal or protest. This fee will be refunded if the appeal or protest is upheld. If it is not upheld, the fee becomes the property of the Inland Northwest T&F.
2. The referee, in consultation with the meet director, a member of the Inland Northwest T&F appointed by the meet director before the meet for the purpose of arbitration (hearing) appeals, the officials involved and the protesting party shall review the decision or incident, immediately, with the reference to the USAT&F Rulebook.
3. A ruling will be made by the vote of the head referee, meet director, and the appointed member of the Inland Northwest T&F. If two or more of these positions are held by the same person, other officials or members of the Games Committee appointed for the meet will be consulted. This arbitration board must consist of three persons. The official who made the challenged call shall not be involved in the decision. Majority vote is decisive.
4. The final decision, under 3 above, of the appeal or protest will be related to the involved parties and filed in writing with the Inland Northwest T&F Secretary.
5. If the appealing party still feels there are grounds for appeal, that person may then appeal to the Inland Northwest T&F by contacting one or more of its officers in writing. The committee's decision will be final and binding on all parties involved. Such appeals must be made or received in writing within five days of the incident to an officer of the committee (the President or Secretary are the preferable officers to contact). At this meeting a minimum of three clubs and two officers will be present with a minimum of five people present.

9. Formal Grievances and Disciplinary Proceedings

A. Jurisdiction: This Association shall have jurisdiction over all disciplinary 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 the Association shall be effective only within the jurisdiction of the Association.

B. Association arbitration panel (AAP):

1. **Members:** The panel shall be appointed, as needed, by the President and shall consist of a chair, an at-large member, and an athlete member. Members of the AAP shall not be members of the Association board of directors.

C. Grievances:

1. **Grievance complaints:** A grievance complaint shall state the following:
 - a. **Detrimental conduct:** Conduct detrimental to the best interests of athletics, USATF, or USATF Inland Northwest has taken place; or
 - b. **USATF violations:** A violation of any of USATF's by-laws or operating regulations and/or a violation of any of USATF Inland

Northwest's by-laws or operating policies has occurred.

- 2. Parties:** Grievance Complaints may be filed only by and against individuals or entities which were, at the time that the conduct occurred, and at the time that the complaint is filed, members, directors, or officers of USATF or otherwise subject to the jurisdiction of USATF Inland Northwest. A non-member, former director, or former officer of USATF Inland Northwest shall be subject to the jurisdiction of USATF Inland Northwest for the purpose of defending against a Grievance Complaint for an incident that occurred while he or she was subject to the jurisdiction of USATF Inland Northwest. 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 Inland Northwest shall have the authority to discipline any member who, by neglect or by conduct, acts in a manner subject to discipline pursuant to Policy 9-D-1 below:

- 1. Activities subject to discipline:** USATF Inland Northwest may discipline any member who, by neglect or conduct:
 - a. Detrimental conduct:** Acts in a manner detrimental to the purposes of USATF, USATF Inland Northwest, or Athletics;
 - b. USATF, IAAF, and Sports Act violations:** Violates any of the by-laws, 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 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 policy, 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 hearing by a person(s) who may (but need not) be an attorney;
- 2. Right to an appeal:** May appeal any adverse decision in accordance with this policy;
- 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 each party charged in the complaint.
- b. Language:** All documents filed and exchanged with respect to this policy shall be in English; provided, however that an original document that is in a foreign language must be submitted along with an English translation. The party submitting the document shall bear the cost of obtaining its translation which shall be conducted by a reputable translator or translation service.
- c. Basis for the complaint:** The complaint shall allege clearly the nature of the dispute and, where appropriate, state the specific violation of the By-laws, Operating Procedures, Competition Rules, or Policies of USATF, USATF Inland Northwest, or the IAAF.
- d. Facts of allegation:** Factual allegations shall be separately stated in concise language with one allegation set forth in each numbered paragraph of the Complaint;
- e. Signature:** The Complaint shall be signed by the person filing the complaint;
- f. Filing fees:** A filing fee of one hundred U.S. Dollars (US\$100) must accompany an

organization's Complaint and a filing fee of seventy five U.S. Dollars (US\$75) must be paid by individuals filing a Complaint. The filing fee must be in the form of a certified check or money order made payable to Inland Northwest Track and Field.

2. Failure to comply with Complaint procedures:

Complaints that fail to comply with the procedures outlined in this policy shall be returned to the filer with instructions explaining the deficiency. A returned Complaint may be re-filed within thirty (30) days of the initial filing. After thirty (30) days, the Complaint will be deemed abandoned;

3. Informal resolution of grievances: Upon receipt of a Grievance Complaint, the President or his/her designee shall make every effort to resolve the dispute through informal means. In disputes pertaining to a specific sport discipline, the President or his/her designee shall also confer with the chair of the sport committee for the discipline involved. All discussions related to the informal resolution of a complaint shall be confidential;

4. Formal resolution: If the informal resolution of the complaint is unsatisfactory to any party, or if a party declines to pursue informal resolution, the party may request that the complaint be resolved by a formal hearing before an AAP panel;

5. Hearing panel: When one party has indicated that the matter cannot be resolved informally, the President or his/her designee shall coordinate the selection of a three-person arbitration panel as detailed in Paragraph B of this policy. One panel member will be selected as chair with the responsibilities to control and conduct the process.

G. Notice of proceedings: Within thirty (30) days of the commencement of a formal grievance all interested parties and the hearing panel be sent the following by 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 chair;

- 3. Association bylaws:** A copy of this policy of the USATF Inland Northwest 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 respondents 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 party challenge under policy 9-H 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 chair 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 chair 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 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 chair that holding the hearing by telephone conference call is in the best interest of the sport of Athletics.

a. Reason for request for telephone conference call hearing: If a party requests that a hearing be held by telephone conference call, such request shall be accompanied by a statement identifying the material reasons which the hearing panel should resolve in this venue.

b. Deadline for request: The telephone conference call hearing request must be submitted to the AAP chair within ten (10) business days of the receipt of the Notice of Proceedings. Failure to submit a telephone conference call hearing request constitutes a waiver of the right to request a telephone conference call hearing.

4. Delays: If an interested party causes any unnecessary delay, the AAP panel may dismiss the proceeding or, at its discretion, rule against the party causing the delay. If the delay is the result of AAP panel inaction, the President or his/her designee may dismiss the panel and replace it with a new panel. If a party to the proceeding fails to appear at the hearing, then the AAP panel may make a ruling based on available information and the testimony of those present at the hearing;

5. Evidentiary rules: The rules of evidence generally accepted in administrative proceedings shall be applicable to the hearing; the formal rules of evidence shall not apply;

6. Burden of proof: The burden of proof is upon the complainant to prove by a preponderance of the evidence that conduct described in Policy 9-C-1 or 9-D-1 above has occurred;

7. Hearing record: An official transcript or recording is highly recommended for hearings conducted by the Association. Any party to the proceedings

may retain a court reporter or other competent individual to provide a transcript or recording of the hearing at that party's own expense. If made, such transcripts or recordings shall become the official record of the proceedings and a copy shall be provided to all parties at their own expense; and

8. Closed hearings: Hearings shall be closed to the public. Witnesses shall attend hearings only as necessary to provide testimony.

K. AAP decisions and opinions: The following shall pertain to AAP final decisions and opinions rendered in hearings and appellate proceedings:

a. **Scope of decision:** All AAP panel decisions shall be consistent with USATF, USATF Inland Northwest, and IAAF Rules and Regulations, and the Sports Act. If the implementation of any AAP panel decision and opinion would have any significant budgetary impact on USATF Inland Northwest, the USATF Inland Northwest Treasurer shall review it and report his/her findings to the Board within thirty (30) days of the issuance of the opinion. In such instances, the decision and opinion shall not become final and binding unless and until approved by the Board. The Board shall determine to what extent any AAP decision and opinion having a significant budgetary impact on USATF Inland Northwest may be implemented, in light of fiscal considerations, and may remand the matter back to the AAP panel for modification based upon budgetary directives from the Board;

b. **Form of decision and opinion:** The AAP decision shall state in one or two brief sentences which party the AAP have ruled in favor of. The opinion of the AAP panel shall set forth the following:

- i. **Issue:** The question(s) the AAP panel was asked to decide;
- ii. **Arguments:** A brief summary of the arguments made by each party;
- iii. **Findings of fact:** The findings of fact upon which the panel based its decision;
- iv. **Citations:** A citation to the applicable IAAF, USATF, USATF Inland Northwest, 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;

- v. **Stay provision:** Whether the effect of the decision shall be stayed in the event of an appeal, if appropriate;
- c. **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, or after the submission of any post hearing documentation to the panel.
- d. **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 Regulation 11-P.

Bylaws of Inland Northwest Track & Field

ARTICLE 1 NAME

The name of this corporation shall be Inland Northwest Track & Field, hereinafter referred to as "this association," "this corporation," or "INTF".

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 paid 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 Regulation 11.

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 Article 20 and USATF Operating Regulation 14.

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 Washington east of and including the counties of Okanogan, Chelan, Kittitas, Yakima, and Klickitat and the State of Idaho north of and including Idaho County.

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

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, and any other groups designated by USATF.

C Applications: Application for membership shall be in accordance with the USATF Bylaws and Operating Regulations.

D Suspension and Expulsion: Any individual or group recognized by this Association which violates any of the provisions of these Bylaws or Regulations, USATF Bylaws or Operating Regulations, any operating policy approved by the USATF Board of Directors, or any operating policy approved by this association may be suspended, after due notice and an opportunity to be heard by the body designated to conduct such hearings, until the next meeting of this Association, to which meeting action of suspension shall be reported by the Secretary. At such meeting 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

The voting body of INTF shall consist of all members of the association who meet the voter criteria in article 8c:

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 they are voting.

ARTICLE 7 MEETINGS

A Annual meeting: The annual meeting of this Association shall be held in September at such date, time, and place as may be fixed by the Executive Board and announced by requisite notice of such meeting.

B Regular meetings: In addition to the annual meeting, this Association shall hold two meetings of the membership yearly, preferably in February and June.

C Special meetings: Special meetings of this Association shall be held upon call by 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 meeting must be distributed by mail, newsletter, and Association web site;

b Web site: The Association web site address will be listed on Association mailings;

c Prior arrival: The initial meeting notice must be sent by means under which it will arrive at least thirty (30) days prior to the meeting; and

d Changes: Any notice of a meeting change must be at least fourteen (14) days prior to the meeting;

2 Publication of agenda: special agenda items shall be included along with the annual meeting notice; 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. There shall be a specified time period in the meeting where any member may give input or make a brief statement;

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; and

5 Record of a meeting: The Association and all of its committees shall have a recording secretary. Within thirty (30) days of the meeting, draft minutes should be posted on the Internet. All written reports or a summary of such reports shall be distributed with the draft minutes.

E Quorum: At least five individuals representing at least three member groups must be present for the conduct of official Association business.

F Agenda: The order of business for meetings of INTF shall be:

1 Attendance: Roll call of delegates;

2 Minutes: Acceptance of the minutes of the previous meeting;

3 Treasurer's Report: And approval of the budget at the annual meeting.

4 Reports: Reports from officers and committee chairs;

5 Old business

6 Amendments: Action on proposed amendments (at annual meeting)

7 New business

8 Elections: Nominations and elections (at annual meeting) and special elections when needed.

9 Site selections

10 Awards

G Rules of order: Roberts Rules of Order (Newly Revised) are the general rules of order unless otherwise provided in these Bylaws.

ARTICLE 8 VOTING

A Election notice:

- 1 **Distribution:** Notice must be distributed by mail, newsletter, and INTF web site;
- 2 **Web site:** Web site address will be listed on Association mailings and newsletters.
- 3 **Prior arrival:** The initial meeting notice will be sent so it will arrive at least thirty (30) days prior to the election; 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.

B Nominating process:

- 1 **Nominating committee:** A nominating committee appointed by the president with the approval of the board shall solicit nominations to be presented at the annual meeting;
- 2 **In-person meeting nominations:** Nominations from the floor shall be allowed at the annual meeting;
- 3 **Membership and 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
- 4 **Nominations and seconds:** A candidate needs one nominator and one seconder who are both members of the Association.

C Voter criteria:

- 1 **One person-one ballot:** one (1) person shall cast only one (1) ballot, regardless of how many positions within the Association the person occupies;
- 2 **Proxies:** There shall be no proxy voting;
- 3 **Minimum age:** Voters must be a minimum of age eighteen (18) on the day of the election;
- 4 **Membership of all voters:** Voters must be members of Inland Northwest USATF in the month which ends more than one full month preceding the election (e.g., if the election is held at any time in September, the membership must be processed by July 31)

D Conduct of voting:

- 1 **Voting members:** All members of the association are eligible to attend and vote;
- 2 **Disputes:** Credential disputes must be resolved before the election process is started with nominations and/or the report of the nominating committee;
- 3 **Uncontested:** Uncontested elections may be voted by acclamation; and
- 4 **Ballot type:** A secret ballot must be used for contested elections.

E Counting of ballots:

- 1 **Panel:** A panel of at least three (3) individuals, at least one (1) of whom must be an athlete, shall count the ballots and sign the tally. All panel members shall be of voting age. The panel shall not include any individual who is a candidate for a contested office.

F 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.

G National Delegates:

- 1 **Election:** National delegates shall be elected at the annual meeting; and
- 2 **Plurality:** A plurality vote may be accepted for election.

H Majority requirement:

- 1 **Majority:** A plurality may not be accepted in the first round except for national delegates; and
- 2 **Run-off candidates:** In run-off elections, candidates equal to twice the remaining positions shall be on the ballot.

I Election protests:

- 1 **Operating Regulation 11:** Except as indicated below, USATF Operating Regulation 11 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;

J Employees and elections: Current employees (working within the past ninety days) shall not participate in any part of the elections process (nominations and campaigning), but may 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 First Vice President, a Second Vice President, a Secretary, and a Treasurer/Membership Chair. 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.

B Duties: The officers shall perform the following duties as well as any other duties prescribed by these Bylaws, the USATF Bylaws or Operating Procedures, or the Board of this Association:

1 President: The President shall:

a Preside at all meetings of INTF and its Board;

b be an **ex officio non-voting member** of all committees;

c Subject to the direction of the Board of this Association, shall **manage and supervise** the affairs of this Association; and

d 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 First Vice President: The First Vice President shall perform duties assigned by the President and Board. In the temporary absence of the President from a Meeting, the First Vice President shall serve as acting chair;

3 Second Vice President: The Second Vice President shall perform duties assigned by the President and Board. In the temporary absence of the President and the First Vice President from a meeting, the Second Vice President shall serve as acting chair;

4 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;

5 Treasurer/Membership Chair: The Treasurer/Membership Chair 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 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 one year at each annual meeting of the Association. 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: Should the President become incapacitated, the First Vice President would serve as President and the Second Vice President would serve as First Vice President until the next regular election. In the event the Board determines that any other officer is temporarily unable to serve, it may, in its sole discretion, name another officer to fill the vacancy temporarily. In event an officer other than president resigns or is permanently unable to serve, the Board shall name a successor until the following annual meeting.

E Removal from office: Any officer of this Association may be removed for good cause by a two-thirds vote of those members of the Association present and voting at an annual meeting or special meeting called for this purpose, and provided the requisite notice for such a meeting (see Article 8) shall properly set forth the removal vote on its agenda.

**ARTICLE 10
EXECUTIVE BOARD**

A Composition: The Executive Board shall be composed as follows:

1 Voting members: the voting membership of the Board shall be as follows:

a The **officers** of this Association (5 persons);

b the **chairs** of the following sport committees: Men's Track and Field, Women's Track and Field, Women's Long Distance Running, Men's Long Distance Running, Race Walking, Masters Men, and Masters Women;

c three **athlete representatives**;

d three **parent representatives** of age group athletes;

e at least one **coach**, one certified **official** and at least that number of **eligible athletes** which shall constitute twenty percent (20%) of the Board, all of whom must be of voting age and at least one of whom must have participated in international competition for the USA within the last ten (10) years, where available.

2 Chair and Secretary: The President of the Association shall serve as chair and the Secretary as secretary; and

B General provisions:

1 Fiduciary responsibility: The Board shall manage and supervise the affairs of the Association and perform those duties specified in these Bylaws; and

2 Meetings of the Board: The Board may conduct its affairs either at an in-person meeting or by a conference call. It shall hold three in-person meetings during each year as called by the President. Additional meetings may be called by the President or upon the written request of any three (3) members of the Board, and if by the latter group, only after a minimum prior notice.

**Article 11
COMMITTEES**

A Committees: The following are the committees of this association:

Membership
Youth Athletics

Records
Officials Certification

Men's Track and Field	Athlete's Representatives
Women's Track and Field	Cultural Exchange
Race Walking	Sports Medicine
Women's Long Distance Running	Substance Abuse
Men's Long Distance Running	Athletics for the Disabled
Master's Athletics	Coaches Education
Master's Long Distance Running	

B Committee Chairs: The Committee Chairs shall be appointed by and serve terms as determined by the President with the approval of the Board of Directors. The Committee Chairs shall serve as liaison to their respective national committees.

ARTICLE 12 DISCIPLINARY AUTHORITY

This Association shall have the authority to discipline any member, delegate, athlete, coach, manager, official, trainer, member of any committee, and any other person or entity participating in Athletics who, by neglect or by conduct, (i) acts in a manner detrimental to the purposes of USATF or Athletics, or (ii) has violated any of the Bylaws, Operating Regulations, or Rules of Competition of USATF or of the Association, or (iii) has violated the rules of eligibility.

NOTE: Disciplinary and reinstatement procedures: The disciplinary and reinstatement procedures of USATF and its member Associations are set forth in USATF Operating Regulations 11 and 12.

Article 13 Redress of Grievances

A grievance may be any matter within the cognizance of USATF Inland Northwest as described in Policy 9-C. Grievances shall be filed and administered in accordance with Policy 9.

ARTICLE 14 SANCTIONS

The general sanction provisions of USATF, which affect local Associations, appear in this Article. Additional regulations appear in USATF Operating Regulation 14.

A Definitions: 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 Regulation 14 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:

1 In the case of a denial by an association, to the USATF, or

2 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 Regulation 14.

ARTICLE 15 FISCAL AND LEGAL MATTERS

A Fiscal year: The fiscal year of this Association is January 1 through December 31.

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 the Treasurer and one other of a pool of signatories as designated by the Board. Other assets or property of this Association may be transferred from one depository to another by action of the Board; and

2 Imprest Accounts: The Association may establish separate accounts employing the imprest system for the liquidation of obligations requiring prompt payment and for payroll obligations requiring prompt payment, and it may authorize checks to be drawn thereon upon the facsimile of any one (1) officer or employee.

C Bonding: Corporate fidelity bonds shall 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 control of this Association.

D Indemnification: This Association shall immediately indemnify any person who was or is a party of is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, administrative, or investigative, by reason of the fact that he or she is or was a director, officer, employee, or official representative of this Association against expenses, including attorney's fees, judgments, fines, and amounts actually and reasonably incurred by him or her in connection with 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 judgment, 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 a 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: The Counsel to this Association shall 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 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, 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 the President (or another officer designated by the President) 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, manages, 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 of 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 Secretary in writing of the existence of such interest, and the Secretary shall, in turn, promptly disclose such interest to such 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 16 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 17 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 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 18 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 provided text of 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 paragraph A above and subparagraph 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 a 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 forty five (45) 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 forty five (45) day requirement may be waived, in emergency circumstances, upon a ninety percent (90%) vote at any meeting of this Association;

2 Submitters: Amendments may be submitted only by a member of this Association;

3 Persons receiving submissions: Amendments to the Bylaws and other regulations shall be submitted to the Secretary;

4 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

5 Approval of submissions: All proposed amendments must first be recommended for approval 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.

As adopted by INTF 9/16/2001 Amended 9/14/2003, 9/19/2004, 9/14/2008, 9/20/2009