

**BY-LAWS
OF
SOUTHERN CALIFORNIA TRACK AND FIELD
OFFICIALS COMMITTEE
OF
SOUTHERN CALIFORNIA ASSOCIATION
OF
USA TRACK AND FIELD**

SECTION I
ORGANIZATION

PREAMBLE

The Southern California Track and Field Officials Committee (“SCTFOC”) is a standing committee of the Southern California Association (“SCA”) of USA Track and Field (“USATF”) (collectively, “SCA/USATF”) and as such, this committee and its Bylaws are subject and subservient to the Bylaws and Operating Rules of USATF, SCA and the National Track and Field Officials Committee (“NTFOC”), in the most recently revised or amended version.

NAME

This organization under the provisions of the constitutions of USATF, SCA and the NTFOC, shall be known as the Southern California Track and Field Officials Committee of the Southern California Association of USA Track and Field and hereafter shall be referred to by one of the following designations: SCTFOC, Southern California Track and Field Officials, Southern California Officials Committee, or USA Track and Field Officials.

OBJECTIVE

The mission of this committee shall be to promote, encourage and improve officiating in the sport of Track and Field (Track and Field, Long Distance Running, and Race Walking) in the Southern California area and to actively participate in the National Track and Field Officials Committee and its activities.

All objectives must be consistent with the purposes of USATF, SCA and the NTFOC as set forth in their Bylaws and in accordance with Section 501(c)(3) of the Internal Revenue Code, USATF Group exemption #5053, I.D. 95-4187356 and Charitable Trust #71512 as duly registered in Sacramento, California.

SECTION II
BY-LAWS

Article I – Duties and Responsibilities

Section 1. The Southern California Track and Field Officials Committee shall be responsible for:

- A. Certifying, training, and general supervision of officials in Track and Field.
- B. Monitoring of NTFOC established requirements for training and certification of Apprentice, Association, National and Master Level Officials, as well as all other USATF officials' certifications.
- C. Delegating to member officials such duties as directed by the Chair of the SCTFOC and Vice-Chair of Certification and/or Executive Board of SCTFOC (“Executive Board”).
- D. Requiring member officials to wear the standardized uniform when officiating.
- E. Keeping member officials informed of national and local meet schedules, meet information, and meetings of the Executive Board.

Section 2. In carrying out their overall supervision responsibility, the officers and/or Executive Board:

- A. May request member officials to be a part of an appointed subcommittee(s) and/or special committee(s) to advise and/or report on issues relating to training, certification and other activities being conducted by the Executive Board.
- B. Shall provide each member official with forms, examinations, clinic schedules, programs and other material that will assist in the performance of his/her duties.
- C. Shall establish the yearly dues for membership.
- D. Shall establish the fees to be charged for all services, including the services of Starters.

Article II – Membership

Section 1. The membership shall consist of the following:

- A. Active/Qualified: All dues-paid, Apprentice, Association, National and Master Officials. All dues paying officials must be certified according to criteria of the NTFOC. Each member official, in order to maintain Active/Qualified status, must attend at least one training clinic per year, unless a member official of another USATF association.
- B. Sustaining members: Those member officials who pay annual dues, but do not remain current with SCTFOC certification requirements. Sustaining member officials are not eligible to vote for, and/or serve in an elected or appointed position of SCTFOC.
- C. SCA/USATF Emeritus members: An Active/Qualified member official must first submit a formal letter of resignation to the Chair and Executive Board of SCTFOC and request Emeritus status. Emeritus member officials are retired member officials who have been approved and awarded such status by a majority vote of the Executive Board of SCTFOC. Dues are waived for Emeritus member officials. Emeritus member officials do not have voting privileges.

Section 2. Assignments

- A. Only dues-paid (the deadline for payment of dues shall be established by the Chair and/or Executive Board) Active/Qualified member officials shall be assigned as competition officials. This shall include being current in annual clinic requirements.
- B. All other member officials may be assigned as support officials (non-decision making Assignments) and are not eligible to receive a stipend payment.

Article III – Officers

Section 1. The officers of this board shall be:

A. Elected Officers

1. Chair of the Board
2. Vice-Chair of Certification
3. Vice-Chair of Training
4. Vice-Chair of Rules
5. Vice-Chair of Awards/Ceremonies/Social Events
6. Vice-Chair of Membership
7. Treasurer
8. Secretary
9. Two (2) At-Large members

B. Executive Board

1. Composition

The Executive Board shall consist of:

- a. The elected officers as listed above.
- b. The Chief Officials Coordinator.
- c. Immediate Past Chair who shall serve as an Advisor to the Executive Board (without voting rights).
- d. Parliamentarian to be appointed by the Chair and approved by the Executive Board.
- e. The Chair of the Board shall select the Parliamentarian who shall be an advisor to the Chair and Executive Board, but shall not have voting rights.

2. The responsibilities of the Executive Board are:

- a. To serve as liaison among USATF, SCA, NTFOC and SCTFOC.
- b. To represent the SCTFOC in all contractual negotiations with meet directors, promoters and organizers.
- c. To determine the ordinary expenses which the SCTFOC should expend to provide serviced to meet directors, promoters, and organizers and to report same to SCA for collection of such expenses from the sanction fees.
- d. To solicit funding from outside sources.

3. Authority

The Executive Board shall be fully empowered to decide upon and authorize administrative issues/actions that may require attention between meetings of the Executive Board.

4. Meetings

a. Regular Meetings

The Executive Board shall meet in open session at the annual meeting. All other meeting(s) shall be called by the Chair. By a majority vote of the Executive Board, the Executive Board may meet in closed Executive session for consideration of publicly announced agenda items which are considered too extraordinary in nature and potentially damaging to the reputation of an individual and/or committee.

- b. Special Meetings
 - i. The Chair may call special meetings (including telephonic) of the Executive Board. Written notice of said meetings and the reasons thereof shall be transmitted to the members of the Executive Board by the Secretary at least fifteen (15) days prior to any such meeting, or less if deemed an emergency by the Chairman of Officials.
 - ii. Minutes of all Executive Board meetings shall be furnished to the members of the Executive Board within thirty (30) days of said meetings.
- c. Board Meetings

The Executive Board shall establish dates for the four (4) general board meetings as required by the SCA/USATF By-Laws.
- d. Quorum

A simple majority of the members of the Executive Board shall constitute a quorum for the legal transaction of SCTFOC business.
- e. Voting

Each member is limited to one (1) vote. A simple majority is all that is necessary to conduct business requiring a vote (except where noted in these Bylaws where a 2/3 majority is required).
- f. Assessments

All membership dues, assessments, and waivers of same shall be recommended by the Chair and approved by the Executive Board.

Section 2. Eligibility for office

- A. Only Active/Qualified member officials shall be eligible to be nominated or elected to office. Dues payment and certification must have been completed by the established deadline.
- B. A nominee must have been a dues-paid certified member for five (5) consecutive years prior to nomination for office or an at-large position.

Section 3. Elections

- A. The election for the offices of Chair, Vice-Chair of Rules, Vice-Chair of Training, Vice-Chair of Awards/Ceremonies/Events, Secretary and one (1) At-Large Member shall take place at the last October general session of the Olympiad. The selection for the offices of Vice-Chair of Certification, Vice-Chair of Membership, Treasurer and one (1) At-Large Member shall take place at the October general session of the second year of the Olympiad.
- B. An Election Committee, chaired by one At-Large Member, and the appointment of two other members appointed by the Chair, shall be responsible for the conduct of all aspects of the election.
- C. Means of nomination may include the following: (1) An Active/Qualified member official who meets the eligibility requirements may nominate himself/herself; (2) An Active/Qualified member official may nominate an Active/Qualified member official

with written acceptance by the nominee included on the nomination form; (3) Nominations from the floor by an Active/Qualified member official will be accepted for offices with the approval of the eligible member official.

- D. Nomination/Ballot Forms – Nomination forms shall be available from an Election Committee member and must be received by the Chair of the Election Committee twenty (20) days prior to the election meeting. The list of nominees for office shall be mailed to each member official. The voting shall be by written secret ballot of those eligible member officials attending the election meeting. For each office, the nominee receiving the largest number of votes for each office shall be elected. In event of a tie, or if three (3) or more candidates are running for an office and no one candidate receives 50% of the vote, a new ballot shall be taken until the tie is broken or one of the candidates receives more than 50% of the vote. The new ballot shall include the candidates involved in the tie or, in case where there are three (3) or more candidates and no one candidate received 50% of the vote, the top two (2) nominees with the largest number of votes. There shall be one ballot produced with the names of all candidates for each office. (See methods of nomination(s) Art. III, Section 3. Elections - C. above). No other ballots shall be produced, except when required for breaking ties.

The written, secret ballot method of voting may be waived by a majority vote of the membership attendees in favor of a show of hands of voting in order to expedite the voting (election by acclamation). For At-Large offices, the nominee with the largest number of votes shall be elected. If there is a tie, a new ballot shall be taken until the tie is broken.

Section 4. Term of Office

- A. The term of office shall be four (4) years.
- B. An officer may not serve in the same office for more than two (2) consecutive terms.
- C. The elected officers shall assume office immediately.

Section 5. Vacancy of Office

Except for the office of the Chair, a vacancy occurring in an elective office or an At-Large position shall be filled by appointment by the Chair with the approval of the Executive Board for the remainder of the term of office. Should a vacancy occur in the office of Chair, it shall be filled by appointment by a majority vote of the Executive Board for the remainder of the term. Until such time as the Executive Board elects a new Chair, the Vice-Chair of Certification shall fulfill the duties and responsibilities of the Chair.

Section 6. Voter Eligibility

Each Active/Qualified member official is limited to one vote and must be present at the meeting at which an election is conducted.

Article IV – Duties of Officers

Section 1. Chair of the Board

It shall be the duty of the Chair:

- A. To represent SCTFOC as the valid representative to the NTFOC.
- B. To establish and maintain direct contact with the SCA President and Chair of the NTFOC.
- C. To maintain liaison with all officers, Area Officials Coordinators, Executive and Committee Members officials).
- D. To disseminate all information emanating from USATF, SCA or the NTFOC officers as it pertains to the membership.
- E. To maintain liaison between meet organizers, directors, promoters, coaches and the Officials Coordinators.
- F. To solicit agenda items for all clinics and meetings of the committee members at least two (2) months prior to such planned clinics or meetings.
- G. To prepare an agenda and mail same to the membership thirty (30) days prior to the annual meeting together with any amendments or resolutions as agenda items. If it is not feasible to mail a prepared agenda, the agenda shall be presented to the members for approval at the said planned meeting.
- H. To appoint, as approved by the Executive Board, Officials Coordinators, Special Committees and Ad Hoc Committees, when necessary, to help facilitate the business of the SCTFOC.
- I. To be an ex-officio member of all subcommittees.
- J. To preside over the four (4) general membership meetings.
- K. To approve a member officials change in certification level as recommended by the Vice-Chair of Certification and the Certification Subcommittee.
- L. To approve the membership list as finalized by the Vice-Chair of Certification for distribution to the officers, Executive Board, Officials Coordinators and the NTFOC Vice-Chair of Certification.
- M. To develop a calendar for local regional, and national meets and provide availability of applications – to be available at the annual luncheon or as soon after as possible.
- N. To handle personnel matters, including, but not limited to, suspensions and/or reprimands of member officials for misconduct or unprofessional behavior.
- O. To perform such other duties normally associated with this office.

Section 2. Vice-Chair of Certification

- A. To keep the Chair of the Board informed on all matters pertaining to Certification.
- B. To establish and maintain direct contact with the NTFOC Vice-Chair of Certification for the purpose of keeping updated on changes in the national certification requirements.
- C. To disseminate to the members all information emanating from the NTFOC pertaining to certification.
- D. To maintain liaison with the Vice-Chair of Membership, Treasurer, and Training, and in conjunction with their responsibilities, develop a program for new and renewal of member officials' certifications. The Treasurer shall maintain a list of member officials with dues paid up.

- E. To enlist the aid of the Chair and other members of the Executive Board responsible for compiling certification materials to prepare and distribute certification packets to the members.
- F. To maintain records of all members as they pertain to SCTFOC and certification and to furnish the USATF (NTFOC) office with a listing of these members and their level of certification.
- G. To furnish each Officials Coordinator with an updated list of Active/Qualified member officials eligible to be assigned as competition or support officials.
- H. To develop an appeal process for those member officials that have been denied promotion to a higher certification level or recommended for a demotion to a lower level of certification.
- I. To call the Executive Board meeting to order and preside over such meetings in the absence of the Chair.
- J. To perform other duties normally associated with this office.

Section 3. Vice-Chair of Training

- A. To establish and maintain contact with the NTFOC Vice-Chair of Training.
- B. To maintain liaison with Vice-Chair – Certification and Vice-Chair of Rules of SCTFOC.
- C. To develop a training program for the improvement of officiating techniques.
- D. To prepare training materials and organize clinic schedules for the members.
- E. To solicit and utilize Masters Officials as instructors in clinics and training programs.
- F. To perform such other duties normally associated with this office.

Section 4. Vice-Chair of Rules

- A. To establish and maintain contact with the NTFOC Vice-Chair of Rules.
- B. To maintain liaison with the Vice-Chair of Certification and Vice-Chair of Training of SCTFOC.
- C. To furnish member officials with updated materials pertaining to IAAF (international), USATF (national), NCAA (college) and NFHS (high school) Track and Field Competition Rules.
- D. To solicit from the membership proposals for rule changes and present same to the appropriate rules committee for consideration.
- E. To provide member officials with information pertaining to availability of all applicable rule books and other appropriate resource materials.

Section 5. Vice-Chair of Awards/Ceremonies/Social Events

- A. To solicit nominations for the annual committee award(s) and with the aid of his/her subcommittee, select the award(s) recipient(s).
- B. To plan for any or all ceremonies associated with any meeting or activity of the committee.
- C. To organize and plan all arrangements for the annual meeting or other planned social activities.
- D. To perform such other duties normally associated with this office.

Section 6. Vice-Chair of Membership

- A. To be responsible for advising the Chair and the Executive Board on matters dealing with the recruitment of new officials.
- B. To recommend to the Chair and the Executive Board the appointment of a membership committee of at least four (4) other members.
- C. To develop and execute a membership recruitment program for the purpose of encouraging lay people interested in the sport of Track and Field to become Track and Field officials.
- D. To call meetings and preside over meetings of the subcommittee when needed to conduct business.
- E. To perform such other duties normally associated with this office.

Section 7. Treasurer

- A. To maintain complete records of all financial transactions and to report same to the SCTFOC when requested.
- B. To make available all financial records to the Chair and Executive Board at each Executive Board meeting, or to any member official when requested.
- C. To audit the accounts of any of the members who are responsible for collection or disbursement of funds and to make available all financial records for audit by SCA/USATF as per their Bylaws.
- D. Request SCA/USATF issue checks to pay expenses of member officials and the Executive Board.
- E. Request SCA/USATF issue checks in excess of \$500 only on approval of the Executive Board.
- F. To perform such other duties normally associated with this office.

Section 8. Secretary

- A. To serve as the recording officer of the SCTFOC.
- B. To serve as the custodian of all committee records, except those specifically assigned to others by the Chair.
- C. To maintain record books in which the Bylaws, Special Rules of Order, Standing Rules and Minutes are entered with any amendments to these documents properly recorded and to have same available for meetings and for members on request.
- D. To assist the Chair in the preparation of an agenda of the business for meetings of the Executive Board.
- E. To call meetings to order in the absence of the Chair or the Vice-Chair of Certification.
- F. To perform such other duties normally associated with this office.

Section 9. Member at Large

- A. To serve as member officials representative at meetings of the Executive Board.
- B. To present the concerns of the member officials to the Executive Board.
- C. To serve as Chair of any Special or Ad Hoc Committee as called by the Chair and/or Executive Board.

Article V – Officials Coordinators

Section 1. Chief Officials Coordinator

The Area Officials Coordinators will elect one of their member officials to serve as Chief Officials Coordinator, subject to confirmation of the Chair and approval of the Executive Board. The responsibilities of the Chief Officials Coordinator shall be to:

- A. Call for and preside over meetings of the Officials Coordinators when needed to conduct business.
- B. Maintain the master schedule of track and field competitions to which the Officials Coordinators assign officials.
- C. Maintain a schedule of starters assigned to the competitions referenced in Art. V - Section 1.B. above.
- D. Maintain a record of the competitions referenced in Art. V - Section 1.B. above, for which Implement Certification services have been requested and provide a copy of that record to the Treasurer.
- E. Obtain a record of member officials' assignments from each Officials Coordinator for the period of July 1 through June 30, consolidate those records, and provide the consolidated information to the Vice-Chair of Certification, and the Certification Subcommittee, for the certification review.
- F. Provide input to Vice-Chair of Certification and the Certification sub-committee regarding a member officials request for a change in certification level.
- G. Advise the Vice-Chair of Training of identified training needs.

Section 2. Officials Coordinators

The Chair, with the approval of the Executive Board, shall appoint and/or remove Officials Coordinators whose responsibilities shall be to:

- A. Maintain direct contact with the Vice-Chair of Certification in order to ascertain the eligibility of members for assignment as competition or support officials.
- B. When called upon, approve/disapprove a member's change of certification level as recommended by the Vice-Chair of Certification and the Certification Subcommittee.
- C. Assign members as competition officials to Track and Field competitions as delegated by the Chair.
- D. Maintain direct contact with meet promoters, directors, organizers and coaches concerning matters pertaining to the schedule and changes in the order of events in the absence of the Chair.
- E. Maintain records of assignments and make same available to the Vice-Chair of Certification for the purpose of determining the eligibility of a member official for assignment to future meets and for certification.
- F. Be responsible for the member official's supervision and conduct at his/her assigned meet. If not handled personally, assign a Sub-Officials Coordinator, to each meet, whose responsibility is to check in/out officials, re-assign officials if necessary, ensure all safety standards are enforced, appropriate rules are applied and enforced, and forward appropriate records of the meet to the Vice-Chair of Certification.
- G. Act as Referee, if properly and currently certified by NTFOC for both track and field events. Referee certification must be obtained within 30 days of appointment to the

position of Officials Coordinator and the newly appointed Official Coordinator cannot act as Referee prior to obtaining the Referee certification.

Section 3. Term

A member appointed to the position of Chief Officials Coordinator and/or Area Officials Coordinator shall serve for the period as determined by the Chair and approved by the Executive Board.

Article VI – Special Committees

Section 1. Starters

The Starters committee (“Starters Committee”) shall be responsible for developing criteria for certification as a SCA/USATF Starter. The Chair of the Starters Committee shall be elected each Olympiad by its member Starters.

Article VII – Appeals Panel

In order to hear concerns of member officials, and establish an appeals process for any discipline of member officials, an Appeals Panel of no less than five (5) nor more than seven (7) member officials shall be assembled to hear member officials concerns. Article 14 – Grievances and Disciplinary Procedure as stated in the Southern California Association of USATF Bylaws (revised of as January 2012) shall be incorporated herein by this reference.

Section 1. Members

The panel shall consist of one (1) member of the Executive Board, one (1) Officials Coordinator, and up to a maximum of five (5) member officials appointed from the members at large. The members at large shall include at least one (1) member from each of the officiating areas, Track and Field. The members of this panel shall not include anyone who initiated the complaint against the plaintiff. Panel members shall be appointed by the Chair, unless the appeal is with regard to a decision made by the Chair. In the event that an appeal is with regard to a decision made by the Chair, the panel members shall be selected by the Vice-Chair of Certification.

Section 2. Duties

- A. To hear discipline appeals and/or other matters of concern pursued by member officials after a decision has been rendered by the Chair and/or Executive Board.
- B. In matters of discipline of the member officials, the decision of the Appeals Panel shall be final.
- C. In other matters, the decision shall be only advisory to the Chair.

Section 3. Timeline/Constraints

- A. An appeal request must be submitted within thirty (30) days of a member official's knowledge of an appealable issue.
- B. The appeals panel shall meet within twenty (20) days of appointment and render a decision within seven (7) days of said meeting.

Article VIII – Meetings

Section 1. Regular Meetings

Regular meetings of the membership of the SCTFOC shall be held at the annual meeting, luncheon/clinic meeting of the SCTFOC and such meetings called by the Chair.

Section 2. Authority

At regular meetings, any business of the SCTFOC may be transacted.

Section 3. Special Meetings

Special meetings of the SCTFOC may be called by the Chair or by a majority vote of the Executive Board. Notice of said meeting and the reasons thereof shall be transmitted to the members of the SCTFOC by the Secretary at least fifteen (15) days prior to any such meeting. At special meetings, no business except that for which the meeting was specifically convened, may be transacted.

Section 4. Quorum

For the official transaction of any SCTFOC business, twenty percent (20%) of the membership shall be present to constitute the necessary quorum, of which three (3) must be officers. A quorum for the Executive Board shall be 50% of the elected officers, plus one.

Section 5. Voting

Each Active/Qualified member is limited to one (1) vote. A simple majority is all that is necessary to conduct business requiring a vote. A secret, written ballot may be substituted by a show of hands vote if approved by a simple majority of the members except with regard to Starters (requires two-thirds vote) or as otherwise specified.

Section 6. Order of Business

The following order of business shall be regarded as the standard for all meetings of the SCTFOC.

- A. Call to Order
- B. Roll Call of Members (by roster signature)
- C. Reading and Approval of Minutes
- D. Reading and Approval of Treasurer's Report
- E. Report of Chair of the Executive Board
- F. Report of Officers
- G. Report of Chief Officials Coordinator
- H. Report of Standing Subcommittees
- I. Report of Special Subcommittees
- J. Report of Ad Hoc temporary committees
- K. Unfinished Business
- L. Action on Proposed Amendments to the Bylaws
- M. Nomination, election and installation of new officers (during 1st year of each Olympiad or Bi-Olympiad depending on which officers are to be elected). Newly elected officers are to take office immediately and may conduct business for the balance of the election meeting.

- N. Action on Proposed Rule Changes
- O. New Business
- P. Other Business
- Q. Adjournment

Section 7. Parliamentary Authority

Robert's Rules of Order, most recently revised, are the general rules of order, except where they are in conflict with the provision of these Bylaws, and in such cases these Bylaws shall prevail.

Article IX – Amendments

These Bylaws can be amended at any regular meeting of the SCTFOC provided that the amendment has been submitted in writing to the Secretary sixty (60) days prior to the date of the annual meeting. The Secretary shall submit said proposed amendments to the SCTFOC members for review thirty (30) days prior to the annual meeting. A vote of two-thirds (2/3) of the SCTFOC members in attendance and voting shall be necessary to amend these Bylaws.

Article X – Saving Clause

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

Article XI – Code of Ethics and Rules of Conduct

A code of Ethics and the Rules of Conduct shall become a part of the operation of SCTFOC and shall be distributed the membership. It shall be the responsibility of each member official to abide by the Code of Ethics and to the Rules of Conduct when representing the USATF, NTFOC, or SCTFOC as an assigned member official.