

BY LAWS

of the

SAN DIEGO COUNTY TRACK STARTERS ASSOCIATION

I. REGULAR ASSOCIATION MEETINGS:

The time, date, place and agenda for meeting shall be fixed by the Board. Meetings may be canceled by a majority vote of the Board.

II. SPECIAL ASSOCIATION MEETINGS:

A special meeting of the members may be called at any time by the President and shall be called at any time on written request of two-thirds of the Board or two-thirds of the Certified members. Requests are to be filed with the Secretary/Treasurer stating the purpose of the call.

III. BOARD MEETINGS:

The Board shall meet at such time and place as it may determine; or on call by the President; or on petition of two-thirds of the members of the Board.

IV. COMMITTEE MEETINGS:

Committees shall meet at such time and place as they may determine; or on call by the President; or on petition of two-thirds of the members of the Board.

V. RULES OF PROCEDURE:

Roberts' Rules of Order, Revised, shall govern all sessions of this Association, the Board and the Committees wherever applicable, except when such rules conflict with the Constitution or By Laws of the Association.

A quorum for conducting business in a general membership meeting shall be one-half of the Certified membership. Voting for election of Board members shall be a secret ballot. There shall be no proxy voting. Resolutions shall be passed by a simple majority unless contrary to the Constitution and the By Laws. Meetings shall be open unless the President recommends otherwise for an executive session, having the approval of the Board.

VI. FISCAL YEAR:

The fiscal year shall be the calendar year.

VII. REPORTS

A report of accounts for the prior year and an estimated budget for the upcoming year shall be presented to the membership by the Treasurer at the last meeting of each year. Other reports shall be made when deemed necessary by the Board. Prior to each officiating season, all Association Policies shall be available for review by the members.

VIII. DUES, INITIATION FEES AND ASSESSMENTS

These shall be determined and levied by the Board and are non-refundable unless attaining Board approval.

IX. OFFICIATING FEES:

The Association shall accept fees for officiating services as set by the Board and approved by the Leagues or Institutions, if they are believed to be just and equitable.

X. ASSIGNMENTS:

Members may not accept assignments for any track meet, clinic, practice session, or in any manner represent the Association unless authorized by the Board or the Assignment Secretary except in an employment-related obligation.

Track meet contract assignments received shall be considered accepted and honored; all cancellation must be made within the first twenty-four hours except in extreme emergencies and then only with the approval of the Assignment Secretary.;

Track starters will be assigned according to status, classification, rating level and availability with due regard to fairness and equity. Only Certified starters will be assigned to Division and Section, Preliminary and Final meets based upon level of rating and equity.

All assignments shall be distributed, accepted and declined using The Arbitrator on-line assigning program.

XI. ASSOCIATION OFFICERS:

A. President:

The President shall be elected by the membership for a term of one year and shall have such duties and powers as are usually incident to such office. He/she shall preside at all meetings and act as Chairman of the

Board and shall be responsible to the Board for the conduct of Association business. The President shall appoint all standing committees and act as ex-officio member of all committees. With the Board approval, the President may appoint subordinates to assist with duties.

B. Vice-President:

The Vice-President shall be elected by the membership for a term of one year and shall have such duties and powers as are usually incident to such office. He/she shall preside in the absence of the President.

The Vice President shall act as the Instructional Chairperson and shall assume duties as outlined and directed by the Board. He/she shall be responsible for the Association instructional and rating programs; develop instructional materials order rule books and instructional materials; provide general supervision to the instructional program; review and interpret ratings and evaluations of Starters; and handle various problems from Starters and coaches regarding rules and officiating. With Board approval, the Instructional Chairperson may appoint subordinates to assist with duties.

C. Secretary/Treasurer:

The Secretary/Treasurer shall be elected by the membership for a term of one year and shall be responsible for the conduct of Association business including notification of meetings, taking minutes; handle Board and Association correspondence and communications to the membership; develop and maintain Association rosters and records; and maintain Association finances, including accounts receivable. The Secretary/Treasurer is authorized to sign checks; develop an annual budget for approval by the Board; make periodic financial report to the Board and membership annually regarding the financial status of Association funds.

The Secretary/Treasurer will perform the collateral duties as Assignment Secretary and provide Assignment services as indicated:

Assignment Secretary:

He/she shall assume duties as outlined and directed by the Board. The Assignment Secretary shall be responsible to the Board for the conduct of the Assignment service. The board may appoint subordinates to assist the Assignment Secretary with duties. The Assignment Secretary shall develop lists of qualified Starters for different track meet levels as determined by the Board. Handle correspondence with schools, teams, colleges and leagues relative to scratch lists, schedules, assignment of Starters, notification to schools, and fee matters. Make all Starter

assignments and follow up as needed regarding cancellations, reassignment, etc. When possible, assignments shall be made at least 48 hours prior to the meet. Assignments shall remain the same on all postponed meets. Postponed meets shall not count as a regular assignment for that week. Maintain records for Starters assignments. The Assignment Secretary and any Assistants may be compensated for services as determined by the Board.

XII. COMMITTEES:

The following committees may be appointed by the President as needed:

a. Rating Committee:

The Rating Committee shall consist of the Instructional Chairperson and two (2) other members appointed by the President prior to the first regular meeting.

b. Program Committee:

The Program Committee shall consist of the Vice-President and one (1) other member appointed by the President prior to the first regular meeting. The Committee shall be responsible for the agenda and program at all meetings.

c. Instructional and Rules Interpretation Committee:

The Instructional and Rules Committee shall consist of the Vice President and one (1) member appointed by the President prior to the first regular meeting. The Committee shall be responsible for administering a program of instruction and testing; also interpretation of all officiating procedures.

XIII. MEETINGS AND PROGRAMS

The President shall develop the agenda for all membership meetings. He/she shall make every effort to incorporate ideas and suggestions from the general membership and other Board members. The President shall ensure the Instructional Chairperson, Secretary/Treasurer and Assignment Secretary have sufficient time and opportunity to make presentations, lead discussions and communicate Association matters to the membership.

The President is ultimately responsible to ensure the Instructional Program is administered and executed at each general meeting through the direction of the Instructional Chairperson.

Revised: April, 2008