

BY LAWS
of the
SAN DIEGO COUNTY TRACK STARTERS ASSOCIATION

I. REGULAR ASSOCIATION MEETINGS:

The time, date, place and agenda for regular meetings of the members 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 three-fifths (3/5) of the Board or three-fifths (3/5) 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 three-fifths (3/5) of the members of the Board. Board meetings shall be open to all Certified members and the locations and time shall be published, via electronic or other means as determined by the Board, no less than thirty (30) days prior to the first scheduled Board Meeting of the fiscal year. The President may call for a closed, Executive Session, for the purposes of reviewing matters relative to personnel decisions, ratings, appeals, member qualifications, or other private matters as agreed to by the Board. Any Board member who has missed two (2) consecutive Board meetings or missed greater than fifty (50) percent of all Board Meetings during the year without a valid excuse that has been approved by the remaining Board Members may be removed from the Board immediately.

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 three-fifths (3/5) 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. The Secretary/Treasurer shall be the Association Parliamentarian and shall be the Association expert on the rules of order.

A quorum for conducting business in a general membership meeting shall be one-half (1/2) of the Certified membership. Voting for election of Board members shall be by 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.

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 Secretary/Treasurer at the first 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 all members via electronic or other means as deemed appropriate by the Board.

VIII. DUES, INITIATION FEES, AND ASSESSMENTS:

Dues, initiation fees, and assessments 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 assignments received shall be considered accepted and honored; all cancellations 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 Arbiter on-line assigning program.

XI. ASSOCIATION DIRECTORS AND OFFICERS:

The President, Vice-President, Secretary/Treasurer, and At-Large Board members shall have the duties and powers set forth in Article IV of the Constitution of the Association and shall be elected in the manner set forth in Article V of the Constitution of the Association.

XII. ASSOCIATION APPOINTED OFFICERS:

The following officers shall be appointed by the Board and shall be evaluated and approved on an annual basis:

A. Assignment Secretary:

The Assignment Secretary shall assume those responsibilities as outlined and directed by the Board. He or she 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 also 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.; and maintain records for Starters assignments. The Assignment Secretary and any Assistants may be compensated for services as determined by the Board.

B. Instructional Chair:

The Instructional Chair shall assume those responsibilities as outlined and directed by the Board. He or she shall develop instructional materials, order rule books and instructional materials; administer a program of instruction and testing; interpret officiating procedures; handle various problems from Starters, coaches, and administrators regarding rules, mechanics, and officiating. With Board approval, the Instructional Chair may appoint subordinates to assist with duties.

C. Ratings Chair:

The Ratings Chair shall assume those responsibilities as outlined and directed by the Board. He or she shall review and interpret ratings and evaluations of Starters. The Ratings Chair shall report annually to the Board the ratings standing of each Certified Member of the Association. Rating forms and records for each Certified Member shall be retained for the current and previous two (2) years and be made available for review by the Board or the individual Member.

D. Webmaster:

The Webmaster shall assume those responsibilities as outlined and directed by the Board. He or she shall be responsible for the maintenance and upkeep of the Association's website; post pertinent information in a timely manner; and ensuring that the website is kept to the highest professional standards.

XIII. COMMITTEES:

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

A. Rating Committee:

The Rating Committee shall consist of the Ratings Chair and two (2) Certified members appointed by the Board at the first regular Board meeting.

B. Other Committees:

The Board may appoint such other committees as the Board shall determine to be necessary or desirable.

XIV. MEETINGS AND PROGRAMS:

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

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

XV. CONDUCT OF MEMBERS AND DISCIPLINARY MEASURES:

All members of the Association shall abide by the Constitution, By Laws, Policies and Requirements of the Association. Failure to comply with these provisions will subject the member to disciplinary action by the Board as may be determined at the time such failure to comply is brought to the attention of the Board. Disciplinary measures that may be employed by the Board include, but are not limited to:

- a. Censure
- b. Placement on special status
- c. Change in membership classification
- d. Reduction of track meet assignments
- e. Suspension
- f. Expulsion

Members suspected of violation of any of these provisions may be required by the Board to appear before the Board to state their case relative to the circumstances. Members are entitled to due process and may call witnesses who may present evidence on their behalf.

Adopted unanimously by Certified Members on February 8, 2016