

Arkansas AAU Athletics Division Bylaws

Article 1 – The Arkansas AAU Athletics Division

1.1 Name

Arkansas AAU Athletics is a Division that falls under the authority of the Arkansas AAU Executive Committee.

1.2 Objectives of Arkansas AAU Athletics

- 1.2.1 Promote Track and Field and Cross Country among the Youth of the Arkansas District
- 1.2.2 Foster the ideals of good sportsmanship, good citizenship, and model the importance of being positive examples for others
- 1.2.3 Reinforce the importance of hard work, discipline, and encouragement on the track and in the classroom
- 1.2.4 Build and foster healthy relationships between athletes, clubs and associations.

1.3 Governance and Affiliation with Other Organizations

AR AAU Athletics will be governed by these bylaws and the rules and regulations of the Amateur Athletics Union (AAU).

Article 2 – Executive Committee

2.1 Offices

2.1.1 Chairman

2.1.2 Vice Chairman

2.1.3 Treasurer

2.1.4 Secretary

2.2 Quorum

2.2.1 A quorum of the Executive Committee shall be deemed to exist whenever a majority of the officers are present or whenever the Chairman or Vice Chairman is present with 2 other active officers.

2.2.2 Officers must be regularly participating in Executive Committee meetings (>80% attendance in a given calendar year) to be considered active Executive Committee members.

2.2.3 If a Quorum is present the vote of the quorum is considered to be an act of the Executive Committee.

2.2.4 Only attending members will have a vote.

2.2.5 At no time shall a majority Quorum be represented from one club.

2.3 Duties of the Executive Committee

2.3.1 Propose and approve guidelines (bylaws) for the operation of the organization.

2.3.2 Site selection and format of the meets held for Arkansas AAU Athletics.

2.3.3 Any proposal brought before the Executive Committee by a club shall only be adopted as policy upon majority vote from representative from at least two-thirds of the affiliated clubs. If two-thirds are not present, a vote can be conducted by telephone conference or email. In the event that a two third vote cannot be obtained within 7 days from the meeting, the Chairman will have the authority to approve the proposal presented earlier.

- 2.3.4 The Executive Committee will be authorized to appoint a sub-committees as deemed necessary to solicit input and recommendations on areas that will promote the growth of the Athletics Division.
- 2.3.5 The Executive Committee will oversee to make sure that all planning and scheduling of events are conducted in a fair and professional manner.
- 2.3.6 All officers serve at the pleasure of the Executive Committee and can be replaced by a 2/3 majority vote of the Executive Committee.
- 2.3.7 Supervises the fundraising and advertising activities.
- 2.3.8 Approves expenditures of funds.
- 2.3.9 Approves by vote the annual report of the Treasurer.
- 2.3.10 Organize, direct, and execute the District Meet.
- 2.3.11 Approve club coaches and assure that they are registered with AAU.
- 2.3.12 Approve the season meet calendar.

Article 3 – Duties of Officers

General:

- Each officer shall deliver to their respective successor all official documents, material, manuals, seals, accounts, Organization's property, and any and all other matters incidental to their office within ten (10) days following the election of their successor.
- Any member of the Executive Committee can be removed from office with or without cause by a vote of two-thirds of the members of the Organization present at a regular or called meeting. Causes for removal include but are not limited to habitual absence from meetings, breach of confidentiality of Organization's business transactions, and any unethical conduct proving detrimental to the image and success of the Organization.

3.1 Chairman –

- 3.1.1 Presides over all meetings of the Organization and Executive Committee at which he/she is present; and shall perform such other duties as may be prescribed by these bylaws of the Organization or that may be necessary and expedient to promote the purposes of the Organization.
- 3.1.2 Represent the Athletics Division of AAU and all AAU Arkansas Association Meetings.
- 3.1.3 Appointment of committee to audit the Organization's books as he deems necessary.
- 3.1.4 The Chairman will serve as an advocate and ambassador in communicating with all clubs in promoting the sport and in striving to increase the growth of the Athletics Division responsible for the direction of events.
- 3.1.5 The Chairman will be responsible for keeping the Governor and Secretary of the Association informed of committee actions and recommendations and consult with the AAU Governor on any issues that may require his expertise for input.
- 3.1.6 Authorize disbursements from the treasury.
- 3.1.7 To call meetings of the Executive Committee or of the Membership.
- 3.1.8 To serve as the general representative of the Executive Committee .
- 3.1.9 Responsible for AAU Website
- 3.1.10 Assures that all meets sponsored by the Arkansas AAU Athletics are sanction by the host club
- 3.1.11 Responsible for sending out notices of scheduled meeting preferably a 30 day notice, but no less than 3 weeks notification.
- 3.1.12 The chairman will keep all clubs informed through emailing minutes of members not in attendance or through telephone contacts on an as needed basis.

3.2 Vice Chairman –

- 3.2.1 The Vice-Chairman shall act as aid to the Chairman and shall perform all duties defined in the job functions defined in Section 3.1 of the By-laws or assigned when the Chairman is unable to perform.
- 3.2.2 Presides over meetings in the absence of the Chairman.
- 3.2.3 Fills the position of Chairman for the remainder of his term should the Chairman resign or no longer be able to perform his duties.
- 3.2.4 Acts as Executive Committee Registrar to register members / coaches with the AAU.
- 3.2.5 Assist the Chairman in completing defined tasks in the preparation and post meet of the District Championship meet.
- 3.2.6 Oversees defined responsibilities during the course of the District Championship meet.
- 3.2.7 Serves as a juror of appeal at the District Championship meet.
- 3.2.8 Completes Press Releases for Executive Committee events and releases to local and statewide media.
- 3.2.9 Responsible for Executive Committee Advertising and public notification of events.
- 3.2.10 Requests approval from the Executive Committee for advertising funds and methods of advertising

3.3 Treasurer -

- 3.3.1 Shall have temporary custody of the funds of the organization,
- 3.3.2 Shall keep a full and accurate account of receipts and expenditures, and shall make any disbursements in accordance with the approved budget, as authorized by the Organization, and/or by the commission of the Chairman;
- 3.3.3 Shall make a reporting of all financial transactions and the financial disposition of the Organization at all meetings as an agenda item.
- 3.3.4 Responsible for handling, receipt and disbursement of Executive Committee funds.

- 3.3.5 Maintains Treasurers Records, bank card and bank account
- 3.3.6 Provides monthly report to Executive Committee of Directors
- 3.3.7 Submits an annual report to the Executive Committee of Directors at the annual meeting.

3.4 Secretary -

- 3.4.1 Shall record the minutes of the proceedings of the Organization and the Committee.
- 3.4.2 Shall cause all communications to be distributed as directed to all registered clubs and to the Secretary and President of the Association, shall receipt all funds paid over to the organization and shall maintain a written record of all such funds.
- 3.4.3 Responsible for recording, updating and distribution of Executive Committee meeting minutes.
- 3.4.4 Responsible for proposing to the Executive Committee fundraising activities.
- 3.4.5 Proposes approval of sponsors to the Executive Committee.
- 3.4.6 Responsible for maintaining fundraising financial records.
- 3.4.7 Directs funds from sponsors and from fundraising activities to the Treasurer when received.

Article 4 – Nomination and Election of Officers

4.1 Officers are nominated and elected during the annual general meeting held following the end of the regular season.

- 4.1.1 The Chairman remains in office for four consecutive years per the National AAU bylaws. Reelection will be conducted at the State annual AAU meeting.

4.2 Each officer shall remain in office for two consecutive years after which time an election will be held to elect new officers

4.3 Whenever a vacancy occurs on the Executive Committee it shall be filled without delay by majority of the representatives present at any regular or special called meeting

4.4 The Chairman may appoint officers to fill new or vacated Executive Committee positions. Confirmation by a majority vote of a quorum of the Executive Committee is required.

Article 5 – Organization Membership

5.1 Definition and Representation

- 5.1.1 Each active club has one vote. For a club to be considered active, they must have participated in at least 80% of scheduled meetings.
- 5.1.2 An organization member in good standing is a registered AAU club member representing their registered club who has paid their club and AAU dues for the current season. Additionally, to be in good standing, neither the individual or the club membership may be revoked.
- 5.1.3 A club or individual membership can be revoked by the Executive Committee if in the opinion of a 2/3 majority vote of the Executive Committee the members behavior is not consistent with the Objectives of the Executive Committee. Refunds will be not be made.
- 5.1.4 Any club within a 50 miles radius will forfeit the right to host or co-host a meet if a representative is not present for 80% of scheduled meetings. Any clubs who are eligible to host/co-host a meet will be required to have a representative of that club present to present their request and to coordinate with other clubs meet dates.

5.2 Volunteer Membership

- 5.2.1 The Organization is organized and run by all volunteers for the benefit of it member athletes and clubs. Since it is an all volunteer organization it is necessary that members step up and assist at meets and volunteer for Executive Committee functions. Only with everyone working together can we achieve our objectives.

5.3 Travel

- 5.3.1 Members and clubs are expected to provide travel to and from events.

5.4 Annual General Meeting – Order of Business

5.4.1 Call to order

5.4.2 Approval of minutes from last meeting

5.4.3 Treasurer's Report

5.4.4 Other Executive Committee Member Reports

5.4.5 Unfinished business

5.4.6 Proposed changes to Bylaws

5.4.7 Nomination and Election of new Officers

5.4.8 New business

5.4.9 Adjournment

5.5 Registration with AAU

The organization requires members, coaches and officers to be registered with AAU track and field as youth athletes or coaches. Athlete's AAU registration fees are included fees accessed for club membership. Proof of registration is through the presentation of a current signed AAU card when requested by anyone representing the AAU.

Article 6 – Events

6.1 Sanctioning of Executive Committee events by AAU

Sanctioning by the national AAU is required for all sponsored events.

6.2 AAU registration at Executive Committee sponsored events

Any athlete that competes at a club sponsored event is required to register with the AAU before competing.

6.3 District Event Requirements

- 6.3.1 All clubs hosting and co-hosting meets will be required to abide by the guidelines established and approved by the Executive Committee. Any club(s) failure to comply fully will risk sanctions for the next season.
- 6.3.2 Any new club joining the association will be required to co-host with a club prior to hosting a meet through the AR AAU Athletics Association.
- 6.3.3 All meets must be sanctioned by the primary host club no less than 30 days prior to their scheduled meet, but preferably by the start of the season once the schedule has been set. A copy of the sanction will be emailed to the Chairman.
- 6.3.4 It will be the responsibility of the host club to secure a site in which the track, field event area, seating and bathroom facilities are adequate for the athletes, coaches and spectators. Final determination is to be made by the chairman
- 6.3.5 The registration and gate fees for the practice meets and District Championship meet for all hosting/co-hosting clubs to follow will be set on an annual basis prior to the start of each new season.
- 6.3.6 The order of running and field event schedule for the practice meets and District Championship meet will be approved in the annual planning meetings prior to the start of the season.
- 6.3.7 There will be no changes to the District Championship meet schedule within 45 days of the meet. The meet Director for practice meets will need to request in writing to the Executive Committee at least 14 days prior to their meet any recommended changes to allow adequate time to approve/deny and to make such changes on the web-site.
- 6.3.8 All pertinent information pertaining to the meet schedule, clubs etc will be posted out on the Arkansasaa.org website.
- 6.3.9 All clubs will be required to follow the pre-registration requirements for meets that are approved in the annual meeting.

6.4 *The AR AAU Athletics has established a cost sharing format for the District Championship meet that allows clubs to voluntarily to participate in providing a percentage of volunteers to work the meet which is based upon the percentage of athletes registered with that club.*

- 6.4.1 Once the expenses for the District meet have been deducted, the remaining balance of income will be split between the participating clubs and the Executive Committee. The percentage of expenses for clubs and the Executive Committee will be determined by the final count of registered athletes.
- 6.4.2 The Executive Committee will set aside for the upcoming season the amount of projective income needing for the following season. Any income left over will be split amongst the participating clubs to be disbursed for them to cover any Regional or National expenses for that current season.
- 6.4.3 The Executive Committee percentage of income is received from the registration fees of non-participating clubs and unattached athletes.
- 6.4.4 The executive committee shall have the authority to disperse profits above any threshold set by the executive committee to the cost sharing participating clubs.

Article 7 – Fundraising

7.1 Examples of acceptable fund raising activities

- With the approval of the meet director, drinks, food items and merchandise may be sold at meets.
- Service activities may be conducted provided that donations accepted are of comparable value to the services rendered. Service activities, like all fundraising activities must be approved by the board.

7.2 Unacceptable activities

- Door to door solicitation for funds or for the sale of merchandise shall not be conducted.
- Sale of merchandise, including coupons, outside of the AAU meet environment.

Article 8 – Financial Management

8.1 Monthly Treasurers report to the Executive Committee (during the season)

8.2 Annual Treasurer report to the membership (following the season)

8.3 Revenue

Revenue is intended to (1) cover the costs of awards for the District Meet, (2) cover the cost associated with the execution of the District Meet, and (3) other costs approved by the Executive Committee.

8.4 Executive Committee policy on delinquent members

Clubs that are not “active” or in “good standing” will not be permitted to vote.

8.5 Expenditures

All expenditures are intended for the benefit of the organization and its member clubs.

Article 9 – Conduct of Business

9.1 Proposed Bylaw Changes

Proposed Bylaw changes may be brought to the board by petition of the membership.

9.2 Recommendation by the Executive Committee to present to the membership

The board then brings the proposed change to the membership at the annual meeting with a recommendation. A majority vote of the membership is required for approval.

9.3 Voting

9.3.1 Each active club and board member in good standing is permitted 1 vote. Only one vote is permitted per person.

9.3.2 A registered club representative must be present to vote. Voting by proxy is not permitted.

9.3.3 No one club can represent 50% or more of the voting members.

9.4 Approval by the members

A majority vote of the attending membership is required for approval.

Article 10 – Dissolution

10.1 Dissolution and dispensation of funds

With a 2/3s majority vote of the board dissolution can be proposed. If the membership is unable to provide replacement board members willing to take on the leadership responsibilities, the board will be dissolved with a simple majority vote of the board. Funds and assets will be liquidated to first pay any outstanding debt. Any remaining funds shall be dispersed as directed by the board’s final act to a local registered charity involved with youth athletics.