By-Laws of Long Island Track & Field, Inc.

(Revised---September 25, 2026)

Article I---<u>The Corporation</u>.
Section 1. Name. The Name of the Corporation shall be **Long Island Track and Field, Inc**. [LITF]. Hence forth known as, and doing business as, **USATF Long Island (USATF-LI)**

Section 2. Objectives. The objectives of USATF-LI are to encourage, improve and promote physical fitness and good community relations through athletics. Athletics includes track and field, road racing, cross country running, race walking and any other activity under jurisdiction assumed by United States (*of)* America Track & Field [USATF].

Section 3. Authority. USATF-LI shall possess, through USATF, all authority of that body in athletics within USATF-LI's geographic area, which shall consist of the Counties of Nassau and Suffolk in New York State. USATF-LI shall be autonomous in the administration of athletics, and to that end shall exercise independent jurisdiction and control over the administration, eligibility, sanctioning authority, representation, and rules of competition for athletics within its geographic area.

Article II---<u>Membership</u>.
The following are eligible for membership in USATF-LI:
(A) Individual Membership: Open to any eligible athlete, coach, trainer, manager, administrator, official or other individual who is active or interested in athletics, residing within the geographic area of USATF-LI, or as provided in the residency exceptions of Regulation 7-B of the Operating Regulations of USATF.
(B) Organizational Membership: Open to any bona fide sports organization organized within the geographic area of USATF-LI, or as provided in the residency exceptions of Regulation 7-B of the Operating Regulations of USATF.

Article III----<u>Membership Meetings of USATF-LI</u>.
Section 1. General Meetings. General Membership Meeting of USATF-LI shall be once each year, either in August or September, with the specific date selected by the Board of Directors. Such meeting shall be held within the geographic area of USATF-LI.

Section 2. Special Meetings. Special Membership Meetings of USATF-LI may be called by the President as needed.

Section 3. Meeting Notices. Notices of all meetings, whether the annual General Membership Meeting or any Special Membership Meetings, shall be announced, stating the date, time and place of the meeting and, to the extent practicable, the agenda of the meeting. Such notice shall be posted on the association website and e-mailed to every member of record) no less than 15 and no more than 30 days before the date scheduled for the meeting.

Section 4. Order of Business. The order of business for the annual General Membership Meeting of USATF-LI shall be as follows:
(1) Roll Call
(2) Treasurer's Report
(3) Reports of Officers
(4) Nominations

(5) Standing Sport and Administrative Committee Meetings as Needed
(6) Reports of Committee Chairpersons
(7) Elections
(8) Old Business
(9) New Business
(10) Adjournment

The order of business at any Special Membership Meeting shall be at the discretion of the President.

Section 5. Rules of Order. The then current edition of Robert's Rules of Order shall govern conduct of all meetings of the membership, Board of Directors, and committees of USATF-LI except in the event of any conflict with these By-Laws.

Section 6. Quorum. A quorum for the conduct of all business at any membership meeting of USATF-LI shall consist of the number of individual members present at that meeting.

Section 7. Voting Rights. Every individual member of USATF-LI shall have a voice at any USATF-LI Membership Meeting. Every USATFLI member who is 18 years or older shall be entitled to vote either in person or by a secure electronic voting method at any LITF Membership Meeting. Eligibility to vote in the Annual General Membership Meeting shall be pursuant to USATF Regulation(s) 15 (B) (3) and 15 (B) (10). All elections will be held under the Open Meeting Ballot system as designated in USATF Regulation 15 (B) (4) (c) and under the Majority Requirement in USATF Regulation 15 (B) (7).

Section 8. Delegates to the USATF Annual Meeting. The membership of USATF-LI shall elect the delegates of USATF-LI to the USATF Annual Meeting, in accordance with Article 6-B of the By-Laws of USATF. Delegates receiving the most votes for the number of delegates available shall be elected.

Article IV---Board of Directors.
Section 1. Makeup of the Board of Directors. USATF-LI shall be governed by a Board of Directors, which shall consist of the following:
(A) one representative of each organizational member of USATF-LI;
(B) the President, Vice Presidents, Secretary and Treasurer of USATFLI;
(C) the Chairperson of every Standing Sports Committee of USATF-LI;
(D) the Chairperson of every Standing Administrative Committee of USATF-LI;
The appointment of the representative of each organizational member of the Board of Directors, and any change in such representation, must be in writing signed by the chief executive officer or secretary of that organizational member and submitted to the Secretary of USATF-LI.

Section 2. Meetings of the Board of Directors. The Board of Directors shall meet at least four times per year, either in person or by a secure video conferencing method. Notices of all such meetings shall be posted on the association website and e-mailed stating the date, time and place of the meeting and, to the extent practicable, the agenda of the meeting. Such notice shall be sent to every member of the Board of Directors no less than 15 and no more than 30 days before the date scheduled for the meeting. The quorum for the conduct of business by the Board of Directors shall be 20% of its members.

Section 3. Authority and Duties of the Board of Directors.
(A) The Board of Directors shall have the authority to adopt such operating procedures, policies and rules, not inconsistent with these By-laws, that it deems necessary and appropriate to conduct the business of USATF-LI and to further the goals and objectives of USATF-LI.

(B) The Board of Directors shall have the authority to employ, at such salary and other compensation as it deems appropriate, office staff, including an office manager, whose responsibility it will be to conduct the day-to-day business of USATF-LI under supervision of the President.
(C) The Board of Directors shall, after consultation with the Budget and Finance Committee, establish the nature and amount of dues and fees to be payable to USATF-LI.

Section 4. Safe Sport Compliance.
(A) Every member of the Board of Directors shall undergo a background check as required by USATF
(B) Every member of the Board of Directors shall satisfactorily complete the On-line Safe Sport course as required by USATF.

Article V---<u>Officers of the Board of Directors</u>.
Section 1. Officers. The officers of USATF-LI shall be a PRESIDENT, *two* VICE PRESIDENTS, a TREASURER, and a SECRETARY.
The officers will be elected from and by the individual members of USATF-LI, at the General Meeting of USATF-LI held in even numbered years. Each officer shall serve for a term of two years. Only people who are at least 18 years of age at the time of their election may serve as officers of USATF-LI.

Section 2. Duties of Officers. The duties of the officers of USATF-LI are those which are set forth in these By-laws and as follows:
(A) <u>President</u>. The President shall establish the time and place of, and shall preside at, all meetings of the Board of Directors. The President shall be an ex-officio member of all committees with the power to call a special meeting thereof to consider and vote upon the removal of an inactive or ineffective committee chair. Written notice of any such special meetings must be posted on the association website and e-mailed to each member of the committee at least 15 business days but no more than 30 days prior to the date of said meeting. The notice shall state the time, place and purpose of the meeting. The President, acting with the advice of the Board of Directors, shall manage and supervise the affairs of USATF-LI, including the appointment and supervision of paid personnel, consultant and staff positions, as may be previously approved by the Board of Directors. The President shall appoint the Chairperson of each of the Standing Administrative Committees, as listed in Section 2 of Article VI below, and has the authority to appoint special committees as he or she deems necessary. The President has the authority to execute all contracts and agreements on behalf of USATF-LI, and may delegate such authority, in writing, with respect to specific kinds and/or dollar values of agreements or contracts, to either or both of the Vice Presidents and/or to the Executive Director, if any, of USATF-LI.
(B) <u>Vice Presidents</u>. The Vice Presidents shall perform(s) such duties as shall be assigned to them by the President.
(C) <u>Treasurer</u>. The Treasurer shall receive, deposit, disburse and account for all funds of USATF-LI and pay all bills of USATF-LI.

(D) Secretary. The Secretary shall make proper arrangements for keeping the records of USATF-LI, shall be responsible for the proper distribution of official notices of the annual General Meeting and all special membership meetings, and shall also serve as Secretary of the Board of Directors.

Section 3. Resignation or Death of Officers. In the event an Officer resigns, dies, or is otherwise unable to serve, the Board of Directors shall select a successor for the unexpired portion of his or her term.

Article VI---Standing Sports Committees.

Section 1. Designation of Standing Sports Committees. The Standing Sports Committees of USATF-LI shall be Track & Field, Long Distance Running, Race Walking, Mountain Ultra Trail, Masters Athletics, Youth Athletics and Para-Athletics (formally Athletics for the Disabled).

Section 2. Composition of Standing Sports Committees. Each member organization shall appoint **one** representative to each standing sports committee for the sports in which it is active. A member organization that has 50 to 140 registered athletes in a sport shall have on additional representative. A member organization that has over 140 registered members shall have a third representative. All representatives must be at least 18 years of age. In addition to member organization representatives, each committee chairperson shall appoint five (5) at-large representatives to the committee, selected from the members of USATF-LI who are registered in the pertinent sports discipline.

Section 3. Standing Sports Committee Officers.

(A) A Chairperson and Vice-Chairperson shall be elected in the odd numbered years by the members of the Standing Sport Committee at meetings held in conjunction with the General Meeting of USATF-LI.

(B) Chairpersons and Vice-Chairpersons of Standing Sport Committees shall serve two year terms.

(C) Only people who are at least 18 years of age at the time of their election may serve as Chairpersons or Vice-Chairpersons of Standing Sport Committees.

(D) Should the chairperson resign, be removed, or be unable to serve in that capacity, the vice-chairperson shall succeed to the position of chairperson until the next bi-annual election.

Section 4. Powers and Duties of Standing Sports Committees. Each Standing Sports Committee:

(A) Shall elect the appropriate number of legal voting age representatives which shall include its chairperson, to the Standing Sports Committee of USATF.

(B) Shall conduct, manage or award all championships and championship series of USATF-LI.

(C) Shall approve the officials for the championships in its sports.

(D) Shall promote and govern its particular sport within USATF-LI's geographic area.

(E) Shall have the authority to open its meetings, by majority vote of the committee members present to all coaches, officials, athletes and representatives of any group engaged in the sport who shall have a voice, but no vote.

Article VII---Standing Administrative Committees.

Section 1. Designation of Standing Administrative Committees. The standing Administrative Committees of USATF-LI shall be Budget and Finance, Law and Legislation, Membership, Officials, Records, Sports Medicine, Public Relations and Nominating, and other committees as approved by the Board of Directors.

Section 2. Budget and Finance Committee.
(A) Powers and Duties:
1. Audit and examine the accounts of the Treasurer within 60 days following the close of the fiscal year and report to the Board of Directors.
2. Examine the accounts of the Treasurer at any other times as requested by the President or Board of Directors.
3. Consult with the various committees on matters pertaining to the financial well-being of USATF-LI.
4. Advise USATF-LI with reference to opening or closing bank accounts.
5. After consultation with the various other committees of USATF-LI, prepare an annual budget and submit it to the Board of Directors at least 60 days prior to the start of the fiscal year.
6. Consult with the Board of Directors with regard to dues and fees to be paid to USATF-LI.
(B) Composition of Committee. The committee shall consist of a chairperson and three members, all appointed by the President, and one member appointed by each standing sports committee. In addition, the Treasurer shall be a member of the committee.

Section 3. Law and Legislation Committee.
(A) Powers and Duties:
1. Initiate or consider, and present in proper form for action by the Board of Directors, all proposed amendments to the By-laws and competition rules of USATF-LI.
2. Interpret, advise and consult with the Board of Directors, Officers and other committees, concerning interpretation of the By-laws and competition rules of USATF-LI and USATF.
3. Initiate or consider, and present in proper form for action by the Board of Directors for its recommendation, all proposed amendments to the national USATF By-laws, operating rules and rules of competition originating from the members of USATF-LI.
4. Take such actions as are appropriate to ensure that all elections conducted by USATF-LI are conducted fairly, equitably and in accordance with these By-laws.
(B) Composition of Committee. The committee shall consist of a chairperson and three members appointed by the President.

Section 4. Membership Committee.
(A) Powers and Duties:
1. Consider, develop and recommend proposals concerning all types of memberships, establishment of membership qualifications and standards, membership fees and related subjects.
2. Report to the Secretary prior to the annual General Membership Meeting the identity of each member in good standing.
3. Sanction events with the recommendation of the appropriate Sport Committee. In the event of disagreement between the Membership Committee and the Sport Committee concerning the issuance of a sanction, the matter shall be referred to the President for determination.
4. Take action in all cases involving interpretation or enforcement of any article of these By-laws relating to membership, registration and certification of athletes, and sanctioning of events, including but not limited to any matters relating to “Residency Exceptions” under USATF Regulation 7-B.
5. Register and certify athletes for events sanctioned by USATF-LI.
6. In the event that an immediate decision is required involving a dispute or grievance concerning the eligibility of any member, delegate, athletic coach or manager, to participate in a scheduled competition, the chairperson of the Membership Committee shall select three members of the

Membership Committee who together shall comprise an "Emergency Ad Hoc Committee". The Emergency Ad Hoc Committee shall adopt such procedures as it deems necessary and appropriate to afford the parties involved in any such dispute or grievance an opportunity to present his or her version of the facts and circumstances, and render a decision prior to the scheduled competition.
(B) Composition of Committee. The committee shall consist of a chairperson and two members, all appointed by the President.

Section 5. Officials Committee.
(A) Powers and Duties:
1. Certify, train, evaluate and generally supervise officials in all phases of athletics, and to take such steps as a reasonably designed to promote the maintenance of high quality officiating.
2. Recommend to the USATF Officials Committee individuals for National and Master Level Certification.
3. Maintain and update a list of officials for the use of the member organizations and meet directors of USATF-LI sanctioned events and USATF-LI sponsored events.
4. Assist in the assignment of officials for any athletic activity under the jurisdiction of USATF-LI.
(B) Composition of Committee. The Committee shall consist of all duly certified officials, registered with USATF-LI, and a chairperson and vice-chairperson(s) elected by the members of the committee every two years in accordance with such procedures, not in conflict with these By-laws, as the Committee shall adopt for its own governance.

Section 6. Records Committee.
(A) Powers and Duties:
1. Investigate, with recommendation for approval and rejection, all performances submitted for record approval and advise the USATF records chairperson of all performances eligible for National or World Records.
2. Encourage the management of athletic competition to meet required record conditions.
3. Maintain Long Island Championship Records and a list of best performances by Long Island athletes.
(B) Composition of Committee. The Committee shall consist of a chairperson appointed by the President and one member appointed by each standing sport committee.

Section 7. Sports Medicine Committee.
(A) Powers and Duties:
1. Act as the advisor to USATF-LI on all matters relating to sports medicine.
2. Take such steps as may be reasonably required to assure that all USATF-LI sponsored events and all USATF-LI sanctioned events have proper medical supervision.
3. Sponsor, conduct and encourage sports medicine seminars and clinics.
4. Prepare and maintain a list of physicians, physicals therapists, podiatrists, chiropractors and other health professionals and facilities willing to assist athletes.
(B) Composition of Committee. The Committee shall consist of a chairperson who shall be a participating physician appointed by the President and such other members who shall be appointed by the chairperson with the consent of the President.

Section 8. Public Relations Committee.
(A) Powers and Duties:

1. Keep local and regional media informed on a timely and continual basis of all activities of USATF-LI, including advance notice of all meets, race, championship events and series, meetings, clinics, and other events of interest, as well as the results of all meets, races, championship events and series.
2. Publish a quarterly newsletter for distribution to all members.
(B) Composition of Committee. The Committee shall consist of a chairperson appointed by the President, and one or more additional members appointed by the chairperson.

Section 9. Nominating Committee.
(A) Powers and Duties: Coordinate with the President to recruit the most qualified candidates as nominees for such positions as may from time to time be voted upon pursuant to theses By-laws, obtain the acceptance of its nominees, and present its nominations to the Secretary in sufficient time for inclusion in pertinent membership meeting notices. Nominations in addition to those of the Nominating Committee may be made from the floor at the pertinent meeting.
(B) Composition of Committee. The Committee shall consist of a chairperson and three members appointed by the President and one member appointed by each standing sports committee.

Article VIII---Resolution of Disputes between Committees.
Disputes between standing sports committees will be settled through compulsory and binding arbitration by a committee consisting of an equal number of representatives of each of the involved committees and an impartial chairperson selected by the Law and Legislation Committee, subject to the approval of the involved committees.

Article IX---Procedures for the Removal of Officers and Committee Chairs.
Removal from office. Any officer or committee chair of USATF-LI may be removed for good cause by a two-thirds vote of those delegates of USATF present and voting at an annual meeting or special meeting called for this purpose, and provided the requisite notice for such meeting (see Article 3) shall properly set forth the removal vote on its agenda.

Article X---Formal Grievances and Disciplinary Proceedings.
Section 1. Redress of Grievances. Grievances shall be filed and administered in accordance with Section 7 of this Article.

Section 2. Jurisdiction: USATF-LI shall have jurisdiction over all disciplinary and formal 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 USATF-LI shall be effective only within the jurisdiction of that Association.

Section 3. Association Arbitration Panel: The following shall apply
To the appointment and conduct of the Association Arbitration Panel (AAP):
(A) Members. The Association Arbitration Panel shall consist of three (3) members- a chair, an at-large member, and an athlete member. There shall also be a first alternate, second alternate, and additional alternates who may be appointed from time to time when any of the three members of the AAP are not available. Members of the AAP shall not be members of the USATF-LI Board of Directors.

(B) Appointments. Appointments shall be made by the President with the approval of the USATF-LI Board of Directors. The appointments shall be duly reflected in the minutes of a properly convened Board meeting.
(C) Terms. Terms shall commence on January 1 of each even-numbered year.
(D) Removal. Members and alternates may be removed for good cause by majority vote of the USATF-LI Board of Directors. Good cause may include, but is not limited to, the following:
1. **Dilatory practices**: An AAP member who causes or permits delays in the hearing process; and/or,
2. **Failure to follow procedures**: An AAP member who disregards or fails to apply the hearing procedures or other provisions set forth in the By-laws of USATF-LI, USATF-LI Regulations, USATF Rules, USATF Bylaws, and/or USATF Regulations.

Section 4. Grievances: A grievance may involve any matter, other than sexual misconduct and doping offenses, within the cognizance of USATF that occurs in the jurisdiction of USATF-LI:

(**A**) **Grievance Complaints.** A Grievance Complaint shall state the following:
1. **Detrimental conduct:** Conduct detrimental to the best interests of Athletics, USATF, USATF-LI has taken place; or,
2. USATF violations: A violation of any of USATF's Bylaws or Operating Regulations and/or of a violation of any of USATF-LI By-laws or Operating Regulations has occurred.
(B) Parties: Grievance Complaints may be filed only by and against individuals or entities which were, at the time that the conduct complained of occurred, and at the time the Complaint is filed, members, directors, or officers of USATF or otherwise subject to the jurisdiction of USATF-LI. A non-member, former director, or former officer of USATF-LI shall be subject to the jurisdiction of USATF LI for the purpose of defending against a Grievance Complaint for an incident that occurred while he or she was a member, a director, or officer of USATF-LI or otherwise subject to the jurisdiction of USATF LI. A Grievance Complaint may only be filed by a person or entity affected by the issues raised in the complaint.
(C) 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.

Section 5. Disciplinary matters. USATF-LI shall have the authority to discipline any member who, by neglect or by conduct, acts in a manner subject to discipline pursuant to Sub-Section A below.
(**A**) **Activities subject to discipline:** USATF-LI may discipline any member who, by neglect or by conduct:
1. Detrimental conduct: Acts in a manner detrimental to the purposes of USATF, USATF-LI or World Athletics;

2. USATF, World Athletics (IAAF), and Sports Act violations: Violates any of the Bylaws,

Operating Regulations, or Competition Rules of USATF, the World Athletics (IAAF), or violates the US Amateur Sports Act;
3. Eligibility violations: Violates the rules of eligibility for Athletics.

(B) Time limit: Disciplinary proceedings must be requested within one (1) year from the time the complaining party knew or should have known of the issue giving rise to the request for a disciplinary hearing.

Section 5. Rights of the persons or entities. In all matters subject to this Regulation, 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:
(A) Representation: May be represented in any disciplinary, grievance, or Association proceeding by a person(s) who may (but need not) be an attorney;
(B) Right to appeal: May appeal any adverse decision in accordance with this Regulation;
(C) Attendance at hearing: May be present at any hearing; and
(D) 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.

Section 6. Initiation of proceedings: Formal grievances shall be initiated as follows:

(A) Grievance complaint filing procedures:

1. Filing location. Complaints shall be filed with the Association President and Secretary. The Secretary shall forward a copy of the Complaint to the each party charged in the Complaint.

2. Language. All documents filed and exchanged with respect to this Regulation 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. In the event of a challenge to the accuracy of a translated document, the panel chairperson may direct USATF to order a translation of the document(s) in question and may allocate the cost of the translation to any party or all parties, as the panel deems appropriate.

3. Basis for the Complaint: The Complaint shall allege clearly the nature of the dispute and, where appropriate, state the specific violation of the Bylaws, Operating Procedures, Competition Rules.

4. Facts of allegation: Factual allegations shall be separately stated in concise language with one allegation set forth in each numbered paragraph of the Complaint;

5. Signature: The Complaint shall be signed by the person filing the Complaint,

6. 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 the USATF-LI;

(B) Failure to comply with Complaint procedures: Complaints that fail to comply with the procedures outlined in this Regulation 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;

(C) 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 shall also confer with the chairperson of the sport committee for the discipline involved. All discussions related to the informal resolution of a complaint shall be confidential;

(D) 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;

(E) 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 Section 3 of this Article. The arbitration panel should include at least one Active Athlete. One panel member will be selected as Chairperson with responsibilities to control and conduct the process. The arbitrators shall not be members of the Association Board or Executive Committee.

Section 7. Notice of proceedings: Within thirty (30) days of the commencement of a formal grievance all interested parties and the hearing panel shall be sent the following by the Association Secretary:
(A) Documents: A copy of the complaint or other documents giving rise to the proceeding, with any attachments;
(B) AAP Members and Contact: The names of the hearing panel members and the address and telephone number of the panel's chairperson;
(C) Association Bylaws: A copy of the text of this Regulation of the USATF LI Bylaws and any other relevant USATF Rule or Regulation; and
(D) Other relevant documents: A copy of any specifically identified document(s) related to the dispute.

Section 8. Answer: The person(s) or entity(s) 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 respondent(s) 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 panel challenge under Section 9 the panel chair may extend the time to answer.

Section 9. Challenge to arbitrator(s): Within fourteen (14) days **f**ollowing 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 chairperson 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.

Section 10. Hearing procedures: The following procedures apply to formal grievance, and other hearings:
(A) Pre-hearing conference call: Within five (5) business days of the expiration of the arbitrator challenge the AAP panel chairperson shall conduct a pre-hearing conference by telephone conference call with all parties to discuss scheduling and procedural matters.
(B) 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 (30) day period only upon a showing to the AAP panel that a substantial injustice would otherwise occur.
(C) Location for hearing: Hearings shall be held in-person, unless good cause is shown to the AAP chairperson that holding the hearing by telephone conference call is in the best interest of the sport of Athletics.

1. Reason for request for telephone conference call hearing: If a party requests that the hearing be held by secure electronic video conference method, such request shall be accompanied by a statement identifying the material reasons which the hearing panel should resolve in this venue.
2. Deadline for request: The telephone conference call hearing request must be submitted to the AAP chairperson within ten (10) business days of the receipt of the Notice of Proceedings. Failure to submit a telephone conference call hearing request during the above-described timeframe constitutes a waiver of the right to request a telephone conference call hearing.
(D) Delays: If an interested party causes an 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;
(E.) 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;
F.) Burden of proof: The burden of proof is upon the complainant to prove by a preponderance of the evidence that conduct described in Article X, Section 5 (A) above has occurred;
G.) Hearing record: An official transcript or recording is highly recommended for hearings conducted by an 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
H.) Closed hearing: Hearings shall be closed to the public. Witnesses shall attend hearings only as necessary to provide testimony.

Section 11. 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 LI, and IAAF Rules and Regulations, and the Sports Act. If the implementation of any AAP panel decision and opinion would have a significant budgetary impact on USATF LI, the Budget Committee chair and/or the USATF LI Treasurer shall review it and report their 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 LI 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 arbitrators have ruled in favor of. The opinion of the AAP panel shall set forth the following:
1.) Issue: The question(s) the AAP panel was asked to decide;
2.) Arguments: A brief summary of the arguments made by each party;

3.) **Findings of fact:** The findings of fact upon which the panel based its decision;
4.) Citations: A citation to the applicable IAAF, USATF, USATF-LI, 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
5.) 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. The panel shall render a written opinion no later than thirty (30) 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.

Section 12. Appeals: The decision of the arbitrators may be appealed pursuant to USATF Regulation 11-P.

Article XI---Miscellaneous.
Section 1. Amendments. These By-laws may be amended at any general or special meeting of the membership of USATF-LI, by a two-thirds vote of those present and voting at said meeting, provided notice of the proposed amendment has been submitted in writing to the membership as part of the notice of the meeting provided for in Section 3 of Article III of these Bylaws. Amendments must be submitted to the Secretary for review by the Law and Legislation Committee at least [60] sixty days prior to the meeting.

Section 2. Mandatory By-law Adoption. USATF-LI shall adopt, as additions or amendments to these By-laws, any provisions adopted by USATF which are designated as mandatory by USATF. Such additions or amendments shall be attached to these By-laws and be effective from the date of attachment. All references to sections of the USATF By-Laws may be found within the USATF By-Laws, which are available for download on the USATF web site, http://www.usatf.org, or by calling USATF at 317-261-0500.

Section 3. Fiscal Year. The Fiscal Year of USATF-LI shall be January 1 through December 31.

Section 4. Saving Clause. Failure of literal or complete compliance with provisions of the By-laws in respect to dates and times of notice or sending or receipt of same, or errors in phraseology of notices or proposals, which in the judgment of the members at the meeting held do not cause substantial injury to the rights of the member, shall not invalidate the actions or proceedings of the members at any such meetings.