



# **Oklahoma Cross Country Track Coaches Association Bylaws**

## **ARTICLE I-NAME AND PURPOSE**

### **Section 1: Name of the Organization**

The name of the organization shall be Oklahoma Cross Country Track Coaches Association [OCCTCA]. It shall be a non-profit organization incorporated under the laws of the state of Oklahoma.

### **Section 2: The purpose of the Oklahoma Cross Country Track Coaches Association**

The OCCTCA is organized exclusively for charitable and educational purposes as specified in Section 501C (3) of the Internal Revenue Code.

The purpose of the organization is: To encourage adult and student participation in the activities of the Oklahoma Cross Country Track Coaches Association to raise funds in support of Oklahoma's cross country and track & field athletes.

## **ARTICLE II-MEMBERSHIP**

### **Section 1: Membership**

Membership of the Oklahoma Cross Country Track Coaches Association shall consist of all current and retired members of the Oklahoma Cross Country and Track Coaches Association. Voting rights are only applicable to the OCCTCA Board members as set forth by the bylaws.

## **ARTICLE III- OCCTCA BOARD**

### **Section 1: Number & Qualifications**

OCCTCA Board Members must be active or retired coaches of the Oklahoma Cross Country Track Coaches Association, and must be current or retired certified educators. OCCTCA Board positions include: President, Vice President, 3 Cross Country Board Members, 3 Track & Field Board Members, Secretary, Treasurer, NFHS/OSSAA Officials Representative, and a Liaison.



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### **Section 2: Governing Powers/Compensation**

The board is responsible for overall policy and directions for the organization as well as responsibility of day-to-day operations. The board receives no compensation other than reasonable expenses.

### **Section 3: Terms**

Elected OCCTCA Board members shall serve a 3-year term and may serve consecutive terms.

### **Section 4: Meetings and Notice**

The board shall meet as deemed necessary, at the discretion of the OCCTCA Board, at an agreed upon time and place. An official board meeting requires that each board member have written notice, at least two weeks in advance. Additional proposed agenda items shall be submitted to members, no later than 7 days prior to the scheduled board meeting. Agenda will be posted to OHStrack.com.

### **Section 5: Board Election**

Selection process for vacated or expiring seats will take place prior to the OCCTCA Business Meetings occurring at both the Summer and Winter Clinics. Cross Country seats will be elected prior to the Winter Clinic and Track & Field seats will be elected prior to the Summer Clinic by members of the OCCTCA. This will allow the newly elected seat holder to partake in OCCTCA Board matters during the clinic.

### **Section 6: Board Election Procedures**

OCCTCA Members interested in serving on the OCCTCA Board shall complete and submit an application for the seat desired. Ballots will be posted on the OHStrack.com website, and remain open for 7 days. Ballots will include resumes of all eligible applicants. Votes will only be accepted by current OCCTCA members and are limited to one vote. OCCTCA Board Members shall be elected by receiving a plurality of the OCCTCA general membership's votes. In the event of a tie, a runoff election will be held. When a board officer's position expires, those wishing to retain their position, will complete the application process.



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### **Section 7: Quorum**

A quorum for an official meeting at which business may be transacted, shall be a minimum of 5 of the current members of the OCCTCA Board . If a quorum is present when the meeting begins, the OCCTCA Board may continue to transact business until adjournment, even though the withdrawal of a number of OCCTCA Board members that was originally present leaves less than 50%. Where the computation results in a fractional number, it shall be rounded upward to a whole number.

### **Section 8: Voting**

Each board member of the Oklahoma Cross Country Track Coaches Association shall be entitled to one vote. The vote of the majority of the board members present shall decide any questions brought before the meeting. No voting by proxy shall be permitted at the meeting. In the event that one person is required to hold more than one Board position, they will be entitled to one, single vote.

### **Section 9: Removal of Board Members**

At any regular or special called meeting of the Board, a Board member may be removed with or without cause by a vote of 2/3 majority of the entire voting members of record after giving notice to the Board member and providing them an opportunity to be heard by the Board at a scheduled meeting.

### **Section 10: Resignation**

Resignation from the board must be in writing and received by the board President/ Vice President stating intent to resign their position.

### **Section 11: Special Meetings**

Special meetings of the board shall be called upon the request of one third ( $\frac{1}{3}$ ) membership of the board. The Secretary or Treasurer shall send out notices of special meetings to each board member in advance as soon as possible.



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## **ARTICLE IV-OFFICERS**

### **Section 1: Officers and Duties**

The principal officers of the OCCTCA Board consist of a President, Vice President, 3 Cross Country Board Members, 3 Track & Field Board Members, Secretary, Treasurer, a NFHS/OSSAA Officials Representative, and a Liaison. Their duties are as follows:

#### **President**

The President shall be the principal officer of the Oklahoma Cross Country Track Coaches Association subject to the direction and control of the OCCTCA Board , the President shall see that the resolutions and directives of the Board are carried into effect, and, in general, shall discharge all duties of the office of the President as prescribed by the Board. The President shall convene regularly scheduled board meetings or arrange for other board members to preside at each meeting in the following order: Vice President, Secretary, and Treasurer. The President will represent the Oklahoma Cross Country Track Coaches Association at all athletic functions as needed.

#### **Vice President**

The Vice President shall represent the Oklahoma Cross Country Track Coaches Association at all athletic functions as needed. Duties will also include ensuring that all policies and procedures are adhered to regarding: expenditures of Oklahoma Cross Country Track Coaches Association funds, Bylaws and Articles of Incorporation of the Association rules and regulations (along with the Board members). In the event of an absence of the President, the Vice President shall preside over the Oklahoma Cross Country Track Coaches Association meeting.

#### **Secretary**

The Secretary shall be responsible for keeping records of board actions, including overseeing the taking of the minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. The Secretary will represent the Oklahoma Cross Country Track Coaches Association at all athletic functions as needed.



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### **Treasurer**

The Treasurer shall make a report at each board meeting. The Treasurer shall maintain the checkbook, assist in the preparation of the budget, help develop fundraising plans and make financial information available to Board members. The financial statements will be generated on a calendar year accounting basis from January 1 thru December 31. All required charitable donation statements shall also be generated and mailed for this time period. If the IRS and State of Oklahoma require a tax return, the Treasurer will ensure that this is handled in a timely manner. The Treasurer will also undertake the Secretary's duties in the event there is no secretary in office. The Treasurer will represent the Oklahoma Cross Country Track Coaches Association at all athletic functions as needed.

### **NFHS/OSSAA Officials Representative**

The NFHS/OSSAA Officials Representative shall function as a liaison between the OCCTCA and the OSSAA, as well as serve as the rule interpreter. The Officials Rep will represent the Oklahoma Cross Country Track Coaches Association at all athletic functions as needed.

### **Liaison**

The Liaison shall function as the chief communication facilitator between the OCCTCA and clinic organizers, vendors, officials, and the like. The Liaison will represent the Oklahoma Cross Country Track Coaches Association at all athletic functions as needed.

## **ARTICLE V-AMENDMENTS**

### **Section 1: Amendments**

A 2/3 majority of the OCCTCA Board may amend these bylaws when necessary. All requests must be submitted to any OCCTCA Board member no later than 7 days prior to the OCCTCA Board Meeting. All requests must be emailed and submitted by a current member of the OCCTCA. From the requests, an agenda will be formulated, and only items on the agenda will be discussed at the meeting. Proposed amendments must be submitted to the Secretary or Treasurer to be sent out with regular board announcements.



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*CERTIFICATION: These bylaws were approved at a meeting of the OCCTCA Board July 25, 2023.*