

**Minutes of the
Pacific Northwest Track & Field/USATF Pacific Northwest
Board Meeting held June 19, 2017**

President Ivars Ikstrums called the meeting to order at 7:00 p.m. at Seattle Parks and Recreation Building at 100 Dexter Ave. N. in Seattle. The following were present: Ivars Ikstrums, Chris Kunzelman, Gwen Robertson, Ed Viering, Patti Petesch, William Hickman, Carole Langenbach, Bob Springer, Bob Langenbach, Jim Ryan, Eric Sach, Lawrie Robertson, Darlene Hickman, George Mathews, Kevin Jackson, Joel Pearson, Ken Emerick, Geof Newing.

I MINUTES AND EXECUTIVE REPORTS

A. Secretary's Report/Minutes: Ed Viering distributed the agenda and latest schedule. The minutes for the June meeting have been emailed and posted on our website. The minutes were accepted.

B. Treasurer's Report: Gwen Robertson. We zeroed out the Youth account and gave them their funds. Carole submitted the IRS 990 form. Only \$39 was not reconciled. Report was accepted.

1. Overall Total as of 06/16/2017: \$109,667.18. Group breakdowns:
- | | | | |
|----------------|-------------|--------------------------|-------------|
| General - | \$72,356.03 | Masters - | \$10,691.34 |
| Open - | \$18,816.78 | Youth - | \$ 0 |
| Officials T&C- | \$ 5,190.03 | Fred Dean Youth Travel - | \$ 2,613.00 |

C. Membership Report: Tracy Silva. No report.

D. Sanctions Report: Carole Langenbach. There are 169 sanctions so far for 2017.

E. Vice President's Report: Chris Kunzelman. No report.

F. President's Report: Ivars Ikstrums.

1. We note the passing of Neal Stoddard on April 29th. Neal was a Masters athlete and an Official.
2. Joel Pearson was offered the Open Committee Chair. He accepted, and is now our new Open Chair. Joel is from the Bellingham area.
3. A lesson for athletes/coaches and officials...at Spike Arlt Invite at CWU, Ivars was working the Discus. On three occasions, someone sat on the berm where they were not protected by the fence. When confronted, one person did reply "thank you for looking out for our safety". On another occasion, three coaches were spotted shooting the breeze 120ft (36m) out on the sector line. This was the same Saturday that a young man was killed at Wheaton College while helping in the Hammer. Ivars was spooked when he realized his event was set up for the same thing to happen. He wonders "have people lost their survival instinct?" He asks everyone to take stock and ask themselves the same question.
4. At WWU, an athlete reported a possibility of breaking a Canadian record. Meet Management had not been informed in advance, and Bill Roe and Pee Wee Halsell scrambled to accommodate a record attempt. The athlete wound up 1 foot short. Ivars admonishes all coaches and athletes—let meet management know in advance if you are close to a record performance.
5. A former local athlete, Joe Ellis, now a sophomore at University of Michigan, won the Big10 Hammer and took 8th in NCAA, which makes him an All-American.
6. Brock Eager, a sophomore at WSU, won the Pac12 Hammer and was an NCAA finalist.

G. Office Manager's Report: Carole Langenbach. No report.

II OLD BUSINESS

A. Schedule PNTF Annual Meeting: Ivars Ikstrums. Meeting is confirmed for Sep18th, but we have not yet decided between 2 possible rooms.

III NEW BUSINESS

A. Elections – Ivars Ikstrums. Carole is the head of the nominating committee. We may have a contested election for President.

B. Bylaws proposal – Ed Viering/Carole Langenbach. Ed and Carole presented the 6 proposals which will be voted on next meeting. Two of the proposals compete with each other on the same topic: annual meeting voting delegates (2 proposals); quorum; composition of board; substitute voters; selection method for athlete and at-large representatives. The proposals were discussed openly and are at Attachment 1-5.

IV COMMITTEE REPORTS

A. Youth: Patti Petesch for Holly Genest.

1. Sixty-five athletes are registered in Combined Events. We had double the normal attendance. We added a couple officials and finished earlier than in the past.
2. Looks like over 1,000 athletes for this weekend's JOs. There is a new schedule. We added a third day. Due to snow days, we are limited to only a half day on Friday.
3. USATF is putting on their first 4-day Youth Camp for XC.

B. Open: Joel Pearson. No report.

C. MUT: Eric Sach.

1. Our Men's team took 3rd in World 50K Trail in Italy. Joe Gray won his 4th Mt. Washington Road Race. We will send a small contingent to Western States this weekend.
2. PNTF championships will be held at two upcoming races at Cougar Mountain in July and August.

D. Masters: Lance Neubauer submitted his report by email.

1. Review of the Parks meet June 3, 2017 at Shoreline Stadium. The meet was broken into two parts. Friday at West Seattle, meet ran well, small turn out kept it moving fast. Saturday at Shoreline. The meet ran well, the venue worked well, other than then our timing crew not being able to get onto the infield. Again, small turn out hampered the meet. Note: - I do have a new perspective - thanks to Ed regarding our obligation when running at USATF sanctioned meet – regardless of what it's called. I made a decision regarding wind gauge because of my fear we would not have enough officials. My new perspective is – if we are hosting a USATF sanctioned meet, we should be prepared to meet whatever requirements are necessary to satisfy our customers – the athletes. That does not necessarily mean we have to use them, we do need to be prepared if requested. I still believe the athletes and coaches do need to do a better job communicating with meet management in advance if they do have special needs. Next year I recommend moving the meet another week or two out away from the high school season and attempt to avoid conflict with other meets that draw out officials.
2. The upcoming Northwest Region Masters Outdoor Track & Field Championships - SEATTLE MASTERS CLASSIC – July 29th at PLU. Besides all of the standard things we do to host a meet – we will have hurdles, implements and everything else we normally have at West Seattle to haul.
3. George Mathews is Masters regional representative now.

E. Race Walk: Steve DiBernardo submitted his report by email

1. Please extend to the entire PNTF Board, my sincere regret regarding my poor health, which has kept me from my duties as Race Walk Chair for the past few months. I am slowly recovering from serious conditions which have prevented me from living my traditional life and I hope to be able to attend to the responsibilities that my position requires of me.
2. The Junior Olympic Meet is this weekend and I have provided the Judging Kit to Dora Choi for this Friday's Events in the race walking.
3. Due to my poor health, from December through May, I dropped out of all things "normal" in my life, including race walking. Over the past few months I lost my ability to stand, to walk at all, and to function psychologically to the best of my ability. I lost the use of my legs and had to depend upon a wheel chair to perform normal daily function. The one shock to me is, I was suddenly unable to be the athlete I have been for the last three years. This had a grave impact upon my self- identity and caused a trauma that I am only now recovering from.
4. I am now able to stand and walk again without aid. I hope the trend continues so that I might be able to race walk again, in order to provide clinics, to motivate those with interest in our event.
5. The sad fact is, race walking in the United States is endangered. Indeed, race walking in the world is also on the chopping block. In April 2017, the IOC pressured the IAAF to drop the 50km Walk from the

Olympic Program, with a proposal to change the 20km Walk to the distance of the Half Marathon, 13.1 miles.

6. The IAAF voted unanimously to retain the 50KM Walk and further, to support this decision with the fact that a World Record for Women at this distance is now recognized, and all performances in accredited races at 50KM by female athletes be sanctioned, so that the interest and growth for this event is not diminished.
 7. Locally and in the United States, our sport is on the decline. There can be no doubt that it is on the endangered list here, and may one day be eliminated. This trend is not cast in stone. It will take an effort from all concerned though, to reverse it. In the USA particularly, race walking is being separated from Track and Field - like the Marathon - to exist in a class by itself. What we do with this trend is up to us.
 8. I will do my best, and hope for continued recovery from ill health, so that I might best serve any and all levels of interest for race walking among local, regional and national passion for this great, very demanding and technical sport.
- F. Athletes: Eddie Strickler. Rock and Roll Marathon was this weekend. Tibebe Proctor of Northwest School won the Half-Marathon and is bound for UW.
- G. Officials: Geof Newing.
1. We worked 42 events this year. 80% were 2 or 3 days. It's been a long season.
 2. At Brooks HS-age meet, it was impressive to listen to the introductions. The spread for the Milers was from 4:02 to 4:13.
 3. Geof followed up on not getting a member badge. Sent out emails to about 11 executives. Got a reply from Roger Burbage. Geof asked for a refund for the year 2017.
- H. Officials Training & Certification: Bill Hickman.
1. We have many new names due to our training team's great "preaching the gospel".
 2. National Office had lots of problems this year with certification: mainly due to software, back ground checks, bad web interface form USOC.
 3. Bob Springer is working on dates for next year's training.
- I. Communications: Lance Neubauer provided a report via email.
1. I am ready to point the <http://www.PNTF.ORG> URL to our new website – <http://pacificnorthwest.usatf.org/Home.aspx>. I have been reluctant to do this because some folks were still utilizing the pntf.org website. This said, the old site is NOT going away, you will still be able to get to specific sections of the site if needed by using the complete URL -- <http://www.pntf.org/youth/>, [pntf.org/masters](http://www.pntf.org/masters), etc. I can provide an entire list and mail it out of this is useful.
 2. The second part of this is doing an audit and moving any existing content from the old to the new site.
 3. To do this I need to get back online and ensure I have access to both sites. Currently, I believe I have proxied some of my access to Keith or Andy.
 4. Social Media – Andy is currently finishing setting up Twitter and Instagram accounts. I will have login and password information of these, and then will start to coordinate posting to these plus Facebook.
- J. USATF Associations Committee: Patti Petesch.
1. Biggest issue was Officials recertification.
 2. Club T&F Championship was held. Small participation. Trouble getting officials.
 3. Regional rep, Mike Hinz, reports that everything is going smooth except officials. Wyoming Association is talking about starting up again.
 4. Vin Lananna has been on the conference calls.
 5. We are rethinking the Horace Crow Award criteria.
 6. We are experimenting with interviewing athletes at JO Nationals. The trial run had great reviews. Andy Martin will do 25 interviews for \$750.
 7. Let me know if you have ideas for grants.
 8. Youth has a promise from Tacoma Sports commission for next year's JO Meet.
 9. This year's grant is to get a storage space for Youth.
- K. National Update: Bob Springer. We are seeing a new tape for vaulting poles—"Ninja Grip". It is soft and spongy. The legality is under debate.

Next meeting is here on August 21, 2017.

The meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Edward Viering
Secretary
Pacific Northwest Track & Field/USATF Pacific Northwest

ATTCH 1

COMMENTS: A simple change. We have had one meeting in last two years with less than 11, so I went with 9. I just made up 15 for annual. We usually have at least 20.

ARTICLE 7 • MEETINGS OF AND VOTING IN THIS ASSOCIATION

There shall be three types of meetings of PNTF, and specific rules governing their operation:

A Annual: The annual meeting of PNTF shall be held in the latter portion of each year at such time, date, and place as may be fixed by the Board of Directors. Generally, it shall be held in September so as to precede the national USATF annual meeting held in early December. The Secretary shall send notice via U.S. mail, newsletter, and/or email of such meeting so as to arrive in the normal course of affairs at least thirty (30) days prior to the date as a reminder to all persons listed in Article 6, and shall send out minutes of said meeting not later than ten (10) days after the meeting. Any notice of a meeting change or a change in the election process must be at least fourteen (14) days prior to the meeting.

B Special: Special meetings of PNTF may be called by the Board at such time, date, and place as they may fix. The Secretary's notice, which must be postmarked twenty (20) days prior to the meeting date, must contain a statement of the agenda for which the meeting was called. The Board shall be required to call a special meeting upon written petition of twenty (20) delegates listed in Article 6.

C Board: Meetings of the PNTF Board shall be held a minimum of six (6) times a year on the third Monday of selected months at such time, date, and place as may be fixed by the Board prior to or at the previous meeting. It shall also hold meetings when requested by two of its members, or by five of its member clubs, or by twenty-five individuals who are USATF members and reside in the PNTF area. The Secretary shall send a written or electronic notice of each meeting to all members of the Board giving time, date, place, and agenda, and shall prepare minutes of all meetings for presentation in the form of a report at the next regular meeting. Anyone may attend Board meetings, but may not speak unless recognized by the chair or another Board member, and none may vote in any Board proceeding.

The Secretary shall send notice of such meeting twenty (20) days prior to the date as a reminder to all persons listed in Article 6, and shall send out minutes of said meeting not later than ten (10) days after the meeting.

D Agenda: The order of business at any PNTF annual, special, or Board meeting shall be:

- 1 Introduction of new attendees
- 2 Executive reports (secretary, membership, treasurer, vice president, president and office manager)
- 3 Old business
- 4 Action on proposed amendments to these Bylaws
- 5 New business
- 6 Committee reports (youth, open, masters, race walk, officials)
- 7 Other reports (website, Associations, USATF, special)

- 8 Elections at Annual Meeting
- 9 Confirmation of next meeting and adjournment

E Robert's Rules: Questions on the Rules of Order shall be decided by the Chair in accordance with Roberts Rules of Order (Newly Revised), unless otherwise provided in these Bylaws. Decisions by the chair may be appealed to the whole voting body. The President shall designate a qualified Parliamentarian for all meetings of this Association, who shall serve as chair of the Order of Business when necessary.

F Record of organization member representatives: During the year, as member organizations join PNTF, each shall name their delegate to PNTF and inform the Secretary of their choice. These choices shall be kept up-to-date during the year by the member, and any changes must be made in writing to the Secretary.

G Voting limitations: Each delegate shall have one (1) vote. There shall be no voting by proxy. No delegate may act as a delegate in more than one capacity. Except as otherwise provided in these Bylaws, all matters shall be decided by a majority vote of those delegates present and voting, provided that due meeting notice was given as outlined above.

H Quorum: For Board or special meetings, ~~a majority of nine (9)~~ voting members must be present for business to be transacted. For annual ~~or special~~ meetings, ~~a majority of voting slots must be filled.~~ fifteen (15) eligible voters must be present for business to be transacted.

I Eligibility: Credential disputes must be resolved before the election process is started with nominations and/or the report of the nominations committee.

J Nominations process: At least sixty (60) days prior to the annual meeting of PNTF each year, the President shall appoint a nominating committee of one (1) to three (3) persons, to make nominations for the various officers of PNTF. The report of the committee shall be distributed with the Secretary's notice of the annual meeting of PNTF. In addition to those of the nominating committee, nominations may be made from the floor at the annual meeting. All candidates must be members and at least 18 years of age as of the date of the meeting. All nominations must be made by a member and seconded by a member.

K Voting: A secret ballot must be used for all contested elections. Uncontested elections may be voted by acclamation. The chair shall appoint a three (3) person panel of eligible voters to count the ballots. At least one member of this panel shall be an athlete. No member of this panel shall be a candidate for a contested office. All members of the panel shall sign the tally.

L Employee limitation: No employee may participate in the election process, but may vote if otherwise eligible.

ATTCH 2

COMMENTS: took out all the stray mention of designees. Put it all in one place and cleaned it up. If the Coach position gets voted down, then we have to delete it here

ARTICLE 9 • BOARD OF DIRECTORS

A Makeup: The Board of Directors of PNTF shall be composed as follows :

- 1 The officers of PNTF and the immediate past President (5);
- 2 The standing athletics committee chairs (youth, open, and masters) ~~or their designees~~ (3);
- 3 The PNTFOA Officials Committee Chair ~~or designee~~ (1);
- 4 The Membership Director, the Officials Training and Certification Director, and the Rules/L&L representative ~~or their designees~~ (3);
- 5 The PNTF Office Manager (1);
- 6 Five at-large members selected by the officers at the first Board meeting following the PNTF Annual Meeting (5); and
- 7 Four active athletes (age 18 or over) selected by the officers at the first Board meeting following the PNTF Annual Meeting (4).

B Board officers: The President of PNTF shall serve as chair of the Board. The Secretary of PNTF shall serve as Secretary of the Board.

C Duties and responsibilities: The Board shall manage and supervise the affairs of PNTF between annual meetings of the General Membership (also known as Committee of the Whole).

D USATF representation: The Board shall, with the advice and counsel of the standing committees, select the delegates and national representatives to the USATF Annual Meeting.

E Supervision of membership matters: The Board shall appoint or hire, at its discretion, an individual to act as membership director. The expenses and/or remuneration shall be determined at the time of hiring or appointment.

F Restrictions: Each Board member shall have only one vote. Athlete representatives and Youth/Open/Masters/Officials/Coaches committee chairs ~~other than an officer or at-large member~~, may designate a substitute with voice and vote. The designee must be communicated to the Vice-President prior to the meeting ~~and at least once a year in the month following the Annual Meeting~~. Designations will become effective when reported by the Vice-President. Designations expire on the first day of the month following the PNTF Annual Meeting. The term of an at-large member shall expire if he/she takes another position on the Board.

ATTCH 3a

COMMENTS: this proposal is from Carole Langenbach

This proposal :

- a) increases total number of votes
- b) changes the percentages

c) changes the title

d) cleans up some verbiage that was not necessarily necessary

	ATHLETE	CLUB	COACH	OFFICIAL	OTHER	Our discretion	TOTAL
USATF dictates	20%	10%	10%	10%	10%	40%	100%
Our current percentage	20%	50%	10%	10%	10%	—	100%
proposed percentage	20%	30%	10%	10%	30%	—	100%
Our current # votes	16	40	8	8	8	—	80
proposed # votes	20	30	10	10	30	—	100

ARTICLE 6 • ~~DELEGATES, REPRESENTATIVES, AND THEIR SELECTION~~

PNTF ANNUAL MEETING REPRESENTATION

A ~~Voting makeup~~: The maximum number of ~~eighty (80)~~ one hundred (100) votes available in the PNTF Association annual meeting and elections are as follows:

1 ~~Athletes~~ are to have ~~sixteen (16)~~ twenty (20) votes;

2 ~~Member organizations~~ are to have ~~forty (40)~~ thirty (30) votes;

3 ~~Coaches~~ are to have ~~eight (8)~~ ten (10) votes, at least one (1) of whom must be a high school coach, ~~one of whom must be~~ a college/university coach, and ~~one of whom must be~~ a club coach;

4 ~~Officials~~ are to have ~~eight (8)~~ ten (10) votes, all of whom must be certified, and at least two (2) of whom must be certified above the Association level; and

5 ~~At-large Others~~ (administrators, elected officers, general members, and otherwise not-represented Board members); ~~and others~~ are to have ~~eight (8)~~ thirty (30) votes.

COMMENTS: deleted the old apportioned delegate system (ART 6) but kept the last 3 paragraphs and moved them to next Article

Got rid of mention of "delegates" in B F G

Differentiated between Board/Special and Annual. All members vote at Annual.

Combined the eligibility items under "Election voting"

Goverance Manual pg 52 lets us use either :

Open meeting ballot: Open meeting ballot where all members of the Association are eligible to attend and vote

or

Balanced meeting ballot: A balanced meeting ballot where only designated members of the Association are eligible to vote:

- i. The Association bylaws must state how a maximum number of available votes will be determined;
- ii. The bylaws must explain how 100 percent of the available votes are divided among the following five constituencies: Active Athletes, coaches, officials, organizational members, and other members

ARTICLE 6 • DELEGATES, REPRESENTATIVES, AND THEIR SELECTION

A—Voting makeup: The maximum number of eighty (80) votes available in the PNTE Association annual meeting and elections are as follows:

- **1 Athletes** are to have sixteen (16) votes;
- **2 Member organizations** are to have forty (40) votes;
- **3 Coaches** are to have eight (8) votes, at least one (1) of whom must be a high school coach, one of whom must be a college/university coach, and one of whom must be a club coach;
- **4 Officials** are to have eight (8) votes, all of whom must be certified, and at least two (2) of whom must be certified above the Association level; and
- **5 At large** (administrators, elected officers, otherwise not represented Board members), and others are to have eight (8) votes.

B—Voter selection: Where more than the number of eligible voters attend the annual meeting in a category, the persons in that category shall caucus prior to any voting and determine which voters shall cast ballots.

- **1 Individual voters:** In the athlete caucus, each category of athlete—youth, open, international (10-year rule), and masters—must each be represented if member athletes in that category are present and available. In such a case, the number of votes granted to a division shall be as equal as possible to the proportion of their membership in the Association, regardless of the number of athletes present from a division; and

~~—2 Organizational voters: In the club caucus, each category of club—youth, open, and masters—must be represented.~~

~~C—Minimum age: As required by USATF Bylaws, all voters must be 18 years of age or older.~~

~~D—One person/one ballot: As required by USATF Bylaws, an individual may cast only one ballot in an election.~~

~~E—Membership criteria: Except for renewals from the previous year, individuals must be members in the month which ends more than one full month preceding the election (e.g. for an annual meeting held in September, the membership must be processed by July 31). Organizations and any person representing an organization in PNTF voting matters must be members of USATF.~~

C,D,E
Move
to end
of next
article

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B Special: Special meetings of PNTF may be called by the Board at such time, date, and place as they may fix. The Secretary's notice, which must be postmarked twenty (20) days prior to the meeting date, must contain a statement of the agenda for which the meeting was called. The Board shall be required to call a special meeting upon written petition of twenty (20) ~~delegates~~ members meeting the election eligibility criteria listed in Article 6.

C Board: Meetings of the PNTF Board shall be held a minimum of six (6) times a year on the third Monday of selected months at such time, date, and place as may be fixed by the Board prior to or at the previous meeting. It shall also hold meetings when requested by two of its members, or by five of its member clubs, or by twenty-five individuals who are USATF members and reside in the PNTF area. The Secretary shall send a written or electronic notice of each meeting to all members of the Board giving time, date, place, and agenda, and shall prepare minutes of all meetings for presentation in the form of a report at the next regular meeting. Anyone may attend Board meetings, but may not speak unless recognized by the chair or another Board member, and none may vote in any Board proceeding.

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F ~~Record of organization member representatives:~~ ~~During the year, as member organizations join PNTF, each shall name their delegate to PNTF and inform the Secretary of their choice. These choices shall be kept up to date during the year by the member, and any changes must be made in writing to the Secretary.~~

G Annual Meeting Voting limitations: Each member present who meets the election voting criteria ~~delegate~~ shall have one (1) vote. There shall be no voting by proxy. ~~No delegate may act as a delegate in more than one capacity.~~ Except as otherwise provided in these Bylaws, all matters shall be decided by a majority vote ~~of those delegates present and voting~~, provided that due meeting notice was given as outlined above.

H Board and Special Meeting Voting limitations: As defined in Article 8, each board member or their designated substitute shall have one (1) vote. There shall be no voting by proxy. No board member may vote in more than one capacity. Except as otherwise provided in these Bylaws, all matters shall be decided by a majority vote, provided that due meeting notice was given as outlined above.

I Quorum: For Board meetings, a majority of voting members must be present for business to be transacted. For annual or special meetings, a majority of voting slots must be filled.

J Eligibility: Credential disputes must be resolved before the election process is started with nominations and/or the report of the nominations committee.

K Nominations process: At least sixty (60) days prior to the annual meeting of PNTF each year, the President shall appoint a nominating committee of one (1) to three (3) persons, to make nominations for the various officers of PNTF. The report of the committee shall be distributed with the Secretary's notice of the annual meeting of PNTF. In addition to those of the nominating committee, nominations may be made from the floor at the annual meeting. All candidates must be members and at least 18 years of age as of the date of the meeting. All nominations must be made by a member and seconded by a member.

L Election Voting: A secret ballot must be used for all contested elections. Uncontested elections may be voted by acclamation. The chair shall appoint a three (3) person panel of eligible voters to count the ballots. At least one member of this panel shall be an athlete, if

available. No member of this panel shall be a candidate for a contested office. All members of the panel shall sign the tally.

1 Employee limitation: No employee may participate in the election process, but may vote if otherwise eligible.

2 Minimum age: As required by USATF Bylaws, all voters must be 18-years of age or older.

3 One person / one ballot: As required by USATF Bylaws, an individual may cast only one ballot in an election.

4 Membership criteria: Except for renewals from the previous year, individuals must be members in the month which ends more than one full month preceding the election (e.g. for an annual meeting held in September, the membership must be processed by July 31). Organizations and any person representing an organization in PNTF voting matters must be members of USATF.

COMMENTS:

Defined an improved way of selecting Athletes and At-Large.
Spread out the power and workload. Defined active athlete...sort of.

ARTICLE 9 • BOARD OF DIRECTORS

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- 2 The standing athletics committee chairs (youth, open, and masters) or their designees (3);
- 3 The PNTFOA Officials Committee Chair or designee (1);
- 4 The Membership Director, the Officials Training and Certification Director, and the Rules/L&L representative or their designees (3);
- 5 The PNTF Office Manager (1);
- 6 Five ~~at large~~ At-Large members ~~selected by the officers at the first Board meeting following the PNTF Annual Meeting~~ (5); and
- 7 Four ~~active a~~ Athlete Representatives ~~(age 18 or over) selected by the officers at the first Board meeting following the PNTF Annual Meeting~~ (4).

B Board officers: The President of PNTF shall serve as chair of the Board. The Secretary of PNTF shall serve as Secretary of the Board.

C Duties and responsibilities: The Board shall manage and supervise the affairs of PNTF between annual meetings of the General Membership (also known as Committee of the Whole).

D USATF representation: The Board shall, with the advice and counsel of the standing committees, select the delegates and national representatives to the USATF Annual Meeting.

E Supervision of membership matters: The Board shall appoint or hire, at its discretion, an individual to act as membership director. The expenses and/or remuneration shall be determined at the time of hiring or appointment.

F Selection: Athlete representatives and At-Large members serve one-year terms starting at the first meeting after the Annual Meeting. Vacancies may be filled starting at the first meeting after the vacancy.

Athlete representatives must be active athletes age 18 or over. They are selected by a panel consisting of the Vice President plus the Open, Masters, Coaches and Officials Committee Chairs. The panel is facilitated by the Vice President. The determination of "active athlete" is at the discretion of the panel.

At-Large members are selected by a panel consisting of the President, Secretary and Treasurer plus the Youth and Associations Admin Committee Chairs. The panel is facilitated by the Secretary.

FG Restrictions: Each Board member shall have only one vote. Any member, other than an officer or at-large member, may designate a substitute with voice and vote. The designee must

be communicated to the Vice-President prior to the meeting and at least once a year in the month following the Annual Meeting. Designations will become effective when reported by the Vice-President. The term of an at-large member shall expire if he/she takes another position on the Board.

ATTCH 5

COMMENTS:

Adds: Coach and Association Admin

Deletes: Membership Director
Officials Training and Certification Director
Rules/L&L representative
Office Manager

Deletes stray designee language and leaves it for para F

Adds definition of the two new positions

Clarifies elections for athletics vs admin committees

ARTICLE 9 • BOARD OF DIRECTORS

A Makeup: The Board of Directors of PNTF shall be composed as follows :

- 1 The officers of PNTF and the immediate past President (5);
- 2 The standing athletics committee chairs (youth, open, and masters) ~~or their designees~~ (3);
- 3 The ~~PNTFOA~~ Officials Committee Chair ~~or designee~~ (1);
- 4 The Coaches Committee Chair ~~Membership Director, the Officials Training and Certification Director, and the Rules/L&L representative or their designees~~ (4);
- 5 The Associations Admin Committee Chair ~~The PNTF Office Manager~~ (1);
- 6 Five at-large members selected by the officers at the first Board meeting following the PNTF Annual Meeting (5); and
- 7 Four active athletes (age 18 or over) selected by the officers at the first Board meeting following the PNTF Annual Meeting (4).

B Board officers: The President of PNTF shall serve as chair of the Board. The Secretary of PNTF shall serve as Secretary of the Board.

C Duties and responsibilities: The Board shall manage and supervise the affairs of PNTF between annual meetings of the General Membership (also known as Committee of the Whole).

D USATF representation: The Board shall, with the advice and counsel of the standing committees, select the delegates and national representatives to the USATF Annual Meeting.

E Supervision of membership matters: The Board shall appoint or hire, at its discretion, an individual to act as membership director. The expenses and/or remuneration shall be determined at the time of hiring or appointment.

F Restrictions: Each Board member shall have only one vote. Any member, other than an officer or at-large member, may designate a substitute with voice and vote. The designee must be communicated to the Vice-President prior to the meeting and at least once a year in the month following the Annual Meeting. Designations will become effective when reported by the Vice-President. The term of an at-large member shall expire if he/she takes another position on the Board.

ARTICLE 11 • STANDING AND SPECIAL COMMITTEES

There shall be two types of committees for the operation of this Association: standing and special. Special committees are to be appointed by the President for such ad hoc purposes, responsibilities, authority, and of such composition as deemed necessary or desirable by the President in consultation with the Board (e.g. Audit Committee). Special committees shall expire with the term of the appointing President.

The following are the provisions governing all standing committees:

A General: Standing Committees of PNTF shall be governed by the following general provisions:

1 Standing Athletics committees are:

- Open Athletics
- Masters Athletics
- Youth Athletics

2 Standing Administrative Committees are:

- Officials (Pacific Northwest T&F Officials Association)
- [Coaches](#)
- [Associations Admin](#)

3 Terms: Unless otherwise provided for, the term for members of all committees shall be one (1) year.

4 Selection: No election to, selection to, appointment to, or removal from a standing committee shall be effective until the PNTF Secretary is formally notified of same by the party entitled to make same. Vacancies shall be filled by the same process by which the original choice shall have been made.

5 Duties: The duties of the chairs of the standing committees shall be as follows:

- a to **preside** at all meetings of that committee;
- b to **ensure** that all duties and responsibilities of that committee are properly carried out;
- c to **appoint** subcommittees as spelled out in these Bylaws or as may be necessary to carry out the functions of the committee;
- d to **communicate** with the committee's members to keep them fully informed of happenings and decisions of the committee;
- e to **keep** the President and the Board informed on all committee actions and decisions; and
- f to **keep or cause to be kept** and promptly sent on to all committee members and the Board a copy of all meeting minutes.

6 Notice: Meeting notices for any and all regular, special, or annual meetings of each committee must be sent out to all committee members, member organizations not individually represented on the committee, and Board members at least two (2) weeks prior to any meeting.

7 Quorum: There are no quorum requirements for any committee meeting.

8 Minimum age: All committee chairs and members, whether elected or appointed, shall be at least 18 years of age and current USATF members.

~~9 **Elected chairs:** When requested by two (2) or more PNTF member organizations, standing committee chairs shall be elected. Any such election must take place at a committee meeting, which has been properly advertised to all member organizations active in the discipline. Such notice must be timely as set forth in these bylaws for any meeting of PNTF.~~

B Athletics committees: The following section shall pertain to standing Athletics committees only:

1 Meetings: Standing Athletics committees shall be active or inactive, at the discretion of the chair, in that no meetings of a regular or special nature during any given period of time are required. Meetings may be required if requested by any five member clubs with members active in PNTF championship competition in that age group or ten athletes in that age group or the Athletics chair.

2 Chairs: The chair of any standing Athletics committee in which five or more member clubs are active in PNTF championship competition shall be elected by delegates representing those member clubs in an annual meeting to be held in January. Chairs not elected by a bona fide Athletics committee are appointed by the President of this Association.

3 Separate incorporation: Any of the three standing Athletics committees may incorporate, but any rules, Bylaws, or articles of incorporation must be approved by PNTF and must recognize the final authority of PNTF, and must not be in conflict with those of this Association.

4 Jurisdiction: Each Athletics committee, in cooperation with its sport subcommittees, shall:

- a have jurisdiction** over the national, regional, and local championships in the sport discipline it controls and which are located in the PNTF area, and shall institute, locate, conduct, and manage (or cause these things to be done on its behalf) all such championships;
- b award** local championships for its sport discipline;
- c have the right to reject** any entries for competitions (if deemed objectionable) at any championship under its control;
- d have the right to pay expenses** of athletes and/or teams taking part in these championships with funds appropriated for that purpose;
- e have the right to appoint** a member club or subcommittee to manage or conduct various championships;
- f work with the Officials Committee** to approve officials for championships in its discipline;
- g nominate representatives** to the USATF annual meeting for Board consideration;
- h upon a majority vote of those present, allow the attendance** at its meetings of non-members who may have voice but shall not vote;
- i have three sport subcommittees**, the chairs of each to be chosen by the Athletics committee. The sport subcommittees shall include, but not be limited to nor mandated as track & field, long distance running, and race walking. They shall meet when necessary and shall work in areas of common interest with other sport subcommittees and with the standing Athletics committees; and
- j keep all performance records** within its age and sport jurisdiction.

5 Makeup: The makeup of each Athletics committee shall include one delegate representing each member club which has athletes active in PNTF championship competition under the control of that Athletics committee during the previous year, and that number of athletes so as to give the committee an athlete membership of at least forty percent (40%). The athletes shall be named by the committee itself, and the forty percent (40%) provision enforced by the Board.

C Officials Committee: The following section shall pertain to the Officials Committee (also known as the PNTFOA). This committee:

1 Makeup: The committee shall be made up of all certified officials residing in the PNTF area;

2 Communication: The committee shall maintain a procedure by which to communicate schedules and information to all certified officials;

3 Governance: The committee shall be operated by a Board, at least three of whom shall be elected annually by the membership, and which shall represent all bona fide officials groups in the PNTF area; and

4 Annual meeting: The committee shall hold an annual meeting of all PNTF-certified officials.

D Coaches Committee:

1 Makeup: The committee shall be made up of all certified coaches residing in the PNTF area;

2 Mission: The committee shall represent, inform and advocate for coaches. Areas of responsibility include, but are not limited to, coaches education and coaches registry.

3 Governance: The Chair is appointed by the Board. At such time that the Board deems the committee is active enough to be self-governing, then the Chair may be elected by the committee members.

E Associations Admin Committee:

1 Makeup: All members are eligible to be on this committee.

2 Mission: This committee handles administrative (i.e. non-competition) issues and requirements related to being an Association. Responsibilities include, but are not limited to, areas such as accreditation, organizational services, grants and marketing which are not otherwise assigned within the Association. The Chair shall ensure the Association is represented at USATF Associations Committee meetings. The Chair shall coordinate our attendance at the USATF Associations Workshop.

3 Governance: The Chair is appointed by the Board. At such time that the Board deems the committee is active enough to be self-governing, then the Chair may be elected by the committee members.