

# **By Laws**

## **VENTURA COUNTY YOUTH TRACK CONFERENCE**

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## **ARTICLE 1. NAME**

The name of this organization shall be The Ventura County Youth Track Conference, Inc.

## **ARTICLE 2. DEFINITIONS**

The following definitions are used in these By-laws:

- (A) VCYTC refers to the Ventura County Youth Track Conference, Inc.
- (B) USA T&F refers to the USA Track and Field organization, which is the national governing body for Track and Field and cross country athletics competition in the United States.
- (C) Youth or Youths refers to boys, girls, young men, or young women under the age of eighteen (at the beginning of the competition year) which comprise the age groups served by this organization.
- (D) Competition year refers to the calendar year. The Competition year begins 1 January and ends 31 December of each year.
- (E) Meeting refers to any gathering of VCYTC board members for the purpose of conducting business where a quorum (50% of membership plus one) is present, and all members have been notified of the date, time, and location of the gathering.

## **ARTICLE 3. PURPOSE**

The purpose of the VCYTC is to act as the governing body for track and field and cross country competition among it's athletes as they are organized into member clubs. To promote this purpose, the VCYTC shall:

- (A) Develop interest and participation by youths in the sport of Track and Field and cross country through out the Ventura county area.
- (B) Foster local, state, national, and international Amateur sports competition for our athletes. Competition beyond local league competition shall be accomplished through a combined conference team called the Ventura County Condors (USA T&F Club #056).
- (C) Provide and coordinate technical information on physical training, coaching, competition, and performance enhancement among the member clubs, athletes, and parents.

## **ARTICLE 4. MEMBERSHIP**

VCYTC is a non profit organization composed of athletes who are grouped into community clubs located in the Ventura county area. Each of the community clubs designate one person to serve on the VCYTC board. New clubs are admitted to full membership in VCYTC by a majority vote of the existing members. Clubs may also exist in a provisional non-voting status while demonstrating the ability to meet VCYTC club membership requirements. These requirements are:

- (A) Draw members only from the community or area it represents within the county. Clubs shall not recruit in an area represented by another club. Athletes may compete for clubs outside of the area of their residency if it is mutually agreeable to all affected clubs.
- (B) Club membership shall be open to all Youths capable or participating in Track and Field and having the permission of their parent(s)/guardian(s).
- (C) Provide one delegate to serve on the conference board, attend VCYTC meetings, and cast that clubs vote.
- (D) Agree to abide by the by-laws and the conference rule book.
- (E) Obtain an appropriate track and field facility to conduct home meets.
- (F) Demonstrate the ability to adequately staff the positions necessary to conduct a track and field meet in accordance with the conference rule book.
- (G) Pay conference dues and special fees as they are set and required by the conference board.
- (H) Provide financial information to the conference for tax filings.
- (I) Fund-raising shall be conducted within each clubs municipal area only, and shall not infringe on other clubs ability to solicit contributions.

## **ARTICLE 5. CONFERENCE BOARD**

The VCYTC conference board shall be made up of one voting member from each of the member clubs. The current member clubs are: The Camarillo Cosmos; The Fillmore Condors; The Moorpark Striders; The Newbury Park Panthers; The Ojai Roadrunners; The Oxnard Stars; The Santa Paula Blazers; The Thousand Oaks Flyers; and The Ventura Tigres. The El Rio Spartans are in a provisional non voting status at this time.

### **Section 5.01 Chairman**

The chairman is responsible for planning and running the board meetings and overseeing the duties of the other board members. Additionally the chairman shall have the option of sitting in on all committees and project teams. The Chairmanship of the board shall rotate among the member clubs in accordance with the following table:

1995 ----- Newbury Park  
1996 ----- Ventura  
1997 ----- Fillmore  
1998 ----- Ojai  
1999 ----- Santa Paula  
2000 ----- Camarillo  
2001 ----- Oxnard  
2002 ----- Moorpark  
2003 ----- Thousand Oaks

- (1) The table then repeats beginning with Newbury Park. The chairmanship shall rotate to the next member club at the first VCYTC meeting in September of each year. New member clubs shall be inserted into the rotation at the bottom of the list.

### **Section 5.02 Chairman Elect**

This officer will assist the president as parliamentarian at the meetings, and will assume the chairmanship at the end of the chairman's term. The chairman elect will come from the club designated succeed to the chairmanship the following year according to the above table.

### **Section 5.03 Secretary**

This officer will record the minutes of the league meetings, and will perform correspondence duties for the conference.

### **Section 5.04 Treasurer**

The Treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the Conference in a bank or depository. The Treasurer shall keep in appropriate books an accurate account of all money received and paid out. The Treasurer shall give a written report of the funds, receipts and disbursements of the Conference monthly or at such other times as requested by the Conference Board and shall be responsible for timely filing with the Conference Board, the annual budget, and such other information as may be required or requested from time to time by the Board and/or any Local, State, or Federal regulatory agency. The Treasurer shall promptly, upon receipt, pay all Board approved liabilities; however, at not time shall the treasurer pay any expense or liability not previously approved by Board Action.

### **Section 5.05 Training/Rules/Safety**

This officer is responsible for collecting and disseminating information on subjects relative to the conference goals. This officer identifies, secures and organizes requested training, maintains the conference rule book, conference records, and safety records.

#### **Section 5.06 USA T&F Representative**

This officer attends the USA T&F meetings, represents, and votes for the conference and reports on all matters which affect the activities and responsibilities of the conference.

#### **Section 5.07 Awards**

This officer will order and maintain an adequate inventory of awards for all club competitions as well as the necessary forms required to record performances and meet results.

#### **Section 5.08 Uniforms**

This officer will be responsible for ordering and maintaining uniforms for the combined conference team.

#### **Section 5.09 Special Projects**

This officer will chair special projects which the board of directors deem necessary.

#### **Section 5.10 Board Meetings:**

Regular meetings of the conference board shall be held once a month with the exception of July. The date, time and place of each meeting shall be determined at each preceding meeting, but in general, they shall be held on the first Tuesday of each month at 7:30 PM.

All meetings of the board are open to the public unless pre-announced as a closed session. Closed meetings may only be held when the subject matter is of a sensitive or personal nature.

Special meetings may be called by the chairman or by any other board member with the chairman's permission for specific or emergency reasons. All applicable rules regarding voting and approvals shall apply to special or emergency meetings, and all member clubs shall be notified in advance of the meeting.

### **Section 5.11 Board Responsibilities:**

- (A) Oversee the achievement of the purposes stated in Article 3.
- (B) Maintain and update the rules and by-laws for the conference.
- (C) Obtain the necessary Insurance, certifications, and legal documents necessary for each club to cover it's officers, coaches, athletes, and to meet the requirements of the municipality in which it operates.
- (D) Create a schedule of track meets among the club members for league competition.
- (E) Levy and collect dues and special assessments from member clubs to support the activities of the conference.
- (F) Provide awards for the athletes for the track meets conducted by the conference.
- (G) Maintain membership and good standing in USA T&F to provide State, National, and International competition for our club member athletes.
- (H) Provide administrative support and coaching for athletes wishing to compete in USA T&F sanctioned meets. When conference funding is sufficient, financial support in the form of entry fees is also available to participating athletes for USA T&F sanctioned meets.
- (I) Financial, Banking and Related Matters
  - (2) Budget; Financial Statement - The Conference Board shall adopt a budget which provides the basis for setting Conference registration fees. At the end of each season the Treasurer shall cause to be prepared a statement of income received and amounts expended in connection with the program. Such statement shall be made immediately available to all Conference Board Members. This season's budget shall be presented in draft form at the September Board Meeting and passed by a 2/3 majority vote at the October meeting of the Board. Under no circumstances shall any liabilities be incurred nor paid until a budget has been passed and adopted by the current acting board.
  - (3) Account Signatories - All checks drawn on the Conference's bank account shall bear two signatures, one of which must either be the treasurer's or the acting Board Chairman. Additional signatories must be authorized by Conference Board action. Two signatories from the same household shall not be allowed.

- (4) Transfer of Funds - All funds received by the Conference, whether from fees, gifts or otherwise, must be deposited into the Conference's checking account, from which all expenses and disbursements must be paid. All funds transferred in or out of the Conference's savings account must be transferred from or to the Conference's checking account.
  
- (J) Solicit grants and contributions for the benefit of the athletes in VCYTC.

**Section 5.12 Board Limitations:**

- (A) Recognition of the independent nature and individuality of the member clubs, the authority of the conference and it's board of directors shall be limited to matters regarding the organization of the member clubs for competition and those minimal rules and policies which are necessary for the conference existence and legal conduct.
  
- (B) The conference or it's board of directors shall not make rules or policies which affect a member club's financial matters. VCYTC shall have the right to audit a member clubs financial books only when such an audit is imposed on the conference by the IRS.
  
- (C) The conference is specifically prohibited from dictating or controlling in any matter the fees charged by member clubs to their members.
  
- (D) The conference shall not assess member clubs financial penalties for punitive reasons.
  
- (E) The conference shall not become involved in internal club matters, and shall not provide a court of appeal for internal club matters.

**ARTICLE 6. SALARY AND REIMBURSEMENT**

No conference board member including the chairman shall be paid for services performed. Reimbursement for expenses incurred on behalf of the conference may be paid from the treasury upon approval by the board.

**ARTICLE 7. PARLIAMENTARY AUTHORITY**

Meetings shall be conducted in accordance with Demeter's Manual of Parliamentary Law and Procedure (Current Edition).

**ARTICLE 8. MEMBER REMOVAL PROCEDURE**

Board members may be removed with or without cause by a 2/3 vote of the members present at any regular or special meeting.

**ARTICLE 9. AGE GROUP DESIGNATIONS**

The age group in which each athlete competes shall be based on that athlete's age as of January 1<sup>st</sup> of the competitive year. The names of the age groups and corresponding ages are shown below:

Gremlin.....	Age 7 and under
Bantam .....	Ages 8 and 9
Midget.....	Ages 10 and 11
Youth.....	Ages 12 and 13
Intermediate.....	Ages 14 and 15
Young men/Women.....	Ages 16 and 17

**ARTICLE 10. ATHLETES COMPETING OUTSIDE VCYTC**

Competition by athletes in VCYTC conference track meets and for the VCYTC Condors in USA T&F meets is purely optional, and participation outside of VCYTC shall not be restricted with the following exception: Athletes may not compete for the VCYTC Condors in meets held on days conflicting with VCYTC meets without the approval of the board.

**ARTICLE 11. AMENDMENT PROCEDURE**

Amendments to these by-laws may be made at any regular or special meeting by a 2/3 vote of the members present at any regular, special, or emergency meeting.

**ARTICLE 12. DISSOLUTION**

Upon the dissolution of VCYTC, the board of directors shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all the assets of the organization exclusively for the purpose of the organization in such a manner, or to such organization or organizations, organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue law), as the board of directors shall determine.