

**ARIZONA INTERSCHOLASTIC TRACK AND FIELD/CROSS  
COUNTRY OFFICIALS ASSOCIATION  
CONSTITUTION**

**ARTICLE I – NAME**

The name of the organization shall be the Arizona Interscholastic Track and Field/Cross Country Officials Association, **AT&FCCOA**.

**ARTICLE II – PURPOSE**

The purpose shall be to develop a more level playing field for Track and Field and Cross Country Athletes through better officiating by:

1. Providing leadership for Track & Field/Cross Country Officials.
2. Developing training programs for all officials.
3. Train prospective and existing officials.
4. Recommend to the AIA, qualified officials for assignment to State Championships.
5. Encourage officiating participation at all levels, Junior High School, High School, College and USAT&F and special Olympics, etc

**ARTICLE III – OFFICERS**

The officers shall be a President, Vice President, Secretary and Treasurer

**ARTICLE IV – EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President, Chairpersons of all Committees, and Conference Representatives (5)

**ARTICLE V – MEMBERSHIP**

Members are Track and Field/Cross Country Officials who have met the current years Officials Registration, Section 6, and the Officials Classification, Section 14, Guidelines, as outlined in the AIA Officials Handbook.

**ARTICLE VI – ELECTIONS**

The election of officers shall take place at the annual meeting in the odd numbered years. The term of officers shall be for two (2), years.

## **ARTICLE VII – MEETINGS**

1. The annual meeting shall be held at a site and on a date such as the Executive Committee shall determine.
2. The President when deemed desirable by the Executive Committee may call other meetings.

## **ARTICLE VIII – DUES**

The Executive Committee shall determine the annual dues of this Association.

## **ARTICLE IX - AMMENDMENTS**

Amendments to this Constitution can be made by a  $\frac{3}{4}$  vote of the membership at the annual meeting, provided all amendments are either mailed or emailed to the membership at least two weeks in advance.

---

### **By-Laws of the Arizona Interscholastic Track and Field/Cross Country Officials Association**

## **ARTICLE I – DUTIES OF OFFICERS**

### **1. President**

- a. Shall preside over all meetings of the Association and all meetings of the Executive Committee.
- b. Shall be an impartial and conscientious arbitrator of all discussions.
- c. Shall appoint the Chair of standing committees.
- d. Have a vote on all issues and elections in accord with Robert's Rules of Order.
- e. The term of office shall be for two (2), years. The term begins at the conclusion of the annual meeting at which the election takes place.
- f. In the event that the office of President is vacated due to any reason, the Vice President will immediately become President.

### **2. Vice President**

- a. Shall preside over those meetings of the Association and Executive Committee when the President is unable to do so or when requested by the President in accord with Robert's Rules of Order.
- b. Shall be responsible for all committees.

- c. The term of office shall be for two (2), years. The term begins at the conclusion of the annual meeting at which the election takes place.
- d. In the event that the office of Vice President is vacated due to any reason, the unexpired term shall be filled by appointment by the Executive Committee and shall serve until a replacement is elected at the annual meeting.

### **3. Secretary**

- a. The Secretary shall record the proceedings of the Association and the Executive Committee and shall record an account of all business transacted for the Association. A written report shall be made to membership at each annual meeting.
- b. Shall mail or email, minutes of meetings held by the Executive Committee in an expedient manner.
- c. The Executive Committee shall appoint and set the term of office of Secretary annually.
- d. In the event the office of Secretary is vacated due to any reason, the Executive Committee shall appoint a replacement.

### **4. Treasurer**

- a. The Treasurer shall serve as the principal financial officer of the Association.
- b. The Executive Committee shall appoint the Treasurer of the Association annually for three (3) year terms.
- c. In the event the office of Treasurer is vacated due to any reason, the Executive Committee shall appoint a replacement.
- d. The Treasurer shall be responsible for:
  - 1. Receiving and disbursing all monies of the Association in accord with generally accepted accounting procedures as directed by the Executive Committee.
  - 2. Provide a printed financial report to the membership at the annual meeting.
  - 3. Provide a printed financial report to the Executive Committee at each of its meetings.

## **ARTICLE 11 – EXECUTIVE COMMITTEE**

- 1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President, Chairpersons of all Committees, and Conference Representatives (5), if they so elect to serve.
- 2. The Executive Committee shall meet prior to the annual meeting of the Association and shall hold such other meetings as may be necessary.
- 3. The Executive Committee duties and responsibilities shall be:

- a. Plan the annual meeting
- b. Receive and review reports from Committees
- c. Receive and review reports from the officers
- d. Appoint a member to fill a vacancy in an officer position
- e. Act on recommendations of the Committees
- f. Provide the audit of financial records

## **ARTICLE 111 – MEMBERSHIP**

1. The Association will have three (3) classifications of membership. They are:
  - a. Active Members are:
    1. Track and Field/Cross Country Officials who have met the current years Officials Registration, Section 6, and the Officials Classification, Section 14, Guidelines, as outlined in the AIA Officials Handbook.
    2. To maintain membership, the member shall meet the requirements as set forth by the Association and it's By-Laws.
  - b. Life Time Members are:
    1. Past Presidents.
    2. Those people involved in the original organization of, AT&FCCOA.
    3. Those people who are, recommended by the Executive Committee as having made a significant contribution to AT&FCCOA, and are confirmed by an affirmative vote of the membership present at the annual meeting.
  - c. Honorary members:
    1. Honorary Membership shall be given to individuals who through their commitment to track and field and cross-country have made contributions to AT&FCCOA. These individuals will be nominated and approved by the Executive Committee.
    2. Honorary members will receive all publications and any other mailings of the Association. They will be invited to attend all clinics and activities of the Association but shall have no voting rights.

#### **ARTICLE IV – MEMBER DUES**

1. The Executive Committee shall determine the annual dues of this Association
2. Dues shall be paid in full by the time of the annual meeting
3. The dues of Life Time and Honorary members shall be waived
4. Only members whose dues are current at the time of the annual meeting will be allowed to vote on any business brought before the Association at the annual meeting.
5. Dues shall be, \$\_\_\_\_\_ a year and are due no later than December 31<sup>st</sup> of the previous calendar year to certify membership for the following year. Dues paid after December 31<sup>st</sup> and prior to March 10<sup>th</sup> shall be, \$\_\_\_\_\_ and after March 10<sup>th</sup>, \$\_\_\_\_\_.

#### **ARTICLE V – MEETINGS**

1. Notice of the place of the annual meeting shall be sent to all members at least one (1) month prior to the date selected.
2. The order of business for all meetings shall be:
  - a. Reading of the minutes of the previous meeting.
  - b. Treasurer's Report.
  - c. Executive Committee Report.
  - d. Nomination and election of officer's (Annual Meeting).
  - e. Committee Reports.
  - f. Old business.
  - g. New business.
  - h. Report of election results (Annual Meeting).

#### **ARTICLE VI – QUORUM**

1. Executive Committee:
  - a. A Quorum shall consist of 51% of its membership.
2. Annual Meeting:
  - a. A Quorum shall consist of 51% of the Executive Committee and those members of the Association present.

## ARTICLE VII – CLASSIFICATION OF OFFICIALS

There will be two (2) classifications of Track & Field/Cross-Country Officials and two (2) classifications of Track Starters as determined by the Association and these are: Registered Officials and Certified Officials: Starters and Certified Starters.

1. Registered Officials are defined as Officials who have:
  - a. Met the current years Officials Registration, Section 6, and the Officials Classification, Section 14, Guidelines, as outlined in the AIA Officials Handbook, but who,
  - b. Have **not** attended a current year AIA Track & Field/Cross Country Officials Clinic.
  - c. Registered Officials **are not** eligible for recommendation to the AIA for assignment to State Championships.
  
2. Certified Officials are defined as Officials who have:
  - a. Met the current years Officials Registration, Section 6, and the Officials Classification, Section 14, Guidelines, as outlined in the AIA Officials Handbook, and who,
  - b. **Have** attended a current year AIA Track & Field/Cross Country Officials Clinic.
  - c. Certified Officials **are** eligible for recommendation to the AIA for assignment to State Championships.
  
3. Starters are defined as Officials who have:
  - a. Met the current years Officials Registration, Section 6, and the Officials Classification, Section 14, Guidelines, as outlined in the AIA Officials Handbook, and who,
  - b. **Have** attended a current year AIA Track & Field/Cross Country Officials Clinic that included the Starters portion of that clinic.
  - c. Officials in this classification **are not** eligible for recommendation to the AIA for assignment to start State Championships.
  
4. Certified Starters are defined as Officials who have:
  - a. Met the current years Officials Registration, Section 6, and the Officials Classification, Section 14, Guidelines, as outlined in the AIA Officials Handbook, and who,
  - b. **Have** attended a current year AIA Track & Field/Cross Country Officials Clinic and in addition,
  - c. Have also attended the current years special Starter's Clinic.
  - d. Officials in this classification **are** eligible for recommendation to the AIA for assignment to start State Championships.

## **ARTICLE VIII – COMMITTEES**

There shall be eight (8) standing committees; Clinic, Recruiting, Liaison, Publicity, Assignment, Evaluation, Starters, and AIA Commissioners Advisory. Each Committee will have a Chairperson appointed by the President. The Chairperson will appoint members of their Committee as needed from the membership of the Association.

1. The Clinic Committee shall be responsible for:
  - a. Setting the dates, and sites of all clinics.
  - b. The recruitment and training of clinic instructors.
  - c. The development of all clinic instructional material.
  
2. The Recruitment Committee shall be responsible for:
  - a. Developing strategies and printed material to enhance the recruitment of new officials.
  
3. The Liaison Committee shall be responsible for:
  - a. All communications on behalf of the Association, as directed by the Executive Committee, with school personnel and the AIA Commissioner of Officials
  - b. Communicating with the Track and Field and Cross Country Tournament Coordinators.
  
4. The Publicity Committee shall be responsible for:
  - a. Publicizing the activities of the Association, including scheduled clinics, activities and efforts to recruit new officials.
  - b. Keep all officials current on the activities of the Association through our WEB site and emails.
  
5. The Assignment Committee shall be responsible for:
  - a. Maintaining our current program encouraging Meet Directors to utilize the Association to assign officials for their meets.
  - b. Strive to meet the needs of those Meet Directors who request officials.
  - c. Coordinate with the AIA Commissioner of Officials for Track and Field in placing those officials deemed eligible for tournament assignment by the Advisory Committee and approved by the Executive Committee.

6. The Evaluation Committee shall be responsible for:
  - a. The development and implementation of a process to evaluate officials
  - b. Develop a process to coach officials who show deficiencies
  - c. Validate the proficiency of officials being recommended to the Committee for assignment to State Championships.
  
7. The Starter's Committee shall be responsible for:
  - a. The development and implementation of a process to train and evaluate starters
  - b. Conducting annual clinics for starters in order to bring uniformity to the starting process, and establish professionalism in dealing with meet personnel and athletes.
  - c. Standardizing the Starters uniform.
  - d. Recommend to the Advisory Committee those Certified Starters qualified for assignment to State Championships.
  
8. The Advisory Committee shall be responsible for:
  - a. Reviewing the evaluations of officials.
  - b. Analyzing the number of meets officials worked during the current season.
  - a. Recommending to the AIA Commissioner of Officials, with the approval of the Executive Committee, qualified officials for assignment to State Championships.

## **ARTICLE IX – AMENDMENTS**

These By-Laws may be amended by a simple majority vote of the membership at the annual meeting provided all amendments are either mailed or emailed to the membership at least two weeks prior to the meeting.