

**Bylaws  
Southern California  
Youth Track and Field Conference**

ARTICLE 1. NAME

The name of this organization shall be The Southern California Youth Track and Field Conference, Inc.

ARTICLE 2. DEFINITIONS

The following definitions are used in these bylaws:

- (A) SCYTFC refers to the Southern California Youth Track and Field Conference, Inc.
- (B) USATF refers to the USA Track and Field organization, which is the national governing body for Track and Field and cross country athletes in the United States.
- (C) AAU refers to the Athletic Amateur Union which is a national multi-sport organization dedicated exclusively to the promotion and development of amateur sports and physical fitness programs.
- (D) 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.
- (E) Competition year refers to the calendar year. The Competition year begins 1 January and ends 31 December of each year.
- (F) Meeting refers to any gathering of board members for the purpose of conducting business where a quorum (50% of membership) is present, and all members have been notified (at least 48 hours notice) of the date, time, and location of the gathering.

ARTICLE 3. PURPOSE

The purpose of the SCYTFC is to act as the governing body for track and field and cross country competition among its athletes as they are organized into member associations. To promote this purpose, the SCYTFC shall foster local, state, national and international amateur sports competition for our athletes. Competition beyond the local league shall be accomplished through either an SCYTFC post-season team or co-conference post season team with VCYTFC.

ARTICLE 4. MEMBERSHIP

SCYTFC is a non-profit organization composed of athletes who are grouped into associations located in Southern California. These associations are: Simi Valley Running Rebels, Santa Clarita West, Calabasas Cheetahs, Chatsworth Chiefs, and United Track Club. Conference membership is limited to a maximum of **eight (8)** Track & Field/Cross Country associations with 125-275 registered Track & Field athletes and 15-100 registered Cross Country athletes per association. If an association has less than 125 athletes, they are considered a provisional team with no voting rights and as such will travel and form tri-meets with other associations per the schedule. Associations with more than 125 athletes will host home meets and have voting rights. New associations are admitted to membership in SCYTFC by a 2/3 vote of the existing members. Each association designates one person to serve a one-year term on the SCYTFC board and has 1 voting right. All associations must attend conference meetings. If an association misses two meetings

they are issued a warning and if the association misses a third meeting within a calendar year they will be expelled from the conference. These requirements are:

- (A) Athletes will compete for the Association closest to their residence. Associations shall not recruit in an area represented by another association. Athletes may compete for Associations outside of the area of their residency if it mutually agreeable to all affected Associations.

Further, no recruiting of any SCYTFC athlete from another SCYTFC Association. The former athlete's Association must be notified immediately or at the minimum 7 Days prior to the Certification date and give their release of the athlete(s). Failure to provide notice to the BOD's will result in a fine of \$250-\$1,000 per occurrence and the athlete(s) will not be able to compete on the SCYTFC post season team during the next year.

- (B) Association membership shall be open to all Youths capable or participating in Track & Field or Cross Country.
- (C) Provide one delegate to serve on the Conference board, attend SCYTFC meetings, and cast that Association's vote.
- (D) Agree to abide by the bylaws and Conference rules.
- (E) Obtain an appropriate track and field facility to conduct home meets (Meet & Team Manager).
- (F) Demonstrate the ability to adequately staff the positions necessary to conduct a track & field or cross country meet in accordance with the conference rules.
- (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 association's municipal area only, and shall not infringe on other associations ability to solicit contributions.
- (J) An Association applying for SCYTFC membership must have officers who act with honesty, integrity, and good moral turpitude and have also conducted themselves in a manner that is not misleading or detrimental to SCYTFC.
- (K) Mediate grievances between member associations of the conference regarding disputes over violations of the conference bylaws.
- (L) Be responsible for enforcing discipline against member associations that knowingly violate conference bylaws by imposing a monetary sanction (for each occurrence) against the violating member association, as determined by the conference board of directors.
- (M) All Associations must perform assigned volunteer duties as well as set-up and breakdown at the JV, Varsity, Southern California Youth Invitational, and Southern California Youth Championship Meets. The Conference President will impose a \$250 fine to the Association not volunteering per meet.
- (N) Associations must host meets and/or travel to closest Associations, except provisional teams.

## ARTICLE 5. CONFERENCE BOARD

The SCYTFC Board shall be made up of one voting member from each of the member associations.

### Section 5.01 President

This officer is responsible for planning and running the board meetings and overseeing the duties of the other board members. Additionally, the President shall have the option of sitting in on all committees and project teams. The President shall only vote to break a tie.

### Section 5.02 Vice President

This officer will assist the President as requested with duties and matters pertaining to the SCYTFC. This officer also attends the USA T&F meetings, represents, and votes for the conference and reports on all matters that affect the activities and responsibilities of the conference. This officer will also serve as Chair for Post-season Cross Country and Track and Field.

### Section 5.03 Secretary

This officer will record the minutes of meetings, and will perform correspondence duties for the Conference. This officer is responsible for Registration/Certification of all association athletes.

### Section 5.04 Treasurer

This officer 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 at regular board meetings and at such times as requested by the Conference Board and shall be responsible for timely filing with the Conference Board, 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 no time shall the treasurer pay any expense or liability not previously approved by Board action. Further, the Past Treasurer will audit the Current Treasurer Books/Reports on a quarterly basis. Also, the Treasurer will participate in joint budgeting and checking account with VCYTC for the sole purpose of funding the Southern California Youth Invitational Meet and Southern California Youth Championship Meet. SCYTFC Treasurer and President must review and provide co-signatures on release of any funds along with the VCYTC Treasurer and President.

### Section 5.05 Southern California Youth Invitational Meet Director

This officer will serve as Director for the Southern California Youth Invitational Meet.

### Section 5.06 Junior Varsity and Varsity Meet Championship Directors

These officers will serve as Director of Junior Varsity and Varsity Championship meets.

#### ~~Section 5.07 Awards/Uniforms~~

~~This officer will order and maintain an adequate inventory of awards for all association competitions and will be responsible for ordering post season uniforms for both cross country and track and field.~~

#### Section 5.08 Webmaster

This officer will be responsible for maintaining the Conference Web site.

#### Section 5.09 Historian

This officer will be responsible for maintaining the Conference Bylaws and Playing Rules.

#### Section 5.10 Board Meetings:

The Conference board shall meet quarterly on the second Tuesday of June, September, December and March 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 President or by any other Board Member for specific or emergency reasons. All applicable rules regarding voting shall apply to special or emergency meetings, and all member associations shall be notified in advance of the meeting.

Voting will be by a show of hands unless a ballot is requested in which case the President, Vice President and the Secretary will count the votes and report the results. For a specific purpose reason or motion/meeting, voting can be conducted electronically online, but all votes must be to reply all board members.

#### Section 5.11 Board Responsibilities:

- (A) Oversee the achievement of the purposes stated in Article 3.
- (B) Maintain and update the rules and bylaws for the conference.
- (C) Obtain the necessary insurance, certifications, and legal documents necessary for each association to cover its officers, coaches, athletes, and to meet the requirements of the municipality in which it operates.
- (D) Create a schedule of track & field and cross country meets among the association members for Conference competition.
- (E) Levy and collect dues and special assessments from member associations to support the activities of the conference.
- (F) Provide awards for the athletes for the track and cross country meets conducted by the conference.
- (G) Maintain membership and good standing in organizations such as USAT&F or AAU, etc. as necessary to provide State, National, and International competition for our association member athletes.

(H) Provide administrative support and coaching for athletes wishing to compete in USA T&F and or AAU sanctioned meets. When conference funding is sufficient, financial support will be made available to participating athletes for USA T&F and or AAU sanctioned meets.

(I) Financial, Banking and Related Matters

- (1) 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 prepare 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. Budgets shall be presented at the September (T & F) and March (XC) Board Meeting and passed by a 2/3 majority vote. Under no circumstances shall any liabilities be incurred nor paid until a budget has been passed and adopted by the current acting Board.
- (2) Account Signatories - All checks drawn on the Conference's bank account shall bear the signature of either the Board Treasurer or the Board President or any other Board member that has been approved by a 2/3 majority vote. For Joint Conference Account all checks drawn the SCYTFC Treasurer and secondary signer provide co-signatures on release of any funds along with the signatures of VCYTC Treasurer and President.
- (3) 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 SCYTFC.

Section 5.12 Board Limitations:

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

## Section 5.13 Elections and Terms of Office

(A) The board Presidency shall rotate among the member associations in accordance with the following table:

2016 ----- OPEN  
2017 ----- Santa Clarita Warriors  
2018 ----- CAL Track Club  
2019 ----- Chatsworth Chiefs  
2020 ----- United Track Club  
2021 ----- Simi Valley Running Rebels

(B) Officers (except Web Master ,Historian) shall rotate up in the following order annually beginning in August 2016:

President, OPEN  
Vice President, SCW  
Treasurer, CAL  
Secretary, CC  
JV Championship Meet Director, UTC  
Varsity Championship Meet Director, SVRR

New member associations shall be inserted into the rotation at the bottom of the list.

(C) All officers will serve a one-year term.

## ARTICLE 6. SALARY AND REIMBURSEMENT

No Conference board member 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 Robert's Rules of Order (Current Edition).

## ARTICLE 8. MEMBER REMOVAL PROCEDURE

Board members may be removed by a 2/3 vote of the members present at any regular or special meeting.

## ARTICLE 9. ATHLETES COMPETING IN POST SEASON AND OUTSIDE SCYTFC

Competition by athletes in SCYTFC track and field or cross country meets and for the California Comets National Team in USATF or AAU National/Junior Olympics meets is purely optional, and participation outside of SCYTFC shall not be restricted by parents / athletes.

The board by simple majority vote at the BOD meeting in April for Track & Field and in September for Cross Country will determine the post season USATF or AAU National Championship Meet. Because the following VCYTC teams participate in the SCYTFC Cross Country Season they can also vote at the September SCYTFC BOD meeting to determine the Cross Country National Championship Meet: the Newbury Park Panthers, the Ventura Express and the Fillmore Condors. The Conference and Associations will support one SCYTFC (Comet) National Team at the National Meet selected by the BOD's vote. Funding will only be provided to the SCYTFC Cross Country Post Season A Team Athletes and Track & Field Athletes that qualify for the National / Junior Olympics each season.

#### ARTICLE 10. AMENDMENT PROCEDURE

Amendments to these bylaws 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 11. IDEMNIFICATION OF OFFICERS, DIRECTORS AND AGENTS

SCYTFC shall indemnify and hold harmless its officers, directors and agents and shall purchase and maintain insurance on their behalf.

#### ARTICLE 12. DISSOLUTION

Upon the dissolution of SCYTFC, 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 remaining assets among the SCYTFC Associations, which are tax exempt 501c3 organizations.

CHANGE LOG – the purpose of the change log is to identify changes (other than basic maintenance) made to the SCYTFC By-law. The objective is to provide a historical reference.

Version	Date	Change Description	Author
Initial	4/23/13	This not the initial document but the version and date in which the change log started.	Rachel Copeland (CC)
v1	12/16/16	<p>Article 2 – Definitions                      Added AAU as the organization is mentioned in the document as a post season venue option.</p> <p>Article 4 – Membership                      Removed the Southern California Super Sonics as a participating club</p> <p>Article 4-A                      Removed the reference of Comets in anticipation of the post season changes forthcoming</p> <p>Section 5.13 – Election &amp; Terms of Office                      Updated item A to reflect current officers as voted upon at the meeting held June 15, 2016.                      Updated item A to reflect the motion to remove the CTC Hawks as the SCYTFC President and leave the position open.                      Updated item B to reflect the motion made to remove the duties of Awards from the rotation and make it a club assigned responsibility.</p>	Rachel Copeland (CC)