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5 **THE VIRGIN ISLANDS Track & Field FEDERATION**

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7 **CONSTITUTION/BYLAWS**

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9 **Article I**

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11 **Name**

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13 The name of the organization shall be **Virgin Islands Track & Federation.**

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16 **Article II**

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19 **Objects and Purposes**

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21 The objects and purposes of the Virgin Islands Track & Field Federation shall be to:

- 22 a. Coordinate and develop activity in the U.S.Virgin Islands directly relating to the sport of
23 Track & Field;
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25 b. Exercise exclusive jurisdiction over the sport of Track & Field in the U.S.Virgin Islands, in
26 world championships, the Olympics, Pan Am Games, regional and area championships and
27 competitions as they relate to the U.S.Virgin Islands;
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29 c. Promote and encourage public participation in Track & Field;
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31 d. Assist organizations and individuals concerned with sports in the development of Track &
32 Field training;
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34 e. Provide for swift resolution of conflicts and disputes involving athletic competition in the
35 sport of Track & Field in accordance with the IAAF rules;
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37 f. Foster the development of facilities for use by athletes training for competition in the sport of
38 Track & Field and assist in making such facilities available to the athletes;
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40 g. Provide and coordinate technical information on training, equipment, coaching and
41 performance in the sport of Track & Field;
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43 h. Encourage and support research development, and dissemination of information in the areas of
44 sports medicine and sports safety relate to the sport of Track & Field;
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- i. Encourage and provide assistance to athletes, coaches and administrators without regard to race, color, religion, nationality, sex or physical handicap;
- j. Represent the sport of Track & Field in appropriate class membership in the Virgin Islands Olympics Committee.

Article III

Authority

Section 1. The Federation is authorized to:

- a. Represent the sport of Track & Field under the rules of the International Amateur Athletic Federation.
- b. Serve as the coordination body for Track & Field in the U.S.Virgin Islands;
- c. Exercise jurisdiction over, and sanction, national and international Track & Field in the U.S.Virgin Islands;
- d. Conduct athletic competition in Track & Field, including a territorial championship and establish procedures for determining eligibility standards;
- e. Designate individuals and teams to represent the U.S.Virgin Islands in international Track & Field and certify, in accordance with applicable international rules, their eligibility.

Section 2. The Federation shall have perpetual succession and power to:

- a. Organize, finance and control the representation of the U.S.Virgin Islands in the world championships, Olympics, Pan American Games, regional championships, other international competitions in the sport of Track & Field;
- b. Make contracts and incur liabilities;
- c. Sue and be sued;
- d. Acquire, hold and dispose of such real and personnel property as may be necessary for its corporate purposes;
- e. Accept gifts in furtherance of its corporate purposes;
- f. Approve and revoke membership in the Federation;
- g. Establish and maintain offices for conduct of the affairs of the Federation;

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93 h. Publish a newsletter and website consistent with its corporate purposes;
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95 i. Amend these bylaws;
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97 j. Provide indemnification of individuals in accordance with terms of these bylaws and the laws
98 of the U.S. Virgin Islands.
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100 101 **Article IV**

102 103 **Membership**

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105 Section 1. Membership shall be open to any organization whose members are athletes, coaches,
106 managers, administrators or officials in the sport of Track & Field and to any sports organization
107 which conducts programs in the sport of Track & Field, without discrimination on the basis of race,
108 color, religion, age, sex, or physical disability or national origin.
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110 Section 2.

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112 a. Membership dues shall be set at the annual meeting of the member organizations;
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114 b. All member organizations who are current in their dues shall be entitled to representation and
115 vote at the meeting of the members;
116
117 b. All member organizations who are current in their dues shall be entitled to representation and
118 vote at the meeting of the members;
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120 c. Any member organization may be expelled or temporarily suspended by two-thirds vote of
121 the Board of Directors for conduct detrimental to the objectives and purposes of the Federation
122 (this is inclusive of officers, official representatives and individual members of the affiliated
123 organizations); violation of these bylaws or conduct is likely to bring discredit upon the
124 Federation and the sport of Track & Field;
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126 d. Before any expulsion or suspension, the member organization shall receive written notification
127 of the alleged misconduct and be granted an opportunity to be heard.
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130 **Section 3.**

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132 a. A meeting of the Federation shall be held annually between October 1 of one year and March
133 31 of next year;
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135 b. The Board of Directors shall decide the place and time of the annual meeting of the
136 membership;
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- c. Special meetings may be called by the Board of Directors on 30 day written notice;
- d. A quorum for the transaction of business at any meeting of the membership shall consist of a majority of the total vote entitled to be cast by the full membership, but shall be required only for the election of officers, amending these bylaws or action on any matter deemed by the Board of Directors to require a quorum;
- e. All meetings shall be governed by Roberts Rules of Order;
- f. Matters requiring a quorum for their disposition may be brought before the membership for consideration by mailing, to each member organization, documents with sufficient information and a ballot with a return envelope.

Article V

Board of Directors

Section 1. The Federation shall be governed by a Board of Directors which shall have general charge of the business affairs and activities of the Federation and shall define the policies to be followed in carrying out the purposes of the Federation as set forth in these bylaws. The member organizations shall elect the board of directors by majority vote with each organization having one vote.

Section 2. The Board of Directors shall have authority over policy and specific decisions concerning, but not limited to:

- a. Establishing, both, the criteria and fees for the sanctioning of national Track & Field competition;
- b. Selecting U.S. Virgin Islands representatives for World Championships, Central America and Caribbean Games, Central America and Caribbean Championships, Pan American Games, the Olympic Games and related meetings, congresses, conventions, seminars and/or other related functions together with designating the races to qualify eligible Virgin Islands athletes who are in good standing with member organizations of such national teams. Generally eligibility requirements will be governed by International Olympic Committee, International Amateur Athletic Federation, Virgin Islands Olympic Committee>
- c. Receiving, depositing and disbursing Federation funds;
- d. The Board of Directors shall be directly elected by member organizations each constituting one vote. The Directors shall serve four year terms.

Section 3.

a. The Board of Directors shall have four members who shall be selected without regard to race, color, religion, national origin, sex or physical disability, provided they are eligible;

Section 4. When a seat on the Board of Directors becomes vacant before the end of its term, the President may appoint a replacement with the approval of a majority of the Board of Directors.

Section 5.

a. Meetings of the Board of Directors shall be called by the President, directly, or through the designated Chief Executive Officer on thirty days written notice to each member organization, at least twice, within each calendar year;

b. The President may call a special meeting, on not less than forty eight hours telephone notice, to consider matters requiring immediate action;

c. The President shall preside at all meetings of the Board of Directors;

d. A quorum for the transaction of business at any meeting of the Board of Directors shall consist of a majority of its members holding office;

e. All meetings of the Board of Directors shall be governed by Roberts Rules of Order;

f. The Board of Directors shall have the power to transact its business by mail, fax, telex, radio or telephone conference call.

Article VI

Officers

Section 1. Officers of the Federation shall be President, Vice-President, St.Croix, Vice-President St.Thomas, St.John, Water Island and Secretary/Treasurer.

Section 2. The officers shall be elected by the member organizations of the Federation. The officers will serve one four year team. There is no limit on terms an officer may serve if elected. Each member organization shall have one vote (the initial election of the officers will be by the Board of Directors), subsequently each board member shall have one vote. The President and Secretary/Treasurer will reside in the same geographical jurisdiction (St.Thomas/St.John/Water Island or St.Croix). Officers and directors shall reside in the U.S.Virgin Islands.

Section 3.

a. The President shall be the Chief Executive Officer of the Federation and shall preside at all meetings of the Board of Directors and of the members; he/she shall be an ex officio non voting member of all committees; he/she shall have the authority to appoint all committee chairpersons and members;

b. A designated Vice-President shall perform the duties of the President if the President is absent or unable to act and discharge such other duties assigned by the President of the Board of Directors;

c. The Secretary/Treasurer shall supervise the compiling recording and distribution of the minutes of the meetings of the members and the Board of Directors, The Secretary/Treasurer shall file all necessary reports and supervise the publication of official documents and newsletters, he/she shall have charge of the funds and financial records and oversee the preparation of annual financial reports; the Secretary/Treasurer shall discharge such other duties as may be assigned by the President or the Board of Directors.

Section 4. Any vacancy in the offices of the Federation may be filled by the Board of Directors.

Article VII

The Executive Director

Section 1. The executive Director shall serve as the Chief Administrative Official of the Federation; he/she shall direct staff (volunteers) and administer the policies of the Federation on a day to day basis.

Section 2. The Executive Director shall assist the Board of Directors in preparing the annual budget.

Section 3. The Executive Director shall be entitled to attend meeting of the Board of Directors and shall be a non voting member of all committees.

Section 4. The Executive Director shall be retained by majority vote of the Board of Directors; he/she may be removed at any time, with or without cause, by majority vote of the Board of Directors without prejudice to any contract rights.

Section 5. The Board of Directors decides when and if there will be an Executive Director.

Article VIII

Committees

Section 1. The Board of Directors shall have the power to establish standing or special committees and to prescribe their duties.

Section 2. All committee shall submit and annual report of its activities.

Article IX

To promote fair play in sport, in particular, to play a leading role in the fight against doping both within Athletics and externally in the wider sporting community and to develop and maintain programs of detection, deterrence and education which are aimed at the eradication of the scourge of doping within sport.

Article X

Sanctioning

Section 1. The Federation will review requests submitted by member organizations or persons for a sanction to hold a Track & Field events in the U.S.Virgin Islands or to sponsor U.S.Virgin islands to competition.

Section 2. The Federation will grant a sanction requested by an amateur sports organization or person:

- a. To hold the competition if such amateur sports organization or person 1) pays required fee
2) demonstrates that
 - i. proper safety precautions have been taken to protect the personal welfare of the athletes, spectators, volunteers
 - ii. the competition will be conducted by qualified officials
 - iii. appropriate measures have been taken to protect the amateur status of athletes who will take part in the competition and to protect their eligibility to compete in amateur athletic competition;
- b. To sponsor U.S.Virgin Islands amateur athletes to compete in Track & Field outside the U.S.Virgin Islands if such a person
 - 1) pays required fee
 - 2) submits letter requesting sanction

Article XI

Complaint and Hearing Process

Section 1. Any member of the Federation may file a written complaint with Federation pertaining to any matter within the cognizance of the Federation.

Section 2. The Board of Directors shall determine whether the grievance should be:

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- 321 a. dismissed
- 322 b. sought to be resolved by informal means, or
- 323 c. set for hearing
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325 **Section 3.** In the event the Board of Directors sets the matter for hearing, all parties shall have a

326 right to counsel, to present evidence and cross examine witnesses.

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328 **Section 4.** adhere to IAAF Rule 21 as regards to all disputes whether doping or non-doping

329 related.

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331 **Section 5** The Board of Directors shall render a decision within seven days of the hearing.

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333 **Article XII**

334 **Amendments to the Bylaws**

335 **Section 1.** Bylaws may be enacted, repealed or amended by a majority vote of the members

336 voting either at a meeting or the membership, or, by mail ballot.

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338 **Section 2.** All proposed amendments must be submitted, in writing thirty days prior to the

339 meeting of which are to be considered.

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341 **Section 3.** If amendment proposals are to be considered by mail ballots, all proposed

342 amendments, together with a report and recommendation from the Board of Directors, shall be

343 mailed thirty days prior to deadline for receipt of votes.

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346 **Article XIII**

347 **Counsel**

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349 The Board of Directors may select a licensed attorney as General Counsel who shall advise and

350 consult with the officers and agents of the Federation, render legal advice and assistance, as may be

351 requested, and perform other duties delegated to him/her.

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354 **Article XIV**

356 **Indemnification**

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358 This federation shall immediately indemnify any person who was or is a party or is threatened to be

359 made a party to any threatened, pending, or completed action, suit or proceeding, whether civil,

360 administrative or investigative, by reason of the fact that he or she is or was director, officer,

361 employee or official representative of this federation against expenses, including and reasonably

362 incurred by him or her in connection with such action suit or proceeding, if he or she acted in

363 good faith and in a manner he or she reasonably believed to be in or not opposed to the best

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365 proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its
366 equivalent, not act in good faith and in a manner which he or she reasonably believed to be in or
367 not opposed to the best interests of this federation.