



## Newbury Park Track Club Bylaws

### ARTICLE 1 - PURPOSE

The Newbury Park Track Club is established to promote and support good sportsmanship through interest and participation in amateur track and field competition. The club is a member of the Ventura County Youth Track Conference (VCYTC).

### ARTICLE 2 - ORGANIZATION

The Newbury Park Track Club shall be governed by a BOARD OF DIRECTORS.

- Section 1.     **NUMBER.** The Board of Directors shall consist of nine (9) official members, plus two (2) members at large when needed. These eleven (11) persons shall be voting members.
- Section 2.     **TERM.** The Board of Directors shall be elected annually to a one (1) year term. No Director shall serve more than three (3) consecutive terms in the same position. An individual may serve additional terms if no one else expresses an interest in the position, and the election is approved by a unanimous vote by all Board members present.
- Section 3.     **REMOVAL AND RESIGNATION.** Any Director may be removed either with or without cause by a vote of six (6) Directors (with the President abstaining except to break a tie vote) at any regular or special meeting of the Board. Any Director may resign at any time by giving written notice to the Board, to its President, or to its Secretary. If any Director is unexcused for three (3) consecutive meetings, that position will be considered vacant and that Director shall be replaced.
- Section 4.     **VACANCIES.** Vacancies in the Board of Directors for any cause shall be filled by a majority vote of the remaining Directors.
- Section 5.     **EX-OFFICIO BOARD MEMBERS.** All Coaches and Special Managers of the Club are ex-officio members of the Board of Directors. They are to receive announcements and minutes of all Board meetings. They may participate freely in Board meetings, but without vote.
- Section 6.     **QUORUM.** Half plus one Director shall constitute a quorum for the transaction of business. When operating as a full Board with eleven (11) members, a quorum would

consist of six (6) Directors. Voting by proxy shall not be permitted. Voting by email and phone are permitted.

Section 7. COMPENSATION. No Director or Special Manager shall receive any salary or compensation for any Board activities. The Treasurer may reimburse Directors or Special Managers for legitimate expenses as approved by the Board and as outlined in the Bylaws and Operating Procedures.

Section 8. BYLAWS. No changes will be made to the Bylaws without majority approval at a general membership meeting. The Bylaws are to be reviewed annually by a committee appointed by the Board. Operating Procedures to these Bylaws may be added or modified with majority approval of the Board at any regular or special meeting of the Board.

### ARTICLE 3 - MEETINGS OF THE BOARD OF DIRECTORS

Section 1. REGULAR MEETINGS. At least eight (8) regular meetings are to be held annually. The Board shall fix the time and place(s) of these meetings. Notice of regular meetings shall be given at least one (1) week in advance of the meeting. All regular meetings are open to the general membership.

Section 2. SPECIAL MEETINGS. Special meetings may be called by the President or by any officer along with three (3) other Directors, with purpose, time, and place specified to the remaining Directors forty-eight (48) hours prior to the meeting.

### ARTICLE 4 - OFFICERS

Section 1. OFFICERS. The officers of the Board of Directors shall be a President, Vice President, Secretary, Conference Representative, Treasurer, Head Coach, Director of Operations, Director of Records, and Director of Volunteers. The Board may also have, at its discretion, additional ad hoc members as appointed by the President, or elected by the Board, or volunteers as accepted by the Board. All officers, except President and Vice President, are required to have a non-voting alternate.

Section 2. ELECTION. The officers shall be elected annually at a general membership meeting at the conclusion of the track season. Two weeks notice shall be given notifying the general membership of the election meeting agenda. All Club members in good standing from previous season may be eligible to vote. An officer may succeed him/herself except as limited by Article 2, Section 2.

Section 3. PRESIDENT. The President shall convene, preside over, and close all meetings of the Board of Directors. The President shall, with approval of the Board, select all standing committee chairpersons. The President shall be generally responsible for representing the Board and the Newbury Park Track Club to other league and conference member clubs and the community at large. The President shall be an ex-officio member of all standing committees.

- Section 4. **VICE-PRESIDENT.** In the absence of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice-President shall have all the powers and shall be subject to all the restrictions of the President. The Vice-President shall have other powers and perform other duties as prescribed by the Board. The Vice-President shall maintain the Club inventory and records pertaining to it.
- Section 5. **SECRETARY.** The Secretary shall keep a book of minutes of all meetings of the Board, and shall bring that book to each Board meeting. The Secretary shall distribute copies of minutes of each meeting to each Director in advance of the next meeting. The Secretary shall be responsible for scheduling meetings, sending notices, securing a meeting place, and for all Club correspondence.
- Section 6. **TREASURER.** The Treasurer shall collect, manage, account for and disburse all Newbury Park Track Club funds as directed by and with the approval of the Board of Directors. The Treasurer shall provide a report at each regular meeting, listing all transactions and the current status of the Treasury. Working with the President, the Treasurer shall create an annual Club budget that is reviewed and approved by the Board of Directors each fall.
- Section 7. **CONFERENCE REPRESENTATIVE.** The Conference Representative and his/her alternate shall attend all Conference meetings as the Board's representative. At each regular meeting, the Conference Representative shall report to the Board VCYTC conference activities, including proposals and actions being considered. The Conference Representative shall cast his/her vote at conference meetings on behalf of the NPTC Board. He/she shall not, without prior consent and direction of the NPTC Board, cast any vote which makes a commitment, monetary or otherwise, of the Club or its members. This does not limit the Conference Representative from casting advisory or policy votes in behalf of the Club and its Board of Directors.
- Section 8. **DIRECTOR OF OPERATIONS.** The Director of Operations is responsible for coordinating and implementing all home meets. He/she shall secure and prepare the facilities for all home meets, managing set-up and take down with the help of volunteers. He/she shall secure and coordinate with all required meet officials, including their training, equipment, forms, and supplies necessary for the preparation, conduct and clean-up at home meets. He/she should also ensure that training and meet equipment and materials maintained in NPTC storage bins at NPHS are adequate and well maintained, coordinating with the needs of coaches and Meet Director. Liaison with Conejo Valley Unified School District and Conejo Recreation and Park District to obtain permits, where required (stadium, picnic location, etc.)
- Section 9. **HEAD COACH.** The Head Coach shall represent all coaches at Board meetings. He/she shall be responsible for the recruitment of age group and specialty coaches and to conduct coaches meetings and clinics, as needed. He/she shall coordinate training schedules and resolve all conflicts. He/she shall not be an age group or specialty coach. He/she shall act as referee at all home meets and shall be responsible for the conduct of the meet, rules interpretations and resolution of conflicts. He/she shall, at the absence of the Club President, represent the Club at away meets.
- Section 10. **DIRECTOR OF RECORDS.** The Director of Records is responsible for developing and maintaining the club roster with athletes' personal contact information. He/she is

responsible for providing updated roster files to the club officers and coaches. Prior to all home and away meets, he/she is responsible for generating athletes' competition labels sorted by team and providing those labels to the Head Coach prior to the meet. At the conclusion of each home meet, he/she shall generate a report and submit this report to the Head Coach and/or age group coaches for concurrence as to accuracy and quality control. Subsequently, the meet date shall be submitted to the VCYTC. He/she is responsible for providing team information, team roster reports, and top marks report to each coach for their respective team only. At no time shall athletes' personal information be shared with anyone other than club's Board members who have a need to know.

- Section 11. **DIRECTOR OF VOLUNTEERS.** The Director of Volunteers is responsible for ensuring that the club maintains accurate records of the current season volunteers and status of each member's volunteer commitments. He/she shall be responsible for signing up all club members for a minimum of three (3) volunteer assignments during the club registration period, or otherwise agreed to and voted by the Board of Directors. He/she is then responsible for maintaining accurate records and submitting volunteer assignment reports for distribution to the board before the first meet and providing periodic updates thereafter.
- Section 11. **MEMBERS AT LARGE.** Currently, there are two members at large that serve as voting members of the Board of Directors. These are the Apparel Director and Publicity/Marketing Director, described in ARTICLE 5 – SPECIAL MANAGERS.

#### ARTICLE 5 - SPECIAL MANAGERS

- Section 1. **SPECIAL MANAGERS.** Special Managers for the Club may be appointed by the President or the NPTC for, but not limited to, the following activities. They may participate freely in all NPTC Board meetings as ex-officio members without vote. Current NPTC Board members may, upon approval of the remainder of the Board, hold concurrent positions as Special Managers.
1. Apparel Director
    - a. Overall responsibility for club uniforms and apparel supplies.
    - b. Maintains inventory of club uniforms and apparel supplies.
    - c. Ensures athletes have acquired uniforms and that uniforms have been paid for.
    - d. Coordinates with Board regarding design of uniforms, purchase requirements and vendor sourcing.
    - e. Coordinates sale of apparel and other NPTC branded items.
    - f. Oversees distribution of uniforms and apparel.
    - g. Currently serves as Member at Large (voting member) on Board of Directors.
  2. Publicity/Marketing Director
    - a. Responsible for external/internal communications.
    - b. Markets the Club to existing and potential new participants by getting the word out via email lists, banners, social media and other means.
    - c. Prepares articles for Club website and maintains and updates Club Facebook and other social media sites.
    - d. Prepares press releases and submits to local media, in consultation with the President and other Board members.

- e. Coordinates and get the word out regarding Club fundraisers and other announcements
  - f. Currently serves as Member at Large (voting member) on Board of Directors.
3. Registration Manager
    - a. Coordinates athlete registration for programs on NPTC website.
    - b. Coordinates timing of registration with President/Board.
    - c. In coordination with Treasurer, ensures that payment has been received for each athlete and that volunteer deposit checks have been collected.
    - d. Works with age group coaches to determine maximum roster sizes.
    - e. Processes drops from the program, including refunds, communications with parents, head coaches and Treasurer.
    - f. Responds to questions submitted via the NPTC website.
  4. Records Manager – Currently performed by the Director of Records. This role also prepares stickers that are given to the Awards Manager to affix to ribbons given out after meet results are finalized.
  5. Meet Director
    - a. Responsible for all aspects of running home meets.
    - b. Communicates with team coaches, officials, timer, Operations Director and Director of Volunteers to ensure proper race coordination.
    - c. Arranges for starters and timers for each meet in coordination with Operations Director.
    - d. Addresses any concerns, disputes and emergencies at meets.
    - e. Responsible for coaches meeting at beginning of meets.
  6. Awards Manager – Responsible for maintaining an inventory of ribbons given to age group coaches for distribution to athletes after meet results are finalized.
  7. Picture Day Manager – Responsible for coordinate Team Picture Days.
  8. Fundraising Manager – Responsible for fundraising efforts, such as restaurant nights, communicating employer match and volunteer programs, etc.
  9. Communications Manager – Responsible for coordinating communications within the club. May involve creating content and coordinating distribution of others' content.
  10. Webmaster – Responsible for maintenance and updates of NPTC website.
  11. Other Duties at Track Meets – Other key roles at home track meets to include Timing Coordinator, Staging Coordinator, Long Jump Coordinator, High Jump Coordinator, Shot Put Coordinator and Snack Shack Manager.

## ARTICLE 6 - OPERATING PROCEDURES

- Section 1. INCORPORATION. The Operating Procedures indicated in Section 3 of this Article are incorporated into these official Bylaws of the Newbury Park Track Club. They shall guide and direct all Club Board members, staff and members in the specific areas they cover.
- Section 2. REVISION/CREATION. The Operating Procedures may be modified, created, or deleted by the majority approval of the Board of Directors. These actions may be taken at any special or regular meeting of the Board. Operating Procedures shall not require the general membership approval in order to allow the Board flexible and timely reaction to the Club's need for direction.

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### Revisions

- 2011 – Changed from 9 to 11 Board Positions.
- 2011 – Added Director of Records and Director of Volunteers as permanent Board Positions.
- 2016 – Clarified roles of Board Positions.
- 2016 – Removed Operating Procedures until they are found or re-created.
- 2017 – Expanded Special Manager roles and further clarified these roles and Board roles.