

**South Dakota Cross Country/Track & Field  
Officials Association Constitution  
Created July 2023**

**Article I - Definitions/Acronyms**

SDCCTFOA - The organization of the South Dakota Cross Country/Track & Field Officials Association.

SDHSAA – The organization, which governs the SDCCTFOA known as South Dakota High School Activities Association.

Sports Officials Advisory Council - An executive committee for the South Dakota Sports Officials Association.

Board - The South Dakota Cross Country/Track & Field Officials Association board, which is comprised of the following: President, President-Elect, Secretary/Treasurer, Regional Representatives, and an All-Sports Advisory Council, Cross Country/Track & Field Advisory Board representative.

NFHS - National Federation of State High School Associations.

**Article II - Name**

This organization shall be known as the South Dakota Cross Country/Track & Field Officials Association. (SDCCTFOA)

**Article III - Purpose**

1. The purpose of the SDCCTFOA is as follows:
  - a. To promote the sport of cross country/track & field.
  - b. To unite all high school cross country/track & field officials.
  - c. To promote consistency in the interpretation of the rules according to the NFHS rule book.
  - d. To maintain a high standard of cross country/track & field officiating.

**Article IV - Membership**

1. Membership in the SDCCTFOA is required of all cross country/track & field officials in South Dakota.
2. Membership dues are included with registration fees to the SDHSAA.
3. Requirements for cross country/track & field officials will be set by the Board of the SDCCTFOA with the advice and consent of the SDHSAA and Sports Officials Advisory Council.
4. The Board shall have the authority to establish any and all committees necessary for the operation of the SDCCTFOA.

## **Article V - Board**

A. The duties of the Board are as follows:

President - The President is responsible for scheduling and conducting all meetings of the Board. The President shall preside over all meetings, and only casts a vote to break a tie.

President-Elect - The President-Elect performs duties as requested by the President. The President-Elect assumes the role of President when the President's term expires. The President-Elect is a voting member of the board.

Secretary/Treasurer - The Secretary/Treasurer shall record and distribute minutes from all meetings, maintain all recorded funds of the SDCCTFOA and their disbursements, submit a financial report at each Board meeting, be responsible for publishing a yearly newsletter, be the liaison between the SDCCTFOA and the SDHSAA, be responsible for all communication to all members, be responsible for the continuation and maintaining the overall purpose for the SDCCTFOA as described by the constitution. The Secretary/Treasurer is a non-voting member of the board.

Sports Officials Advisory Council Representative - The All-Sports Advisory Council Representative shall be elected by the SDCCTFOA to represent it at all meetings of the All-Sports Advisory Council and the Cross Country/Track & Field Advisory Board. The representative can serve up to two-consecutive three-year terms.

Regional Representatives - These representatives shall be appointed by the Board to represent designated areas of South Dakota. There will be four regions. These representatives shall be certified members of the SDCCTFOA. Terms for regional representatives are 3-years and begin immediately after the fall meeting. Each region will receive one vote.

The four regions represented are as follows:

- Region 1 (Northeast) Robert Kwasniewski = Brookings, Brown, Clark, Codington, Day, Deuel, Edmunds, Faulk, Grant, Hamlin, Kingsbury, Marshall, McPherson, Roberts, Spink, Stanley
- Region 2 (Southeast) Tony Waterman = Aurora, Bon Homme, Charles Mix, Clay, Davison, Douglas, Hanson, Hutchinson, Lake, Lincoln, McCook, Miner, Minnehaha, Moody, Sanborn, Turner, Union, Yankton
- Region 3 (Central) Steve Charron = Beadle, Brule, Buffalo, Campbell, Corson, Dewey, Gregory, Hand, Hughes, Hyde, Jerauld, Jones, Lyman, Mellette, Potter, Sully, Todd, Tripp, Walworth
- Region 4 (West) Larry Stevens and Randy Thomas = Bennett, Butte, Custer, Fall River, Haakon, Harding, Jackson, Lawrence, Meade, Oglala Lakota, Pennington, Perkins, Ziebach
- The map below provides a South Dakota regional breakdown.



B. Election of Officers (President/President-Elect/Secretary-Treasurer)

Nominations for officers should be sent to the Secretary/Treasurer or a board member prior to the summer board meeting to be presented at the summer meeting. The Board will then determine a slate of officers and present this information at a Board meeting typically held after the state track and field championship meet (July Meeting).

C. Terms of Officers

Election of officers shall take place every three years. Officers will assume their duties immediately after the summer meeting. Members of the Board shall be eligible for re-election. With the exception of the Sports Officials Advisory Council/Cross Country/Track & Field Advisory Representative, there is no term limits for members of the Board.

D. Dismissal of Officers

If an officer fails to perform his/her duties, the option of resigning or being dismissed from the Board of the SDCCTFOA will be given to him/her. Dismissal shall be by a majority vote of the Board.

## E. Vacancies

With the exception of the President or President-Elect, the Board shall have the power to fill any other vacancy on the Board. This appointment must be approved by the Board during the next meeting. In the event the office of President becomes vacant, the President-Elect will assume those duties. If the office of President-Elect becomes vacant, it will remain so until it can be filled at the next Board meeting.

## **Article VI – Meetings**

### A. Rules of Procedure

The SDCCTFOA shall embody the Rules of Order and Standing Rules as necessary to ensure proper organization and methods of transacting business at the meetings of the Board. Where not specifically provided for in the Rules of Order or Standing Rules within the Constitution of the SDCCTFOA, meetings shall be governed by Parliamentary Procedure under Robert's Rules of Order.

### B. Number of Meetings

Meetings of the Board are open to all members of the SDCCTFOA. The SDCCTFOA will hold Board meetings two times a year, and as deemed necessary by the President. Typically, the Board will conduct a summer meeting in July and a meeting prior to the state track and field season.

### C. Voting

Any action of the Board must be approved by a majority vote. In the event there is an issue that must be voted on by all SDCCTFOA members, the ballot shall be done by e-mail. These ballots must be returned to the officers or region representatives of the Board. The outcome of the vote must be decided by the majority of the ballots cast by SDCCTFOA members. SDCCTFOA officials must submit a request in writing to the Secretary/Treasurer any proposals or items to be placed on a Board meeting agenda.

## **Article VII – Amendments**

Amendments to the constitution will be voted on at any meeting, provided the amendment had been submitted at a previous meeting for discussion and placement on the meeting agenda.

Amended 6-14-23 by Jo Auch

Respectfully Submitted 6-19-23 by President Tim Casper and Approved 8-9-23 by Jo Auch