

**CONSTITUTION OF THE NEW ENGLAND DIVISION III WOMEN'S  
CROSS COUNTRY AND TRACK & FIELD ASSOCIATION**

**ARTICLE I**

Name and Objective

- Section 1           The name of the association shall be the New England Division III Women's Cross Country and Track & Field Association.
- Section 2           The objective of the association shall be the promotion of women's intercollegiate Cross Country, Indoor Track & Field, and Outdoor Track & Field among the member colleges and to conduct a championship in each season.

**ARTICLE II**

Membership & Eligibility

- Section 1           Membership in the association shall be restricted to colleges who meet the following requirements:
- A. Located within the six-state region.  
B. Conduct Cross Country, and/or Indoor Track & Field, and/or Outdoor Track & Field at the NCAA Division III level.
- Section 2           Any college or university desiring to be admitted to the association shall pay a yearly membership fee to the association Treasurer. Admission will take place upon receipt of membership fees.
- Section 3           Each college or university upon joining the association thereby agrees to accept the constitution, by-laws, and rules of the association.
- Section 4           To compete in any championship of the association a member college or university must be listed by the NCAA as sponsoring the sport (cross country, indoor track, outdoor track) for that season at the Division III level. All competitors must comply with all standards of eligibility proscribed by the NCAA.

**ARTICLE III**

Jurisdiction

- Section 1           This Association shall be an independent organization governed entirely by its constitution, by-laws, and rules of athletics.
- Section 2           All competitions, including championships, held by the association shall be in conducted in accordance with the constitution and the official collegiate track & field guide (NCAA Rulebook). If the two are in conflict, the constitution takes precedent.

**ARTICLE IV**

Government and Management

- Section 1           The management and general supervision of the association shall be entrusted to a convention composed of coaches or designated representatives of the colleges and universities that are members of the association.

- Section 2 The officers of this association, who shall act as the Executive Committee, shall be a President, a Vice President, and a Secretary-Treasurer. The President and Vice-President shall be elected by the association for two-year terms and the Secretary-Treasurer shall be elected by the association for a three-year term. Said elections shall take place at the fall convention.
- A. A nominating committee (3) composed of the past President, Secretary-Treasurer plus one coach appointed by the President shall prepare a slate of officers for President and Vice-President.
- B. The nominating committee (3) for Secretary-Treasurer shall include the past President, Vice President, plus one coach appointed by the President.
- Section 3 Voting is one vote per school, by the head coach. Another representative must have the written authorization of the head coach or Athletic Director for that privilege.
- Section 4 When the President of the association is the only representative of his/her school, that member school shall lose its vote, except that in the case of a tie vote, the President may cast his/her vote.
- Section 5 Conventions of the association shall be held in the fall on a date selected by the President.
- Section 6 Special conventions of the association may be called by the President or at the request of any three member schools of the association, provided that a notice of such a meeting is sent by the Secretary-Treasurer to each member at least fifteen days before the date assigned for the meeting.
- Section 7 The order of business for a convention shall be as follows: (1) roll call, (2) reading, correction and adoption of the minutes of the previous meeting, (3) unfinished business, (4) reports of committees, (5) new business, and (6) election of officers.

## **ARTICLE V**

### Finances

- Section 1 The yearly dues will be three hundred (\$300.00) dollars. This bill will be sent directly to the Athletic Director of each member institution. All other bills will be sent directly to the head coaches of cross country and track & field.
- Section 2 Expenses incurred in conducting the championship meets will be met in the following manner:
- A. The host institution will receive \$2500 to defray the cost of the Indoor or Outdoor Track & Field championship. Expenses not included in the host institution's costs to be born by the Association: Awards (medals, plaques, T-shirts).
- B. Admission fees charged by the host school may be used to defray their expenses.
- C. When the Cross Country championship is held in conjunction with the NCAA Regional Championship for New England, the association's responsibility will be limited to awards, unless otherwise voted upon by the membership. If the championship is not held in conjunction with the NCAA Regional Championship then the association's financial responsibility will be the same as for track & field.
- Section 3 Outstanding bills (dues, entry fees, fines & penalties) must be paid prior to the next championship, or that team will be declared ineligible (the Secretary-Treasurer

announces or posts schools with outstanding bills at the convention, and in some cases, bills must be paid before competition).

Section 4 All bills against the association shall be submitted to the Secretary-Treasurer for payment.

Section 5 A committee of three members may be appointed by the President at the annual fall convention to audit the books of the Secretary-Treasurer.

## **ARTICLE VI**

### Championships

Section 1 The annual cross country championship shall be held in conjunction with the NCAA Regional qualifying meet for New England unless voted otherwise by the membership.

Section 2 The indoor track & field championship shall be held on the Saturday preceding by one (1) week the annual indoor track and field championship of the NEICAAA at such a location as decided by the association at a convention. This is normally three (3) weeks prior to the NCAA Division III Championship. If and when these two counts do not coincide, the association shall decide upon the appropriate date at the fall convention.

Section 3 The annual outdoor track & field championship shall be held on the weekend preceding by one (1) week the annual track & field championship of the NEICAAA at such a location and under such auspices as decided by the association at a convention. This is normally three (3) weeks prior to the NCAA Division III Championship. If and when these two counts do not coincide, the association shall decide upon the appropriate date at the fall convention.

Section 4 The meet director shall provide entry materials and other pertinent information to each member of the association at least three weeks before the annual cross country, the annual indoor track & field, and the annual outdoor track & field championship.

Section 5 Entries shall be submitted for the championships as follows:

A. Cross Country: If the championship is conducted in conjunction with the NCAA Regional qualifying meet, entries shall be made according to NCAA procedures. If the meet is not held in conjunction with the NCAA Regional qualifying meet, a final roster of no more than ten (10) athletes must be submitted by 12:00 midnight at least three (3) days prior to the championship. Any seven (7) of those ten (10) athletes may then compete.

B. Track & Field: Final declarations must be submitted by 12:00 midnight on the Tuesday prior to the championship. All potential relay runners who are not entered in any other event(s) must be included with the final declarations. Any athlete scratched from an event after the final declaration deadline becomes ineligible for participation in any event in the championship including relays.

Section 6 Protests of entries shall be acted upon by the Games Committee. Such protests shall be submitted in writing to the chairman before the start of competition in the first event in which the athlete in question is entered.

Section 7 Late entries:

A. Late final entries - Cross Country: If the championship is conducted in conjunction with the NCAA Regional qualifying meet, late entries shall be made according to NCAA procedures. If the meet is not held in conjunction with the NCAA Regional qualifying

meet, late entries are permitted until 12:00 midnight two (2) days prior to the championship.

B. Late final entries - Track & Field – Permitted up until the seeding meeting. There will be a \$25.00 penalty if a team declaration is not submitted by the final declaration deadline. There will also be a \$10.00 penalty per entry for athletes left off the team declaration and not submitted by the final declaration deadline.

C. The penalty for using a competitor not properly entered is disqualification of that athlete/relay team plus a \$25.00 penalty fee and a letter of explanation to the school's Athletic Director.

D. All fines and penalty fees are payable before competition or the institution will not be allowed to compete.

- Section 8 For the annual indoor track & field meet, each school may enter and compete those athletes who meet the qualifying standards. The standards may be met in any indoor track and field meet between December 1 and the Tuesday prior to the Indoor championship. There shall be no qualifying standards for relays.
- Section 9 Entries for the annual outdoor track & field championships will be limited to those athletes who meet the qualifying standards. The standards may be met in any outdoor track and field meet between March 1 and the Tuesday prior to the Outdoor championship. There shall be no qualifying standards for relays.
- Section 10 The President shall appoint annually a person to provide weekly rankings to the membership. This person shall be designated as the Rankings Coordinator and will receive a stipend of \$250 per season for each of the three seasons.
- Section 11 The Games Committee shall consist of the Executive Committee plus the host coach and one other coach appointed by the host coach (if the host coach is a member of the Executive Committee, two appointments should be made to make it a committee of five).
- Section 12 The Games Committee shall serve as a Jury of Appeal.
- Section 13 The order of events for the annual indoor and outdoor track & field championships shall be approved by the association at the fall convention.
- Section 14
- A. The indoor meet may be run in yards if the host facility dictates.
  - B. The 55m dash and 55m hurdles (indoors) and the 100m dash and 100m hurdles (outdoors) shall be run with trials and finals if 32 or fewer competitors report. Semi-finals shall also be run if more than 32 competitors report.
  - C. Races run at distances of 200m or greater shall be run as a final in timed sections.
  - C. All events will be seeded and conducted in accordance with the recommendations in the NCAA rulebook unless other policies are established by the association and are amended to this document.
  - D. Qualifying standards for the indoor and outdoor track & field championships will be presented by the Rankings Coordinator for approval of the association at the fall convention. Qualification for the pentathlon and the heptathlon may be achieved on two consecutive dates of competition. In outdoor track, qualifying for the 5000m also qualifies for the 10,000m. In indoor track, qualifying marks for the 600m may be achieved in the 500m and qualifying marks for the 55m and 55m hurdles may be achieved in the 60m and 60m hurdles respectively. Qualifying marks must be achieved in competitions that comply with all requirements per the NCAA Rulebook.
  - E. Relays will be seeded on the basis of qualifying times, not personnel. Coaches may declare their best time of the season or "No Time." Teams with "No Time" will be placed in the slowest section. Final declaration (names and order) are due 15 minutes before the event.
  - F. Scoring will be per the NCAA Rulebook.

- G. Records may be established at any championship meet of the association. Signatures of the referee and the officials in charge of the event shall be required as evidence of the record for approval by the Executive Committee.
- H. Cross Country - The distance of the varsity championship race shall be 6000m.
- I. All cases of dispute and any questions that may arise and are not provided for in the constitution, by-laws, or the NCAA Rulebook shall be referred to and decided upon by the Executive Committee. During the conduct of the track & field championship, all disputes will be settled by the referee or the Jury of Appeal.

**ARTICLE VII**

Constitutional Changes

- Section 1 Changes in the Constitution, by-laws, and rules to govern the annual meets may be made by a two-thirds vote of the membership represented at a convention of the association.
- Section 2 No amendment shall be made under Section 1 of this ARTICLE unless written copy of the proposed amendment is sent to the member schools of the association at least two weeks before a convention of the association.
  - A. This section may be suspended by a unanimous vote of the membership represented at a convention.
- Section 3 Mail Vote - In an interval between conventions of the association, the President, after consulting the Executive Committee, may offer a mail vote of the membership. The vote shall be conducted by the Secretary-Treasurer and requires a two-thirds vote of the entire membership to effect a change.

**ARTICLE VIII**

Awards

- Section 1 Cross Country Championship awards shall be as follows:
  - A. Suitably inscribed trophy or plaque shall be awarded to the championship team. A plaque shall be awarded to the second and third place teams.
  - B. Appropriate individual plaques shall be given to the first thirty-five finishers in the varsity race.
- Section 2 Indoor and Outdoor Track and Field Championship awards shall be as follows:
  - A. A suitably inscribed plaque or trophy shall be awarded to the championship team. A plaque shall be awarded to the second and third place teams.
  - B. Award tee shirts will be awarded to the top three finishers in each event in the indoor and outdoor championships. All-New England Certificates shall be awarded for 1<sup>st</sup> through 8<sup>th</sup> place in each event in the indoor and outdoor championships (including relays).

**BY-LAWS**

**ARTICLE I**

Duties of the Officers

- Section 1 It shall be the duty of the President, and in her/his absence the Vice President, to preside at all conventions of the association and all meetings of the Executive Committee.

Meetings of the Executive Committee shall be called by the President whenever s/he deems it necessary.

A. The Secretary-Treasurer shall stand in for the Vice President if necessary.

Section 2 The President of the association shall act as chairperson of the Executive Committee, but in her/his absence, the Vice President shall be the chairperson.

Section 3 It shall be the duty of the Secretary-Treasurer to keep an accurate record of all proceedings of the association and the Executive Committee, to issue notices of meetings, and to keep an account of the annual championship meets of the association. Such an account shall contain an accurate record of competitions including meet records. S/he shall notify the membership of any changes in officers or committee chairpersons. S/he shall notify the members of the association of any applications for membership at least one week before the annual convention.

Section 4 It shall be the duty of the Secretary-Treasurer to collect and take charge of the funds of the association. S/he shall keep an account of all money received and expended by the association, and her/his accounts shall be open to inspection at all times by any officer of the association. A Treasurer's report shall be submitted and audited at the annual convention.

## **ARTICLE II**

### Executive Committee

Section 1 The President, Vice President, and Secretary-Treasurer form the Executive Committee.

Section 2 The Executive Committee shall rule on all matters not covered by the Constitution.

Section 3 The Executive Committee will serve on the Games Committee at the annual indoor and outdoor track & field championships and the cross country championship if it is not held in conjunction with the NCAA Regional meet (the President shall serve as the chairperson of said committees).

## **ARTICLE III**

### Parliamentary Proceedings

Section 1 Parliamentary proceedings of this association, not herein provided, shall be governed by Robert's Rules of Order.

*Revised January 2009*