

**NCCWMA
CONSTITUTION AND BY-LAWS**

1. NAME

The name of the association shall be the **North and Central American and Caribbean Regional Association of WMA (“NCCWMA”)**. The term “WMA” is defined in paragraph 2.7 below).

2. DEFINITIONS

2.1 *ATHLETICS* - a sport programme consisting of competition in track and field, race walking and long distance running.

2.2 *IAAF* - The International Association of Athletics Federations.

2.3 *MASTER and VETERAN* - interchangeable words referring to males and females who have reached their 35th birthday.

2.4 *MEMBER COUNTRY* - a country in the North and Central American and Caribbean Region, having a current affiliation with WMA.

2.5 *NCCWMA CHAMPIONSHIP* - The major regional championship, held in even numbered years, consisting of all track and field events and any associated non-stadia events.

2.6 *NGB* - The WMA-affiliated National Governing Body in a member country.

2.7 *WMA* - World Masters Athletics (“WMA”), being the international governing body for Masters (Veterans) who compete in the sport of Athletics, formerly known as the World Association of Veteran Athletes (“WAVA”).

3. PURPOSES

3.1 To foster and promote the systematic development of masters' athletics in North America, Central America and the Caribbean Region.

3.2 To sponsor athletic meetings between masters and countries within the NCCWMA region.

3.3 To sponsor meetings between WMA regions in accordance with procedures acceptable to WMA.

3.4 To represent masters from North and Central America and the Caribbean in the administrative activities of WMA.

3.5 To authenticate and maintain NCCWMA regional masters' records.

3.6 To foster international fellowship, understanding and cooperation.

4. ASSEMBLY

4.1 MEMBERSHIP

- 4.1.1 *DELEGATES* - Each member country shall have a minimum of one (1) national delegate to exercise that member country's voting rights. In addition, each member country shall have one (1) additional voting delegate for each fifty (50) participants in a running total of the prior three NCCWMA Outdoor Championships, to a maximum of five (5) delegates.
- 4.1.2 *OFFICERS* - Those defined below.
- 4.1.3 *STANDING COMMITTEE CHAIRS* - Those defined below.

4.2 RESPONSIBILITIES

- 4.2.1 The *ASSEMBLY* shall be the governing body of the Association. It shall elect officers and standing committee chairs to serve as an Executive Committee, amend the Constitution, and accept or reject proposals for championship venues and dates.
- 4.2.2 The *ASSEMBLY* shall delegate responsibility for actions other than those above to the duly elected Executive Committee, which shall administer the affairs of the Association.
- 4.2.3 Should the *ASSEMBLY* fail to fill an executive position by election, or if a position falls vacant during a term of office, the Executive Committee may make an interim appointment, pending the next full election of officers.
- 4.2.4 The President, four (4) members of the Executive committee, or twenty (20) percent of the Delegates may call upon the *ASSEMBLY* to decide on a specific issue by postal, fax or e-mail vote.

4.3 MEETINGS

- 4.3.1 Meetings of the *ASSEMBLY* will held in conjunction with the NCCWMA Outdoor Championships and the WMA World Outdoor Championships.

4.4 POSTAL, FAX or E-MAIL VOTING

- 4.4.1 Postal, fax or e-mail voting may be used.
- 4.4.2 If a postal, fax or e-mail vote is called, the Secretary shall ensure that ballots are sent to all eligible voters within two weeks of that call. Thirty (30) days shall be allowed from the sending of ballots for said ballots to be in the hands of the Secretary. Ballots may be transmitted by mail or by FAX or by e-mail but may not be transmitted verbally.

5. EXECUTIVE COMMITTEE

5.1 The Executive committee shall administer the affairs of the Association but may be overruled by a majority of the Assembly. In particular, it shall:

- 5.1.1 ensure that NCCWMA Championships are organized and conducted with the best interests of members in mind and in a manner consistent with WMA competition policies;
- 5.1.2 approve a budget and conduct activities so identified;
- 5.1.3 determine such fees as may be necessary to ensure the financial stability of NCCWMA; and
- 5.1.4 establish and modify By-Laws.

5.2 The Executive Committee shall consist of the following officers, directors and standing committee chairpersons:

5.3 OFFICERS

5.3.1 PRESIDENT

5.3.1.1 The President shall serve for an approximate *four*-year term and cannot serve for more than *two (2)* consecutive terms.¹

5.3.1.2 The President shall act as the chief executive officer; convene and preside over Executive Committee meetings and ASSEMBLY meetings; be a member of the ASSEMBLY and all committees and vote only to break a tie.

5.3.1.3 The President shall also serve as the delegate to WMA Council, unless not wishing to do so, in which case an election shall be held to for the position of WMA delegate.

5.3.2 VICE-PRESIDENT

5.3.2.1 The Vice President shall assume the duties of the President when the President is unable to attend a legally constituted meeting for any reason or is unable to carry out duties due to poor health, resignation, impeachment, death or any other reason.

5.3.3 REPRESENTATIVE TO THE WMA EXECUTIVE COUNCIL

5.3.3.1 The President, or, if the President does not wish to serve in this capacity, a member duly elected by the ASSEMBLY to the Executive Committee to fill this role, shall attend meetings of the WMA Council, as the fully

¹ Changed 2002.

accredited voting representative of the North and Central American and Caribbean Region.

5.3.3.2 If the President, or the elected member, is unable to attend a WMA Council meeting, the President may designate an alternate. In such case, the President must notify WMA in accordance with WMA's procedures, informing WMA that the substitution is made in accordance with the constitution of NCCWMA. If the President is unable to act, then the Vice-president shall act.

5.3.4 **SECRETARY**

5.3.4.1 The Secretary shall keep minutes and forward notices of all meetings.

5.3.4.2 The Secretary shall also maintain a list of accredited national representatives, and up to an equal number of alternates, to the Assembly. This list shall not be changed within one week of the Assembly meeting. It is the responsibility of the member country to notify the secretary of any changes. This list will remain in effect for postal, fax or e-mail votes unless the member country has notified the secretary of a change before the date of sending of a ballot.

5.3.5 **TREASURER**

5.3.5.1 The Treasurer shall record and report the financial actions of the Association, according to generally accepted accounting principles, and shall prepare a draft budget within six weeks after the Regional Track and Field Championships for submission to the Executive Committee.

5.4 **AREA DIRECTORS²**

5.4.1.1 The DIRECTOR - **CARIBBEAN** shall foster and promote development of masters athletics in the Caribbean area, maintaining communication with countries in the area.

5.4.1.2 The DIRECTOR - **CENTRAL AMERICA** shall foster and promote development of masters athletics in the Central American area, maintaining communication with countries in the area

² Added in 1999.

5.5 STANDING COMMITTEE CHAIRS

5.5.1 STADIA EVENTS CHAIR

5.5.1.1 The Stadia Events Chair shall coordinate, and on behalf of the Association and its Executive Committee retain executive responsibility for, all stadium events except Race Walking.

5.5.2 NON-STADIA EVENTS CHAIR

5.5.2.1 The Non-Stadia Events Chair shall coordinate, and on behalf of the Association and its Executive committee, retain executive responsibility for all road, cross-country and Race Walking events.

5.5.3 COMBINED-EVENT CHAIR

5.5.3.1 The Combined-Event Chair shall coordinate, and on behalf of the Association and its Executive Committee, retain executive responsibility for all combined- events such as the Decathlon, Pentathlon, Heptathlon, and Weight Pentathlon, when staged separately.

5.5.3.2 When such an event takes place as part of a larger championship, this responsibility shall be limited to technical matters.

5.5.4 RACE WALKING EVENT CHAIR

5.5.4.1 The Race Walking Event Chair shall coordinate, and on behalf of the Association and its Executive Committee retain executive responsibility for, Race Walking events, when staged separately.

5.5.4.2 When such an event takes place as part of a larger championship, this responsibility shall be limited to technical matters.

5.5.5 WOMEN'S COMMITTEE CHAIR

5.5.5.1 The Women's Committee Chair shall be a woman and shall address areas of specific concern to women athletes and shall attend meetings of the WMA Women's Committee as the fully accredited voting representative of the Region. She shall also be responsible for giving the report concerning the Region's women's interests and achievements.

5.5.6 RECORDS CHAIR

5.5.6.1 The Records Chair shall maintain regional records; shall receive and forward world record applications to WMA and shall recommend such actions as a necessary to safeguard the validity of the records process in the Region.

6. ELECTIONS

- 6.1 Elections to the Executive Committee shall be for an approximate *four*-year term. Such elections shall take place during an ASSEMBLY Meeting held in conjunction with the NCCWMA Championship or, if an ASSEMBLY meeting cannot be held, by postal, fax or e-mail vote.³
- 6.2 When elections are to be held during an ASSEMBLY meeting, nominations may be made in writing in advance, or from the floor.
- 6.3 All officers and Chairpersons shall be elected by secret ballot of the members of the ASSEMBLY, with a majority of the votes required for election. In the event that there are more than two nominees and no nominee receives a majority, then the candidate with the lowest number of votes shall be dropped from the voting and another vote taken, Such procedure shall continue until a candidate receives a majority of the votes.

7. VACANT OFFICE

- 7.1 The procedure detailed in Article 6. applies only to full elections of all officers to a full term. In the event of an office not being filled by election, or falling vacant during a term, the President shall recommend an appointment. This recommendation shall be voted upon by the Executive Committee by postal, fax or e-mail vote or when in session.

8. COMPETITORS, RULES OF ORDER, IMPEACHMENT, COMPETITIVE RULES.

- 8.1 Eligibility of competitors, Impeachment Procedures, and Competitive Rules shall be as fixed by WMA.
- 8.2 Rules of Order shall be in accordance with Robert's Rules of Order⁴, unless specified otherwise in this constitution or by By-Law.
- 8.3 Competition rules changes made by WMA shall become automatically effective for NCCWMA on the same effective date as WMA.

9. AMENDMENT OF CONSTITUTION AND BY-LAWS

- 9.1 The Constitution of the Association may only be changed by two thirds majority of votes cast by ASSEMBLY affiliates, in duly convened meeting. Such proposals may only be put forward by an affiliate or by the Executive Committee and must be received by the NCCWMA Secretary at least seventy-five (75) days before votes are counted.. Proposals for change must be sent to ASSEMBLY members forty-five (45) days before votes are to be counted. In the event of a championship being cancelled, such Assembly business may be conducted by postal, fax or e-mail voting.
- 9.2 The By-Laws of the Association may be changed by a majority of votes cast by ASSEMBLY members, in duly convened meeting or by postal, fax or e-mail vote.

³ Changed 2002.

⁴ As of October 18, 2005 Robert's Rules of Order Newly Revised, 10th Edition.

10. LANGUAGE

10.1 English and Spanish shall be the official languages of the Association. Both languages shall be used for all official documents and in all meetings.