



**North and Central American and Caribbean
Masters Athletics**

BY-LAWS

2026

Approved by NCCMA Council January 8, 2026

INTRODUCTION

- 1.** The name of the entity shall be North and Central America and Caribbean Masters Athletics, hereinafter referred to as NCCMA.
- 2.** Authority and Purpose of these By-Laws
 - 2.1 These By-Laws supplement the NCCMA Constitution by setting the procedures of NCCMA and implementing the principles of the Constitution. All defined terms in Section 2 of the Constitution shall apply to these By-Laws.
 - 2.2 In the event of any conflict between these By-Laws and the Constitution, the terms of the Constitution shall prevail.
 - 2.3 In the event of any conflicts in the wording of any translated By-Laws, the English version shall prevail.

THE COUNCIL (Board of Directors)

- 3.** Nominations for Election of the Council
 - 3.1 Subject to Section 7 of the Constitution, Members may nominate eligible individuals as candidates for election to the Council by submitting a written notice to the Secretary within the time provided in Section 7.2 of the Constitution. Each nomination shall state the office for which the candidate is nominated and shall be accompanied by a curriculum vitae of the candidate, a statement attesting that the candidate meets the requirements for that Council office.
- 4.** Vacancies on the Council
 - 4.1 A vacancy on the Council shall occur when such member:
 - (i) dies;
 - (ii) ceases to be a member in good standing of that member's Member;
 - (iii) resigns from office;
 - (iv) obtains a criminal record;
 - (v) suffers from mental incapacity that prevents such member from performing the duties of the position, as set forth in a letter from a licensed physician; and
 - (vi) is absent, without consent of the chair, for two successive meetings of the Council.
 - 4.2 Any Council member who assumes a Council position pursuant to these By-Laws shall be subject to the Constitution and the By-Laws, as if that Council member had been elected to that office.
- 5.** General
 - 5.1 All members of the Council should attend all General Assembly and Council meetings.
 - 5.2 All Council members shall:
 - (i) exercise care and diligence in undertaking their NCCMA duties and responsibilities;
 - (ii) act in good faith in the interest of NCCMA and all its Members, and shall put NCCMA's interests ahead of their own interest, or the interest of their NCCMA Masters Member;
 - (iii) retain discretion and not disclose confidential information;
 - (iv) avoid conflicts of interest; and

(v) uphold the principles of the Constitution.

5.3 Any document or publication produced on behalf of NCCMA by a member of the Council shall become the intellectual property of NCCMA and may be used by NCCMA in whatever way it sees fit.

6. Roles and Responsibilities of the Council Members

6.1 The President shall:

- (i) represent NCCMA;
- (ii) chair meetings of the General Assembly and the Council; and
- (iii) ensure that decisions of the General Assembly and the Council are implemented;

6.2 The Executive Vice President shall:

- (i) assume the office President if the President dies, resigns, or is removed from office, until the next General Assembly;
- (ii) have primary responsibility for all matters pertaining to the non-competition aspects of NCCMA and NCCMA Championships;
- (iii) be the Chair of the Organizational Committee; and
- (iv) be the liaison between the Council and the Local Organizing Committee in all non-competition matters;

6.3 The Vice President of Competition shall:

- (i) have primary responsibility on all competition matters of NCCMA and NCCMA Championships; and
- (ii) be the Chair of the Competition Committee;

6.4 The Secretary shall:

- (i) undertake the administration on behalf of NCCMA and the Council;
- (ii) convene meetings of the General Assembly and the Council;
- (iii) take minutes of the General Assembly and the Council; and
- (iv) liaison with the NCCMA Members.

6.5 The Treasurer shall:

- (i) be responsible for the management of NCCMA's finances and accounting;
- (ii) collect receivables and pay expenses;
- (iii) submit statements of income and expenses to the Council; and
- (iv) present to the General Assembly an audited balance sheet and statement of income and expenses for the preceding period.

MEETINGS

7. The General Assembly should meet during the NCCMA Stadia Championships and the WMA Stadia Championships.

7.1 The business of the General Assembly shall be conducted in the following order, unless such order is amended

upon a motion at the General Assembly approved by a majority of the votes cast:

- (i) call the General Assembly to order and provide voting instructions to the Delegates;
- (ii) approve, amend, or reject any standing orders issued by the Council relating to the conduct of the General Assembly, and approve or amend the content and sequence of the agenda;
- (iii) consider motions to approve or reject the minutes of the previous General Assembly;
- (iv) receive, and consider motions to adopt or reject the adoption of the reports of the President, Executive Vice-President, Vice-President Competition and Secretary;
- (v) receive, and consider motions to approve or reject the audited financial statements;
- (vi) receive and consider motions to approve or reject the report of the Treasurer;
- (vii) elect the Council members up for election at that Meeting;
- (viii) receive reports regarding host city bids for future NCCMA Championships, and consider motions to accept or reject proposed bids;
- (ix) consider and vote on proposed changes to the Constitution;
- (x) in the case of a Special General Assembly, deal with the matters for which it was called;
- (xi) consider any outstanding old business;
- (xii) consider any new business; and
- (xiii) set date for the next General Assembly.

8. Council Meetings

- 8.1 Any three (3) members of the Council may jointly call for a Council meeting as deemed necessary.
- 8.2 Formal Notice of a Council meeting may be given by the Secretary by means of virtual communication and shall include the agenda.

9. Conduct of Meetings

- 9.1 For purposes of determining a quorum for a General Assembly or Special General Assembly meeting both the Delegates and members of Council present at the meeting at any time shall be considered. A quorum is met when 51 percent of all eligible voters are present.
- 9.2 The Chair may, in the Chair's sole discretion, adjourn a meeting and no new business shall be transacted at a resumed meeting until the unfinished business of the meeting takes place.
- 9.3 Council and Board meetings shall be conducted according to any standing orders attached to the agenda, or in their absence, the most recent edition of "Robert's Rules of Order."
- 9.4 All meetings may be conducted by means of telecommunication. Notwithstanding the foregoing, the General Assembly may only be conducted by means of telecommunication when a NCCMA Stadia Championships or a WMA Stadia Championship cannot be held, except in the case of a Special General Assembly.

COMMITTEES

10. Standing and Ad Hoc Committees

- 10.1 There are two standing Committees:
 - (i) Competition Committee; and
 - (ii) Organizational Committee.

11. General Rules for Committees

- 11.1 The Chair shall propose the members of the Committee for approval by Council.
- 11.2 The members of a Committee shall be appointed based on the Committee's required expertise and experience and a willingness to work to achieve the purposes of each Committee. Ad hoc appointments to meet specific targeted requirements or expertise within a committee may be proposed by the President in consultation with the Committee Chair and approved by the Council.
- 11.3 The chair of the committee may invite an individual with specific expertise in relation to the responsibilities of a committee to assist members in their consideration of issues. Such an expert shall not be a committee member and shall have no formal role in decision making.
- 11.4 The Chair leads all formal Committee meetings. However, in the Chair's absence those present shall agree on a Chair.
- 11.5 All Committee meetings or deliberations should whenever possible be conducted informally and seek to achieve a consensus rather than a formal vote on issues.
- 11.6 Committee meetings may be held by virtual means.
- 11.7 Issues for Committee consideration may be proposed by the Chair, other Committee members, or by the President.
- 11.8 Prior to a meeting, the Chair shall appoint a Committee member to take minutes, and all formal records or outcomes shall be kept for Committee meetings and deliberations, with the outcomes shall be circulated to the Council.
- 11.9 Any document or publication produced on behalf of NCCMA by a member of a Committee shall become the intellectual property of NCCWMA and can be used by NCCWMA in whatever way it sees fit.

12. Competition Committee

- 12.1 The Committee shall coordinate all matters pertaining to the competition aspects of NCCMA Championships.
- 12.2 The Committee shall approve any variations to the WMA Rules of Competition for each NCCMA Championship.
- 12.3 The Records Chair shall be appointed by the Council and be a member of the Competition Committee. The Records Chair shall be responsible for maintaining the NCCMA records and forwarding any WMA records forms and documentation to the WMA Records Chair.

13. Organizational Committee

- 13.1 The Organizational Committee shall coordinate all organizational matters pertaining to the non-competition aspects of NCCMA and NCCMA Championships.

MEMBERS

- 14.** NCCMA shall accept for Membership the Members that WMA recognizes in the NCCMA Region.