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**U.S. OLYMPIANS &
PARALYMPIANS**
ASSOCIATION

United States Olympians & Paralympians Association Chapter Handbook & Toolkit



Start-Up Basics:

**An overview to starting and maintaining your
own United States Olympians & Paralympians
Association Chapter**

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An overview to starting your own United States Olympians & Paralympians Chapter



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Olympic Archives, USOC, AP
and other sources

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MOTTO:

ONCE AN OLYMPIAN; ALWAYS AN OLYMPIAN

NEVER FORMER; NEVER PAST®





INTRODUCTION

This material is designed as an introduction to the process that everyone must face when forming a United States Olympians & Paralympians Association (USOPA) chapter. Our main goal is to present a “way of thinking” that will help you plan, start and successfully operate your own USOPA chapter.

It is intended that this handbook render the rules of parliamentary procedure as “user friendly” in forming an Olympian & Paralympian chapter.

Currently, there are 26 active alumni chapters in the U.S. which have members who helped start their organization. Those who have had experience in organizing their chapter would welcome the opportunity to share their experience and help you with getting yours started.

To assist you in finding answers to your questions, call Cindy Stinger at (719) 866-4989 or Christine Taylor at (719) 866-4888, or Steve Bitter at (719) 866-2286. Also, feel free to call the U. S. Olympians & Paralympians Association office on the Olympian Hotline @ (800) 717-7555.

The material in this document is not all inclusive and is limited to the experience of the Olympians & Paralympians who developed it. Therefore, during the course of organizing your chapter, you may discover an easier or better way to get it started. If so, any recommendations you can make to improve or simplify the procedures in this document will be greatly appreciated.

It is our sincere hope that this information will open the doors to new friendships and renewal of old relationships.

Thank you and good luck.

MISSION STATEMENT

The United States Olympians and Paralympians Association (USOPA) aims to build a comprehensive national association of Olympians and Paralympians. In furtherance of this goal, the organization shall facilitate the formation of local chapters; help members promote Olympism and Paralympic values in their communities; and encourage members to stay engaged in the Olympic and Paralympic movements.

OBJECTIVE

PURPOSE: To create and implement programs that will integrate United States Olympians & Paralympians into every facet of the Olympic Movement

OLYMPIAN & PARALYMPIAN PARTICIPATION: To continually increase Olympian & Paralympian participation in U.S. Olympic & Paralympic activities. To represent the broad base of U.S. Olympians & Paralympians with input into United States Olympic Committee's (USOC) policies and programs.

OLYMPIAN & PARALYMPIAN PROGRAMS: To provide a balanced network of programs to meet the various interests of all Olympians & Paralympians. Programs should include, but not limited to, communication among Olympians & Paralympians, fitness programs, educational career development, community service, social and fraternal interests and USOC Athlete Services programs.

COMMUNICATIONS: To ensure mutual understanding by means of a responsive communications network among Olympians, Paralympians and the USOC.

LEADERSHIP: To provide effective association, club and sports leadership to implement USOC Athlete Services programs, U.S. Olympians & Paralympians Association and U.S. Olympians & Paralympians programs.

U.S. OLYMPIC COMMITTEE: To determine methods of support and advance the goals and programs of the USOC and USOPA.

ATHLETE DEVELOPMENT: To assist the USOC in identifying, motivating and enhancing high quality athletes and performance.

RESOURCES: To identify and provide the necessary and appropriate human and natural resources for attainment of objectives.

ORGANIZATION: To develop and maintain U.S. Olympians & Paralympians and U. S. Olympians & Paralympians Association continuity through an efficient and effective plan.



UNIQUENESS OF THE OLYMPIC EXPERIENCE:

To encourage regional and state chapters and clubs to implement special projects which reflect the uniqueness of participating as a U.S. Olympic & Paralympic team member.

PLANNING: To continually monitor, evaluate and develop the U.S. Olympians & Paralympians Association programs and plans to ensure their integration, relevance and success.

FUNDRAISING PROCEDURES

The sources of contributions to U.S. Olympians & Paralympians chapters vary across the nation. Strong support has traditionally come from the individuals involved in the membership of each U.S. Olympians & Paralympians chapter, mostly through personal appearances. Special events, which include Olympians, Paralympians, coaches and hopefuls, are held in tradition with each chapter, which include but are not limited to:

- Olympic Day Runs/Fun Runs
- Breakfasts
- Luncheons
- Dinners
- Auctions
- Golf Tournaments

The above events continue to be popular fundraising events that allow the USOC and the chapters to reach the local community level. Dues also play an integral part in establishing a chapter budget and are collected as directed by each chapter's treasurer. Typically, dues are payable annually.

Establishing a U.S. Olympians & Paralympians Association Chapter is not as a non-profit (501c.3) organization. Each new chapter is under the USOC (501c.3) umbrella. The U.S. Olympians & Paralympians Association office will consider requests for the

establishment of a restricted account, which can receive the proceeds of an agreed-upon joint fundraising program. Expenses can be drawn from this account for budgeted state chapter expense items. In order to use the established USOC (501c.3) status for fundraising events, the following guidelines must be adhered to:

- When organizing a fundraising event, notify the Manager, USOPA.
- Negotiate a budget mutually agreed upon, to benefit the chapter, before the event.
- Chapters must work within the guidelines established by the USOC to guarantee the required nationwide consistency and to avoid sponsor conflicts. Federal law establishes the USOC as the sole authority on Olympic related commercial matters.

STARTING A UNITED STATES OLYMPIANS & PARALYMPIANS CHAPTER

This handbook can be used as a guide to assist in forming an Olympian & Paralympian chapter in your area. It suggests provisions for the constitution and bylaws, functions and responsibilities of officers, board members, committees, meetings and procedures necessary to start your chapter.

This material is an abbreviated compilation of procedures for forming a U.S. Olympians & Paralympians Chapter. They should be considered as guidelines for your chapter.

Any association of Olympians & Paralympians should support USOC fundraising projects within their areas by contacting the Manager, USOPA.

The process of organizing a local, state or regional Olympian & Paralympian chapter can be done by any Olympian or Paralympian in good standing. It has been done dozens of times since the 1940s. Many organizations have been founded and floundered during that time, depending on the leadership traits of the individual in charge at the moment. Any Olympian or Paralympian is uniquely qualified to organize a chapter. Qualifications for a successful leader will require a time commitment to the establishment of the chapter as well as good organizational skills. Some level of database management is also a must.

The forming of an Olympian & Paralympian chapter benefits the Olympian & Paralympian family. A group of Olympians & Paralympians united into a fraternity where U.S. and international Olympians & Paralympians could act as the ambassadors to your area. It will allow Olympians & Paralympians to:

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- Renew old acquaintances and make new friends with many more Olympians & Paralympians
- Establish internal communications through a medium of our own choosing
- Provide hospitality facilities for those Olympians & Paralympians traveling to meetings
- Develop camaraderie through fundraising and other social activities
- Keep the chapter community informed through: www.teamusa.org
- Provide materials about the Olympians for Olympians Relief Fund (OORF) to assist those Olympians who are in need
- Gain vital exposure of Olympians & Paralympians to city governments, civic organizations and corporations

BASIC REQUIREMENTS FOR NEW CHAPTER

Seek the help of other Olympians & Paralympians and the USOPA office to gather enough information to conduct preliminary planning.

- List of Olympians & Paralympians in your area provided by the office of the USOPA
- Draft constitution and bylaws provided by the office of the USOPA
- Invitations to meetings sent out by the office of USOPA to all athletes in the area
- Meetings
- Elections
- Appointment of committees
- Installation of officers and celebration



In order to officially recognize your chapter, a letter of intent, with minutes of the organization meeting and the election results attached, will be mailed to: (See sample letter, p.31.)

United States Olympic Committee
1 Olympic Plaza
Colorado Springs, CO 80909
Attn: U.S. Olympians & Paralympians Association

The installation of newly elected officers and charging them with the responsibility of their office may be done by any selected individual. It is suggested that a representative of the USOPA be available at the installation of officers to present a certificate in recognition of membership and answer any questions at the national level. Call U.S. Olympians & Paralympians Association at (800) 717-7555.

Without a chapter there is no provision to provide the services of locally publishing an Olympic & Paralympic newsletter or coordinating support of community activities. Each geographical area needs an internal organization from which Olympians & Paralympians can better support their communities.

PRELIMINARY PLANNING

Before you start you need to know how many Olympians & Paralympians are in the area to give you support. If you don't know anyone who has a current list of Olympians & Paralympians, you can notify the USOPA office at 1-800-717-7555. They have a database that is the most accurate information that will help you get started. The USOPA office will also do all mailings until after the election takes place.

Because Olympians & Paralympians are scattered throughout your area, many of these activities will have to be conducted by mail, telephone or email.

The following basic steps should be conducted to guide the chapter in carrying out the purpose for which it is being formed:

- Select a temporary presiding officer
- Select a temporary secretary to take minutes of the planning sessions
- Prepare a statement of purpose for the organization
- Select a working name for the organization, ie: Midwest Chapter, Washington Chapter or

Florida Chapter

- Prepare bylaws to be presented for approval at the first organizational meeting (template provided by USOPA office)
- Determine duties of the president and remaining officers

Other considerations:

- Duties of standing committee chairpersons
- The Executive Board
- Advisory Board of experienced businessmen
- Think Tank of key members
- Program Task Force to develop programs and projects

Select a location, date and time for the organizational meeting. Notify prospective members of the meeting's purpose and the importance of attending.

1. Set the date three to four weeks from the time you get the list from USOPA, so you have adequate notification and follow-up time.
2. Set the location of the meeting, examples include the following:
 - a. Athletic clubs or University meeting rooms
 - b. Hotel meeting room
 - c. Pizza parlors or informal restaurants with meeting rooms
 - d. Meeting rooms at Olympian's place of business, perhaps an Adecco office or DeVry office. A national sponsor may have meeting facilities in your area
 - f. Local library
 - g. City Hall building
 - h. Contact a local MSO's to help with the office space and meeting details
3. With the assistance of the U.S. Olympians & Paralympians Association office, mail notices of the meeting to everyone on your list even if you think they might live too far to attend. Ask for RSVP by phone, mail or email.
 - a. Mail sample copies of the constitution and bylaws and ask that attendees be prepared to discuss them and recommend changes as needed

b. Include the meeting agenda in the mail

c. Ask for ideas from everyone

4. Follow-up with a telephone call to the Olympians and Paralympians who have not responded at least a week before the meeting. You may consider splitting the calls among the organizational members.

MEETINGS

Don't spend an inordinate amount of time conducting a great variety of meetings. They cut into your productive time.

If your meeting is unorganized or is not led properly, it will be consumed by rambling discussions, political maneuvering and excessive socializing. Have a clear and concise agenda in place and adhere to it in order to avoid any waste of time.

Some of the existing chapters meet annually, in conjunction with a fundraiser or a local celebration and perhaps several more times during the year for longer planning sessions. It is recommended that in order to be a productive organization you hold executive meetings and utilize the vast array of today's communication technology to providing the service that is replacing the need for so many fact-to-face meetings.

Meetings can be conducted by e-mail or phone communications. The results of which are recorded as minutes and disseminated to the chapter membership in the form of a newsletter. It is difficult to gather a widely scattered group of Olympians & Paralympians on a sustained basis. Use the telephone to conduct your business as much as possible.

The elected officers and the standing committee chairpersons compose the executive board or committee. Each participating member of the board should be advised several days in advance that he is expected to render a report or contribute to the meeting as part of the order of business.

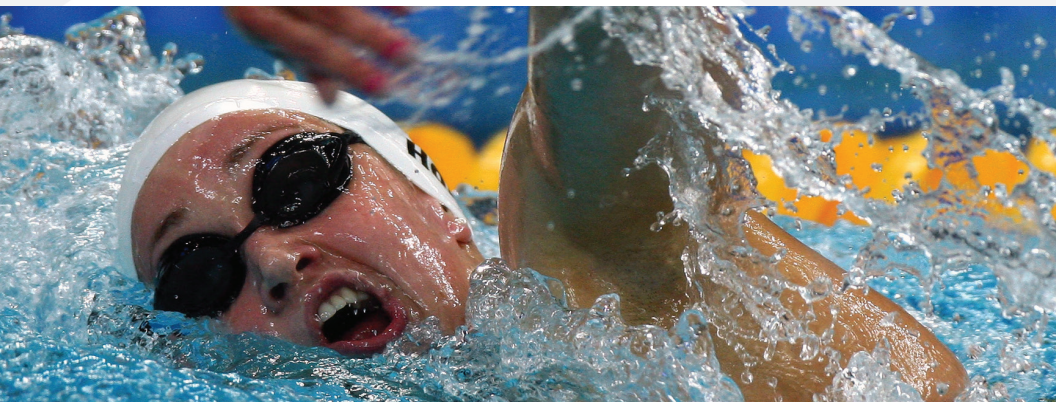
You can run a well-organized meeting that gets through its business with dispatch as long as you are prepared and follow a simple order of business. A generic order of business is listed below. You won't need all of the orders of business for each meeting; therefore, you can bypass the ones you don't need.

FUNDAMENTAL RULES OF PROCEDURE

- Allow the president to conduct the meeting as a recording secretary takes minutes
- Discuss only one question at a time
- Speak first on motions that are made (with the right to speak last before the vote is taken)
- Speak only once on a motion until all others have had the opportunity to speak
- Treat one another with respect and dignity

ORDER OF BUSINESS

- Call to order
- Message
- Minutes of previous meeting
- Financial report
- Reading of correspondence
- Report of executive committee
- Report of standing committees
- Report of special committees
- Unfinished business



- New business
- News from other Olympians & Paralympians
- Program
- Announcements
- Adjournment

FIRST MEETING (ORGANIZATIONAL MEETING)

There is no better way to learn the structure, procedure and potential value of group action than to participate in creating a new organization.

The first meeting consists of a group of Olympians & Paralympians who are interested in forming an organization. At this first meeting, you should elect a presiding officer and secretary and designate a committee to review the Constitution and bylaws if it has not already been done.

- Brief get-acquainted period
- Presiding officer calls meeting to order
- The presiding officer and secretary designate a committee to review Constitution and bylaws
- Secretary distributes an attendance sheet for names, addresses, phone numbers and emails of those in attendance
- Presiding officer states why the group should organize formally. The proposed objectives and activities should be given clearly before asking for informal group discussion
- If after discussion of purposes, objectives and activities, the group decides to organize, the tentative bylaws are presented for discussion and approval
- The nominating committee should be appointed at this time as outlined in the Constitution/bylaws (see election procedures)
- Place, date and time of following meeting is set
- Olympians & Paralympians in attendance may be considered charter members

SECOND MEETING

- Elections should take place as soon as the Constitution and bylaws are approved
- Temporary officers continue to serve until a new slate of officers has been nominated
- Presiding officer calls meeting to order
- Secretary reads minutes of organizational meeting
- Presiding officer asks for report from the Constitution/bylaws committee. Documents are read, discussed, and voted on. Adoption is by single vote requiring a majority vote
- Presiding officer asks for the slate / ballot of the nominating committee
- The slate of officers is presented to the membership and an election takes place (see election procedures below)
- Newly elected president takes charge of the meeting
- President calls upon the treasurer, who announces that dues, if appropriate, are payable. Treasurer should be prepared to write receipts with names and addresses
- President reminds group of objectives and asks for discussion. After a reasonable time of discussion, discussion is closed, and motions accepted to begin activities. Group may want to appoint sub committees to accomplish the tactical goals of the chapter.

Each provision of your proposal should be reviewed, approved or amended by each member to ensure the rules of the association are tailored to meet its goals and objectives.

ELECTION PROCEDURES

The nominating committee will acquire a list of U.S. Olympians & Paralympians in their area from the USOPA office and set about establishing a slate of nominees, construct a ballot to conduct the elections and prepare an announcement of the results. A suggested format for each task is shown on the next pages.

Elections should take place during the year of the Summer Olympic & Paralympic Games following the inaugural election in enough time to install the newly elected officers after the Games are over and before the end of the year.

ESTABLISHING A SLATE OF NOMINEES

Subject: Election of officers for {_____} term _____}.

To: U.S. Olympians-Paralympians- {_____} Chapter.

The bylaws of the U.S. Olympians-Paralympians {_____} Chapter stipulate that officers shall be elected for a term of four years. The bylaws also specify that a nominating committee be selected to report a slate of nominees to be elected as officers for the next administration commencing at the beginning of the calendar year following the Summer Olympic & Paralympic Games.

To assist the nominating committee in developing a slate of nominees, I am asking you to submit the name of an Olympian/Paralympian whom you feel is qualified to perform duties as officers. Your nominees will be contacted to determine their willingness to serve before being listed on a ballot for voting purposes. A roster of all identifiable Olympians & Paralympians in {_____} accompanies this letter, which will give you a reference to make your selections. Please update this list by adding the names of Olympians & Paralympians you know from your area whose names are not listed.

Temporary officers are now serving in the positions indicated. You may select one of them or a nominee of your choice by writing in their name for any position of office. Please make your selection on this copy in the places indicated and return it to the USOPA office.

Office	Temporary	Write-in nominee
President	{_____}	_____
Vice-President	{For more than one VP}	_____
Vice-President	{_____}	_____
Secretary	{_____}	_____
Treasurer	{_____}	_____

If you have any questions please contact the Committee Chairperson {_____} at {_____}.

Thank you.

ELECTION BALLOT OF OFFICERS

Subject: Election ballot of officers for term { }.

To: U.S. Olympians-Paralympians { } Chapter.

The U.S. Olympians-Paralympians { } Chapter nominated {number} members for inclusion on the nominating slate of officers for {term}. While processing the nominees {number} individual withdrew their names from the slate.

The remaining candidates listed below have accepted the nomination for election to the () posts indicated. Please circle the name of a candidate you feel will best serve in each office.

President

Vice-President

Vice-President

Secretary

Treasurer

These elections are important to the future of the { } Olympians & Paralympians. Please take a few moments to review the candidates, discuss it with friends and make your selections.

A large number of candidates for the vice-presidents may result in several ties which will require a run-off election. This will require time to complete the election; therefore, it is important that you return your ballot as soon as possible.

Newly elected officers will be installed at the annual meeting held after the Summer Olympic & Paralympic Games. The time will be announced later.

Sincerely,

{Name }

Chairperson

Nominating or Election Committee

LETTER OF ACCEPTANCE

Dear { name } Olympians:

On { date } the results of the election of the { name } Olympian & Paralympian officers for the term { date } through { date } were completed and the results are as follows:

President _____

Vice-President _____

Vice-President _____

Secretary _____

Treasurer _____

The nominating and election committees were established on { date } to conduct an election of officers for the { } Olympians & Paralympians. Officer's terms of service shall continue for a quadrennium (4 years) commencing the first year following the Summer Olympic & Paralympic Games.

If you have any questions regarding the conduct of the nominating or election procedures, please contact the respective chairpersons. { names of chairpersons }.

I congratulate each elected officer and thank you { } Olympians & Paralympians for electing me as your president. It is a great honor for me to be selected by such a special group of people.

The constitution and bylaws specify that the { } Olympians & Paralympians shall have three standing committees. I will be calling upon you to assist us in running the { } Olympians & Paralympians by asking that you chair one of these three committees. If you are interested in doing so, please call me at { }.

Again, thank you for your assistance.

{ Name }

President

U.S. Olympians { } Chapter

INSTALLATION OF OFFICERS

The temporary presiding officer introduces the installation officer, which could be the newly elected president, in which case, the gavel will be handed over at that time. The installation officer, in turn, introduces each of the new officers, charging them with the responsibilities of their designated offices. If the installation officer is someone other than the president, the presiding officer congratulates the incoming officers and hands the gavel to the new president who takes charge of the remaining proceedings.

COMMITTEES

The pulse of the chapter rests with the committees. It is the most important working force of the group. Committees should be organized with members who can use their skills to their greatest advantage; therefore, providing the organization with their greatest service. The members, in turn, will achieve a feeling of worth and of personal satisfaction as they contribute to the organization, rather than consider it a waste of time.

If you find individuals reluctant to accept positions of committee chairs, organize your chapter assigning them as vice-presidents of various duties which you aspire to accomplish, thus adding title and impetus to their efforts.

ADVANTAGES OF COMMITTEES

With a small number of people there is more opportunity for each member to participate. For this reason, it is wise to keep committees relatively small. When numbers become too large, it is often more effective to divide the total task among subcommittees which, in turn, report to the main committee.

- There is less need for strict, formal rules. Individuals are likely to discuss more freely and make a greater contribution
- Hand-picked members are more likely to be interested in the job at hand
- Internal moral support among members provides more flexibility in their ability to consult outside experts or authorities
- A small group can operate more efficiently

ORGANIZING COMMITTEES

- Which individuals have an interest in the kinds of activity in which the committee will engage?
- Who, in the organization, has the knowledge and skill to acquire information needed by the committees?
- Which members could benefit the most by working with members who have had more experience?
- Are there individuals who might develop a greater sense of belonging by working on a given task?
- Which members have the best access to the resources needed to do the job?
- Are there some individuals who will work together more compatibly than others?
- Are there members who live in a geographical area having best access to the resources needed?

The duties and responsibilities that follow are to be used as general guidance and are not all-inclusive. Many of the services offered by the Olympians & Paralympians can be fee generating, not only for the individual but the organization as well. Therefore, “event criteria” (charging for the use of Olympians & Paralympians) should be considered during the planning for the implementation of these programs. “Event criteria” would define such items as:

- Travel
- Expenses
- Guests and spouses
- Parking
- Protocol/Gifts
- Honorariums

These duties should be refined and constantly changed as different situations arise. When changes occur, a copy of committee functions should be submitted to the executive board for review, coordination and approval.

SUGGESTED STANDING COMMITTEES:

PUBLIC/COMMUNITY RELATIONS

The Public/Community Relations committee should be an integral part of your organization. It will keep the public informed about the goals, purposes and accomplishments of the chapter. The committee may also plan for special events. Programs may be educational, recreational, social, political or a combination of these. Coordination of these activities will involve other committees, close relationship with the USOPA office, the USOC, state and local boards of education and governmental agencies within the area of your organization.

Some of the duties would be:

- Identify Olympians & Paralympians who are willing to participate in a speakers' bureau or other Olympic/Paralympic activities as scheduled by your organization or requested by the USOC. Olympians & Paralympians should be screened to determine if they have sufficient training, skills and depth of experience to address an honorarium-paying audience. We need to take steps to ensure that any paying audience get their money's worth. Olympians & Paralympians also need to be queried about their special preferences, i.e., size of group they are willing to address, type and age of audience, topics of presentation and distance willing to travel, etc.
- Olympians & Paralympians within your area may be assigned a geographic zone based upon zip codes, or a group of zip codes, in which they live. They would be responsible for participating in Olympic/Paralympic activities generated in that zone, unless additional assistance is requested from other sources.
- Coordinate with the appropriate governmental agencies within your area (chamber of



commerce, visitors' bureau, city council, mayor's and governor's offices, etc.) where you can establish a group of Olympians/Paralympians as your area's "official greeters". It would be a shame to have visitors come into your area and leave without ever seeing an Olympian or Paralympian.

- Contact the state board of education offering participation, not only in athletic affairs, but with PTA activities promoting discipline, law and order, health and welfare.

NEWSLETTER COMMITTEE

The newsletter committee should be a standing committee which will keep the members informed and up to date on current internal affairs of the organization. Internal communications are the lifeline of the organization. The newsletter editor is in charge of writing, editing and distributing the newsletter in a timely manner. It is also recommended that the newsletter be in an electronic format for easy distribution.

Some of the duties would be:

- Establish and publish a procedure for gathering input for the newsletter.

Contents:

- Message from the president
- Date, place and time of the next meeting
- New members
- Report on special events
- Report on important decisions by the executive committee
- Honors to, or outstanding achievements of, members
- Information forwarded by the office of the USOPA/USOC
- Mail to all members and to any interested persons that the executive board places on the mailing list. If the newsletter is distributed at meetings, the editor must see that the absent members get a copy.
- Plan a schedule whereby all Olympians & Paralympian have an updated bio-sketch, profiling past achievements coupled with current activities, sent to their local or hometown newspaper.

HOSPITALITY COMMITTEE

The Hospitality Committee can be a standing committee which will coordinate lodging facilities for Olympians & Paralympians who must travel excessive distances to participate in the organization's activities.

The committee is also responsible for assisting in setting up the meeting room in preparation for the arrival of guests.

Some of the duties would be:

- Coordinate with local colleges or other institutions that have dormitory facilities which could be used for overnight lodging by visiting Olympians & Paralympians and their family. The use of the overnight lodging facility would be donated by the institution at no cost to the individual
- Develop a central scheduling procedure, providing telephone numbers, points of contact and lead times to ensure timely coordination.
- Establish a procedure for the use of a guest book, name tags, refreshments and greeting guests at the door.
- Suggest a design, or several designs, for name tags and obtain information on the cost of purchasing and submit a report to the board for further action.

These duties should be refined and constantly changed as different situations arise. When changes occur a copy of committee functions should be submitted to the executive board for coordination and approval.

SOCIAL COMMITTEE

A social committee can be considered a standing committee which will coordinate and arrange for the organization's "annual meeting/reunion".

Some of the duties would be:

- Coordinate with the other committees
- Announcements (input to newsletter)
- Programs (VIP guest speaker)
- Invite honorary members
- Preside at the reunion to introduce guests, speakers and program



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- Compile reports from other committee heads who contributed to the annual reunion into a general report and submit it to the executive board

The reunion provides an opportunity for all Olympians & Paralympians to get to know each other. It brings the membership together to discuss policy and programs, hold elections and, most importantly, share ideas.

REPORTS

All officers and chairs are required, during the execution of their duties, to make reports at each meeting. Reports may be made up in triplicate, one copy for the president, one for the files of the secretary and one for the writers' file. The following reports format is suggested:

- Name and title [chairman of committee]
- Date
- Reference title [what the report is all about]
- Goals of the committee
- An outline of the activities of the committee since the last report, in as few words as possible
- A list of the results of such activities
- Plans for future action
- A separate financial statement, with copies for the treasurer and the budget chair, if money is an essential part of the report
- Any changes in the makeup of the committee

Officers who have reports to make should jot down notes in a similar outline format for ease of preparation. These reports should be brief and to the point and take only a few minutes to present.

CONSTITUTION AND BYLAWS

The official documents of an organization historically have been a Constitution and bylaws. The Constitution contains the fundamental rules of the organization. The bylaws refer to the matters of procedure.

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In recent years, many organizations have chosen to prepare only one document - the bylaws. This is particularly true when a newly formed organization is affiliated with one at the national level. This is your right and the decision depends upon circumstances uniquely yours.

Combining two documents into one is an easier task than the separation of one unified document into two. A sample follows on the next page:

CONSTITUTION AND BYLAWS

{date}

ARTICLE I

The name of this organization shall be the United States Olympians-Paralymphians{ } Chapter.

ARTICLE II

The purpose of this organization will be:

- To support the United States Olympic Committee (USOC) in advancing United States Olympic ideals and competitions.
- To assist {local/area} athletes in their training and preparations for athletic competitions and assisting them in participating in local and national competitions.
- To promote and support local youth sports programs and assist those local organizations, institutions and sponsor corporations that are engaged in sponsoring local youth sports programs.
- To involve Olympic and Paralympic athletes in activities and organizations connected with, affiliated with or interacting with component members of the Olympic and Paralympic Movements.
- To maintain fellowship among present and non-competing Olympic and Paralympic competitors, officials, managers, coaches and trainers through association at meetings and by publications, correspondence or telephonic devices.
- To participate generally in charitable and educational activities.

ARTICLE III

SECTION 1. Types of membership shall consist of regular, associate and honorable memberships. Both regular and associate members shall have the privilege of voting. Members of all categories shall be eligible to participate fully on duly designated committees and task groups of the chapter, including the holding of committee office.

A. Regular membership requires that the member be anyone who has represented the USA as an Olympic/Paralympic competitor, subscribes to the purpose of this organization and lives within the boundaries of {local geographic area}. Only regular members shall be eligible to hold office. Regular membership may be extended to native Olympians & Paralympians who live outside of the {local geographic area}.

B. Associate members pertains to anyone that has been a member of any USA Olympic/Paralympic Team as an official, manager, coach or trainer, or who has been a member of an Olympic/Paralympic Team of a foreign nation and now resides in {local geographic area}.

C. Honorary memberships may be conferred upon an individual provided they support the purposes listed in article II and is best suited for the needs of the organization. Honorary memberships must be approved by the executive board. Member is entitled to the same privileges as a regular member, except the right to vote or hold office, and shall be exempt from payment of dues.

SECTION 2. Initiation fees and dues.

A. Initiation fees shall be {TBD } and included with the application. The fee covers the first-year dues.

B. Annual dues shall be {TBD }, payable to the treasurer at the beginning of each year.

SECTION 3. Resignation and renewal of membership

A. A member who resigns in good standing may reapply for membership upon the approval of the executive board.

B. Reinstatement requires a fee of { TBD }.

SECTION 4. Dropped from membership for nonpayment of dues.

A. A member who has not paid the current dues within 180 days of the dues period will be dropped from the membership after notification by the treasurer.

B. A member who has been dropped for the nonpayment of dues may reinstate membership by paying all the dues in arrears and a reinstatement fee of \$25.00.

ARTICLE IV - EXECUTIVE BOARD

SECTION 1. The executive board will consist of elected officers and the appointed committee chairpersons.

SECTION 2. The executive board shall handle the regular business of the organization. These duties shall include but are not limited to:

A. Make recommendations to the organization for actions on such items as budget, projects, programs and nonbudget expenditures over \$100.00.

- B. In the event of a vacancy in any office, fill the vacancy for the unexpired term.
- C. Prepare a budget for each fiscal year and submit it to the general membership by newsletter or annual meeting for approval.
- D. Establish the purpose of all committees.
- E. Direct the audit of the treasurer's records annually.
- F. Authorize any persons, in addition to the treasurer, to issue and cosign checks during each fiscal year.
- G. Perform other duties as may be prescribed by the general membership and these bylaws.

SECTION 3. Regular meetings of the executive board shall be held semiannually. Recorded results of business transactions over the telephone may suffice as minutes for regular meetings.

SECTION 4. A quorum for conducting business of the executive board shall not be less than 2/3 of the members empowered to vote.

ARTICLE V

SECTION 1. The officers of the organization shall consist of the president, vice president, vice president, secretary and treasurer. All elected officers and chairs of the standing committees shall serve on the executive board.

SECTION 2. Officers' terms of service shall continue for a quadrennium (4 years) commencing the first of the year following the Summer Olympic & Paralympic Games. There shall be no limit on the number of terms that an officer may serve with the exception that the president may not serve more than two consecutive full terms.

ARTICLE VI

SECTION 1. President.

- A. Preside at all regular meetings of the organization and the executive board.
- B. Vote only to break a tie, or make a tie in order to pass a question on to the general membership.
- C. Appoint all committee chairs as needed, subject to the approval of the executive board.
- D. Be an ex-officio member of all committees except the nominating committee.
- E. Call all meetings of the organization, executive board and special meetings as necessary.
- F. Perform such duties as required by the general membership.

SECTION 2. Vice presidents. The vice presidents shall discharge certain of the duties as assigned by the president and perform the duties in the absence of the president.

SECTION 3. Secretary.

- A. Notify all executive board members of time and place of board meetings.
- B. Record minutes of all meetings of the organization and the executive board.
- C. Provide minutes to the executive board and the general membership in a timely fashion.
- D. Appoint a substitute secretary when the secretary cannot perform these duties.
- E. Handle the correspondence of the organization.

SECTION 4. Treasurer.

- A. Receive, account for and deposit in a bank all funds of the organization as directed by the executive board.
- B. Make authorized disbursements by issuance of checks.
- C. Keep an accurate record of names and addresses of all members and dues paid.
- D. Maintain appropriate financial records which shall be subject to inspection and audit by the executive board.
- E. Prepare and submit each financial statement as may be required by law and/or requested by the president or the executive board.
- F. Keep restricted funds of the organization in a separate account as necessary.

ARTICLE VII - COMMITTEES

SECTION 1. Committees shall be standing and special. Standing committees shall be:

- A. Newsletter
- B. Public/community relations
- C. Social affairs

SECTION 2. All committees shall be composed of a chair and at least two other members.

SECTION 3. Chairs for each committee shall be appointed by the president and approved by the executive board.

SECTION 4. The purpose of each committee and its duties shall be in writing and provided to each chair by the executive board.

ARTICLE VIII - ELECTIONS

SECTION 1. Nominations.

A. A nominating committee, consisting of a chair and at least two members, shall be selected by the executive board no less than 90 days prior to the beginning of the Summer Olympic and Paralympic Games. Their duty is to nominate a slate of officers for the next quadrennium.

B. The report of the nominating committee shall be submitted to the elections committee 60 days before the end of the Olympic/Paralympic year.

SECTION 2. Elections.

A. An elections committee of three members shall be appointed by the president to conduct the elections by the procedures established in the bylaws.

B. Elections shall be by secret ballot.

C. Each member shall have one vote.

SECTION 3. Transition of administration. There shall be a meeting of the executive board immediately following the installation. It should include the incoming and outgoing officers and committee chairs. Upon the introduction of new business, the gavel, charter and files are turned over to the newly installed president, who then becomes the presiding officer. All past presidents can be asked to serve in an advisory capacity on the executive board.

ARTICLE IX - MEETINGS

SECTION 1. Executive board meetings of the organization shall be held semiannually or upon the call of the president. The meeting held after the Summer Olympic and Paralympic Games shall be designated as the “annual meeting.” Special meetings may be called by the president or at the request of at least five general members. The time and place of general membership meetings shall be decided by the executive board. Special “event” meetings (updates, anniversary celebrations or other large assembly of Olympians & Paralympians) may constitute a general meeting.

SECTION 2. A quorum of any meeting of the organization shall consist of the members present. Except where otherwise prescribed in the bylaws, decisions will be decided by majority vote.

SECTION 3. Notice of any special meeting must be provided in writing to the membership at least 20 days in advance of the meeting.

SECTION 4. Notice of any special meeting of the executive board may be given at any time prior to the meeting provided there is agreement by all members regarding time and place.

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ARTICLE X - DISCIPLINE

SECTION 1. Charges of professional dishonesty, working against the principles and purposes of the organization, and/or injuring the standing of a member may file a written statement signed by five members in good standing to the executive board.

SECTION 2. The accused member shall be notified in writing of the action and shall have the privilege of being present at a special or regular meeting of the executive board at which time the charges will be considered.

ARTICLE XI - AMENDMENTS

These bylaws may be amended by 2/3 vote of the members attending a regularly scheduled meeting provided that the proposed amendments have been read at a previous meeting and submitted in writing to each member at least 20 days before the vote.

ARTICLE XII - DISSOLUTION

SECTION 1. The organization may be dissolved at any time by a 2/3 vote of the members present at a special meeting called for that purpose. It is recommended that the office of the USOPA be made aware of this action beforehand.

SECTION 2. Upon dissolution, all material possessions must be sold and the monies obtained from the sale divided among the other USOPA chapters after all bills have been paid.



LETTER OF INTENT

Date

Address

United States Olympic Committee

1 Olympic Plaza

Colorado Springs, CO 80909

Attn: U.S. Olympians & Paralympians Association

Dear U.S. Olympians & Paralympians Association:

The U.S. Olympians & Paralympians in { area } intend to establish a U.S. Olympian & Paralympian Chapter.

Enclosed are the minutes of the organizational meeting. The results of our election are as follows:

President _____

Vice-President _____

Vice-President _____

Secretary _____

Treasurer _____

It is requested that a member of the USOPA Executive Committee install the elected officers at our next meeting in {month, date, time, place}.

For further coordination I can be contacted at {place, phone, fax, E-mail}.

Sincerely,

{correspondent}

{title}

U.S. OLYMPIANS & PARALYMPIANS LICENSE AGREEMENT

An agreement between the United States Olympic Committee (USOC) and the United States Olympians & Paralympians- { } Chapter must be signed by the Chapter President before the use of any terminology/logos can be authorized.

WHEREAS the USOC has been granted by Congress the exclusive right to use the words OLYMPIC, OLYMPIAD and PARALYMPIC and to prevent the use of any trademark, trade name, sign, symbol or insignia falsely representing association with, or authorization by, the USOC.

WHEREAS the USOC owns valid trademark registrations for the trademark OLYMPIAN (U.S. Trademark Registration Nos. 1,630,966 and 1,734,781), trademark registrations for the TORCH DESIGN (U.S. Trademark Registration Nos. 2,432,669, 2,404,732) a valid trademark registration containing the TORCH DESIGN (U.S. Trademark Registration No. 980,734); and a valid trademark registration for UNITED STATES OLYMPIANS & PARALYMPIANS ASSOCIATION & Design (U.S. Trademark Registration No. 4,280,014); and

WHEREAS the USOC and the Chapter want to work together in advancing United States Olympic ideals, competition and fundraising.

To request this License Agreement, please contact the United States Olympic Committee's U.S. Olympians & Paralympians Association office.



ACTIVITIES/ADDENDUMS

Olympic Day

Description:

Olympic Day, held annually on June 23 is celebrated by thousands of people, in more than 160 countries. Commemorating the birth of the modern Olympic Games, Olympic Day is not only a celebration, but an international effort to promote fitness and well-being in addition to Olympic ideals of Fair Play, Perseverance, Respect and Sportsmanship.

Each June, communities across the United States celebrate Olympic Day through educational programming and other activities. Additionally, some communities include Olympic Day as part of an already scheduled event.

The United States began celebrating Olympic Day in 2009, and it has continued to grow each year. In 2017, more than 560,000 individuals participated in 2,400 Olympic Day celebrations all across the country. Host organizations and cities joined more than 950 Olympians, Paralympians, coaches and hopefuls in celebrating Olympism in their communities. Athletes led discussions with youth about the Olympic Values of excellence, friendship and respect. Sport demonstrations, fun runs and festivals also helped introduce young people to Olympic and Paralympic spirit.

One of the best ways to instill these virtues in our leaders of tomorrow is through events organized and supported by local communities and athletes. The United States Olympic Committee's (USOC) goal is to work host with organizations, Olympians and Paralympians to grow Olympic Day and promote physical fitness and Olympic Values in communities across the United States.

We would like to invite communities and athletes across the United States to join us in this initiative. Please support the Olympic Day mission to promote Olympic values and physical fitness in your community by working with your sports commission, parks department or a community-based organization.

To learn more about Olympic Day and find ways to get involved please email at OlympicDay@usoc.org or go to the virtual Olympic Day Tool Kit that you can access at: www.teamusa.org/olympicday

This site will take you to a link hosted by Fuse Sport that offers the following:

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Event Resources:

Mayoral Proclamation

Certificate of Participation

Olympic Day Logo

Activities & Educational Resources:

Olympic Day Ideas: Move, Learn, Discover

Olympic Values

Cooperative Games

Olympics Hosted in the United States

Arts & Crafts: Olive Wreaths

Arts & Crafts: Olympic Medals

Olympic Quiz

Olympic Values Memory Game

Torch Relay Activity

Learn about the Ancient Olympics



Title: Olympians & Paralympians Night at MLB Ballparks

Description:

Olympians Party at MLB Ballparks around the country, with friends and family, sit in outfield bleacher seats and enjoy a ballpark dinner

Purpose/Objectives:

Spread Olympic Spirit, recognize Olympians and Paralympians from current & past teams, provide a fun social opportunity for all Olympians and Paralympians in the Chapter area, make a small amount of money for chapter treasury and even more friends

Required Elements (Plan):

Buy 100 tickets from MLB group ticket plan and work with group sales manager to promote ticket sales.

Use Event Brite to sell tickets on line. www.eventbrite.com.

Buy the bleacher seats because they are relatively inexpensive, fun and close to the field

Sell tickets to Olympians and Paralympians, friends, and family

Discuss catering at the ballpark prior to the game with staff to arrange for a social hour. Perhaps an Olympic sponsor can donate the beverages

Some years, give aways – hats, tee shirts, pens, rally towels

In Olympic years (every 2 years) Olympians and Paralympians throw out first pitch, have messages on scoreboard, live interviews in the stands

Optional Elements:

Sell raffle tickets to win Olympians and Paralympians and MLB memorabilia to make additional money

Have a short program, with introductions of OlympiansTalk about Olympic programs going on in area and how to get involved

Helpful Hints:

Start early (six months out)

Connect with enthusiastic representative at ballpark/major league baseball

Have nametags for all Olympians and Paralympians with year and sport

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Budget attached from past event

Flyer attached from past ballpark event

Publicize on chapter web site, facebook and twitter

Use email to avoid excess printing charges

No free tickets to Olympians, keep costs down so most Olympians can afford to attend, but Olympians pay their own way. (Unless there is a sponsor who will purchase tickets for Olympians)

Invite the USOC Development team to attend

This event can be replicated with professional and collegiate football teams. Olympians can be celebrated and introduced at half-time ceremonies in post Olympic Games years

Title: Holiday Party

Description:

Kick off the holidays with a dinner for Olympians, Paralympians, spouses, significant others. Spread Olympic Spirit and enjoy the holidays.

Required elements:

Great inexpensive restaurant, private room, area for cocktail reception, dinner seating, good ambiance, free (if possible parking) perhaps themed to go with the upcoming Olympic & Paralympic Games. Attendees pay for their dinners, organizers distribute small holiday bags, and USOC alumni office donates swag (when available). Mail and email invitations at the end of October to reach all membership and Olympians and Paralympians in the area – invite both chapter members and non- chapter members to encourage them to join the chapter.

Optional elements:

Wine donations, no corkage fee, gift exchange.

Helpful Hints:

Start early

Find a fun restaurant, with a private room

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Negotiate menu pricing

Recommend arranging 3 menu options for choice and ease of service

Have one person take reservations

Give all Olympians and Paralympians the opportunity to speak about what they have been doing the past year

Have nametags for all Olympians and Paralympians with year and sport

Use the gathering as a way to “market” the chapter

Invite a special Olympians and Paralympians guest – USOC board member, high profile Olympians and Paralympians, international figure to come and speak

Title: Welcome Home Dinner

Description:

Held every four years, (winter games athletes are included with summer games, after the Olympic & Paralympic Games are finished, while the Olympic glow is still in the public eye – an opportunity to salute the “Hometown Heroes” and honor them in their hometown. Can be used as a fundraiser for the individual chapter.

Required elements:

Invitation to Olympians and Paralympians distributed before the Games, by the USOC, at the Olympic Village, via the NGB's and at parent's homes. Attendance by Olympians and Paralympians and area Olympians and Paralympians from past Games are key to the success of this event.

Great hotel for dinner in a ballroom, a hotel willing to accommodate pricing requests, corkage fees (comp or reduced), AV costs

Media Opportunity, have press area, VIP dinner emcee (local NBC anchor is best)

VIP reception prior to dinner

Sit down Dinner, 10 guests per table, including Olympians and Paralympians and guest

Gift Presentations to honor Olympians and Paralympians

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Town Hall interviews on stage, include a coach as well

Create video of Games performances to include Olympians and Paralympians who are present, with great inspirational music in the background

Introduce Olympians and Paralympians from past teams who are in the audience

Olympians and Paralympians from current teams and a guest are usually “sponsored by the hotel or companies”

Olympians and Paralympians from past teams and their spouses/significant others pay cost of dinner only

Sponsors and additional attendees pay full cost of dinner, which is at least double amount of dinner costs per person



Optional elements:

Donations of wine, champagne and soft drinks. Silent Auction. NBC involvement, high profile emcee. Political figures in attendance

Helpful hints:

Start very early, ID hotel one year out

Research carefully how to reach Olympians and Paralympians who get so much information just before and right after the Games

Allow enough time for the Paralympians to return to the country

Watch local papers to ensure all Olympians and Paralympians from area are included

Title: Travel and Training Grant Program

Description:

Development of Travel and Training Grant Program to support Olympic and Paralympic hopefuls in the chapter's geographic area. These grants are to supplement major grants from the USOC.

Required elements:

Funds to provide for grants.

Grant application

Grant committee for review after applications are submitted

Press release to announce grant application window

Communication with NGB about grants

Press release about grant awards

All information including grant process, awards, past winners are posted on web site

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Optional elements:

Social gathering to announce the grant awards.

Helpful hints:

Important to publicize and get as broad a distribution as possible

Grants come in amounts of \$500 and \$1000

Other observations:

Funds raised from Welcome Home Dinner can be used to both support the Chapter and support the Training and Travel Grant Program



RECONNECT WITH YOUR FELLOW TEAMMATES - KEEP IN TOUCH

OFFICIAL USOPA SOCIAL NETWORK:

www.athletenetwork.com/usopa

OFFICIAL TEAM USA NETWORK:

www.teamusa.org/Team-USA-Athlete-Services/Alumni

World Olympians Association

<https://olympians.org/>

Join our private groups on Facebook and Linked In to stay connected.

FACEBOOK:

United States Olympians and Paralympians

1,133 members

LINKED IN:

United States Olympians and Paralympians

(364 members)

Olympic and Paralympic Alumni

(12,876 members international)

CONNECT WITH LA 2028:

Youtube: https://www.youtube.com/channel/UC-0HoUCfNT_13tkuxvtdnyA

Instagram: <https://www.instagram.com/la2028Games/>

Twitter: <https://twitter.com/LA2028>

Facebook: <https://www.facebook.com/la2028/>



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UNITED STATES OLYMPIC COMMITTEE

1 Olympic Plaza

Colorado Springs, CO 80909

www.teamusa.org