

CONSTITUTION

of the

ARIZONA GYMNASTICS JUDGES ASSOCIATION

Member, National Gymnastics Judges Association

ARTICLES
and
BY-LAWS

ARIZONA GYMNASTICS JUDGES ASSOCIATION

(Member, National Gymnastics Judges Association)

ARTICLE I ***Name***

The name of this association shall be: Arizona Gymnastics Judges Association.

ARTICLE 11 ***Purpose***

The purpose of the Association is to organize and certify all active officials, see that modern methods of evaluation and judging are maintained, and promote the growth and elevate the quality of gymnastics judging in Arizona.

ARTICLE III ***Membership***

Membership is limited to those officials in good standing who abide by the rules of the constitution. A member in good standing must conform to the following regulations:

- a. Attendance: Each member must attend at least 75% of all meetings. In the event of extenuating circumstances, the executive committee will rule on the good standing of the member.
- b. Dues: Each member must pay annual membership dues as defined in the By-Laws.
- c. Honorary Life Membership: Honorary life membership dues may be awarded to individuals who, by their service to gymnastics are nominated for this award. The receiving of this award shall be subject to the approval vote of two-thirds of the members present at any regular meeting. Any member in good standing may make a nomination.

ARTICLE IV
Officers

Sec. 1. Board members shall serve a term of two years.

Sec. 2. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and Technical Director. They shall meet at least two times a year. The Executive Committee shall be exempt of annual dues.

Sec. 3. During an election year all of the officers shall be elected by secret ballot at the last meeting of the Association members, and shall hold office for a term of two years.

Sec. 4. Vacancies: Vacancies in any office shall be filled temporarily by the President followed by an election at the next regular meeting.

ARTICLE V
Duties of the Officers

Sec. 1. President:

- A. He shall preside at all Association Meetings.
- B. He shall, with the approval of the Executive Committee, appoint all committee chairmen.
- C. He shall appoint a Nominating Committee, and this committee's list of candidates shall be submitted to the members prior to the last annual meeting of the Association.
- D. He shall notify the NGJA of the elections of new officers.
- E. He shall make nominations as requested to the Regional and National NGJA officers.
- F. He shall inform all members of the time, place and program of each meeting.

Sec. 5. Vice President:

- A. He shall act as the assigning chairman and assign, with the approval of the Executive Committee, all judges for local, in-state competitions.
- B. He shall preside at meetings in the absence of the President.
- C. He shall take on the duties of the President in such case that the President is unable to fulfill his duties.
- D. For his services as assigning chair, he will receive an annual fee of \$200.00 payable at the end of the competition year (after JO Nationals).

Sec. 2. Secretary:

- A. He shall keep minutes of all meetings and shall be responsible for all members receiving a copy of the minutes from each meeting.
- B. He shall maintain a current address, phone and e-mail list of members and distribute this list to all members.
- C. He shall maintain a record of attendance at all meetings.
- D. He shall maintain a complete file on all matters related to the business of the Association.
- E. He shall, with the President, maintain lines of communication with other Associations, the NGJA itself, and all rule making bodies so as to be capable of informing Association members of all current gymnastics information.

Sec. 3. Treasurer:

- A. He shall collect membership dues.
- B. He shall present a verbal and written financial report to the membership at the final meeting of the academic year.
- C. He shall be responsible for a complete audit of all Gymnastics functions put on by the Association.

Sec. 4. Technical Director:

- A. He shall organize, plan, and administer the instructional part of each meeting.
- B. He shall be responsible for planning the procedures for examining, classifying, and certifying all members of the Association with regard to the regulations of the NGJA.
- C. He shall make the results of the certification and classification examination available to the Association.
- D. He shall distribute all technical information to the membership.

ARTICLE VI
Meetings

- Sec. 1. Meetings of the Executive Board shall be held two times during the academic year, and the Executive Committee shall determine the calendar dates for those meetings.
- Sec. 2. It is recommended that a reasonable distance determine the site of the meetings for all members within a central radius.
- Sec. 3. All meetings of the Association shall be conducted according to Roberts Rules of Order.
- Sec. 4. A majority of the Active members present at the regular meeting shall constitute a quorum.
- Sec. 5. The President shall make up the agenda for each meeting and each member of the Board may contribute to this agenda as necessary. Any member at large may also contribute to the meeting agenda by forwarding to any board member in writing his request.

ARTICLE VII
Amendments

- Sec. 1. This constitution may be amended at any meeting by two-thirds vote of the members present. The proposed amendment must have been submitted in writing to the Association at a previous meeting or submitted to the members of the Association by mail in writing, at least one week prior to the meeting at which said proposal is to be voted upon.

BY-LAWS

ARTICLE I
Dues

- Sec. 1. Annual Dues: An annual due shall be charged to all members. These will be set by a vote of the membership and due at the time of the annual judging course.
- Sec. 2. Association Fees: All schools/clubs utilizing the services of the Association in the assignment of judges will be assessed an annual fee. These will be set by a vote of the membership during the last meeting of the academic year.

ARTICLE II
Certification of judges

- Sec. 1. Certification of judges will be accomplished through procedures established by the NGJA.
- Sec. 2. Each judge must be classified as one of the following:
- a. J.O. certified judge
 - b. Nationally certified judge
 - c. F. I. G.

ARTICLE III
Disbursement of Funds

- Sec. 1. Disbursement of the Association funds shall be limited to the following with receipts:
- a. Stamps and stationery necessary to Association business.
 - b. Incidental expenses occurred during judging course.
 - c. Copy work.
 - d. Telephone calls as necessary.
- Sec. 2. The authorization of further disbursement of funds shall be by approval of the majority of the Board of Directors. This includes, but is not limited to:
- a. Round trip plane fare for judges assigned to other areas.
 - b. A per diem to defray the cost of housing, food, and transportation.
 - c. Travel expenses to National meetings.

ARTICLE IV
Assignment of judges

- Sec. 1. The Vice President, as Assignment Chairman, will, upon the completion of all club schedules, make assignment for the forthcoming season.
- Sec. 2. The Assignment Chairman shall send each judge their assignments with a yes or no acceptance. A second copy shall be returned to the Assignment Chairman within ten days of receiving this notice.
- Sec. 3. All rejected assignments shall be filled as soon as necessary by the Assignment Chairman.
- Sec. 4. Judges who cannot meet a judging assignment must notify the Assignment Chairman at least ten days in advance to fill the replacement of the assignment.
- Sec. 5. Penalties for judges concerning assignments:
- a. Failure to appear without notice: A \$20.00 fine on the first occasion and suspension for the balance of the season on the second occasion.

- b. Cancellation of assignment other than for a good cause, with less than a ten day notice will result in a \$10.00 fine & \$20.00 for cancellation on the day of the meet.
- c. Tardy arrival at an assignment. A \$5.00 fine on the first occasion. A \$10.00 fine on the second occasion, and suspension for the balance of the season on the third occasion.
- d. Improper dress and unprofessional conduct. A \$5.00 fine on the first occasion. A \$10.00 fine on the second occasion, and suspension for the balance of the season on the third occasion.
- e. The Board will review exceptional cases.
- f. The procedure for imposing fines should the occasion arise, will be as follows:
 - The acting meet official shall assess the fine at the time of the penalty and report the infraction and the penalty to the Treasurer. The money will be owed to the AGJA and paid to the Treasurer. The Treasurer shall keep track of who owes and who has paid.

Sec. 6. Director of Judges at competitions: Each major competition will have a "Director of Judges" assigned who will be responsible for the smooth running of competitions from an officials viewpoint. The responsibilities shall include:

- a. Arrive 45 minutes prior to competition to review meet format and scoring procedures with the meet director.
- b. Meet with judges 30 minutes prior to competition to review meet procedures; sign USAG sanction form; fill out expense form (if needed); write judges arrival time next to name on Judges Assignment Notice for attendance and record of any fines.
- c. Return sanction form, judges expense forms, and Director of Judges fee request form to meet director before the last session begins.
- d. Collect and distribute payment to judges from meet director.
- e. Have meet director fill out Judges Evaluation Form and mail to the judging coordinator.

Sec. 7. Selection of officials for Conference, Regional, and National Championship Meets.

- a. The Board of Directors will recommend Association judges for Conference, Regional, and National Championships, and out-of-state Invitational meets.
- b. Regarding such assignments: It is recommended that whenever possible a judge not be assigned to the same championship meet two years in a row.

Sec. 8. The AGJA is not obligated to pay judging fees unless the host school has paid its annual Assigning Fee to the Treasurer for the forthcoming season. Judges will not be assigned to any meets unless there is money to cover the fee expenses.

- a. Any changes in schedules, cancellations, failure to show for judges will be reviewed by the Board and appropriate action taken in the form of monetary return to the school of fines to the school or coaches.

Sec. 9. The host club/school is responsible for notifying the Association's Assigning Director along with all the involved officials if the date, time or the site of a competition is changed.

Sec. 10. If a judge shows up for meet that has been cancelled or changed and it is an error on the part of the Assignment Chairman, the judge will be paid the equivalent of one session fee by the Association.

ARTICLE V

Fee Policy for judges

Sec. 1. Proposed payment for judging services will be determined and regulated by the Board on a cost of living basis. These will be reviewed and adopted at the beginning of the season each year.

Sec. 2. Each school receiving the services of the Association for the judging of their gymnastic meets will be required to pay an assigning fee which will defray such costs as postage, stationary, phone calls, and

the cost of assigning. This fee shall be sent to the Treasurer. It should be paid prior to the beginning of the season (January 1st).

Sec. 3. Travel Expenses:

- a. Clubs using the services of the judges association shall be obliged to pay a travel fee for traveling a distance of 75 miles or more one-way with the option of staying overnight.
- b. Clubs requesting the use of AGJA officials to travel by air shall pay air fare plus per diem for food and or local transportation expenses. Any overnight expense for lodging will add an extra per diem per night.