

CONSTITUTION
of the
TENNESSEE GYMNASTICS JUDGES ASSOCIATION
Member, National Gymnastics Judges Association

ARTICLES and BY-LAWS

ARTICLE I
Name

The name of this association shall be the Tennessee Gymnastics Judges Association (Association).

ARTICLE II
Purpose

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

ARTICLE III
Membership

Membership in the Association is open to those men's gymnastics officials who are in good standing and who abide by the rules of the Constitution. A Member in good standing must conform to the following:

- A. Attendance: Each Member must attend at least one (1) of (2) yearly meetings. The first (1st) yearly meeting will be at the Tennessee Annual Judges Certification Course and the second (2nd) will be at the annual Tennessee Boys Junior Olympic Gymnastics State Championships or its equivalent should Tennessee adopt a different competition format. In the event a Member cannot attend each of the two (2) yearly meetings of the Association because of extenuating circumstances, the Board (as defined below) will determine on the good standing of the Member.
- B. Dues: Each Member must pay annual membership dues as defined are defined below in the By-Laws.
- C. Fines: Not have any unpaid fines imposed by the Association.
- D. Honorary Life Membership: Honorary life Membership in the Association (exempting the honorary from paying Association dues) may be awarded to Members who, by their service to gymnastics and the Association 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
Board of Directors / Officers

- Sec. 1. The Board of Directors of the Association will consist of a President, Vice President, and Secretary (the “Board”). The Board will meet at least two (2) times per year. The Board shall be exempt from paying annual dues and judge’s certification course fees.
- Sec. 2. Members of the Board will serve terms of two (2) years.
- Sec. 3. During an election year each position on the Board will be elected by secret ballot at the JO State Championships Meeting.
- Sec. 4. Should a vacancy occur in any position on the Board, such position will be filled temporarily by the President (however, should a vacancy in the President position occur, the President position will be filled temporarily by the Vice President), followed by an election to fill the vacant position at the next regular meeting of the Association.

ARTICLE V
Duties of the Officers

- Sec. 1. The President of the Association will:
 - A. Preside at all Association and Board Meetings.
 - B. With the approval of the Board, appoint any necessary committee chairmen to head committees to accomplish the business of the Association.
 - C. During Board election years (or to fill a vacancy), solicit nominations for Board positions from the members and submit a list of nominees to the Members prior to the yearly meeting at which the election will occur (i.e., JO State Championships Meeting for regular elections and the next scheduled meeting to fill vacant Board positions).
 - D. Notify appropriate National Gymnastics Judges Association (the “NGJA”) officials of the results of all Board related elections.
 - E. Make nominations, as requested, by the NGJA.
 - F. Inform all Members of the time, place and agenda of all judge certification courses and all meetings.
 - G. Organize, plan, and administer the instructional portion of each yearly meeting.
 - H. Be responsible for planning the procedures for examining, classifying, and certifying all Members of the Association with regard to the regulations of the NGJA.

- I. Report all judge certification course results to the NGJA and all other appropriate bodies and will coordinate payment of all applicable NGJA membership fees.
- J. Make the results of judge certification and classification available to the Association.
- K. Distribute all appropriate technical gymnastics judging information to the Association.
- L. Maintain the Association's bank account and treasury.
- M. Maintain a complete file on all matters related to the financial business of the Association.
- N. Present a verbal and written financial report to the Association Members at each JO State Championships Meeting.

Sec. 2. The Vice President of the Association will:

- A. Preside at all Board and Association meetings in the absence of the President.
- B. Complete the duties of the President if the President is unable to fulfill his/her duties.
- C. Plan and oversee the Judges' Cup competition in coordination with the other Board members when hosted by the Association.
- D. With the approval of the Board, assign all judges for competitions within Tennessee, and for all judges exchanges held with other affiliated NGJA associations.
- E. In conjunction with the President, maintain lines of communication with other NGJA affiliated associations, the NGJA, and all gymnastics rule-making bodies so as to be capable of informing Members of all current gymnastics information.

Sec. 3. The Secretary of the Association will:

- A. Keep minutes of all Association and Board meetings and shall be responsible for providing all Members a copy of all such minutes.
- B. Maintain and distribute annually to all Members a list of each Member's current address, phone and e-mail.
- C. Maintain a record of attendance at all Association and Board meetings.

- D. Work with the Board on assignment of all judges for competitions within Tennessee, and for all judges exchanges held with other affiliated NGJA associations.

ARTICLE VI
Meetings

- Sec. 1. The two (2) required meetings of the Board will be held at the Judge Certification Course and at the JO State Championships Meeting
- Sec. 2. All meetings of the Association and the Board shall be conducted according to Roberts Rules of Order.
- Sec. 3. In order for the Association to conduct business at a meeting of the Association, it will be required that a simple majority of all Members be present. Any business conducted at an Association meeting where the required simple majority is not present will be null and void. Provided, however, a Member may give another Member his/her proxy, to vote at Association meetings. A member who has given a valid proxy to another Member will be considered to be present at the applicable meeting for purposes of determining whether a simple majority of the Association Members are present. For a proxy to be valid it must be dated and signed by the Member giving the proxy within thirty (30) days of the applicable Association meeting, specifically give another Member authority to act at the applicable meeting for the absent Member in all respects, be submitted to the Association Secretary (or any person acting in the place of the Secretary at the applicable meeting) at the start of the applicable meeting.
- Sec. 5. The President shall make up the agenda for each Association and Board meeting and any Member in good standing may contribute to the meeting agenda by forwarding their request in writing to the President seven (7) days prior to the meeting or presenting their topic at the end of the new business portion of the meeting.

ARTICLE VII
Amendments

- Sec. 1. This Constitution may be amended at any Association meeting by two-thirds (2/3rds) majority vote of the Members present (simple majority of all Members must be present, in accordance with Article VI, Section 3 above). The proposed amendment must have been submitted in writing to the Association at a previous Association meeting or submitted to the Members of the Association by email, at least seven (7) days prior to the Association meeting at which said proposal is to be voted upon.

ARTICLE VIII
Judges Code of Ethics

Sec. 1. The sport of gymnastics requires the highest respect, dignity and professionalism demonstrated by judges. The position of judge is one of high visibility and, therefore, requires impeccable professional behavior.

A. Each Association Members must be certified as a judge by the National Gymnastics Judges Association, Inc. The certification levels include:

National Card
Junior Olympic Card

B. The judge must be prepared for all assignments which have been accepted by the judge. Only dire circumstances should prohibit a judge from fulfilling an assignment and notification should be given at the earliest possible moment to the competition director and assignment director. The judge should arrive at the competition site a minimum of thirty minutes prior to the start of the competition.

C. The judge must avoid the appearance of partisanship toward any competing team or individual.

D. The judge must be confined to judging responsibilities only. This does not include coaching, spotting, recruiting, demonstrating, etc.

E. The judge must be efficient and cooperative in resolving conferences and associated competition difficulties.

F. The judge must avoid any circumstance which may inhibit the ability of performance of judging responsibilities. This includes the use of alcohol, drugs, etc. which may influence the behavior and performance of the individual.

G. The judge must avoid social gatherings before, during or after any competition unless all coaches and judges are also invited.

H. Judges must be appropriately attired (navy sports coat, gray trousers, shirt and tie) for all competitions. The judge must also possess the appropriate materials including: rule books, papers, pencils, etc.

I. Infractions of the NGJA Code of Ethics shall be referred to the NGJA Governing Board.

Sec. 2 Card Revocations:

A. The Association or an NGJA Officer or Director may request revocation of a Member's membership in the NGJA. Revocation of membership in the NGJA is a serious matter and should not be requested unless due cause is present (i.e., unethical conduct, judging incompetence). Requests for NGJA membership

revocation will be submitted to the NGJA President or an NGJA Vice President. Once an NGJA membership revocation request is submitted the guidelines in NGJA Constitution and By-Laws will be followed.

- B. Any Member whose membership in the NGJA is revoked will also have his/her membership in the Association revoked, and may not be reinstated as a Member until membership in the NGJA is first reinstated.

BY-LAWS

ARTICLE I

Dues

- Sec. 1. Annual Dues: An annual dues (local course fees) shall be paid by all Members. The amount of such dues will be set each year by a vote of the Member at the JO State Championships Meeting and will be due each year at the time of the Association meeting held at the yearly judges certification course.
- Sec. 2. Association Assignment Fees: Each organization within Tennessee that uses Members of the Association to judge competitions will have such judges assigned by the Association. For each judge that is assigned to judge a competition the requesting organization will pay to the Association a fee of five dollars (\$5.00) (for example, six (6) judges assigned to a competition, the requesting organization will pay the Association thirty dollars (\$30.00) (“Assignment Fee”).

ARTICLE II

Certification of Judges

- Sec. 1. Certification of judges will be accomplished through procedures established by the NGJA and/or USAG, as may be applicable.
- Sec. 2. Each judge must be classified as one of the following:
 - A. JO certified judge
 - B. Nationally certified judge (with JO certification)
 - C. FIG Brevet certified judge (with NGJA national & JO certification)

ARTICLE III

Disbursement of Funds

- Sec. 1. Without further authorization, disbursement of the Association funds shall be limited to the following with receipts:
 - A. Stamps and stationery necessary to conduct Association business.

- B. Incidental expenses that occur in conjunction with conducting a judge certification course.
 - C. Copy and duplication work in conjunction with Association and Board Meetings, assignment of Members to judge competitions, judge certification courses, and the provision of gymnastics technical information to Members.
- Sec. 2. The authorization of further disbursement of funds in furtherance of Association business shall be upon approval of the majority of the Board. Further disbursement may include, but is not limited to:
- A. Round trip airfare for Members who may be assigned judge competitions outside of Tennessee or Association officials who attend required meetings (within and outside of Tennessee) in furtherance of the interests of the Association, and such expense is not paid by another party.
 - B. A reasonable per diem to defray the cost of housing, food, and transportation of Association Members when they travel outside of Tennessee to conduct Association business or when assigned to judge a competition outside of Tennessee and such expenses are not paid by another party.

ARTICLE IV
Assignment of Judges

- Sec. 1. The Secretary of the Association will be the "Assigning Official" for the Association, responsible for assigning Members to judge competitions within Tennessee and in regard to competitions outside of Tennessee when such assignment is requested by another NJGA affiliated judges association (i.e., a judge exchange). After receiving a request to assign judges for a competition, the Assigning Official will make proposed assignments and present the proposed assignments to the rest of the Board for approval. If possible, the Assigning Official will attempt to assign an entire competition season prior to the beginning of the competition season.
- Sec. 2. After Board approval, the Assigning Official will send each assigned Member their assignments with a request that the Member respond to the Assigning Official with an acceptance or no acceptance written reply within ten (10) days of receiving the request (or less time if necessary if a request for judges was made with short notice). If no response is received within the required time period, it will be considered that the assignment has not been accepted.
- Sec. 3. If a Member does not accept an assignment the Assigning Official will propose a different Member be assigned. Provided, however, if the applicable competition will occur within seven (7) days of the rejection, the Assigning Official may act without Board approval when assigning a replacement judge.
- Sec. 4. If a Member has accepted a judging assignment and finds that he/she is no longer able to judge the competition, the Member must notify the Assigning Official of this

change at least ten (10) days prior to the day of the assigned competition. Failure to provide such notice may result in penalties, as outlined below.

Sec. 5. Penalties for Members concerning assignments:

- A. Failure to appear for an assignment without notice will result in a forfeiture of judging assignments for the balance of the season.
- B. Cancellation of a previously accepted assignment (other than for a good cause, as determined by the Board), with less than a ten (10) day notice to the Assigning Official will result in a \$10.00 fine, provided, however, cancellation of an assignment by a judge on the day of the meet (without good cause, as determined by the Board), will result in a fine of \$20.00.
- C. Tardy arrival at an assignment will result in a fine of \$25.00 on the first (1st) occasion, a fine of \$50.00 on the second (2nd) occasion, and suspension for the balance of the season on the third (3rd) occasion.
- D. Improper dress and unprofessional conduct (as determined by the Board) will result in a fine of \$10.00 on the first (1st) occasion, a fine of \$20.00 on the second (2nd) occasion, and suspension for the balance of the season on the third (3rd) occasion.
- E. As provided above, whether a cancellation of an accepted assignment by a Member is for "good cause" will be determined by the Board.
- F. Fines will be imposed by the Member who is in charge of judges at the applicable competition, or a Board member.
- G. All fines will be paid prior to the Member judging another competition (unless a competition should occur prior the Board determining if "good cause" existed for the cancellation), and if any fines are outstanding prior to the next judges certification course, the Member will not allowed to participate or be certified until all such outstanding fines are paid.
- H. All fines will be paid into the Association treasury. The Association Secretary will keep track of which Members owe for fines and which Members have paid.

Sec. 6. Meet Referee at competitions: Each major competition will have a "Meet Referee" assigned who will be responsible for the smooth running of competitions from a judges' and rules viewpoint. The responsibilities of the Meet Referee 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 (if required); 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 and judges expense forms 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 Assignment Official.
- F. Collect the Association assignment fee from the meet director and mail to the Association President.

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

- A. The Board will recommend Association Members for regional and national championships, and out-of-state invitational meets.
- B. Regarding such assignments, it is recommended that whenever possible a Member not be assigned to the same championship meet two years in a row.

ARTICLE V
Fee Policy for judges

- Sec. 1. Judges fees per session, and applicable travel fees (transportation, lodging, and food) will be determined by the Board on an annual basis and be described on a "Judges Fee Sheet" that will be kept current by the Association Secretary. Provided, however, in the event of changed circumstances or abuses by parties hosting competitions, the Board may change and update the Judges Fee Sheet more often.
- Sec. 2. The Member in charge of the judges at a particular competition will collect the required Assignment Fee from the competition director (or his/her designee) at the competition site, and forward the funds to the Association President to be placed in the Association treasury.