



CONSTITUTION AND BY-LAWS
of the
WISCONSIN GYMNASTICS JUDGES ASSOCIATION

ARTICLE I

Name

A. The name of the association shall be:

WISCONSIN GYMNASTICS JUDGES ASSOCIATION (the "Association")

B. The association shall also be known as:

WGJA

C. The Association is a Member Association of the National Gymnastics Judges Association ("NGJA")

ARTICLE II

Principle Office

The principle office of the Association will be located at the address of its Director.

ARTICLE III

General Association

It is the purpose of the Association to organize and certify all active officials, promote contemporary and innovative methods of evaluation and judging, promote the growth of the Association, and promote the growth and elevate the quality of gymnastics in Wisconsin

ARTICLE IV

Definitions

A. Fiscal Year: The Association's fiscal year shall match the NGJA nominal year, from December 1 to November 30.

B. JO Competitions: All competitions held within Wisconsin under USAG Junior Olympic rules and regulations.

C. YMCA Competitions: All competitions held within Wisconsin YMCA Association rules.

D. National Competitions: All competitions held outside of Wisconsin.

E. Local Officials: Members of the WGJA.

F. Out-of-State Officials: Officials who are not members of the WGJA.

- G. Club: Any training facility for gymnastics, except YMCA.
- H. NGJA: The National Gymnastics Judges Association.
- I. USAG: U.S.A. Gymnastics.

ARTICLE V

Membership

- A. Eligibility for Membership – Any person eligible to be a USAG professional member is eligible to be a member of the Association.
- B. Admission to Membership – A person shall be admitted as a member after completing certification requirements per this Constitution and Bylaws.
- C. Continuation of Membership – Association members must remain in good standing under this Constitution and Bylaws and the NGJA and annually complete certification requirements per this Constitution and Bylaws and the NGJA.
- D. Termination of Membership – Membership may be terminated by:
 - 1. Voluntary resignation,
 - 2. Nonpayment of dues,
 - 3. Failure to complete annual certification per this Constitution and Bylaws,
 - 4. Failure to remain in good standing with the NGJA; or
 - 5. Death of the member.
- E. Membership is not transferable.

ARTICLE VI

Officers

- A. Officers of the Association shall be the:
 - 1. Director,
 - 2. Assistant Director, and
 - 3. Treasurer.
- B. Officers must be members of the Association in good standing.
- C. Officers shall be elected by a simple majority of the membership.
- D. All officers shall be elected for a term of two years beginning at the conclusion of the annual association judges' meeting, which will be held at the Association's annual judge's certification course in the year in which officer terms expire.
- E. Vacancies in any office shall be filled with a temporary appointment by the Association Director, in consultation with any remaining officers, followed by an election at the next annual association judge's meeting. A member who is elected to fill an unexpired term will serve for the remainder of such term.
- F. Should the office of Director become vacant, the position shall be filled by a simple majority vote within one month of the vacancy. The Assistant Director shall act as Director until the office is filled. The Assistant Director shall solicit the membership for nominations for a new Director and conduct the election. Such an election may take place electronically.

- G. A member may hold no more than one officer position at a time.
- H. All officers shall work to promote the Association and its members.
- I. The Director, Assistant Director, and the Treasurer will make up the Association's Executive Committee.

ARTICLE VII

Requirements to be an Officer

- A. Must be a current NGJA national card holder.
- B. Must be at least 23 years of age.
- C. Must be actively judging as a member of the Association within the previous year.
- D. Must be in good standing with the Association and the NGJA.
- E. Must previously have been a member of the NGJA for the most recent three year period.

ARTICLE IX

Duties of Officers

Director

1. Shall preside at all Association meetings.
2. Shall appoint all committee chairs.
3. Shall call the Executive Committee to meet whenever necessary and reasonable.
4. Shall organize, plan and administer the instructional part of each meeting.
5. Shall inform all members of the time and place of each meeting and distribute information on all judging assignments and certification courses.
6. Shall keep all members of the Association abreast of rule interpretations, updates and changes.
7. Shall communicate with all club representatives and USAG Wisconsin State Director to assign officials for each and every JO, YMCA and AAU gymnastics meet conducted in the state.
8. Shall communicate with all Association members as to their assignments and responsibilities for each assignment.
9. Shall make recommendations, as requested, regarding assignments to National Competitions, as necessary.
10. Shall consult with the State and Regional Chairmen, JO Regional Technical Director, and Senior Regional Technical Director, as applicable, before making assignments.
11. Shall consult with the State and Regional Chairmen, JO Regional Technical Director, and Senior Regional Technical Director, as applicable, during and after competitions, as necessary.
12. Shall work with assigning directors outside of the Association to make judging exchanges.
13. Shall assign local officials and out-of-state officials, as appropriate, to local and National Competition assignments.
14. Shall communicate with the membership per the Bylaws.
15. Shall insure that Association members are properly paid for their services by the Clubs and YMCA institutions.
16. Shall insure that all Association assigning fees are paid.

Assistant Director

1. Shall work with Director in communicating with the Association membership.
2. Shall work with the Director in determining the best Association members for judging assignments.
3. Shall work with the Director in preparation for Association judge's certification courses.

4. Shall be responsible for processing judging or administration questions from the gymnastics community and Association members to the correct NGJA officers.
5. Shall sign and distribute certification cards to all members who have fulfilled applicable requirements.
6. Shall maintain a webpage to facilitate communication between members of the Executive Committee, Association members and any other interested individuals in the gymnastics community, if financially and technically possible.
7. Shall work with the Director in keeping all Association members informed of rule interpretations, updates, and changes.

Treasurer

1. Shall receive all applications for membership and collect membership dues.
2. Shall submit a roster of certified members to the NGJA.
3. Shall submit a written financial report to the Association membership at each annual meeting.
4. Shall maintain a list of members as per this Constitution and Bylaws.
5. Shall at least one week prior to the annual meeting, verify the then current Association membership list.
6. Shall perform his/her financial duties in accordance with generally accepted accounting procedures.

ARTICLE X

Duties of the Executive Committee

- A. Shall be the final arbiter, by unanimous decision, of the good standing within the Association of a member who may have violated the provisions of this Constitution and By-Laws. The Executive Committee shall apply a “clear and convincing” standard to finding a member to not be in good standing.
- B. All decisions of the Executive Committee shall be taken by a majority vote of the Executive Committee members.

ARTICLE XI

Responsibilities of Association Members

Each member shall:

- A. At all times relevant, act in a professional manner.
- B. Communicate with the Director and Assistant Director, as appropriate, regarding assignments, certification courses, and other Association business.
- C. Attend and participate in all Association meetings and functions, unless unavailable.
- D. Stay up to date with current rules and codes in order to be prepared to successfully complete assigned competitions.
- E. Have an active email account, for communication with the Association, and check said account regularly.
- F. Members are expected to respond promptly to all emails regarding assignments, requests, and all other related Association business
- G. Members shall evaluate each athlete’s routine and provide a fair and accurate score, keeping in mind the ranking of athletes on the specific apparatus and in the all-around event, regardless of team affiliation and prior reputation of the athlete.
- H. Members assigned to a competition are expected to arrive a minimum of one-half hour prior to march-in or competition time as stated in the competition's official handouts, unless a specific judges’ meeting time has been specified.

- I. Members assigned to a competition are expected to be properly attired, in a Navy Blazer, Dress shirt, tie, and Grey Trousers or as may be otherwise specified for the particular competition.
- J. Any issues that arise with a Members assignment to a competition must be immediately communicated to the Director or Assistant Director, as appropriate.
- K. Failure of a member to appear for a judging assignment shall be considered a serious breach of ethics and shall be referred to the Executive Committee for review and possible action.
- L. In order to facilitate urgent communication between members assigned to competition and the meet director, meet referee, or the Director, it is highly recommended that each member have an active cellular telephone and that the number for such telephone is provided to the Director.
- M. Each member assigned to a competition shall immediately contact the meet referee and/or meet director if he suspects he may arrive later than the time designated in the assignment materials.

ARTICLE XII

Rights of Members

Members have the right to:

- A. Attend and participate in all Association meetings and functions.
- B. Vote on all issues presented for ballot.
- C. Vote in all elections.
- D. Stand as a candidate for any office according to this Constitution and By-Laws.
- E. Petition the Executive Committee for resolution of grievances.
- F. Be assigned as an official as provided hereunder.

ARTICLE XIII

Meetings

- A. An Annual Meeting of the Association shall be held once each year. The annual meeting shall be held in conjunction with the Association judge's certification courses, whenever possible.
- B. The Executive Committee may schedule other membership meetings, with proper notice to the membership. At no time shall notice be given less than two weeks prior to a membership meeting.
- C. All meetings of the Association shall be conducted according to *Roberts Rules of Order*.
- D. A majority of members present at a membership meeting shall constitute a quorum. A quorum must be physically present at a membership meeting before Association business may be conducted.
- E. Decisions of the membership shall be made by a majority of the membership voting in person and by proxy.
- F. Voting by proxy shall be allowed. Intent to vote by proxy must be communicated to the Director and Assistant Director, in writing (email allowed), prior to an issue being put to vote.

ARTICLE XIV

Elections

- A. Generally, elections to fill officer positions will be held every odd numbered year during the Association annual membership meeting.

- B. Each officer shall be elected by a simple majority of the Association membership.
- C. The Executive Committee members in office at the time of an officer election shall tally the ballots, or designate an individual or committee to tally the ballots.
- D. In the case of a tie, a runoff between the two candidates receiving the greatest number of votes shall be conducted. If a tie remains, following a runoff, the sitting Executive Committee shall determine the winner. If the sitting Executive Committee cannot determine a winner, the election shall be determined by a coin toss.
- E. Voting by proxy shall be allowed. Intent to vote by proxy must be communicated to the Director and Assistant Director, in writing (email allowed), prior to the officer election.

ARTICLE XV

Amendments

- A. This Constitution and By-Laws may be amended at any Association annual meeting by a two-thirds vote of the membership. Proposed amendments must have been submitted in writing to each member of the Executive Committee no less than eight weeks prior to the Association annual meeting and distributed to the members of the Association, by regular mail or by email, at least four weeks prior to the Association annual meeting at which said proposal is to be voted on.
- B. The Director shall timely distribute all proposed amendments to the membership.
- C. Voting by proxy shall be allowed. Intent to vote by proxy must be communicated to the Director and Assistant Director, in writing (email allowed), prior to an issue being put to vote.

ARTICLE XVI

Dues and Fees

- A. The Association annual dues shall be as follows:
 - 1. All Association members will pay \$35 annual dues.
 - 2. Association members are responsible for paying their NGJA dues online (or by whatever means is then required by the NGJA) when registering for the Association's annual judges's certification course.
 - 3. Course Instructors will be compensated for Mileage, Hotel and Meals during National Traing Course.
- B. The Executive Committee may waive dues for an Association member in extraordinary situations who show financial hardship.
- C. Assigning fees:
 - 1. Each club for which the Association assigns judges shall be assessed an assigning fee of \$50 per competition for the assigning of officials to its competition.
 - 2. The assigning fee shall be waived for an entire season for each club that enters athletes in the Association's annual judges' competition when, and if, such competition is established.

ARTICLE XVII

Disbursement of Funds

- A. The Treasurer shall reimburse members for preapproved purchases (by the Executive Committee) of office supplies necessary for Association business, including stamps, stationary, printing supplies, computer disks, and website costs.
- B. When funds are available and payment is preapproved by the Executive Committee, the Treasurer shall reimburse members assigned to National Competitions for expenses not covered by the competition.
- C. Authorization for disbursement of Association funds shall be by approval of the Executive Committee.

ARTICLE XVIII

Certification of Judges

- A. The Director or his designee(s), in consultation with the rest of the Executive Committee and in accordance with NGJA procedures and USAG rules and policies, shall certify all Association members and others requesting certification who pass the required tests as a gymnastics judge.
- B. Judges' courses shall be held in the fall, prior to the beginning of the competitive season. A JO and National Judges' Course will be included.
- C. Scheduling of judges' courses shall occur in consultation with the Executive Committee, the Wisconsin USAG State Chairman.
- D. The Association may, in the discretion of the Executive Committee, provide additional judge's certification courses at times convenient and appropriate.

ARTICLE XIX

Fee Policy for Officials

Each member assigned by the Association to a competition shall be paid for his services in accordance with the current Association Fee Schedule.

ARTICLE XX

Annual Judges' Competition

- A. It is the intent of the Association to conduct an Annual Judges' Competition each fall.
- B. The proceeds from the competition shall belong to the Association to aid in the conduct of Association business and activity.
- C. All Association members are expected as part of their membership responsibilities to participate as a judge, Competition Director, or in another capacity assigned by the Competition Director, at each Annual Judge's Competition held.
- D. The Executive Committee will determine each year the amount to be paid, if anything, to Association members who participate as judges, Competition Director or in another capacity assigned by the Competition Director or Executive Committee, at the Annual Judge's Competition.
- E. Association members may be excused by the Executive Committee from participation at an Annual Judge's Competition by a showing of good cause.
- F. The competition will be organized and run by a Judges' Competition Director selected by the Executive Committee.
- G. The Judges' Competition Director

1. Shall work with the Association Director in scheduling the Annual Judges' Competition.
2. Shall report on the finances of the Judges' Competition to the Executive Committee.
3. Shall work with the Treasurer on all financial issues regarding the Annual Judges' Competition.
4. May delegate his duties as needed, with prior approval of the Association Director.
5. Shall inform the Association Director of any issues that arise in conjunction with running the competition.

ARTICLE XXI

Committees

- A. The Executive Committee may form temporary or standing committees from time to time to address specific issues.
- B. The Executive Committee shall define the size, scope, duration, and membership of each committee.
- C. The Executive Committee may require a committee to meet at certain intervals or times.
- D. The Executive Committee may require the committee, as appropriate, to report to the Executive Committee and/or Association membership from time to time.

ARTICLE XVI

Website

- A. The Director, along with the Assistant Director, or designate shall maintain a website to communicate information to the membership when, and if, financially and technologically feasible.
- B. If it exists, the Director shall maintain a schedule of all assignments to JO, NCAA, and National competitions at which the Association may have an official assigned on the website.
- C. If it exists, the website shall be linked to the Wisconsin Gymnastics website.
- D. If it exists, the website shall be updated regularly.

ARTICLE XVII

Records

- A. The Treasurer shall maintain a list of all members of the Association, including their address, phone numbers, email address, USAG number and expiration date, and safety certification expiration date.
- B. The Director shall prepare a report for the Association annual meeting, including the number of judges, the number of sessions assigned for each competition, and total amount of assigning fees assessed and paid.

ARTICLE XVIII

Effect

This Constitution and By-Laws, having been approved by a majority of a quorum of the membership of the Association at the 2013 Association annual meeting, shall be effective as of that date.