

# **NATIONAL GYMNASTICS JUDGES ASSOCIATION, INC.**

## **DIVISION I ORGANIZATIONAL STRUCTURE PREAMBLE**

The National Gymnastics Judges Association (NGJA) was conceived and formed from a recognized national need for unifying rules interpretations, improving the quality of gymnastics judging, increasing the quantity of gymnastics judges, and maintaining high ethical standards. To serve these ends, the NGJA is dedicated to provide the gymnastics community with rules interpretations (aligned with the Federation of International Gymnastics), certification clinics and recommendations/assignment of judges for national and international competitions. In all other judging matters at all competitive levels, the National Gymnastics Judges Association stands ready to serve when called upon.

The strength and support of the National Gymnastics Judges Association is vitally tied to its members whom it services, providing guidelines which promote high standards in gymnastics through the development of excellence in judging. In the event of conflict between provisions of these Bylaws and the Articles of Incorporation, the latter shall govern.

### **ARTICLE I Name**

The name of the organization shall be:

**NATIONAL GYMNASTICS JUDGES ASSOCIATION, INC.**

### **ARTICLE II Principal Office**

The national office will be located at the address of the National President.

### **ARTICLE III General Organization**

#### **SECTION I General**

The National Gymnastics Judges Association is a non-profit organization dedicated to serve the gymnastics community by performing services relating to the evaluation and judgment of gymnastics performances.

It is an organization of autonomous member associations (Member Associations) for whom it provides guidelines. The National Gymnastics Judges Association has two major branches: Executive and Technical.

The Executive Branch is composed of the Governing Board. The officers and directors are:

National President  
Technical Vice President-International Program  
Technical Vice President-Junior Program  
Technical Vice President-National Program  
Regional Directors (four)  
At-Large Directors (two)  
Treasurer  
Executive Secretary  
Technical Secretary  
FIG MPC Member (Voice, No Vote)  
Legal Committee Chairman (Voice, No Vote)

Each of the fifteen (15) Governing Board members serves a four (4) year term of office.

The organization of the Executive Branch, voting Governing Board, is illustrated in Appendix I.

The Governing Board carries on the administrative and executive functions of the organization. The President is elected by the vote of the active national card holders. The four (4) Regional Directors are elected by regional votes of the active national card holders in their respective regions. Each Regional Director then represents and is responsible for that region. The two (2) At-Large Directors are elected by a national vote of all active national card holders. At-Large Directors are responsible for and represent the members of the whole organization. The other Governing Board members are selected by all of the elected officials in the manner described in these Bylaws.

The Technical Branch provides rules interpretations, certification procedures and tests, codes of conduct, training films, and any other services of a technical nature that are requested by specific groups or generally recognized as needed by member organizations. The Technical Branch will also make recommendations of judges for National and International Competitions based on guidelines outlined in these Bylaws.

The Technical Branch is minimally composed of:

Technical Vice President-International Program  
Technical Vice President-Junior Program  
Technical Vice President-National Program  
Regional Technical Directors  
Assistant Regional Technical Directors  
Regional Junior Program Technical Directors  
Technical Secretary  
National President (ex officio and voting)

The minimum, basic voting organization of the Technical Branch is illustrated in Appendix II.

Regional Technical Directors and Junior Program Technical Directors in each region are elected by the vote of the active national card holders in their respective regions. Provided however, for the various Junior Program Technical Directors (see Appendix II, Section B below), only the active national cardholders in the states that comprise a particular United States Gymnastics Association (USAG) region will vote for their respective Junior Program Technical Director. Technical Committee members are to serve four (4) year terms.

## **SECTION 2 Requirements**

All Officers and Directors of the Executive and Technical Branches must meet the following requirements.

- A. They must be at least nineteen (19) years of age.
- B. They must be an active national card holder.
- C. They must be actively judging within the previous nominal year.
- D. They must be in good standing with their association.

## **SECTION 3 Geographic Regional Distribution**

The National Gymnastics Judges Association regions are listed in Appendix III. Each of the four (4) regions has a Regional Director, a Regional Technical Director, an Assistant Regional Technical Director and a Junior Program Technical Director for each USAG Junior Program region that is included within that respective NGJA Region (see Appendix II, Section B below). Their responsibilities are to service the administrative and technical needs for the members and member associations in that region.

# **ARTICLE IV Voting**

## **SECTION 1 General**

Only active national card holders may vote in national and regional elections. The specific guidelines in these Bylaws are to be followed.

In all voting instances, including voting for the Hall of Fame, the National President and Regional Directors, or their designees, are to carry out the election procedure according to these Bylaws. They must work from a list of active national card holders (or eligible Hall of Fame voters, as may be applicable) which the Executive Secretary will maintain and provide.

## **SECTION 2 National President**

Each Regional Director will solicit nominations from Member Association Presidents in his region for the office of National President. No more than two (2) nominations per Member

Association will be accepted. Regional Directors will submit nominations to the National President or his designee.

The National President or his designee will conduct an election for the National President. The winner of this election will be determined by a majority of valid ballots returned. If no single candidate receives fifty percent (50 %) of the valid votes, a run off election between the top two finishers must occur within two weeks.

### **SECTION 3 At-Large Directors**

The two (2) At-Large Directors are elected by a national vote. The National President or his designee will solicit nominations from Member Associations. No more than two (2) nominations per Member Association will be accepted. The National President or his designee will prepare and distribute ballots to all active national card holders.

### **SECTION 4 Regional Elections**

Regional Directors will solicit from Member Associations nominations for their respective Regional Director, Regional Technical Director, Assistant Regional Technical Director, and Junior Program Regional Technical Directors. No more than two (2) nominations per Member Association will be accepted.

### **SECTION 5 Emergency Voting**

When applicable, emergency elections will be conducted by the highest ranking Governing Board Member then in place to fill vacancies in unexpired terms of elected officials.

## **ARTICLE V Meeting Dates**

The Governing Board will meet at least twice yearly:

A. The first meeting will occur in the first half of the year and the second meeting will be held in the second half of the year, preferably at the USA Gymnastics Congress. Each Governing Board meeting (except when discussing matters under Article IX Section 2 below related to Card Revocations) will be open to all national cardholders (no voice, no vote).

B. Should the need arise, the President or his designee may hold a general membership meeting at the USA Gymnastics Congress which shall be open to all individuals who wish to attend.

The National President shall preside over all Governing Board and general meetings. In his absence, the Technical Vice President-International Program shall preside. The Technical Vice President-National Program shall preside over all Technical Committee

meetings. In his absence, the Technical Vice President-Junior Program shall preside. Other meetings may be held when appropriate, providing a quorum is present. The Technical Committee will meet at least once each calendar year. When possible, this meeting should be held during the annual USA Gymnastics Congress. Technical Committee meetings will not conflict with the Governing Board meeting or a scheduled general membership meeting.

## **ARTICLE VI Amendments to Division I Bylaws**

Division I Bylaw amendments may be proposed at any time by any active national card holder. Each Division I Bylaw amendment shall include the following: a sponsor, a written statement explaining the rationale for the amendment, and twenty (20) signatures of active national card holders.

The sponsor must present the amendment, written statement, and signatures to his Regional Director, who in turn must provide copies to the Governing Board. The Governing Board shall appoint a Bylaw Committee to advise them on correctness of form, conflicts with the existing sections of the Articles and Bylaws, etc.

The Governing Board must determine when, within one (1) year of receipt of the proposed amendments, they should direct the Executive Secretary to send these to the membership for voting. All properly proposed amendments must be voted on, unless the sponsor agrees to withdraw them. Approval of the amendments shall be based on a majority of votes cast by active national card holders. The Executive Secretary shall send out these amendments and, at the discretion of the Governing Board, a statement giving the Governing Board's opinion relative to the proposed amendment to all qualified voters. Twenty-one (21) days shall be allowed for response, postmark to postmark. Final approval of votes must occur at the next Governing Board meeting. All ballots will be counted by a non-NGJA affiliated neutral body designated by the National President or his designee subject to the approval of the Governing Board.

## **ARTICLE VII Membership**

### **SECTION 1**

Any new association may become a member of the NGJA provided such new association's Constitution is approved by the Governing Board and provided the new association follows the guidelines of the NGJA. Active national card holders of a Member Association are members of the NGJA and must pay dues to the NGJA and that Member Association. If certification course participants do not belong to a Member Association because there may be none in their local area, they are then attached to the Member Association sponsoring the course at which they are certified. They are to pay dues and have a vote and voice in that Member Association until, and if, a new association is formed in their local area.

## **SECTION 2 Requirements for Member Associations, Officers, Elections**

All Member Association Officers must be active national card holders.

The Member Associations are to be autonomous, but must follow the national guidelines as outlined in the Articles of Incorporation and Bylaws of the NGJA, as well as their respective Constitutions and Bylaws. All new associations must send their Constitution to the President for approval by the Governing Board. Approval by a two-thirds majority of all Governing Board members at one of their two (2) annual meetings, or by mail or e-mail vote, is required for a new association to become a NGJA Member Association. Prior to approval of a new association, the new association's constitution and by-laws must be reviewed by the NGJA Legal Committee, and if changes are needed in such constitution or bylaws, the changes are to be made prior to approval of the new association by the Governing Board. After approval by the Governing Board, the new Member Association may conduct its business with autonomy. Moreover, within six (6) months after a new term of office begins, the President will direct each Member Association to submit its then current constitution and by-laws to the NGJA Legal Committee for review to determine whether each such constitution and by-law continues to be in conformance with the NGJA By-Laws. Upon each such review, the Legal Committee will make recommendations for changes, which shall be considered and made by the Member Association. If a Member Association does not desire to make recommended changes, the Member Association will seek a review by the Governing Board, and the Governing Board will make a final determination as to whether the recommended changes should be made. If the Governing Board determines recommended changes to a Member Association constitution or by-laws should be made, the Member Association will make the recommended changes or face removal as a Member Association as provided in these By-Laws.

If problems arise in a Member Association, they should be, if at all possible, resolved at the local and/or regional levels with the aid of the Regional Director, Regional Technical Director, and Association President. If a suitable solution at those levels is not possible, the problem should be referred to the Governing Board by the Regional Director or Regional Technical Director.

A Member Association may be dropped by a written request from that Member Association or for failure to change its constitution or by-laws as recommended by the NGJA Legal Committee (as described above) and must be approved by a two-thirds majority of the Governing Board. Withdrawal or removal of a Member Association from NGJA membership for non-ethical conduct, or other serious allegations, is possible only after a full Governing Board hearing called by the National President at the next regularly scheduled meeting of the Governing Board. A quorum with a two-thirds majority vote is necessary for withdrawal or removal. A Member Association may represent itself in any manner it deems necessary before the Governing Board.

## **SECTION 3 Auxiliary Memberships**

Auxiliary memberships are also possible for interested gymnastics groups. These groups should have an interest in gymnastics judging, but do not have an active program directed specifically to judging. They have a voice but no vote. The acceptance of auxiliary

memberships is determined by the Governing Board after examining the applying group's Constitution.

## **ARTICLE VIII Certification**

All judges' certifications are to be carried out as stated in these Bylaws.

The following types of certification are possible:

A. National Card

B. Junior Olympic Card

Other types of certification may be instituted as the need arises.

## **ARTICLE IX Ethics. Hearings. Resignation**

### **SECTION 1 General**

Any unethical conduct of Directors, Officers, Technical Committee Members or Member Associations, must be presented to the Governing Board for a hearing. A brief outline of such a hearing must be published in the Governing Board minutes. National Card revocations are considered to be serious matters and must have a Governing Board hearing.

Any Director, Officer, Technical Committee Member or Member Association may resign or withdraw, by written notice to the Governing Board. No Director, Officer or Member Association may be involuntarily dropped or withdrawn without a Governing Board hearing.

### **SECTION 2 Card Revocations**

A Member Association or an NGJA Officer or Director may request revocation of an individual's membership in the NGJA. Revocation of membership is a serious matter and should not be requested unless due cause is present (i.e., unethical conduct, judging incompetence). Requests for membership revocation will be submitted to the National President or one of the Vice Presidents. Once a revocation request is submitted, the following will occur:

A. The Officer to whom the revocation request is made will immediately notify all Governing Board and Technical Committee members of the request.

B. The General Technical Vice President will call a meeting of the National Technical Committee to consider the revocation request. However, if it is the General Technical Vice President whose membership it has been requested to be revoked, then the Technical Vice President-National Program will call the meeting. The meeting will be held at a time

set by the General Technical Vice President after consulting with the members of the Governing Board, but no later than the next regularly scheduled meeting of the Technical Branch.

C. The member whose membership it has been requested be revoked may appear at the revocation meeting, at the NGJA's expense, to present any evidence to the Technical Committee that is relevant to the issue of revocation. The member may be represented at the meeting in any manner the member chooses. The NGJA will, however, pay expenses to attend the meeting for only the member or a person to represent the member.

D. The individual who submitted the revocation request to the NGJA, or any other individual selected by the NGJA President (unless it is revocation of the NGJA President's membership that is being considered, then the General Technical Vice President), will appear at the revocation meeting on behalf of the NGJA, at the NGJA's expense, to present any evidence to the Technical Committee that is relevant to the issue of revocation.

E. National Technical Committee members hearing the presentation of the evidence may ask questions relevant to the issues of revocation of any person presenting evidence.

F. The chairman of the revocation meeting will be the General Technical Vice President, unless it is the General Technical Vice President whose membership it has been requested to be revoked, then the Technical Vice President-National Program will chair the meeting.

G. At the conclusion of the revocation meeting, the National Technical Committee members who heard all of the evidence will vote by secret ballot whether to recommend that the Governing Board revoke the member's membership. A simple majority of those Technical Committee Members who heard all of the evidence will be necessary to recommend revocation to the Governing Board.

H. The National Technical Secretary will prepare a report of the evidence presented at the revocation meeting and the results of the Technical Committee secret vote. The report will be presented to the chairman of the meeting who will check it for accuracy, adding information he deems appropriate. The chairman of the meeting will then submit the report to all Governing Board members.

I. If revocation of membership is recommended by a vote of the National Technical Committee, the member's status will be considered to be inactive until the recommendation can be acted upon by the Governing Board at the Governing Board's next regular meeting.

J. If revocation of membership is not recommended by a vote of the National Technical Committee, the member's status will remain active, providing the member continues to meet all requirements for membership.

K. At the next regular meeting of the Governing Board, the report of the revocation meeting will be considered. Should a simple majority of a quorum of the Governing Board approve

acceptance of a revocation meeting report stating a member was placed on inactive status, the member's membership will be revoked. Should a simple majority of a quorum of the Governing board vote to not accept a revocation meeting report stating a member was placed in an inactive status, the member will return to active status, providing the member continues to meet all requirements for membership. Should a revocation meeting report not recommend revocation, the results of the National Technical Committee vote will stand, and no further action relative to the revocation request is necessary by the Governing Board.

L. A member placed in an inactive status as a result of a National Technical Committee vote at a revocation meeting may appear, at his expense, at the next regular Governing Board meeting and present additional evidence as to why revocation should not occur.

M. A member whose membership has been revoked may never again be an active member (i.e., active national cardholder) unless subsequent membership is approved by simple majority of a quorum of the Governing Board.

## **ARTICLE X**

### **Specific Duties of Officers and Directors**

#### **SECTION 1 OFFICERS**

The National President is the Chief Executive Officer of the NGJA and will:

- preside at all Governing Board meetings
- supervise and control the affairs of the NGJA
- perform all duties attributed herein to the National President
- be an ex officio member of the National Technical Committee with voting privileges
- execute (or assign a designee to so execute) all contracts and sign all checks on behalf of the NGJA
- prepare and present at the NGJA Governing Board Meeting held in conjunction with USA Championships an annual report of the NGJA's previous year's activities( with such report to be made available to all Directors, Officers, Technical Committee Members and Member Associations); and
- supervise the activities of, and serve as the direct report for, all other NGJA National Officers.

The Technical Vice President-International Program will:

- be responsible for the coordination and delegation of all technical judging matters related to the international judging issues and international competitions
- e preside over all Governing Board meetings when the National President is absent and at such times carry out the National President's duties
- Prepare and present at the NGJA Governing Board Meeting held in conjunction with USA Championships an annual report indicating the NGJA's international accomplishments of the previous year (with such report to be made available to all Directors, Officers, Technical Committee Members and Member Associations).

The Technical Vice President-Junior Program will:

- be responsible for the coordination and delegation of all technical matters pertaining to Junior Programs (i.e. interpretations, certifications and the nominations of judges for various competitions)
- supervises, give direction to, and receive assistance and advice from, the Regional Junior Program Technical Directors
- Prepare and present at the NGJA Governing Board Meeting held in conjunction with USA Championships an annual report indicating the NGJA's junior program accomplishments of the previous year (with such report to be made available to all Directors, Officers, Technical Committee Members and Member Associations)
- serve as an ex officio non-voting member of the Junior Program Technical Committee for the term that follows his expired term.

The Technical Vice President-National Program will:

- be responsible for the coordination and delegation of all technical matters relating to the National Program (which includes intercollegiate programs)
- be responsible for rules interpretations, judges' certifications, and the nomination of judges for national competitions (which included intercollegiate competitions)
- Supervises, give direction to, and receives assistance and advice from the Regional Technical Directors and Assistant Regional Technical Directors
- Prepare and present at the NGJA Governing Board Meeting held in conjunction with USA Championships an annual report indicating the NGJA's national program accomplishments of the previous year (with such report to be made available to all Directors, Officers, Technical Committee Members and Member Associations)
- serve as an ex officio non-voting member of the National Technical Committee for the term that follows his expired term.

The Technical Secretary will:

- keep records pertaining to all technical matters
- publish and distribute all technical writings
- Keep and publish minutes at all NGJA technical committee meetings
- Provide assistance to each of the NGJA Technical Vice Presidents; and
- Serve as a voting member of all NGJA technical committees.

The Executive Secretary will:

- keep records of all Member Associations and all NGJA members for the purposes of voting and membership
- Maintain and distribute annually an up to date NGJA membership directory
- Keep and distribute minutes for all NGJA Governing Board meetings
- Keep and distribute minutes at all Committee meetings when so requested by a Committee member
- serve notices to NGJA members (i.e., elections, meetings, disciplinary, etc.), maintain records, and in general, perform all secretarial duties as needed
- preside over Governing Board Meetings in the absence of the National President and the Technical Vice President-International Program

The NGJA Treasurer will:

- be the Chief Financial Officer of the NGJA
- receive and disburse funds as directed by the National President, the Governing Board, or as required in the NGJA Articles of Incorporation
- prepare and maintain the books and records of the NGJA
- maintain and reconcile any and all bank accounts of the NGJA
- prepare and present a financial report at the NGJA Governing Board Meeting held in conjunction with USA Championships and at such other times as requested by the President or the Governing Board
- timely prepare and file all required NGJA federal and state tax returns
- maintain and timely file the NGJA's annual corporate report
- serve as chair of the NGJA Financial Committee

## **SECTION 2 Directors**

The Directors shall perform all duties required of them. More specifically, Directors should strive to keep involved in the activities of the NGJA and the membership they represent. Such involvement may include involvement on NGJA committees, and in regard to Regional Directors consulting with their counterpart Regional Technical Directors. Directors shall attend all NGJA meetings, present, discuss and vote on all pertinent issues. The Regional Directors must represent their respective regions. The At-Large Directors must represent the entire NGJA membership. Regional Directors will also coordinate the National Judge of the Year selection process annually for their respective region. Provided, however, should a Regional Director be in consideration to be selected as his region's National Judge of the Year, the NGJA President will select an At-Large Director to coordinate that region's National Judge of the Year selection process for that year.

## **SECTION 3 Regional Technical Directors and Assistant Regional Technical Directors**

Regional Technical Directors will:

- perform all duties stated in these By-Laws
- perform appropriate duties as assigned by the President or Technical Directors
- seek assistance from his respective Assistant Regional Technical Director
- assist with the preparation of materials for the annual national judges' certification courses

Assistant Regional Technical Directors will:

- perform all duties stated in these By-Laws
- provide assistance to his respective Regional Technical Director
- Junior Olympic Technical Directors will perform all duties stated in these By-Laws
- assist with the preparation of materials for the annual Junior Olympic judges' certification courses

## **ARTICLE XI Committees**

Committees may be formed, as needed, by the National President or by appointment of the Governing Board. A committee chairman may be designated by the National President or Governing Board. The committee chairman may then choose his own committee members without the approval of the Governing Board. He is responsible to report the work in progress to the National President and Governing Board as directed. Provided, however, the following two standing committees will be always exist:

**Section 1 Financial Committee.**

The Financial Committee will consist of the Treasurer, two At-Large Directors, and another national cardholder who has financial expertise who will be appointed by the other Financial Committee members. The Financial Committee will on an annual basis (or more regularly as determined by the Financial Committee) review the accuracy of the NGJA's financial books and records and report its findings to the Governing Board.

**Section 2 Legal Committee**

The Legal Committee will consist of a chairman appointed by the President and such other members as needed on a case-by-case basis. The Legal Committee chairman will be an attorney licensed to practice law in one of the fifty states and will provide the NGJA with advice and counsel on legal and similar matters pertinent to the NGJA. When issues arise to be considered by the Legal Committee, the President and the Legal Committee chairman may appoint additional members to serve on the Legal Committee relative to that particular issue. If possible, all members appointed to the Legal Committee should be attorneys licensed to practice law in one of the fifty states. When the particular issue to which a member was appointed to the Legal Committee is resolved, the Legal Committee membership, except for the chairman, will be dissolved. Moreover, the chairman of the Legal Committee will serve as a non-voting member of the Governing Board.

**ARTICLE XII  
Structure and Vote of the Governing Board**

The maximum number of voting members on any one Governing Board is thirteen (13). They are:

National President	Regional Directors (four)
Technical Vice President International Program	At-Large Directors (two)
Executive Secretary	Technical Vice President National Program
Technical Secretary	Technical Vice President Junior Program
Treasurer	

For all Governing Board meetings a quorum (seven) is needed in order to conduct business. Each Governing Board member has only one (1) vote.

No person may hold more than one position on the Governing Board at a time. Either mail or e-mail votes may be conducted, if necessary.

The Governing Board may invite pertinent speakers to the meetings.

Governing Board meetings in addition to those required by these Bylaws may be called by the National President.

**ARTICLE XIII  
Seal of the corporation**

The Seal of the Corporation shall be of the following form:

**ARTICLE XIV  
Corporate Year End**

The fiscal year of the Corporation shall end on each September 30th., at which time the books of the Corporation shall be closed for all tax and accounting purposes.

**APPENDIX I  
ORGANIZATION OF THE EXECUTIVE BRANCH  
GOVERNING BOARD**

			National President			
	Executive Secretary		Technical Vice President - International Program		Treasurer	Chairman of the Legal Committee (voice, no vote)
Director West	Director West	Mid	Director Mid East	Director East	Director At-Large	Director West
	Technical President National Program	Vice	FIG MPC Member (voice, no vote)	Technical Vice President- Junior Program	Technical Secretary	
			National President			

**APPENDIX II  
ORGANIZATION OF THE TECHNICAL BRANCH**

**A. NATIONAL TECHNICAL COMMITTEE**

	Technical Vice President - International Program		
National President	Technical Vice President National Program	Technical Vice President Junior Program	National President
	Technical Secretary		
Technical Director West	Technical Director Mid West	Technical Director Mid East	Technical Director West
Assistant Technical Director West	Assistant Technical Director Mid West	Assistant Technical Director Mid East	Assistant Technical Director West
	ex officio officers		

### B. Junior Program Technical Committee

	Technical VP Junior Program			
Junior Program Technical Director USAG Region 1 (NGJA West Region)	Junior Program Technical Director USAG Region 2 (NGJA West Region)	Junior Program Technical Director USAG Region 3 (NGJA Mid-West Region)	Junior Program Technical Director USAG Region 4 (NGJA Mid-East Region)	
Junior Program Technical Director USAG Region 5 (NGJA Mid-East Region)	Junior Program Technical Director USAG Region 6 (NGJA East Region)	Junior Program Technical Director USAG Region 7 (NGJA East Region)	Junior Program Technical Director USAG Region 8 (NGJA East Region)	
Junior Program Technical Director USAG Region 9 (NGJA Mid-West Region)	ex officio officers			



### APPENDIX III

#### REGIONAL DISTRIBUTION

<b>West</b>	<b>Mid West</b>	<b>Mid East</b>	<b>East</b>
<b>Alaska</b>	<b>Arkansas</b>	<b>Illinois</b>	<b>Alabama</b>
<b>Arizona</b>	<b>Colorado</b>	<b>Indiana</b>	<b>Connecticut</b>
<b>California</b>	<b>Iowa</b>	<b>Michigan</b>	<b>Delaware</b>
<b>Hawaii</b>	<b>Kansas</b>	<b>Minnesota</b>	<b>Dist of Columbia</b>
<b>Idaho</b>	<b>Louisiana</b>	<b>Wisconsin</b>	<b>Florida</b>
<b>Montana</b>	<b>Missouri</b>	<b>Ohio</b>	<b>Georgia</b>
<b>Nevada</b>	<b>Nebraska</b>	<b>Kentucky</b>	<b>Maine</b>
<b>Oregon</b>	<b>New Mexico</b>		<b>Maryland</b>
<b>Washington</b>	<b>North Dakota</b>		<b>Massachusetts</b>
	<b>Oklahoma</b>		<b>Mississippi</b>
	<b>South Dakota</b>		<b>New Hampshire</b>
	<b>Texas</b>		<b>New Jersey</b>
	<b>Utah</b>		<b>New York</b>
	<b>Wyoming</b>		<b>North Carolina</b>
			<b>Pennsylvania</b>
			<b>Rhode Island</b>
			<b>South Carolina</b>
			<b>Tennessee</b>
			<b>Vermont</b>
			<b>Virginia</b>
			<b>West Virginia</b>

**DIVISION II**  
**OPERATING PROCEDURES**

**ARTICLE I**

**Name**

The name and symbol of the National Gymnastics Judges Association is a trademark denoting the NGJA and its members. The emblem may not be displayed, used, or copied without the express consent of the National Gymnastics Judges Association.

**ARTICLE II**  
**Membership**

**SECTION 1 Eligibility**

A. Member Associations

Eligibility for association membership, conditions, obligations, and membership types are governed by Article VII of Division I of these Bylaws.

B. Individual Eligibility

All individuals who meet the requirements for national certification, meet the eligibility requirements to become a Professional Member of USA Gymnastics, and who pay all required dues, unless otherwise directed by these Bylaws, are members of the NGJA and considered active national card holders. All individuals who meet only the requirements for Junior Olympic certification, meet the eligibility requirements to become a Professional Member of USA Gymnastics, and who pay all required dues, unless otherwise directed by these Bylaws, are members of the NGJA and considered Junior Olympic card holders. Individuals who fail to meet these minimum requirements to be either a national card holder or a Junior Olympic card holder will not be eligible to be members of the NGJA.

**SECTION 2 Dues**

The membership dues shall be collected at a Certification Course by the Regional Technical Director, or his designee, annually. Members shall be assessed \$25.00 dues per year.

**SECTION 3 Course Fees**

All National Certification Course participants shall pay a course fee to the Regional Technical Director or his designee to cover the course costs.

**SECTION 4 Auxiliary Membership**

Auxiliary member associations shall pay a \$75.00 association fee per year.

### **ARTICLE III Election Procedures**

In all election and voting instances, the National President, Regional Director, or their designees, are to carry out the election procedures.

#### **SECTION 1 General Procedures**

The designated election official is to work from a list of active national card holders which the Executive Secretary shall maintain and provide. All active national card holders are eligible to vote in national, regional and local elections. Junior Olympic card holders may only vote in local elections.

The National President, or his designee, must send guidelines for upcoming elections in the second quarter of the election year to every Member Association President.

The National President will set the election dates for the following:

A. Deadlines for nominations of National President, Regional Directors, At-Large Directors, Technical Directors and Junior Program Technical Directors.

B. Mailing Dates for election ballots to active national card holders.

#### **SECTION 2 Ballot Procedure**

- A. Elections (including the Frank J. Cumiskey Judging Hall of Fame elections) may be conducted by using paper ballots, by electronic ballots, or by a combination of the paper and electronic ballots.
- B. If paper ballots are used either alone or in combination with electronic ballots, the designated election official will prepare the election ballots. The designated official must provide two (2) envelopes that are to be used by voters. A blank envelope, which is to contain the ballot; and an outer return mail envelope, which is to be signed in the upper left hand corner by the voter. Ballots not returned in the two (2) envelopes and signed as designated, or within the provided time period, will be considered invalid.
- C. If electronic ballots are used either alone or in combination with paper ballots, the designated election official will obtain from the NGJA National Secretary e-mail addresses for active national cardholders that were included on each active national cardholder's information form that was collected at the most recent judges' certification courses. The designated election official will then send ballots via e-mail to all active national cardholders for which he has a valid via e-mail address.
- D. Should the designated election official choose to use e-mail balloting, and there are active national cardholders who do not have a valid e-mail address (i.e., no e-mail address was provided, or a sent e-mail ballot is returned undeliverable), paper

ballots will be sent to these active national cardholders using the procedure provided in paragraph 2 above.

- E. In Regional Elections, active national card holders will vote only for candidates in their respective NGJA regions (with the exception of Region Junior Program Technical Director elections wherein active national cardholders will vote only in the election that corresponds to their respective USAG Junior Program Region). In National Elections, active national card holders will vote for candidates for all offices. All ballots will be counted by a non-NGJA affiliated neutral body designated by the National President or his designee subject to the approval of the Governing Board.
- F. No vote will be required in the event that through the nomination process only one nominee is put forward for an office. In such a situation, the lone nominee will be automatically elected without the necessity of a balloting process and vote. A member elected in this manner will take office at the same time as if a ballot and vote did occur.

### **SECTION 3 National Elections**

The National President or his designee will conduct concurrent elections for the National President and the two At-Large Directors.

Each Regional Director will solicit nominations from Member Association Presidents in his region for the office of National President. Regional Directors will submit nominations to the National President. A fifty per cent (50%) majority of all valid returned ballots is required for election. If no candidate receives this majority, a run-off election between the top two finishers must occur within two weeks of the return deadline of the first election.

Each Regional Director will solicit nominations from Member Association Presidents in his region for the two At-Large Directors. Regional Directors will submit nominations to the National President. The winners will be the two (2) candidates receiving the most votes.

A one (1) week period will be allowed for conducting these elections, postmark to postmark, or from the time an e-mail is sent in accordance with the procedures noted in Section 2 above. The National President will announce the election results no later than two (2) weeks after the postmark/e-mail return deadline.

### **SECTION 4 Regional Elections**

Within two weeks of the announced results of the national elections, each Regional Director will solicit nominations from Association Presidents in his region for the offices of Regional Director, Regional Technical Director, Assistant Regional Technical Director, and the Junior Program Regional Technical Directors in his region. Regional Directors will submit nominations to the National President. Balloting will occur as stated in Division II, Article III Section 2 above.

The National President will announce the election results no more than two weeks after the applicable postmark/e-mail deadline. All Directors terms of office begin at the time of the National President's announcement of the results.

## **SECTION 5 Officers Election Meeting**

The newly elected National President and the six newly elected Directors shall have a meeting within two weeks of the announcement of the regional election results to elect the remaining officers of the Governing Board. The National President shall preside over the election meeting. If one of the Directors is elected to an officer position, he maintains only one office and must give up his position as Director. If this shall occur, the National President or his designee will conduct an additional election to fill the vacant position(s).

## **Article IV Certification**

### **SECTION 1 National Judges Certification Courses**

National judges certification courses are to be conducted by Regional Technical Directors or their designees. Judges certification is required yearly for all judges to maintain or acquire status as an active national card holder or as an active Junior Olympic card holder. Judges certification courses shall cover all areas of gymnastics judging. An evaluation procedure will include practical and written examinations that stress the application of judging rules and procedures.

### **SECTION 2 Course Reporting Procedures**

A. The Regional Technical Director or his designee must report the results of national judges certification courses. The following information must be reported within two (2) weeks of the completion of each course.

1. Date and site of the course.
2. Director in charge of the course.
3. Course agenda, report on procedures, or course outline.
4. A list of all participants who earned a National and/or Junior Olympic Card, including:
  - a. Name, Address, City, State, Zip Code
  - b. Home and Business Phone Numbers
  - c. Social Security Number
  - d. USAG Professional Number
  - e. E-mail Address
  - f. FAX number

## B. Mailing of Course Reports

1. Send the NGJA dues, \$25.00 for each National Card holder, with the report to the National Treasurer (One check is to be made out for the total dues amount of the National Gymnastics Judges Association Inc.)

- The Course Report is to be sent to the National Executive Secretary and the appropriate Regional Director and Technical Director.

## SECTION 3 Course Dates

The National Technical Committee will recommend the starting and ending dates for judges certification courses. December 15 will be the final date to submit judges certification course reports so the information may be included in the NGJA Directory.

## SECTION 4 Certification Requirements

REQUIREMENT	NATIONAL CARD	JO CARD
Minimum Age	18	16
Experience: Competitor, Coach, Instructor, or Judge	Two Years	0
NGJA Course	Yearly	Yearly
Minimum Grade on Written Exam	As determined by the National Technical Committee	As determined by the J.O. Tech Committee
Minimum Grade on Practical Test	As determined by the National Technical Committee	As determined by the J.O. Tech Committee
Reciprocity	US & Territories	US & Territories
Card Issued by:	Reg. Tech Dir or his designee	Reg. J.O. Tech Dir or his designee

## SECTION 5 Clarification of Certification

A. Judges certification is valid for one (1) year.

B. If a candidate passes only one part of the exam, he may, at the discretion of the course director, retake the failed portion at the convenience of the Regional Technical Director.

## ARTICLE V

### Assignment of Judges for Competitions

As appropriate, assigning judges to the following meets will be the responsibility of the Technical Vice-Presidents, Regional Technical Directors, Assistant Regional Directors, and Junior Olympic Technical Directors with input from the Regional Directors. No NGJA member shall accept or contract judging assignments for these meets except in accordance with these Bylaws. Violation of this rule will result in an immediate subjection to disciplinary action according to Division I, ARTICLE IX, of these Bylaws.

- A. United States Gymnastics National Championships
- B. Olympic Trials
- C. World Game Trials
- D. Pan American Games and Trials
- E. NCAA Conference Championships
- F. Regional Qualifying Meets
- G. Junior Olympic National Championships
- H. Junior Olympic Regional Championships
- I. Other Major Championships
- J. All sanctioned Junior Olympic Meets (in accordance with Section 3 below)

### **SECTION 1 NCAA Regional & National Championships**

The Technical Vice President National Program and the Regional Technical Directors will work in cooperation with the NCAA Rules Committee Chairman in selecting the best qualified judges available for these competitions.

### **SECTION 2 Conference and Invitational Meets**

The Regional Technical Director or his designee is responsible for the selection of judges for college conference and invitational meets that occur in his region.

### **SECTION 3 Local and Regional Meets**

Member Associations will be responsible for selection of judges to competitions in their local area.

## **ARTICLE VI Duties of the Judges Director**

The Judges Director for all Conference and Invitational meets will be approved by the Regional Technical Director.

A. He must be a currently active national card holder.

B. He is the main liaison between the judges, coaches and host.

C. He is to oversee all of the judging details concerning the competition. He is to contact all of the judges for the meet and give pre-meet training, if possible.

D. He makes all event assignments and establishes meeting times. He is the chairman at all meetings.

E. He shall have available copies of all pertinent judging rules for the competition and know the rules well.

F. He must see that all judges are suitably dressed, on time, and prepared to judge.

G. He should attempt to become a member of the Games Committee.

H. The Judges Director or his designee is to report on the conduct of the meet to the Regional Technical Director.

I. Any costs incurred in handling the judges should be charged to the host and/or administrator of the meet.

## **ARTICLE VII Awards**

### **Section I Regional**

One recipient per year per region is selected as that region's National Judge of the Year. Nominations may be made by Member Associations or individuals and are handled by the Regional Director. Final selection for each region's National Judge of the Year will be made by a plurality of a vote of that region's Member Association Presidents.

The Award is to be presented by the NGJA President or his designee at the annual NGJA Governing Board meeting scheduled during USA Gymnastics Congress.

Each region's National Judge of the Year winner's name must be given to the National President or his designee.

The Judge of the Year Award should be based on criteria which is current during the past gymnastics season.

A. He must have judged at least (1) championship meet.

B. He must command respect of judges, coaches and gymnasts.

C. He should contribute to the sport by aiding in its development.

D. He should be involved in at least local administration of the sport, i.e. teach judges courses, be an officer in the association, be a Director, etc.

E. He must be an active national card holder.

## **SECTION 2 Frank J. Cumiskey Gymnastics Judging Hall of Fame Award**

The NGJA Frank J. Cumiskey Judging Hall of Fame election will be conducted by the NGJA President or his designee who must be a member of the NGJA Governing Board. The NGJA Frank J. Cumiskey Judging Hall of Fame election will be conducted annually at a time appropriate to allow presentation at the NGJA Governing Board Meeting at USA Gymnastics Coaches Congress. Nominations will be solicited by the person conducting the election. Nominations may only be made by Member Association Presidents, members of the NGJA Governing Board or members of the NGJA Technical Branch. Candidates should supplement their nomination with a professional resume. The person conducting the election must verify that each candidate meets the minimum criteria for selection. Ballots are to be prepared as per Division II operating Procedures, Article III, Section 2, Ballot Procedure (including electronic balloting). A two (2) week period will be allowed for conducting this election.

The candidates are to be voted on by the NGJA Governing Board members

and by members already inducted into the NGJA Frank J. Cumiskey Hall of

Fame. NGJA Governing Board Members must participate in the elections as

one of their professional responsibilities. No eligible voter will receive more than one ballot. The NGJA National Secretary shall maintain and annually update the record of recipients and eligible voters.

Induction: A candidate will be inducted if any of the following occurs:

A. A candidate receives 2/3 "yes" votes of all those eligible to vote or a candidate receives 2/3 "yes" votes of all votes cast in an election in which at least 75% of all eligible voters participate.

All fractions will be elevated to the next highest number (for example, .666% of 26 = 17.2, thus a candidate would require 18 yes votes for induction). The NGJA Frank J Cumiskey Hall of Fame election results must be verified by the NGJA President and a second member of the NGJA Governing Board. The confidential results must be reported to the entire NGJA Governing Board within fourteen (14) days of the election.

The NGJA Frank J. Cumiskey Hall of Fame Award will be presented at the NGJA general meeting held in conjunction with the USA Gymnastics Congress. The award is to be presented by the NGJA President or his designee. The award is to be signed by the NGJA National President and the NGJA General Technical Vice President.

The criteria for nominations are:

- A. Forty (40) years of age, minimum.
- B. Fifteen (15) years of judging experience.
- C. Participation in clinics and courses, local, national, or international.
- D. Acting in an administrative capacity, i.e. Judges Directors, Officer, Director, etc.
- E. Prepared publications related to gymnastics judging.
- F. Work in judging associations on the local or national level.
- G. Illuminating or advancing judging in a significant manner.

### **SECTION 3 Outstanding Service Award**

This distinguished Award is given to individual(s) and/or organizations who have made significant and noteworthy contributions consistent with the aims of the National Gymnastics Judges Association.

Nominations may be made by Member Associations, Directors or Officers.

The Award is to be voted on by the Governing Board. A majority vote of the Governing Board is required for approval.

The Award is to be presented by the National President or his designee at the general meeting. It is to be signed by the National President and Technical Vice President National Program.

## **ARTICLE VIII Judges Code of Ethics**

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. All judges must be certified 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.

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

## **ARTICLE IX Amendments to Division II Bylaws**

These Bylaws may be amended at any meeting of the Governing Board by a majority vote of the members present and voting, or at a special meeting called for the specific purpose of amending or adopting Bylaws. A proposed amendment to the Bylaws may be amended at any Governing Board meeting by a majority of the members present and voting.

## **ARTICLE X Rules of Order**

The current Roberts Rules of Order are the general rules of order for all meetings of the NGJA, unless otherwise stipulated by the Constitution.

The meeting chairman shall be, or shall designate a parliamentarian/constitutional authority for all meetings.

## **ARTICLE XI EXONERATION**

To the fullest extent allowed by law, no Governing Board Member or Technical Committee Member of NGJA shall be personally liable to the NGJA or its members for money damages (except an obligation to repay money to the NGJA or for annual membership dues); provided however, that the foregoing limitation liability shall only be to the extent permitted of organizations which are exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue law). No amendment of the Articles of Incorporation or repeal of any of its provisions shall limit or eliminate the benefits provided to Governing Board Members or Technical Committee Members under this provision with respect to any act or omission which occurred prior to such amendment or repeal.

## **ARTICLE XII GENERAL PROVISIONS**

### **SECTION 1 No Compensation for Governing Board or Technical Committee Members**

No member of the Governing Board or Technical Committee, including *ex officio* members of the NGJA shall receive any monetary or other compensation from the NGJA for their service to the NGJA. Provided however, upon proper documentation, the NGJA shall reimburse any Governing Board or Technical Committee member for reasonable expenses incurred for attending any meeting or event at the request of the Governing Board. Provided, however, the Governing Board is vested with authority to compensate a Governing Board or Technical Committee member in a reasonable amount when such member performs duties or provides services requested by the Governing Board beyond that member's general NGJA job description.

### **SECTION 2 Corporate Books and Records**

The books and records of the NGJA shall be kept within the state where the then current Treasurer is located unless otherwise required by the state where the NGJA is incorporated.

### **SECTION 3 Contracts**

The Governing Board may authorize any officer, agent or employee of the NGJA by a simple majority vote to enter into any contract or execute and deliver any instrument in the name of and on behalf of the NGJA. Unless so authorized by the Governing Board or by these Bylaws or the NGJA Articles of Incorporation, no officer, director, agent or employee of the NGJA shall have any power or authority to bind the NGJA by any contract or

engagement, or to pledge the credit of the NGJA or to render the NGJA liable for any purpose or for any amount.

#### **SECTION 4 Checks, Drafts, Etc.**

All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the NGJA, in any amount, may be signed by the Treasurer, provided, however, that any checks, drafts or other orders for the payment of money, notes or evidences of indebtedness issued in the name of the NGJA in excess of \$500.00 shall be first approved by a vote of a majority of the Financial Committee before being signed by the Treasurer.

#### **SECTION 5 Depositories**

All funds of the NGJA shall be deposited to the credit of the NGJA in such banks, trust companies, or other depositories as the Governing Board may from time to time designate upon such terms and conditions as shall be fixed by the Governing Board.

#### **SECTION 6 Disolution**

The Governing Board by a two-third (2/3) majority vote may elect to dissolve the NGJA at any duly held meeting of the Governing Board. Actual dissolution and termination of the NGJA shall be carried out according to the provisions of the state where the NGJA is incorporated. Upon dissolution, all assets of the NGJA remaining after the payment of then current obligations of the NGJA shall be assigned to the USA Gymnastics Foundation or any such successor organization if the USA Gymnastics Foundation does not exist at the time of dissolution of the NGJA.

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