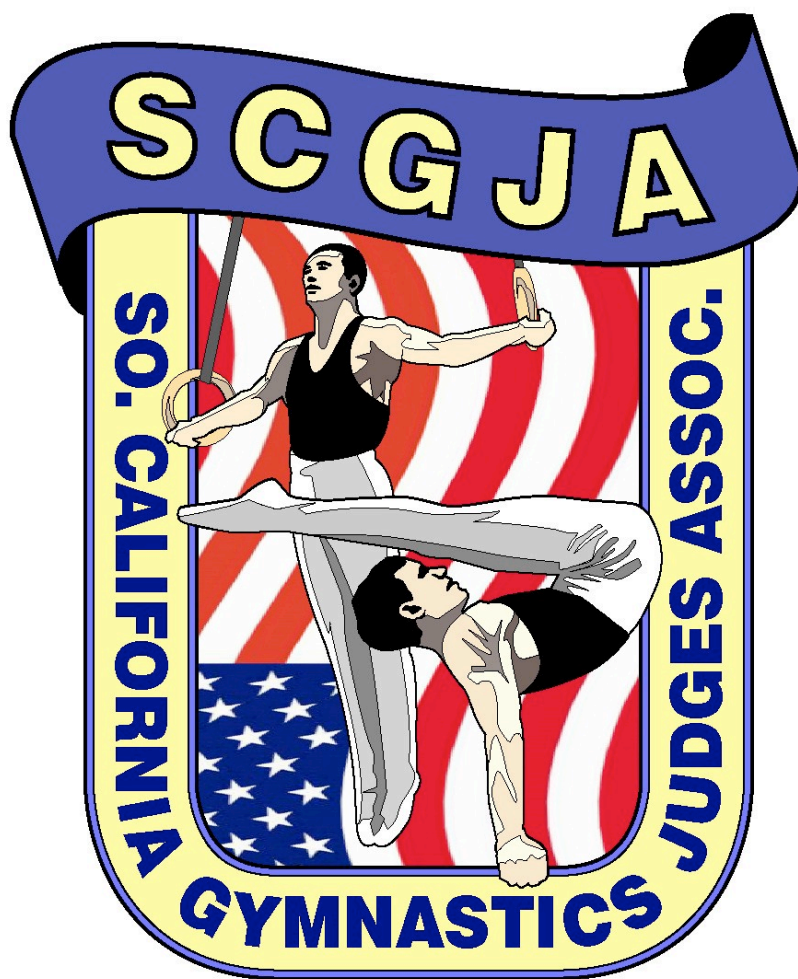


Southern California Gymnastics Judges Association



CONSTITUTION

October 2017 v. 3

Southern California Gymnastics Judges Association

CONSTITUTION

ARTICLE I: NAME

SECTION 1: The name of the organization shall be the Southern California Gymnastics Judges Association, hereinafter referred to as the SCGJA.

ARTICLE II: PURPOSE AND OBLIGATIONS

SECTION 1: The purpose of the SCGJA is to organize, certify, and train all active officials; see that current methods of evaluation and judging are maintained; promote the growth and elevate the quality of Boy's and Men's gymnastics judging in Southern California. It shall formulate rules, policies, and responsibilities of judges; conduct regular meetings; and perform other functions as related to judging.

SECTION 2: It will be the obligation of all the members to honor and abide by the **NGJA Constitution and Bylaws**, as well as the Constitution and Bylaws of the SCGJA.

ARTICLE III: MEMBERSHIP

SECTION 1: GENERAL MEMBERSHIP is limited to those officials in good standing who abide by the rules of the SCGJA and NGJA. A member in good standing must conform to the following regulations:

- A) MEMBERSHIPS AND CERTIFICATIONS: Members must:
 - I. Have a current USAG professional membership.
 - II. Have current USAG Safety Certification (for State, Regional, & National Championships).
 - III. Have current USAG Background Clearance and related athlete safety certifications (e.g., SafeSport).
 - IV. Pay annual membership fees/dues to the SCGJA and NGJA groups, as outlined in each group's bylaws.
 - V. Be actively involved in judging or coaching in Southern California, or be an engaged member of the area's gymnastics community.
- B) ATTENDANCE: Each member must attend at least 50% of all meetings. In the event of extenuating circumstances, the Executive Board will rule on the good standing of the member.

SECTION 2: SUPPORTER MEMBERSHIP: Those who wish to support the SCGJA and participate in meetings and events, but are not actively judging within the Association, may apply to the Executive Board for a “Supporter Membership”. This must be applied for and approved annually. Those approved may participate in meetings and events but will have no voting or nominating privileges. They will pay no dues to the SCGJA.

SECTION 3: HONORARY LIFE MEMBERSHIP: 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.

Those who receive this award must comply with the GENERAL MEMBERSHIP requirements stated above and will have the rights of such membership. SCGJA dues will be waived for individuals who have thirty (30) years of outstanding service to the Association who receive this award.

ARTICLE IV: MEETINGS

SECTION 1: Meetings of the Association will be held two (2) times per year.

SECTION 2: All meetings shall be conducted according to Robert’s Rules of Order.

SECTION 3: MEETING QUORUMS:

- A) General Meetings: A majority of active attending members shall constitute a quorum.
- B) Executive Board Meetings: Three (3) out of the five (5) board members must be present for a quorum.

ARTICLE V: OFFICERS AND ELECTIONS

SECTION 1: Officers: There shall be five (5) elected officers of the SCGJA, herein referred to as the Executive Board, which shall consist of: President, Vice President, Secretary-Treasurer, Assignment Chairman, and Instructional Chairman.

SECTION 2: Ex-officio officers: Ex-officio officers (without voting rights) representing the interests of the SCGJA are:

- A) The immediate past President.
- B) Any NGJA position held by a member in Southern California.
- C) The SCMGA State Director.
- D) The USAG Region I Director (if held by a member in Southern California).

SECTION 3: Election of Officers:

- A) The election of officers shall be conducted electronically once every four years with the

- B) The term of office for all Executive Board members shall be four (4) years, per the NGJA election cycle. If an election must be held out of cycle with the NGJA election cycle, the term for those positions will be for the remainder of the current NGJA cycle.
- C) Three (3) years of active membership, in good standing, is required to be eligible for election to the Executive Board. This does not have to be consecutive years to qualify.
- D) All officers may serve more than one consecutive term.

SECTION 4: Three (3) votes of the five (5) Executive Board members, constitutes a quorum.

SECTION 5: Vacancies: Vacancies in any office shall be filled temporarily by the President, on down, in descending order, until a new officer is appointed by the Executive Board to fill the vacancy until the next general election is conducted.

SECTION 6: Withdrawl, Resignation: An officer may withdraw or resign from a position by providing written notice to the Executive Board.

SECTION 7: Removal from Executive Board: Removal of any officer is a serious matter and should only be undertaken in cases of unethical behavior, gross negligence, or failure to uphold the duties of the office. The case to remove an officer must be presented to the Executive Board and documented in the meeting minutes, with notice provided to the aggrieved party. A majority vote by the Executive Board is required for removal and results in loss of board seat.

ARTICLE VI: RESPONSIBILITIES OF OFFICERS

SECTION 1: The specific powers, duties, and responsibilities of the board are:

- A) To make decisions in the best interest of the SCGJA for the management of its business and affairs. Also to recommend changes in rules or regulations for the operation of the SCGJA. All permanent changes in the Constitution or By-laws, must be voted on by the Association.
- B) To be familiar with the details of this Constitution and the functions of each office, as outlined herein.
- C) To designate the time and place for meetings or authorize the President to do so.
- D) To appoint such committee(s) on any subject within the powers of the SCGJA By-laws and define the duties of such committee(s).

SECTION 2: Responsibilities of the PRESIDENT include:

- A) The President shall make decisions in the best interest of the Association. He should represent the Association in all State, Regional, and National meetings and never put his own interest above that that of the Association (when acting as President).
- B) Run all Executive Board and General Assembly meetings.
- C) Provide guidance and recommendations in the assignment of judges by the Assignment

necessary.

- D) Maintain an open line of communication between his office and both the NGJA and SCMGA as a liaison officer. It is the President's responsibility to accumulate and seek information as available throughout the year and forward onto association members.
- E) Send out mailings, updates, or newsletters, which should include reports and minutes of General meetings.
- F) Maintain and updated state roster of all judges in Southern California. This list should be forwarded to both the NGJA and SCMGA.
- G) Submit a proposed budget to the Executive Board for discussion and approval by September 1st of each year.
- H) Review NGJA rate fee schedule with the SCGJA State Director and Regional Director and obtain approved rate for SCGJA-assigned competitions. This should be performed and documented every two years.
- I) Work with the appropriate organizations and personnel to nominate or recommend, with the approval of the Executive Board, all judges for regional, national, and international events.
- J) Notify the NGJA of the election of new officers.
- K) All other duties as per the NGJA Constitution and By-laws.
- L) Attend ALL Executive Board and General meetings.

SECTION 3: Responsibilities of the VICE-PRESIDENT include:

- A) Act in the role of the President in his absence.
- B) Assist the President as needed in fulfilling his responsibilities.
- C) Assist in the mentoring of newly elected Executive Board officers
- D) Assist in over-site and auditing controls of the SCGJA bank account(s)
- E) Assist in the registration of judges at the yearly courses.
- F) Distribute membership cards or certificates to all members who have paid their dues in full and pass the JO or National certification course(s).
- G) Attend ALL Executive Board and General meetings.

SECTION 4: Responsibilities of the SECRETARY-TREASURER include:

- A) Keep minutes of all SCGJA General and Executive Board meetings and transmit to President in a timely manner (within 2 weeks of the meeting). The President will then disseminate them to the Executive Board for approval before distributing to the general membership.
- B) Maintain a record of attendance for all meetings (general and board).

- D) With assistance of President prepare annual competition calendar.
- E) Assist in collection of membership dues and meet host assignment fees.
- F) Disperse and deposit funds as necessary in the business affairs of the SCGJA.
- G) Schedule, book, pay and/or reimburse all exchange judges travel expenses.
- H) Provide quarterly financial banking reports to the Executive Board.
- I) Provide year-end financial report (P&L) to the President on October 1st of each year. (Fiscal year is October 1st to September 30th).
- J) Attend ALL Executive Board and General meetings.

SECTION 5: Responsibilities of the ASSIGNMENT CHAIRMAN include:

- A) Assign, with the approval of the President and/or Vice President, all judges for local meets within the SCGJA.
- B) With the assistance of the Secretary, prepare & post the annual availability form/survey.
- C) Adhere to the policies and procedures set forth in the Assignment of Judges section of the SCGJA By-laws.
- D) Assist Secretary-Treasurer as needed in scheduling, booking and paying for exchange judge travel arrangements.
- E) Provide assignment numbers to the President on all judging assignments per the addendum included in the By-laws.
- F) Attend ALL Executive Board and General meetings.

SECTION 6: Responsibilities of the INSTRUCTIONAL CHAIRMAN include:

- A) Organize, plan, and administer the J.O. and National course(s). This should include the procedures for examination, classifying and certifying all members of the Association with regard to the regulations of the NGJA.
- B) Make the results of the examination available to the Executive Board.
- C) Assist in the collection of membership dues and registration forms for the SCGJA Judges course.
- D) Assist in confirming that all certification course attendees have registered as a NGJA member.
- E) Assist in compiling the SCGJA/NGJA annual membership directory.
- F) Oversee the judges training program and assist with ongoing development throughout the year.
- G) Provide all technical information to the Association or to the President for dissemination.

SECTION 7: Responsibilities of EX-OFFICIO OFFICERS include, but not mandated:

- A) Sit on the Executive Board with a voice and no vote, however they may hold another voting Board position.
 - B) Attend Executive Board and General meetings whenever possible.
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ARTICLE VII: SPECIAL AWARDS

SECTION 1: SCGJA FRANK ENDO SCGJA JUDGE OF THE YEAR AWARD: Nominated and voted upon annually by the Executive Board.

- A) Eligible judge nominees must hold a National rating or higher
- B) Must be an active SCGJA judge in good standing for a minimum of five (5) years.
- C) Must have judged a State Championship competition or higher

SECTION 2: NGJA NATIONAL JUDGE OF THE YEAR AWARD: Nominated and voted upon annually by the Executive Board.

SECTION 3: SCGJA PAUL TICKENOFF SPIRIT AWARD: Nominated and voted upon by the Executive Board. This will be awarded to candidates that exhibit exemplary service and dedication to the sport of gymnastics and/or gymnastics judging.

ARTICLE VIII: AMENDMENTS

SECTION 1: This constitution may be amended at any time, in a general meeting or via electronic vote, with a two-thirds vote of all eligible members in attendance at a general meeting, or two-thirds vote of all votes submitted electronically. Proposed amendment(s) must be electronically submitted to all eligible voting members, at least two weeks prior to the appointed voting date.

Southern California Gymnastics Judges Association



BY-LAWS

Southern California Gymnastics Judges Association

BY-LAWS

October 2015 v. 1

ARTICLE I: MEMBERSHIP FEES (DUES)

SECTION 1: An annual membership fee shall be charged to all members.

SECTION 2: SCGJA membership dues: \$25 annually

ARTICLE II: CERTIFICATION OF JUDGES

SECTION 1: Certification of judges will be accomplished through procedures established by the NGJA.

SECTION 2: Each judge will be classified as follows:

- A) Brevet (F.I.G. - international)
 - B) National
 - C) Junior Olympic (J.O.)
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ARTICLE III: DISBURSEMENT OF FUNDS

SECTION 1: Disbursement of Association funds shall be limited to the following:

- A) Professional services and project management expenses as necessary for the operation of the Association (e.g., accounting, website development/maintenance).
- B) Expenses for head judges/meet referees.
- C) Travel expenses associated with local and/or exchange judge program.
- D) Certification course expenses.
- E) Year-end party expenses and expenses to support NGJA or other judging association social events.
- F) Award expenses related to honoring members.
- G) SCGJA Judges Cup expenses.

SECTION 2: The authorization of further disbursement of funds shall be by approval of the majority of the Executive Board. This includes:

- A) Round trip plane fare for out of state or local judges assigned to other areas.
 - B) A per diem to defray the cost of housing, food, and transportation.
 - C) Travel subsidies for officers or judges to attend National meetings or competitions.
 - D) Good will and donations for special events.
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ARTICLE IV: ASSIGNMENT OF JUDGES

SECTION 1: The membership should complete and submit the online judges availability form by or before October 1st of each year..

SECTION 2: The Assignment Chairman with the help of the President, upon completion of the SCGJA & SCMGA calendars, will make the assignments for the upcoming season.

SECTION 3: The Assignment Chairman shall electronically post the assignments online by November 1st of each year and email assigned officials at least fourteen (14) days prior to an assignment. Assigned judges must respond within fourteen (14) days to confirm or decline the assignments

SECTION 4: The meet directors will fill all declined assignments with the next available alternate Judge.

SECTION 5: With the exception of a dire emergency, judges who cannot fulfill their judging assignment must notify the appropriate meet director at least fourteen (14) days in advance of the assigned competition.

SECTION 6: Penalties for judges concerning assignments:

- A) Failure to appear without notice: Forfeiture of one sessions judging fees on the first occasion and suspension for the balance of the season on the second occasion.
- B) Cancellation of an assignment other than for a good cause, with less than a fourteen (14) day notice will result in forfeiture of next judging assignment.
- C) Tardy or late arrival at an assignment (fifteen minutes within meet time or past meet start time), without notice or valid excuse, will result in forfeiture of that session's judge's fees and/or possible replacement by another judge for entire meet
- D) Improper dress (without valid excuse) and/or unprofessional conduct may result in forfeiture of next judging assignment or possibly the remainder of the season.
- E) The Executive Board will review infractions on a case by case basis.
- F) The procedure for imposing fines will be administered by the Director of Judges at the location of the infraction, or addressed by the Executive Board in writing to the offending judge.
- G) Disbursement of Judges Fees: As a service to both the clubs, schools and/or judges involved, all judging fees will be disbursed to the judges by the host organization or by the SCGJA Director of Judges.

SECTION 7: Selection of officials for Regional and National Championship meets, as well as International Meets:

- A) The Executive Board will recommend Association judges for Regional and National Championship Events to the appropriate assigning organization. The Executive Board will also provide input to the Western Technical Director, NGJA, or other assigning organizations regarding International events.
- B) Regarding such assignments: It is recommended that whenever possible, a judge not be assigned to the same championship meet two years in a row.

SECTION 8: The SCGJA is not obligated to pay judging fees unless the host school has requested and paid the SCGJA in advance to do so.

- A) Cancellations, schedule changes or failure of Judges to report, will be reviewed by the Executive Board with appropriate action taken.
- B) All participating clubs & schools must submit a judges request form (electronically) to the SCGJA President and Assignment Chairman, four weeks prior to their scheduled event. One-week prior to the event date, the meet host must remit a check to the SCGJA, to cover the judges assignment fee of \$1.00 per registered athlete.

SECTION 9: The host club or school is responsible for notifying the SCGJA President, Assignment Chairman, assigned head judge, and assigned judges of any changed in the meet schedule or location.

SECTION 10: If a judge shows up for a meet that has been canceled or changed and it is an error on the part of the Assignment Chairman, the judge will be paid by the Association.

ARTICLE V: FEE POLICY FOR ASSOCIATIONS

SECTION 1: JUDGES FEES:

- A) Proposed fees for judging services will be determined and regulated by the Executive Board and SCMGA, per guidelines established by the NGJA.
- B) Refer to addendum - SCGJA/NGJA Fee Schedule & Expense Form.

ADDENDUMS:

Attached separately to correspondence.

1. Judges Fee Schedule
2. Judges Expense Form
3. Judges Request Form
4. SCGJA Annual Report
5. SCGJA Calendar
6. SCGJA Availability Form/Calendar
7. SCGJA Handbook 2016