

NATIONAL ASSOCIATION OF WOMEN'S GYMNASTICS JUDGES
ELECTION RESPONSIBILITIES – VICE PRESIDENT

Mission Statement

*It is the mission of the National Association of Women's
Gymnastics Judges to provide professional development for its
members and to support and promote women's gymnastics in the
United States.*

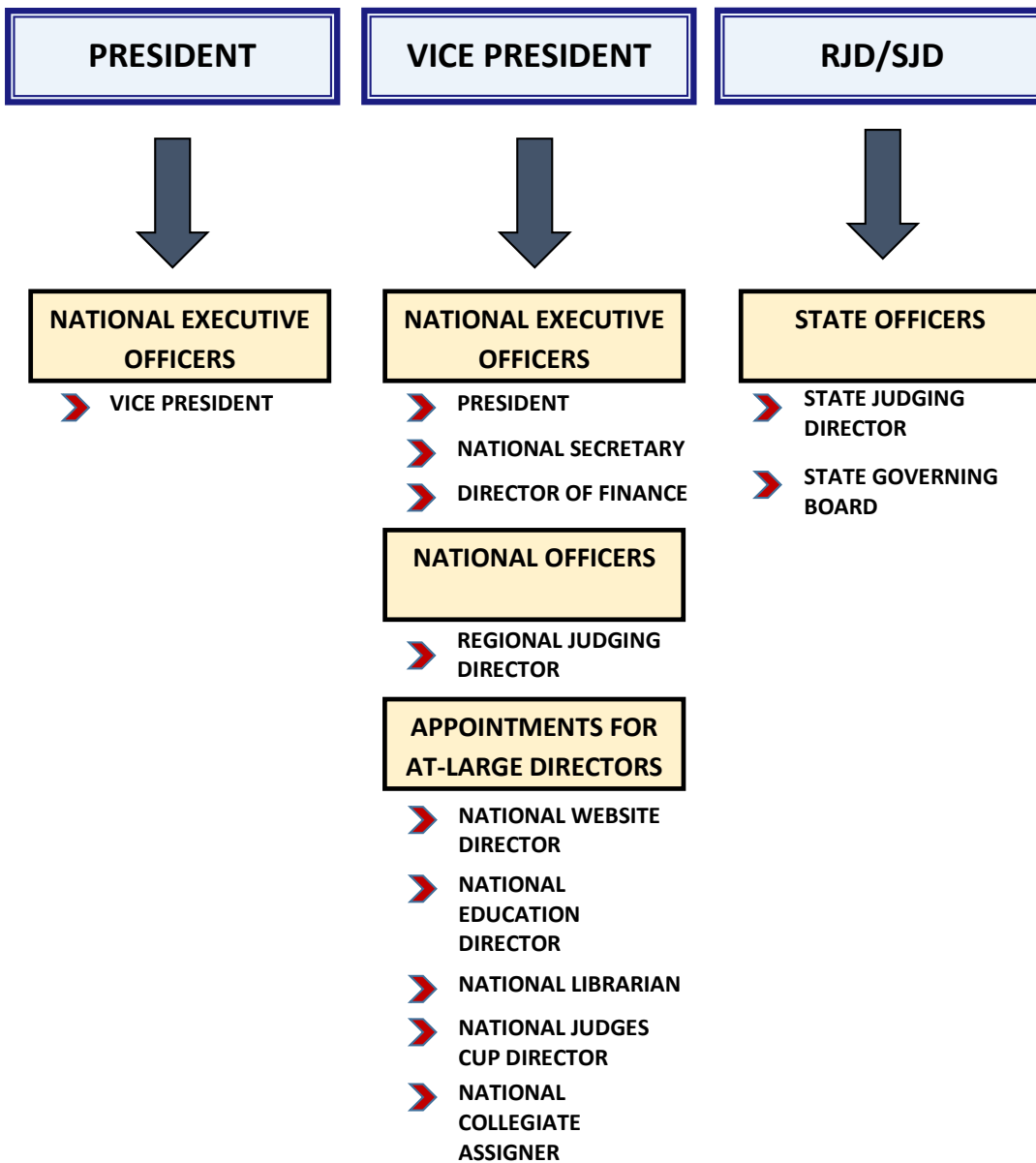
ELECTION RESPONSIBILITIES – VICE PRESIDENT

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ELECTION RESPONSIBILITIES FLOW CHART



SPECIFIC GUIDELINES FOR NAWGJ PRESIDENT ELECTION

It is the duty of the Vice President to compile a list of all persons who are eligible to run for PRESIDENT.

October 1 A special reminder is sent to all National Governing Board Members by the Vice President telling them who is eligible to run for PRESIDENT.

November 1 All eligible candidates are sent a letter or email by the Vice President which includes:
1. Letter of Eligibility and Duties of the President.
2. Candidate Application Form to be completed by the candidate stating her/his qualifications.
3. A list of dates for the election and the process to be followed.

***December 1** Candidate Application Form due: Deadline date of **December 1**. Failure to respond by the deadline date (postmarked) indicates that the candidate does NOT wish to run for the office.

December 15 Voting begins for all RJs and elected Officers of the National Governing Board. Any NAWGJ voting member must meet the criteria for eligibility to vote ninety (90) days prior to the date voting begins.

January 20 Voting ends. The Vice President notifies the candidates.

Vice President sends results by letter or email to the RJDs, National Governing Board and the National Website Director for publication on the NAWGJ website.

April 1 The newly elected President assumes office.

*NOTE: If any of the deadline dates fall on a Sunday or legal holiday, procedures should be advanced to the next business day.

PRESIDENT CANDIDATE APPLICATION FORM

Letter to Candidate Notifying Eligibility – PRESIDENT

Date: November 1, 20__

You are eligible to run for the office of PRESIDENT for the term of 4 years. If elected your term would begin on April 1, 20__ and end on March 31, 20__.

If you are interested in running, please complete the form below regarding your qualifications and background and return to the Vice President by December 1, 20__.

(Request RETURN RECEIPT, please) Failure to respond (postmarked by the deadline date) indicates that you do NOT wish to run for office.

PRESIDENT CANDIDATE APPLICATION FORM

Name:

Address:

Phone:

Rating:

NAWGJ Background:

Years of Service:

Additional Credits:

Comments:

PLEASE DO NOT ADD PAGES. SEND TO THE VICE PRESIDENT.

ELIGIBILITY FOR PRESIDENT

1. All National, Regional, State and At-Large Directors shall be 21 years of age.
2. They shall be certified as a Level 10 Judge or above. When possible, it is suggested that the National Executive Officers and the National Governing Board (Regional Judging Directors) be certified at the National Level or above.
3. All prospective Directors and Officers shall have been voting members of their respective Governing Boards for at least one year (12 months). (For SJD's, the State Governing Board; for RJD's, the Regional Governing Board; for Executive Board Positions, the National Governing Board.) Life Members and appointed National Directors are also eligible if they currently hold the appropriate rating.
4. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
5. A current Officer must be up-to-date with all required reports to be eligible to run for office.

DUTIES OF THE NAWGJ PRESIDENT

Executive

1. Serve as the Chief Administrator of NAWGJ.
2. Consult with the Executive Officers on all major decisions and policies.
3. Communicate the results of all major decisions in writing to the entire National Governing Board within two weeks of any decision.
4. Keep in continued contact with the USA Gymnastics Women's Technical Chairman and Committee Members, or other pertinent gymnastics organizations, to keep abreast of all national and international developments.

Meetings

1. Conduct one annual open meeting of the membership in the summer at the National Judges Symposium or at the USA Gymnastics Congress. 10/2016
2. Conduct a National Executive Board Meeting prior to each annual meeting. Additional National Executive Board Meetings may be called when deemed necessary.
3. Be present and preside at all National Governing Board Meetings and vote only when a tie exists.
4. Failure to attend two consecutive National Governing Board Meetings shall constitute an automatic suspension.
5. Be authorized to appoint new committees as deemed essential to the smooth functioning of the NAWGJ, with the approval of the National Governing Board.
6. Be authorized to appoint a representative to other committees when necessary.
7. Submit a complete report of the year's activities to the National Governing Board at the annual meeting. This report shall be made available to all Regional and State Governing Boards.

Elections

1. Be responsible for conducting the Vice President election. 10/2016
2. Be responsible for conducting the RJD election if one occurs in the Vice President's region. 10/2016

Financial

1. Be authorized to sign checks and review online executive account monthly. 7/2015
2. Receive written approval of the Director of Finance for expenditures, depreciable expenditures or any non-NAWGJ expense in excess of \$500.00. 6/2002
3. Receive written approval of the Director of Finance for any gift or donation exceeding \$100.00. 6/2002

Miscellaneous

1. Be authorized to administer contracts for judges for meets of a national character after consultation with the National Governing Board.
2. Be responsible for communications, including the National website.
3. Support the National Judges Cup.

6/2002

10/2016

Failure to comply with the responsibilities of this office could result in removal from office after review by the National Governing Board.

SPECIFIC GUIDELINES FOR NATIONAL SECRETARY ELECTIONS

It is the duty of the Vice President to compile a list of all persons who are eligible to run for NATIONAL SECRETARY.

October 1 A special reminder is sent to all National Governing Board Members by the Vice President telling them who is eligible to run for NATIONAL SECRETARY.

November 1 All eligible candidates are sent a letter by the Vice President which includes:

1. Letter of Eligibility and Duties of the National Secretary.
2. Candidate Application Form to be completed by the candidate stating her/his qualifications.
3. A list of dates for the election and the process to be followed.

***December 1** Candidate Application Form due: Deadline date of **December 1**. Failure to respond by the deadline date (postmarked) indicates that the candidate does NOT wish to run for the office.

December 15 Voting begins for all RJDs and elected Officers of the National Governing. Any NAWGJ voting member must meet the criteria for eligibility to vote ninety (90) days prior to the date voting begins.

January 20 Voting ends. The Vice President notifies the candidates.

Vice President sends results to the RJDs, National Governing Board and the National Website Director for publication on the National website.

April 1 The newly elected National Secretary assumes office.

*NOTE: If any of the deadline dates fall on a Sunday or legal holiday, procedures should be advanced to the next business day.

NATIONAL SECRETARY CANDIDATE APPLICATION FORM

Letter to Candidate Notifying Eligibility – NATIONAL SECRETARY

Date: November 1, 20__

You are eligible to run for the office of NATIONAL SECRETARY for the term of 4 years. If elected your term would begin on April 1, 20__ and end on March 31, 20__.

If you are interested in running, please complete the form below regarding your qualifications and background and return to the Vice President by December 1, 20__.
(Request RETURN RECEIPT, please) Failure to respond (postmarked by the deadline date) indicates that you do NOT wish to run for office.

NATIONAL SECRETARY CANDIDATE APPLICATION FORM

Name:

Address:

Phone:

Rating:

NAWGJ Background:

Years of Service:

Additional Credits

Comments:

PLEASE DO NOT ADD PAGES. SEND TO THE VICE PRESIDENT.

ELIGIBILITY FOR NATIONAL SECRETARY

1. All National, Regional, State and At-Large Directors shall be 21 years of age.
2. They shall be certified as a Level 10 Judge or above. When possible, it is suggested that the National Executive Officers and the National Governing Board (Regional Judging Directors) be certified at the National Level or above.
3. All prospective Directors and Officers shall have been voting members of their respective Governing Boards for at least one year (12 months). (For SJD's, the State Governing Board; for RJD's, the Regional Governing Board; for Executive Board Positions, the National Governing Board.) Life Members and appointed National Directors are also eligible if they currently hold the appropriate rating.
4. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
5. A current Officer must be up-to-date with all required reports to be eligible to run for office.

DUTIES OF THE NATIONAL SECRETARY

Executive

1. Support and collaborate with the President and the Executive Board at all NAWGJ meetings and activities. 10/2016

Meetings

1. Be present at all National Governing Board and National Executive Board meetings and present, discuss, and vote on pertinent issues.
2. Failure to attend two consecutive National Governing Board meetings shall constitute an automatic suspension. No proxy may be sent to fulfill the attendance requirement.

Specific Duties

1. Oversee NAWGJ membership activity, which includes monitoring the online membership system.
2. Hand submit new memberships or renewal for individuals who still wish to use the snail mail method. Submit checks to the Director of Finance.
3. Generate membership reports when asked by NAWGJ Officers and/or Directors.
4. Work with online membership system regarding online registration for symposium.
5. Coordinate with the National Website Director regarding any updates or design changes to the membership page.
6. Troubleshoot when necessary regarding individual memberships, payment issues, and security issues. Answer questions from judges and NAWGJ Officers.
7. Record and distribute minutes to the National Governing Board members within three weeks of National Governing Board meetings. Keep a permanent record of all minutes with attachments to be given to the next National Secretary at the end of the term of office.

Financial

1. Review online executive account monthly. 7/2015
2. Receive written approval of the President for expenditures, depreciable expenditures, or non-NAWGJ expenses in excess of \$500.00.
3. Receive written approval of the President for any gift or donation exceeding \$100.00.

Miscellaneous

1. Support the National Judges Cup. 10/2016

Failure to comply with the responsibilities of this office could result in removal from office after review by the National Governing Board.

SPECIFIC GUIDELINES FOR DIRECTOR OF FINANCE ELECTIONS

It is the duty of the Vice President to compile a list of all persons who are eligible to run for DIRECTOR OF FINANCE.

October 1 A special reminder is sent to all National Governing Board Members by the Vice President telling them who is eligible to run for DIRECTOR OF FINANCE.

November 1 All eligible candidates are sent a letter by the Vice President which includes:

1. Letter of Eligibility and Duties of the Director of Finance.
2. Candidate Application Form to be completed by the candidate stating her/his qualifications.
3. A list of dates for the election and the process to be followed.

***December 1** Candidate Application Form due: Deadline date of **December 1**. Failure to respond by the deadline date (postmarked) indicates that the candidate does NOT wish to run for the office.

December 15 Voting begins for all RJDs and elected Officers of the National Governing. Any NAWGJ voting member must meet the criteria for eligibility to vote ninety (90) days prior to the voting begins.

January 20 Voting ends. The Vice President notifies the candidates.

Vice President sends results to the RJDs, National Governing Board and the National Website Director for publication on the National website.

April 1 The newly elected Director of Finance assumes office.

*NOTE: If any of the deadline dates fall on a Sunday or legal holiday, procedures should be advanced to the next business day.

DIRECTOR OF FINANCE CANDIDATE APPLICATION FORM

Letter to Candidate Notifying Eligibility – DIRECTOR OF FINANCE

Date: November 1, 20__

You are eligible to run for the office of DIRECTOR OF FINANCE for the term of 4 years. If elected your term would begin on April 1, 20__ and end on March 31, 20__.

If you are interested in running, please complete the form below regarding your qualifications and background and return to the Vice President by December 1, 20__.
(Request RETURN RECEIPT, please) Failure to respond (postmarked by the deadline date) indicates that you do NOT wish to run for office.

DIRECTOR OF FINANCE CANDIDATE APPLICATION FORM

Name:

Address:

Phone:

Rating:

NAWGJ Background:

Years of Service:

Additional Credits

Comments:

PLEASE DO NOT ADD PAGES. SEND TO THE VICE PRESIDENT.

ELIGIBILITY FOR DIRECTOR OF FINANCE

1. All National, Regional, State and At-Large Directors shall be 21 years of age.
2. They shall be certified as a Level 10 Judge or above. When possible, it is suggested that the National Executive Officers and the National Governing Board (Regional Judging Directors) be certified at the National Level or above.
3. All prospective Directors and Officers shall have been voting members of their respective Governing Boards for at least one year (12 months). (For SJD's, the State Governing Board; for RJD's, the Regional Governing Board; for Executive Board Positions, the National Governing Board.) Life Members and appointed National Directors are also eligible if they currently hold the appropriate rating.
4. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
5. A current Officer must be up-to-date with all required reports to be eligible to run for office.

DUTIES OF THE DIRECTOR OF FINANCE

Executive

1. Support and collaborate with the President and the Executive Board at all NAWGJ meetings and activities. 10/2016

Meetings

1. Be present at all National Governing Board and National Executive Board meetings and present, discuss, and vote on pertinent issues.
2. Failure to attend two consecutive National Governing Board Meetings shall constitute an automatic suspension. No proxy may be sent to fulfill the attendance requirement.

Financial

1. Establish a separate bank account in the name of NAWGJ with her/his own name and the name of the President and Vice President as Trustees.
2. Be authorized to sign checks, maintain all accounts, review online executive account. Receive and review Quarterly Financial Reports from Regional Judging Directors and State Judging Directors as well as yearly reports from At-Large Directors. 7/2015
3. Be responsible for all treasury reports:
 - Articles of Incorporation and changes to the Constitution
 - Tax form 990
 - 1099's
 - W-9's
 - Quarterly Financial Report 7/2014
4. Submit the financial reports for audit annually.
5. Submit financial report, including an annual budget, at the yearly meeting to the National Governing Board for their approval
6. Disburse funds to Regional treasuries according to procedures set forth in this document.
7. Receive written approval of the President for expenditures, depreciable expenditures or non-NAWGJ expenses in excess of \$500.00.
8. Receive written approval of the President for any gift or donation exceeding \$100.00.

Miscellaneous

1. Support the National Judges Cup. 10/2016

Failure to comply with the responsibilities of this office could result in removal from office after review by the National Governing Board.

SPECIFIC GUIDELINES FOR REGIONAL JUDGING DIRECTOR ELECTION

If the election is to be conducted in the Vice President's Region, the President assumes responsibility.

It is the duty of the Regional Judging Director to compile a list of all persons eligible to run for REGIONAL JUDGING DIRECTOR.

December 1 A special reminder is sent to the REGIONAL JUDGING DIRECTOR by the Vice President.

January 1 A list of all eligible candidates is sent to the SJDs by the present RJD to be published in the State website. The present RJD sends each eligible candidate a letter which includes:

1. Letter of Eligibility and Duties of the Office of the Regional Judging Director.
2. Candidate Application Form to be completed by the candidate stating her/his qualifications.
3. A list of dates for the election and the process to be followed.

***February 1** Candidate Application Form due: Deadline date of **February 1**. Failure to respond by the deadline date (postmarked) indicates that the candidate does NOT wish to run for the office.

February 15 Voting begins. Any NAWGJ voting member must meet the criteria for eligibility to vote ninety (90) days prior to the date voting begins.

February 28 Voting ends. The Vice President notifies the candidates.

The Vice President sends the results to the President. The Vice President also informs the SJDs in the Region for publication in the State website/newsletter as soon as possible.

May 15 The newly elected Regional Judging Director assumes office.

***NOTE:** If any of the deadline dates fall on a Sunday or legal holiday, procedures should be advanced to the next business day.

REGIONAL JUDGING DIRECTOR CANDIDATE APPLICATION FORM

Letter to Candidate Notifying Eligibility – REGIONAL JUDGING DIRECTOR

Date: January 1, 20__

You are eligible to run for the office of REGIONAL JUDGING DIRECTOR for the term of 4 years. If elected your term would begin on May 15, 20__ and end on May 14, 20__.

If you are interested in running, please complete the form below regarding your qualifications and background and return to the Vice President by February 1, 20__.

(Request RETURN RECEIPT, please) Failure to respond (postmarked by the deadline date) indicates that you do NOT wish to run for office.

REGIONAL JUDGING DIRECTOR CANDIDATE APPLICATION FORM

Name:

Address:

Phone:

Rating:

NAWGJ Background:

Years of Service:

Additional Credits:

Comments:

PLEASE DO NOT ADD PAGES. SEND TO THE VICE PRESIDENT.

ELIGIBILITY FOR REGIONAL JUDGING DIRECTOR

1. All National, Regional, State and At-Large Directors shall be 21 years of age.
2. They shall be certified as a Level 10 Judge or above. When possible, it is suggested that the National Executive Officers and the National Governing Board (Regional Judging Directors be certified at the National Level or above.
3. All prospective Directors and Officers shall have been voting members of their respective Governing Boards for at least one year (12 months). (For SJD's, a State Governing Board; for RJD's, a Regional Governing Board; for Executive Board Positions, the National Governing Board.) Life Members and appointed National Directors are also eligible if they currently hold the appropriate rating.
4. A candidate must live in the region where her/his address is on file with the national office unless otherwise approved by the NGB.
5. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
6. A current Officer must be up-to-date with all required reports to be eligible to run for office.

DUTIES OF THE REGIONAL JUDGING DIRECTOR

Executive

- | | |
|---|--------|
| 1. Represent the Region in which his/her address is on file with the National Office, except under special circumstances when the National Governing Board can be petitioned in writing. | 6/2000 |
| 2. Be responsible to the President. | |
| 3. Keep in continual contact with the President and convey any national or international technical information of interest to their respective State Judging Directors for inclusion in the State website/newsletter. | |
| 4. Enforce the adherence to high ethical standards in judging. | |

Meetings

- | | |
|--|--------|
| 1. Be present at all National Governing Board Meetings and present, discuss, and vote on pertinent issues. | 6/2006 |
| 2. Hold a minimum of one Regional Governing Board meeting per year and vote only when a tie exists. Record and distribute minutes to the Regional Governing Board within one month of the meeting. Send a copy of the minutes to the President. | |
| 3. Failure to attend two consecutive National Governing Board Meetings shall constitute an automatic suspension. A proxy will not fulfill the attendance requirement. A proxy may be sent but she/he must be a State Judging Director from that Region or a current member of the National Governing Board and the Regional Judging Director must obtain approval in writing from the President in order to be able to vote. | 7/2005 |

Financial and Reports

- | | |
|--|--------|
| 1. Establish a separate bank account in the name of NAWGJ with her/his own name and that of the National Secretary and President as Trustees. All accounts and CD's should also carry the National Secretary and President as Trustees. | 1/2012 |
| 2. Be authorized to sign checks, maintain all accounts, receive and review Quarterly Financial Reports from each SJD in respective Regions. If an SJD sends in a Quarterly Financial Report late, follow the designated procedures that apply. (See SJD duties under Financial.) | 7/2014 |
| 3. Submit a Quarterly Financial Report to the Director of Finance. Include the reviewed SJD Quarterly Reports. This report must be postmarked by the 28 th of February, and the 30 th of May, August and November. | 7/2014 |
| 4. Submit an annual budget to the Regional Governing Board for approval. | 1/2012 |
| 5. Distribute copies of the last period Quarterly Financial Reports and Fundraiser Reports to the Regional Governing Board. | 7/2014 |
| 6. After consultation with the Regional Governing Board, shall receive written approval of the Director of Finance for depreciable expenditures in excess of \$500.00. | 6/2002 |
| 7. After consultation with the Regional Governing Board, shall receive written approval of the Director of Finance for expenses over \$200.00 for non-NAWGJ meetings or activities. | 6/2003 |
| 8. After consultation with the Regional Governing Board, shall receive written approval of the Director of Finance for any gift or donation exceeding \$100.00. | 6/2002 |
| 9. Complete the necessary reports as listed on the RJD Checklist (Annual Statistical Report Form, Equipment Inventory Form, etc...). | 8/2017 |

Elections

1. Be responsible for running State Judging Director and the State Governing Board elections in the Region.
2. When an Officer or Director runs unopposed, send the Candidate Is Unopposed Form to the State Judging Director for their website/newsletter.

7/2005

Regional responsibilities

1. Recommend qualified judges from their respective Regions for selected National and Regional competitions upon request.
2. Administer assigning of gymnastic officials.
3. Delegate responsibilities to their State Judging Directors.
4. Enforce the adherence to high ethical standards in judging.

Miscellaneous

1. Support and promotion of the National Judges Cup, NAWGJ events and responsibilities must take priority over non-NAWGJ events. See *Financial Policy*.

8/2017

Failure to comply with the responsibilities of this office could result in removal from office after review by the National Governing Board.

RJD Calendar/Checklist

Refer to Operating Code for details

January	1	RJD Election	Send letters of eligibility to candidates
February	1	RJD Election	Candidate Application due back to Vice President (remainder of election conducted by VP)
February	1	SJD Election	Send reminder to SJD's about pending SJD election
February	15	Financial SJD	Send reminder to SJD's Re: Financial Reports due 2/20
February	28	RJD Financial	Submit RJD and reviewed SJD Quarterly Financial Reports to Director of Finance
March	1	SJD Election	Letter of Eligibility to candidates (SJD responsibility)
April	1	SJD Election	SJD Candidate Application form due back to RJD
April	15	SJD Election	Begin voting online election or send ballots. Unopposed, notify membership
April	30	SJD Election	Online election closes: Check results, notify candidates
May	1	SGB Election	Reminder to SJD about pending SGB election
May	15	RJD Election	Newly elected RJD assumes office
May	15	SJD Election	Newly elected SJD assumes office
May	15	Financial SJD	Send reminder to SJD's Re: Financial Reports due 5/20
May	30	RJD Financial	Submit RJD and reviewed SJD Quarterly Financial Reports to Director of Finance
June	1	SGB Election	Letter of Eligibility to candidates (SJD responsibility)
June	15	SGB Election	SGB Candidate letters due back to RJD. Unopposed, notify membership
July	1	SGB Election	Begin voting online election or send ballots

RJD Calendar/Checklist continued			
July	15	SGB Election	Online election closes: Check results, notify candidates
August	1	SGB Election	Newly elected SGB members assume office
August	15	Financial SJD	Send reminder to SJD's Re: Financial Reports due 8/20
August	30	RJD Financial	Submit RJD and reviewed SJD Quarterly Financial Reports to Director of Finance
November	15	Financial SJD	Send reminder to SJD's Re: Financial Reports due 11/20
November	20	Reports	SJD Equipment Inventory due. Send on any with items over \$1500.00 to Director of Finance.
November	30	RJD Financial	Submit RJD and reviewed SJD Quarterly Financial Reports to Director of Finance
December	1	RJD Report	Fill out Regional Yearly Statistical Analysis form according to SJD numbers. Send a copy to the President and Vice President.
Annually		RGB Meeting	Hold a minimum of one RGB meeting per year. Record and distribute minutes to RGB, copy to President.
Annually		RGB Meeting	RGB signs Conflict of Interest (copy to VP) & Confidentiality forms annually (copy to VP).
Annually		RJD Budget	Submit an annual budget to the RGB for approval.
Annually		RJD Financial	Distribute copies of last period Financial Report and Fundraiser reports to RGB
Annually		RJD Financial	Approval from Regional Governing Board and Director of Finance for depreciable expenses over \$500.00. Consultation with RGB and approval from Director of Finance for non-NAWGJ activities over \$200.00, gifts or donations over \$100.00.
Annually		NGB	Attend all NGB meetings (Summer SJD Workshop, National Judges Cup). Support National Judges Cup.
Oversight		SJD/SGB	Only designated assigners issue contracts, only SJD has access to bank account. Two administrators have passcode to Regional Website.

SPECIFIC GUIDELINES FOR NATIONAL WEBSITE DIRECTOR APPOINTMENT

The NATIONAL WEBSITE DIRECTOR shall serve for a four year term that shall expire on **March 31, 20__**.

It is the duty of the Vice President to write a letter to be placed on the NAWGJ website indicating the position of NATIONAL WEBSITE DIRECTOR is up for appointment.

January 1 A special reminder is sent to all National Governing Board Members by the Vice President reminding them the position of National Website Director is up for appointment.

February 1 A letter by the Vice President will be published on the NAWGJ website. The letter includes:

1. Letter of Eligibility and Duties of the National Website Director.
2. Candidate Application Form to be completed by the candidate.
3. The deadline date will be ***March 1**. Failure to respond by the deadline date (postmarked) indicates the candidate does **NOT** wish to apply for the office.

At the summer National Governing Board meeting, in the year of this appointment, the Executive Board will meet and make a recommendation to the Governing Board for their approval.

The National Website Director takes office **April 1, 20__**.

If for any reason, the board does not meet before **April 1**, this appointment will be made by conference calls called by the President.

*Note: If any of the deadline dates fall on a Sunday or legal holiday, procedures should be advanced to the next business day.

NATIONAL WEBSITE DIRECTOR CANDIDATE APPLICATION FORM

Date: _____

You are eligible to apply for the office of National Website Director if you meet the eligibility requirements. If appointed, your term would begin on April 1, _____ and end on March 31, _____ and run for four years.

If you are interested in applying, please complete the form below regarding your qualifications and background and return to the Vice President by March 1, _____. (Request RETURN RECEIPT, please.) Failure to respond by the deadline date (postmarked) indicates that you do NOT wish to apply for office.

This application will be COPIED for distribution to the National Governing Board.

NATIONAL WEBSITE DIRECTOR CANDIDATE APPLICATION FORM

NAME _____ ADDRESS _____

PHONE _____

RATING _____ DATE _____

NAWGJ BACKGROUND _____ YEARS OF SERVICE _____

Please list any experience you have relevant to this position.

ELIGIBILITY FOR NATIONAL WEBSITE DIRECTOR

1. All National, Regional, State and At-Large Directors and Officers shall be 21 years of age.
2. A candidate shall be certified as a Level 10 judge or above.
3. A candidate should have an editing, web master or writing background.
4. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
5. A current Officer must be up to date with all required reports to be eligible to run for office.
6. Failure to comply with the responsibilities of this office could result in removal from office after review by the National Governing Board.

DUTIES OF NATIONAL WEBSITE DIRECTOR

Meetings

1. Be responsible to attend the NAWGJ National Governing Board Meeting once per year, if requested by the President.
2. Failure to attend two consecutive National Governing Board Meetings upon request shall constitute an automatic suspension.
3. Maintain a good working relationship with a specified web master.
4. Work closely with the other At-Large Directors to post pertinent information on their event and/or publications.
5. Be accountable to the National Executive Officers and the National Governing Board.
6. Submit a report of the year's activities to the National Governing Board.

Financial

1. Obtain permission from the Vice President for depreciable expenses of \$500 or more.
2. Work with the Director of Finance on finance matters.
3. Submit statements for web hosting, domain name and web master costs to Director of Finance for payment.

Duties

1. Renew the domain name as needed.
2. Maintain hosting agreement for website.
3. Submit all changes with detailed instructions to web master by email. Review and test all changes and links for accuracy.
4. Keep the website professional in appearance and function.
5. Maintain the website with current information.
6. Check all gymnastic organizations (USA Gymnastics, AAU, etc.) websites and/or contact person regularly for updates on a timely basis.
7. Work with the NAWGJ National Collegiate Assigner and NCAA Rules Interpreter to keep NCAA information up-to-date.
8. Contact RJD's, SJD's and individual judges for permission to post articles, score sheet, cheat sheets and administrative forms.
9. Be responsible for regularly obtaining and updating the website contents.

Miscellaneous

1. Publish the form on the website when a candidate for the NGB runs unopposed.

Failure to comply with the responsibilities of this office could result in removal from office after review by the National Governing Board.

SPECIFIC GUIDELINES FOR NATIONAL EDUCATION DIRECTOR APPOINTMENT

The NATIONAL EDUCATION DIRECTOR shall serve for a four year term that shall expire on **March 31, 20__**.

It is the duty of the Vice President to write a letter to be placed on the NAWGJ website indicating the position of NATIONAL EDUCATION DIRECTOR is up for appointment.

January 1 A special reminder is sent to all National Governing Board Members by the Vice President reminding them the position of National EDUCATION DIRECTOR is up for appointment.

February 1 A letter by the Vice President will be published on the NAWGJ website. The letter includes:

1. Letter of Eligibility and Duties of the National Education Director.
2. Candidate Application Form to be completed by the candidate.
3. The deadline date will be ***March 1**. Failure to respond by the deadline date (postmarked) indicates the candidate does **NOT** wish to apply for the office.

At the summer National Governing Board meeting, in the year of this appointment, the Executive Board will meet and make a recommendation to the Governing Board for their approval.

The National Education Director takes **April 1, 20__**.

If for any reason, the board does not meet before **April 1**, this appointment will be made by conference calls called by the President.

*Note: If any of the deadline dates fall on a Sunday or legal holiday, procedures should be advanced to the next business day.

NATIONAL EDUCATION DIRECTOR CANDIDATE APPLICATION FORM

Date: _____

You are eligible to apply for the office of National Education Director if you meet the eligibility requirements. If appointed, your term would begin on April 1, _____ and end on March 31, _____ and run for four years.

If you are interested in applying, please complete the form below regarding your qualifications and background and return to the Vice President by March 1, _____. (Request RETURN RECEIPT, please.) Failure to respond by the deadline date (postmarked) indicates that you do NOT wish to apply for office.

This application will be COPIED for distribution to the National Governing Board.

NATIONAL EDUCATION DIRECTOR CANDIDATE APPLICATION FORM

NAME _____	ADDRESS _____
PHONE _____	_____
RATING _____	DATE _____
NAWGJ BACKGROUND _____	YEARS OF SERVICE _____
_____	_____
_____	_____
_____	_____

Please list any experience you have relevant to this position.

ELIGIBILITY FOR NATIONAL EDUCATION DIRECTOR

1. All National, Regional, State and At-Large Directors and Officers shall be 21 years of age.
2. A candidate shall be certified as a National level or above judge.
3. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
4. A current Officer must be up-to-date with all required reports to be eligible to run for office.

DUTIES OF NATIONAL EDUCATION DIRECTOR

Meetings

1. Present an annual report at the National Governing Board meeting.
2. Failure to attend two consecutive National Governing Board meetings upon request shall constitute an automatic suspension.
3. Collaborate with the National Librarian to develop and provide educational materials.
4. Coordinate with the National Website Director to provide online education, including the development of online courses.

Financial

7/2016

1. Obtain permission from the Vice President for depreciable expenses of \$500 or more.
2. Work with the Director of Finance on finance matters.
3. Submit a Quarterly Financial Report for expenses and all monies received and dispersed.

Duties

1. Be responsible to the National Executive Officers and/or the National Governing Board.
2. Chair the standing Education Committee and oversee development of educational projects.
3. Be the program director for the National Symposium.
4. Develop and solicit new materials. Acquire approval for all technical information used.
5. Collaborate with USA Gymnastics on judges' education.

Comment [AM1]:

Failure to comply with the responsibilities of this office could result in removal from office after review by the National Governing Board.

SPECIFIC GUIDELINES FOR NATIONAL LIBRARIAN APPOINTMENT

The NATIONAL LIBRARIAN shall serve for a four year term that shall expire on **March 31, 20__**.

It is the duty of the Vice President to write a letter to be placed on the NAWGJ website indicating the position of NATIONAL LIBRARIAN is up for appointment.

January 1 A special reminder is sent to all National Governing Board Members by the Vice President reminding them the position of National Librarian is up for appointment.

February 1 A letter by the Vice President will be published on the NAWGJ website. The letter includes:

1. Letter of Eligibility and Duties of the National Librarian.
2. Candidate Application Form to be completed by the candidate.
3. The deadline date will be ***March 1**. Failure to respond by the deadline date (postmarked) indicates the candidate does **NOT** wish to apply for the office.

At the summer National Governing Board meeting, in the year of this appointment, the Executive Board will meet and make a recommendation to the Governing Board for their approval.

The National Librarian takes office **April 1, 20__**.

If, for any reason, the board does not meet before **April 1**, this appointment will be made by conference calls called by the President.

*Note: If any of the deadline dates fall on a Sunday or legal holiday, procedures should be advanced to the next business day.

NATIONAL LIBRARIAN CANDIDATE APPLICATION FORM

Date: _____

You are eligible to apply for the office of National Librarian if you meet the eligibility requirements. If appointed, your term would begin on April 1, _____ and end on March 31, _____ and run for four years.

If you are interested in applying, please complete the form below regarding your qualifications and background and return to the Vice President by March 1, _____. (Request RETURN RECEIPT, please.) Failure to respond by the deadline date (postmarked) indicates that you do NOT wish to apply for office.

This application will be COPIED for distribution to the National Governing Board.

NATIONAL LIBRARIAN – CANDIDATE APPLICATION FORM

NAME _____	ADDRESS _____
PHONE _____	_____
RATING _____	DATE _____
NAWGJ BACKGROUND _____	YEARS OF SERVICE _____
_____	_____
_____	_____
_____	_____

Please list any experience you have relevant to this position.

ELIGIBILITY FOR NATIONAL LIBRARIAN

1. All National, Regional, State and At-Large Directors and Officers shall be 21 years of age.
2. A candidate shall be certified as a National level or above judge.
3. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
4. A current Officer must be up-to-date with all required reports to be eligible to run for office.

DUTIES OF THE NATIONAL LIBRARIAN

Duties

1. Be responsible to the National Executive Officers, the National Executive Board, and the National Governing Board.
2. Attend one National Governing Board Meeting per year upon request.
3. Failure to attend two consecutive National Governing Board Meetings when requested will constitute an automatic suspension.
4. Develop and solicit new materials. Acquire approval for all technical information used.
5. Maintain a catalog.
6. Keep in contact with the National Website Director to publish a catalog.
7. Receive orders and send educational materials upon request.
8. Maintain a collection development policy with the purpose of acquisition of materials.
9. Develop the Archives of NAWGJ.

Financial

1. Establish a separate bank account in the name of NAWGJ with her/his own name, and that of the President and Director of Finance as the Trustees.
2. Submit a yearly financial report to the NGB at the annual meeting.
3. Obtain permission from the Vice President for depreciable expenses of \$500 or more.

Failure to comply with the responsibilities of this office could result in removal from office after review by the National Governing Board.

SPECIFIC GUIDELINES FOR NATIONAL JUDGES CUP DIRECTOR APPOINTMENT

The NATIONAL JUDGES CUP DIRECTOR shall serve for a four year term that shall expire on **March 31, 20__**.

It is the duty of the Vice President to write a letter to be placed on the NAWGJ website indicating the position of NATIONAL JUDGES CUP DIRECTOR is up for appointment.

January 1 A special reminder is sent to all National Governing Board Members by the Vice President reminding them the position of National Judges Cup Director is up for appointment.

February 1 A letter by the Vice President will be published on the NAWGJ website. The letter includes:

1. Letter of Eligibility and Duties of the National Judges Cup Director.
2. Candidate Application Form to be completed by the candidate.
3. The deadline date will be ***March 1**. Failure to respond by the deadline date (postmarked) indicates the candidate does **NOT** wish to apply for the office.

At the summer National Governing Board meeting, in the year of this appointment, the Executive Board will meet and make a recommendation to the Governing Board for their approval.

The Judges Cup Director takes office **April 1, 20__**.

If for any reason, the Board does not meet before **April 1**, this appointment will be made by conference calls called by the President.

*Note: If any of the deadline dates fall on a Sunday or legal holiday, procedures should be advanced to the next business day.

NATIONAL JUDGES CUP DIRECTOR CANDIDATE APPLICATION FORM

Date: _____

You are eligible to apply for the office of National Judges Cup Director if you meet the eligibility requirements. If appointed, your term would begin on April 1, _____ and end on March 31, _____ and run for four years.

If you are interested in applying, please complete the form below regarding your qualifications and background and return to the Vice President by March 1, _____. (Request RETURN RECEIPT, please.) Failure to respond by the deadline date (postmarked) indicates that you do NOT wish to apply for office.

This application will be COPIED for distribution to the National Governing Board.

NATIONAL JUDGES CUP DIRECTOR – CANDIDATE APPLICATION FORM

NAME _____ ADDRESS _____

PHONE _____

RATING _____ DATE _____

NAWGJ BACKGROUND _____ YEARS OF SERVICE _____

Please list any experience you have relevant to this position.

ELIGIBILITY FOR NATIONAL JUDGES CUP DIRECTOR

1. All National, Regional, State and At-Large Directors and Officers shall be 21 years of age.
2. A candidate shall be certified as a National level or above judge.
3. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
4. A current Officer must be up-to-date with all required reports to be eligible to run for office.

DUTIES OF THE NATIONAL JUDGES CUP DIRECTOR

Duties

1. Be responsible to the National Executive Officers, the National Executive Board, and the National Governing Board.
2. Present an annual report at the National Governing Board meeting.
3. Failure to attend two consecutive National Governing Board Meetings when requested will constitute an automatic suspension.
4. Select a site and a host with the approval of the National Governing Board.
5. Negotiate the final contract with the host.
6. Assist the meet host/director with promoting the meet.
7. Obtain and contract the judges for the meet.
8. Schedule the judges for the sessions.
9. Obtain assistance from the local NAWGJ representatives.
10. Help coordinate transportation to and from the meet site.
11. For a detailed description, please refer to the Judges Cup Guide.
12. Ensure that the USA Gymnastics Rules and Policies are strictly enforced.

Financial

1. Establish a separate bank account in the name of NAWGJ with the name of the President and the Director of Finance as trustees.
2. File with the Director of Finance an accounting of all monies received and disbursed within sixty (60) days of the Cup.
3. Submit a yearly financial report to the National Governing Board at the annual meeting.
4. Obtain permission from the Vice President for depreciable expenses of \$500 or more.

Failure to comply with the responsibilities of this office could result in removal from office after review by the National Governing Board.

SPECIFIC GUIDELINES FOR NATIONAL COLLEGIATE ASSIGNER APPOINTMENT

The NATIONAL COLLEGIATE ASSIGNER shall serve for a four year term that shall expire on **March 31, 20__**.

It is the duty of the Vice President to compile a list of all persons who are eligible to run for NATIONAL COLLEGIATE ASSIGNER.

October 1 A special reminder is sent to all National Governing Board eligible candidates by the Vice President reminding them the position of National Collegiate Assigner is up for appointment.

November 1 All eligible candidates are sent notification of their eligibility. This includes:
1. Letter of Eligibility and Duties of the Office of National Collegiate Assigner.
2. Candidate Application Form to be completed by the candidate stating his/her qualifications.
3. A list of dates for the election and the process to be followed.

January 2 **Application due.** Failure to respond by the deadline date (postmarked) indicates the candidate does **NOT** wish to run for the office.

The National Governing Board will finalize the appointment at the January National Governing Board Meeting following the January 2 due date.

The National Collegiate Assigner takes office **April 1, 20__**.

*Note: If any of the deadline dates fall on a Sunday or legal holiday, procedures should be advanced to the next business day.

APPLICATION FOR NAWGJ NATIONAL COLLEGIATE ASSIGNER

DUE: December 20, 20__

SELECTION DATE: January 10, 20__

Criteria/Background:

1. NAWGJ Member
2. National or Brevet rated official in good standing
3. Served as NAWGJ Collegiate Assigner for at least one term
4. Judging experience at the collegiate level with understanding of the collegiate modifications
5. Ability to make fair and impartial decisions
6. Computer literacy and accessibility to the internet (DSL/high speed imperative)
7. Experience with database or willingness to learn
8. Ability to check email on a regular basis (numerous times/day during assigning period)
9. Access to an answering machine and cell phone
10. Availability on an emergency basis (i.e. cell phone)
11. Excellent record keeping skills

NAME _____ RATING _____ YEARS AT THIS LEVEL _____

ADDRESS _____

DAY PHONE _____ EVENING PHONE _____ CELL PHONE _____

EMAIL _____ DIAL-UP OR HIGH SPEED? _____

YEARS JUDGING NCAA _____ HIGHEST LEVEL NCAA MEET JUDGED _____

AFFILIATION WITH ANY NCAA INSTITUTION IN THE PAST FIVE YEARS? _____

PRIOR NAWGJ POSITIONS _____

AVAILABILITY (DAY/EVENING for contact) _____

1. WHAT PART OF THE CURRENT ASSIGNING PROCESS, IF ANY, DO YOU THINK SHOULD BE CHANGED AND WHY? _____

2. WHAT CHANGES WOULD YOU PROPOSE? _____

3. WHAT PROCESS WOULD YOU FOLLOW TO DETERMINE THE JUDGING ASSIGNMENTS FOR THE CONFERENCE MEETS? _____

4. ARE THERE ANY OTHER COMMENTS THAT YOU FEEL WOULD BE HELPFUL FOR US TO KNOW? _____

PLEASE COMPLETE THE APPLICATION ON NO MORE THAN TWO SHEETS OF PAPER (One side each).

YOU MUST RETURN 1 COPY TO EACH COMMITTEE PERSON BY U.S. MAIL AND EMAIL.

NAME OF COMMITTEE MEMBER: _____

ADDRESS: _____

NAME OF COMMITTEE MEMBER: _____

ADDRESS: _____

NAME OF COMMITTEE MEMBER: _____

ADDRESS: _____

NAME OF COMMITTEE MEMBER: _____

ADDRESS: _____

NAME OF COMMITTEE MEMBER: _____

ADDRESS: _____

ELIGIBILITY FOR NATIONAL COLLEGIATE ASSIGNER

1. All National, Regional, State and At-Large Directors and Officers shall be 21 years of age.
2. A candidate shall be certified as a National level or above judge.
3. A candidate shall have served as a NCAA regional assigner for a minimum of 1 term.
4. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
5. A current Officer must be up-to-date with all required reports to be eligible to run for office.

DUTIES OF THE NATIONAL COLLEGIATE ASSIGNER

Duties

1. Be responsible to the National Executive Officers, the National Executive Board and the National Governing Board.
2. Attend one National Governing Board meeting per year upon request.
3. Failure to attend two consecutive National Governing Board Meetings when requested will constitute an automatic suspension.
4. Monitor and administer the JAS system. Notify Level 10 and above judges to enter their available dates by September 15 so that assigning can begin October 1.
5. Notify all institutions of responsibility to enter their requests for judges by October 1.
6. Complete assigning by November 15.
7. File a written report to NACGC/W and NAWGJ by May 1. Attend NACGC/W yearly convention, if requested.
8. From the data entered in the JAS, create a list of active collegiate judges.
9. Educate the regional assigners on the use of the JAS.
10. Coordinate and supervise the assignment process.
11. Be responsible for the assignment of conference championships with input from the assigners.
12. Collect and compile evaluation forms and apply to active lists at own discretion.

Financial

1. Establish a separate bank account in the name of NAWGJ with her/his own name, and that of the President and Director of Finance as the Trustees.
2. Collect assigning fees and reimburse regional assigners for their work.
3. Submit a yearly financial report to the NGB at the annual meeting.
4. Obtain permission from the Vice President for depreciable expenses of \$500 or more.

Failure to comply with the responsibilities of this office could result in removal from office after review by the National Governing Board.

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