

**NAWGJ**  
NATIONAL ASSOCIATION OF WOMEN'S GYMNASTICS JUDGES  
**OPERATING CODE**

***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.*

# OPERATING CODE OF NATIONAL ASSOCIATION OF WOMEN’S GYMNASTICS JUDGES

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## ARTICLE I – ELECTIONS

### Section I. – National Officers

- A. The President shall be elected and assume office on April 1 in even numbered years.
- B. The Vice President shall be elected and assume office on April 1 in even numbered years.
- C. The National Secretary shall be elected and assume office on April 1 in odd numbered years.
- D. The Director of Finance shall be elected and assume office on April 1 in odd numbered years
- E. At-Large Directors shall be appointed and assume office after the summer National Governing Board meeting in even numbered years. Exceptions: The National Collegiate Assigner will assume office on April 1.
- F. All nominations and elections of aforementioned Officers shall be done through the Vice President with the exception of the Vice President's own election. (See Art. III of this Operating Code for Nomination Procedures and Article IV, § 2 of the Constitution of National Association of Women's Gymnastics Judges.)
- G. Refer to "Online Elections Guide" on the NAWGJ website for specific instructions on running the election.
- H. A simple majority of votes cast shall be necessary for election. (See Art. III of the Operating Code.)

### Section II. – Governing Boards

- A. All eight Regional Judging Directors shall be elected and assume office on May 15 with elections run by the Vice President.
- B. All State Judging Directors shall be elected and assume office on May 15 with elections run by the respective Regional Judging Director.
- C. All State Governing Board Members shall be elected and assume office on August 1 with elections run by the Vice President.
- D. The Regional election must be completed before any State election in the respective Region.
- E. The State election must be completed before any State Governing Board election in the respective Region.

### Section III. – Terms of Office

- A. The President shall serve a four year term that expires on March 31 in even numbered years.
- B. The Vice President shall serve a four year term that expires on March 31 in even numbered years when the President is not elected.
- C. The National Secretary shall serve a four year term that expires on March 31 in odd numbered years.
- D. The Director of Finance shall serve a four year term that expires on March 31 in odd numbered years.
- E. The President, Vice President, National Secretary, and Director of Finance may be re-elected for one additional consecutive term only (*partial terms will not be considered when considering the duration of terms*). In the event no eligible candidate indicates interest in the position, permission may be requested for the Incumbent Director to continue to serve an additional term. For Executive Officers, permission is granted by the National Governing Board.
- F. Each of the Regional Judging Directors shall serve a four-year term that expires on May 14 in even numbered years for even Regions and odd numbered years for odd Regions. Regional Directors may be re-elected only for one additional consecutive term (*partial terms will not be considered when determining the duration of terms*). In the event that no eligible candidate indicates interest in the

position, permission may be requested for the incumbent Director to continue to serve an additional term. For the RJD position, permission is granted by the National Governing Board.

- G. Each of the State Judging Directors shall serve a four-year term that expires on May 14 in even numbered years for even Regions and odd numbered years for odd Regions. Directors may be re-elected only for one additional consecutive term (*partial terms will not be considered when determining the duration of terms*). In the event that no eligible candidate indicates interest in the position, permission may be requested for the incumbent Director to continue to serve an additional term. For the SJD position, permission is granted by the Regional Governing Board.
- H. Each of the State Governing Board Members shall serve a two-year term that expires on July 31 in even years for even numbered Regions and odd years for odd numbered Regions. Each State Governing Board member may be re-elected for two additional consecutive two-year terms only (*partial terms will not be considered when determining the duration of terms*). In the event that no eligible candidate indicates interest in the position, permission may be requested for the incumbent Board member to continue to serve an additional term. For the SGB permission is granted by the Regional Governing Board.  
*Clarification: Service on the SGB only applies to that person who accrues 6 years of service time on the SGB.*
- I. Each At-Large Director position (Website, Education, Librarian, Judges' Cup, and Historian) shall serve a four-year term that expires on March 31 in even numbered years when the President's term expires. In the event no eligible candidate indicates interest in the position, permission may be requested for the Incumbent Director to continue to serve an additional term. For At-Large Directors, permission is granted by the Executive Board.
- J. Candidates for National Collegiate Assigner shall apply for election one year prior to the end of the current National Assigner's term. The National Collegiate Assigner shall be appointed and serve one interim year as a National Collegiate Assigner-Elect to the current assigner. The National Collegiate Assigner shall then serve a four-year term that expires on March 31 when the President's term expires.
- K. The National Collegiate Assigner may be reappointed for a second term immediately following the first term. The National Collegiate Assigner may only serve two terms consecutively.
- L. If in the event that an elected Officer is unable to complete a term of office, a replacement will be elected to complete the term. However, if the unfulfilled term is less than one year, the National Executive Board will determine how the vacancy is to be filled.

#### **Section IV. – Requirements of Office**

- A. All National, Regional, State, and At-Large Directors and Officers shall be 21 years of age. (See Art. IV, § 1 of the Constitution defining Officers)
- B. All Directors and Officers shall be NAWGJ members and certified at Level 10 or above. When possible, it is suggested that the Executive Officers (as defined in Art. IV, § 1 of the Constitution) and National Governing Board (which includes the eight Regional Judging Directors) be certified at National Level or above.
- C. 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 (as defined in Art. IV§ 4 of the Constitution) and appointed National Directors are also eligible if they have previously held an elected position, and currently hold the appropriate rating.
- D. Each At-Large Director (as defined in Art. IV, § 4 of this Operating Code) shall be a member of NAWGJ, certified at Level 10 or above, and submit qualifications for the specific position. Exception: The National Collegiate Assigner must have a National rating or above for the duration of the position.

- E. Appointed National Officers will be allowed to run for State or Regional Judging Director provided they have previously held an elected position and currently hold the appropriate rating.
- F. Life Members (as defined in Art. IV§ 4 of the Constitution) will be allowed to run for State Judging Director provided they hold the appropriate rating for the office.
- G. All State Governing Board members shall be members of NAWGJ and certified judges for a minimum of one year (12 months).
- H. In the event that there are no candidates who meet the eligibility requirements of a particular office, the National Executive Board has the authority to adjust criteria for eligibility.
- I. Members may only run for Regional Judging Director, State Judging Director, or State Governing Board in the Region where their address is on file with the National Office except under special circumstances where they may petition the National Governing Board in writing.
- J. A member may not serve in any of the following positions simultaneously: State Judging Director, Regional Judging Director, National Officer, At-Large Director, or Regional Collegiate Assigner.
- K. A candidate for any office must be in good standing under the Canons and Disciplinary Rules of the NAWGJ Code of Professional Responsibility.
- L. A current Officer must be up to date with all required reports to be eligible to run for office.

#### Section V. – Removal from Office Guidelines

- A. Any Director, Officer, or Governing Board Member of NAWGJ not fulfilling the duties listed in NAWGJ Operating Code could be subject to the following procedures:
  - 1. Verbal reprimand from one’s superior Officer.
  - 2. Written reprimand from one’s superior Officer with a copy sent to the NAWGJ President.
  - 3. Second written reprimand from one’s superior Officer with a copy sent to the NAWGJ President, including a five (5) month probation period.
  - 4. Third written reprimand from one’s superior Officer with a copy sent to the NAWGJ President, resulting in removal from office. \*
- B. A State Judging Director who does not submit the Quarterly Financial Report is subject to the following:
  - 1. The first time the Financial Report is late, the SJD will be warned and the State Governing Board is notified. (The Regional Judging Director must have the reports in hand by February 20, May 20, August 20, and November 20 depending on the reporting period.)
  - 2. If the late report is not turned in within 30 days of the first warning, the SJD office in question is fined 10% of the balance on the last Financial Report submitted, up to a maximum of \$500, and the SGB is notified. The proceeds from the fine will go to the RJD’s account.
  - 3. If a SJD is late with a Financial Report and step 1 is invoked, any additional late reports by that SJD will result in the 10% fine, up to a maximum of \$500, and the SGB is notified. The proceeds from the fine will go to the RJD’s account.
  - 4. If the SJD fails to comply with this responsibility a third time, or any one report continues to be late after steps 1 and 2 have been taken, the RJD will review the situation with the result being that either the SJD will be removed from office or the RJD will take over the account.

\*The Director/Officer/Governing Board Member in question may request a formal hearing following the procedures set up in the NAWGJ Code of Professional Responsibility.

## ARTICLE II – MEMBERSHIP AND DUES

### Section I. - Membership

- A. Each State Association consists of Professional and Life Members (as defined in Art.III, § 1 of the Constitution).
- B. Each judging member shall be encouraged to maintain a valid active CPE status. Status is reported to the CPE Coordinator.
- C. Each Life Member shall have all rights and privileges provided the Life Member holds a current rating.
- D. A judge may be a professional member in only one State.
- E. Members may request to review past reports but not receipts or bank statements of the Association. This is done at a time and place named by the appropriate Director in the Director's presence.
- F. Lists of judges' names, addresses, phone numbers, and e-mail addresses cannot be published on the internet without written permission of the individual.

### Section II. – Dues

- A. The annual membership dues shall be:  
Professional Membership ..... \$60.00
- B. Distribution of membership dues will be as follows:

<b>Membership</b>	<b>State</b>	<b>Region</b>	<b>National Offices</b>	<b>Insurance</b>	<b>Other*</b>
Professional	\$ 5.00	\$12.00	\$20.00	\$12.00	\$ 11.00

\*Other (NAWGJ website, Officers insurance, online membership system, other operating expenses)
- C. Distribution of all membership fees shall be made to the Regional Judging Director and State Judging Directors on a bi-annual basis upon receipt of financial report form.
- D. An assigning fee will be assessed at all levels of competition. If less than 30 days' notice is given, the fee will increase. If actual costs for assignment of judges differ (higher or lower) negotiations may take place between the Regional Judging Director and the USA Gymnastics Regional Chairperson to make necessary adjustments. This fee is non-refundable once the contracts are issued.
- E. All income from membership dues, registration, and other activities of the NAWGJ shall be deposited in the general fund and shall be available without restriction to pay the expenses of the NAWGJ.

## ARTICLE III – NOMINATION PROCEDURES

### Section I. – Nominating Committee

- A. The Vice President is responsible for sending a Letter of Eligibility to all eligible candidates for National Offices by the given date listed in “Election Responsibilities – Vice President” on the NAWGJ website.
- B. The Regional Judging Director (for Regional Elections) and State Judging Director (for State Elections) are responsible for sending a Letter of Eligibility to all eligible candidates for their respective offices by the given dates listed in “Election Responsibilities – RJD/SJD” on the NAWGJ website.
- C. Nominees must be Professional or Life Members of the NAWGJ and meet the established criteria of the office for which they are running. (See Art. I, § 4 of the Operating Code)

### Section II. – Duties and Procedures

- A. The Vice President, Regional Judging Director, and State Judging Director will submit a slate of nominee(s) for the elected office at their respective levels. In a write-in, candidates nominated must meet the qualifications for the right to run for the office and must acknowledge willingness to run in writing at the time of the nomination.
- B. A simple majority of votes cast shall be necessary for election.
- C. An interim election may be held, due to resignations or illness, but the procedures must follow the regular pattern set forth in “Election Responsibilities” on the NAWGJ website as closely as possible. (See Art. I, § 3 of the Operating Code)
- D. Refer to “Online Elections Guide” on the NAWGJ website for specific instructions on running elections.



## ARTICLE IV – DUTIES OF OFFICERS

### Section I. – Executive Officers

#### A. The 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.
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 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.
2. Be responsible for conducting the RJD election if one occurs in the Vice President’s region.

##### Financial and Reports

1. Be authorized to sign checks and review online executive accounts monthly.
2. Receive written approval from the Director of Finance for expenditures, depreciable expenditures, or any non-NAWGJ expense in excess of \$500.00.
3. Receive written approval of the Director of Finance for any gift or donation exceeding \$100.00.
4. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President

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.

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

## **B. The Vice President**

### Executive

1. Fulfill the duties of the President if the President is unable to preside for any reason.
2. Work closely with the President to keep abreast of national trends and be available to the President for assistance, for instance, updating the Constitution and Operating Code, Election Guidelines, or other such materials and correspondence.
3. Serve as proxy to required functions if necessary.
4. Send a copy of constitutional changes to the Executive Board.

### Meetings and Committees

1. Be present at all National Governing Board and National Executive Board meetings and present, discuss, and vote on pertinent issues.
2. In the absence of the President, preside at all Governing Board and National Executive Board meetings.
3. Failure to attend two consecutive National Governing Board meetings shall constitute an automatic suspension. No proxy may be sent to fulfill the attendance requirement.
4. Attend meetings as designated by the NAWGJ President.
5. Chair the Constitution Committee. (See Art. V, § 1 of the Constitution)
6. Follow up on committee projects to assure deadlines and completion.
7. Post any changes to the Constitution, Operating Code, or other official documents on August 31 and March 31 each year.

### Elections

1. Be responsible for conducting elections of National Officers, Regional Judging Directors, State Judging Directors, and State Governing Boards, and overseeing appointments of National Directors.
2. Publish the Candidate is Unopposed form on the NAWGJ website when a candidate for a position on the National Governing Board runs unopposed.

### Financial and Reports

1. Be authorized to sign checks and review online executive accounts monthly.
2. Receive written approval of the President for expenditures, depreciable expenditures, or any non-NAWGJ expense in excess of \$500.00.
3. Receive written approval of the President for any gift or donation exceeding \$100.00.
4. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

### Miscellaneous

1. Support the National Judges' Cup.

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

## C. The National Secretary

### Executive

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

### 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. Approve new online memberships and process any snail-mail memberships. Maintain a membership log for all hand-processed memberships.
3. Process group renewals from State Judging Directors and deposit checks.
4. Compile six month Membership Disbursement reports (each February and August) for the Director of Finance.
5. Coordinate with the National Website Director regarding any updates or design changes to the membership page.
6. Troubleshoot issues with individual memberships and payments. Answer questions from judges and officers.
7. Work with the online membership system regarding online registration for Symposium.
8. Distribute approved minutes to the National Governing Board within three weeks of meetings, and send them to the National Website Director for posting. 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.
9. Maintain the index for meeting minutes.
10. Maintain an updated Officers' Directory, and send it to the National Website Director for posting.

### Financial and Reports

1. Review online executive accounts monthly.
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.
4. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to Vice President

### Miscellaneous

1. Support the National Judges' Cup.

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

## D. The Director of Finance

### Executive

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

### 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 and Reports

1. Establish a separate bank account in the name of NAWGJ with the Director of Finance's own name and the name of the President and Vice President as Trustees.
2. Be authorized to sign checks, maintain all accounts, and review online executive accounts. Receive and review Quarterly Financial Reports from Regional Judging Directors and State Judging Directors as well as yearly reports from At-Large Directors.
3. Obtain permission for changes in banks, purchase of CD's, opening savings accounts, Finance Director from the Executive Board, RJDs from the Director of Finance.
4. 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
5. Submit the financial reports for audit annually.
6. Submit financial report, including an annual budget, at the yearly meeting to the National Governing Board for their approval
7. Disburse funds to Regional treasuries according to the procedures set forth in this document.
8. Receive written approval of the President for expenditures, depreciable expenditures, or non-NAWGJ expenses in excess of \$500.00.
9. Receive written approval of the President for any gift or donation exceeding \$100.00.
10. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President

### Miscellaneous

1. Support the National Judges' Cup.

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

## Section II. – National Governing Board Members

### A. Regional Judging Director

#### Executive

1. Represent the Region in which the Regional Judging Director's address is on file with the National Office, except under special circumstances when the National Governing Board can be petitioned in writing.
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.
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 the proxy 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.

#### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the Regional Judging Director's own name and that of the Director of Finance and President as signers. If this is not possible, a minimum of three current unrelated NAWGJ officers must appear as signatories on any accounts.
2. Obtain permission for changes in banks, purchase of CD's, opening savings accounts from the Director of Finance, SJDs from the RJD.
3. 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 in Operating Code under Article IV S III Financial and Reports #6.)
4. Submit a Quarterly Financial Report to the Director of Finance. Include the reviewed SJD Quarterly Reports. This report must be postmarked by the 28<sup>th</sup> of February, and the 30<sup>th</sup> of May, August, and November.
5. Submit an annual budget to the Regional Governing Board for approval.
6. Distribute copies of the last period Quarterly Financial Reports and Fundraiser Reports to the Regional Governing Board.
7. After consultation with the Regional Governing Board, shall receive written approval of the Director of Finance for depreciable expenditures in excess of \$500.00.
8. 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.
9. After consultation with the Regional Governing Board, shall receive written approval of the Director of Finance for any gift or donation exceeding \$100.00.

10. Complete the necessary reports as listed on the RJD Checklist (Annual Statistical Report Form, Equipment Inventory Form, etc.). Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President

#### Elections

1. Be responsible for assisting the Vice President with 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.
3. In the event that no applications have been received, the election official will confirm that no eligible candidate applied. The election official will then contact the current ineligible officer to ascertain if that officer would like to apply for a third term; if so, approval must be obtained from the National Governing Board.

#### Regional Responsibilities

1. Recommend qualified judges from their respective Regions for selected National and Regional competitions upon request.
2. Administer assigning of gymnastics officials, assuring that only the Regional Judging Director, State Judging Directors, and any designated elected assigners on each State Board issue NAWGJ contracts.
3. Delegate responsibilities to their State Judging Directors.
4. Enforce the adherence to high ethical standards in judging.
5. RJD will send NAWGJ contracts, for insurance purposes, to regional judges assigned to Easterns/Westerns and Nationals.

#### Miscellaneous

1. Support and promotion of the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events (See *Financial Policy*).
2. Ensure that two administrators have the passwords/codes to the Regional website.

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

## Section III. – Other Officers

### A. State Judging Director

#### State and Regional Responsibilities

1. Represent the state where the State Judging Director's address is on file with the National Office, except under special circumstances when the Regional Governing Board can be petitioned in writing.
2. Be responsible to the Regional Judging Director.
3. Keep in continual contact with the Regional Judging Director, and convey any national or international information of interest to their State membership via the State website/newsletter.
4. Enforce the adherence to high ethical standards in judging.

#### Meetings

1. Be present at all Regional Governing Board meetings and present, discuss, and vote on pertinent issues.
2. Attend an annual national meeting as designated by the National Governing Board.
3. Hold a minimum of two State Governing Board meetings per year, one of which must be in person, and vote only when a tie exists. This meeting must be publicized to all State Governing Board Members at least three weeks in advance and to the general membership at least two weeks in advance. A quorum (one more than 50% of all State Governing Board Members) must be in attendance in order for the meeting to be official. Within one month after the meeting, minutes must be sent to the Regional Judging Director and distributed to the State Governing Board.
4. Hold a minimum of one State Membership Meeting per year. This meeting must be publicized to the membership at least three (3) weeks in advance with an agenda. (See #3 under Financial and Reports for agenda items.) A quorum of the State Governing Board must be in attendance. Minutes must be taken and sent to the RJD and the membership by newsletter or the state website.
5. Failure to attend two consecutive national State Judging Director Workshops or two consecutive Regional Governing Board meetings shall constitute an automatic removal from office. State Judging Directors must be present from the start to the end of the SJD Workshops to satisfy the requirement for attendance. The State Judging Director must petition the National Governing Board if there are extenuating circumstances to be considered. A proxy will not fulfill the attendance requirement. A proxy may be sent but must be an elected member of that State's Governing Board and be approved by the Regional Judging Director. The State Judging Director must obtain approval in writing from the Regional Judging Director in order for the proxy to have a vote.

#### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the SJD's own name, and that of the Regional Judging Director and the Director of Finance as signers is preferred. If this is not possible, a minimum of three current unrelated NAWGJ officers must appear as signatories on any accounts.
2. Obtain permission for changes in banks, purchase of CD's, and opening savings accounts from the RJD.
3. Be authorized to sign checks and maintain all accounts.
4. Report finances to membership at least once a year. This annual financial report must indicate expenses and income for the entire year. Members are entitled to know the balance of the account, but it does not have to be included in the annual report.



5. Submit a quarterly financial report to the Regional Judging Director, which must be reviewed and signed by the Financial Assistant. An electronic signature is not acceptable.
6. The report, with a copy of all receipts and bank statements, must be postmarked by the 20<sup>th</sup> of February, May, August, and November.
7. Late reports will result in: 1<sup>st</sup> time: warning and State Governing Board notification; 2<sup>nd</sup> time: fine and State Governing Board notification; 3<sup>rd</sup> time: Regional Governing Board will review and remove State Judging Director from office or the Regional Judging Director will take over the State Judging Director account. (Refer to Art. I, Section V, Removal From Office Guidelines.)
8. Complete and file the State Judging Director's Annual Report Form. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President.
9. After consultation with and approval of the State Governing Board members, receive written approval from the Regional Judging Director for depreciable expenditures in excess of \$400.00. See also *Article V, Financial Policy, Section V, C. Guidelines for General Expenditures and Capital Purchases & Capitalization Threshold Policy*.
10. After consultation with and approval of the State Governing Board members, receive written approval from the Regional Judging Director for non-NAWGJ expenses over \$100.00. NAWGJ events and responsibilities must take priority over non-NAWGJ events.
11. After consultation with and approval of the State Governing Board members, receive written approval from the Regional Judging Director for any gift or donation exceeding \$100.00. See also *Financial Policy Section V, C. Guidelines for Gifts and Donations*.
12. Formulate an annual budget with the approval of the State Governing Board. Send a copy to the Regional Judging Director. See also *Financial Policy Section V Disbursement of Funds*.
13. Keep a list of all past State Judging Directors and State Governing Board members.

#### Elections

1. Determine positions of State Governing Board Members with approval of the State Governing Board. According to the NAWGJ Constitution, State Governing Boards must have 5-9 members, excluding the State Judging Director. Exceptions are by RJD only.
2. The State Governing Board must have an elected Financial Assistant or designate an elected member as a Financial Assistant. See also *Financial Policy, Section II Assignment of Authority*.

#### Miscellaneous

1. Organize the publication and distribution of the state newsletter or update the State website a minimum of four times a year. This information is for the membership and the Executive Officers as well as the Regional Judging Director, and the other SJD's in the Region. Website or e-mailed information must be mailed to those judges who do not have access to email. This information should also be made available to the National Website Director and the USA Gymnastics State Administrative Committee Chairperson. When technical information is included from USA Gymnastics, it must be approved and signed by the appropriate USA Gymnastics Officer.
2. Delegate responsibilities to the SJD's State Governing Boards.
3. Recommend qualified judges from the State Judging Director's respective state for State and Regional competitions, upon request, with the assistance of the State Governing Board members.
4. Administer assigning of judges, ensuring that only the State Judging Director and any designated elected State Board assigners issue NAWGJ contracts.
5. Attend a Test Administrators' Workshop to be eligible to administer the certification examination.

6. Designate a CPE Coordinator, if requested to do so by the USA Gymnastics State Administrative Committee Chairperson. The State CPE Coordinator will receive and maintain all CPE reports and file with the USA Gymnastics State Administrative Committee Chairperson.
7. Support and promotion of the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events (See *Financial Policy*.)
8. Ensure that two administrators have the passwords/codes to the State website.

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

## State Governing Board

### Executive

1. Must be elected in order to vote. If they are not elected, they may not carry out duties which allow them to handle funds, issue NAWGJ contracts as the designated assigner, vote on State Governing Board issues, or write anything in print on behalf of NAWGJ, including newsletters or web material.
2. Be responsible to the State Judging Director.
3. Represent the state where the address is on file with the National Office unless special circumstances are stated in a petition to the State Governing Board in writing.
4. Fulfill the specific duties as outlined by the State Judging Director for the Board position held.
5. Enforce the adherence to high ethical standards in judging.

### Meetings

1. Be present at all State Governing Board meetings and present, discuss, and vote on pertinent issues.
2. Failure to attend two consecutive State Governing Board meetings shall constitute an automatic suspension. A proxy will not fulfill the attendance requirement. A proxy may be designated if the proxy is a current member and approved by the State Judging Director. The proxy will not have a vote.

### Financial and Reports

1. Approve the State Judging Director's budget.
2. Consult with the State Judging Director about expenditures of more than \$200.00 for depreciable items and \$100.00 for non-NAWGJ activities or expenditures for gifts or donations.
3. Expenditures incurred by a State Governing Board member must be approved in writing by the State Judging Director.
4. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President.

### Miscellaneous

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

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

## Section IV. – At-Large Directors

### A. National Website Director

#### Meetings

1. 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. Submit an annual report to the National Governing Board.

#### Duties

1. Be accountable to the National Executive Officers and the National Governing Board.
2. Renew the domain name as needed.
3. Work closely with the other At-Large Directors to post pertinent information on their event and/or publications.
4. Maintain a good working relationship with a specified webmaster, keeping current the hosting agreement for website.
5. Submit all changes with detailed instructions to the webmaster by email. Review and test all changes and links for accuracy.
6. Keep the website professional in appearance and function.
7. Maintain the website with current information.
8. Check all gymnastic organizations (USA Gymnastics, AAU, etc.) websites and/or contact person regularly for updates on a timely basis.
9. Work with the NAWGJ National Collegiate Assigner and NCAA Rules Interpreter to keep NCAA information up to date.
10. Contact RJD's, SJD's, and individual judges for permission to post articles, scoresheets, cheat sheets, and administrative forms.
11. Be responsible for regularly obtaining and updating the website contents.

#### Financial and Reports

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 the Director of Finance for payment.
4. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President.

#### 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.

## B. National Education Director

### Meetings

1. 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. Submit an annual report to the National Governing Board.

### Duties

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

### Financial and Reports

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 disbursed.
4. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President.

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

## C. National Librarian

### Meetings

1. 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. Submit an annual report to the National Governing Board.

### Duties

1. Be responsible to the National Executive Officers, and the National Governing Board.
2. Develop and solicit new materials. Acquire approval for all technical information used.
3. Maintain a catalog.
4. Keep in contact with the National Website Director to publish a catalog.
5. Receive orders and send educational materials upon request.
6. Maintain a collection development policy with the purpose of acquisition of materials.
7. Develop the Archives of NAWGJ.

### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the National Librarian's 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.
4. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President

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

## D. National Judges' Cup Director

### Meetings

1. 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. Submit an annual report to the National Governing Board.

### Duties

1. Be responsible to 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 and Reports

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.
5. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President.

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

## E. National Collegiate Assigner

### Meetings

1. 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 if requested will constitute an automatic suspension.
3. Submit an annual report to the National Governing Board.

### Duties

1. Be responsible to the National Executive Board and the National Governing Board.
2. In coordination with the JAS system webmaster, monitor and administer the JAS system.
3. Notify Level 10 and above judges, including new judges, to enter their available dates by September 15 so that assigning can begin October 1.
4. Develop a judge's test and monitor completion. Work with NGB to develop, score, and post practice videos.
5. Notify all NCAA institutions of responsibility to enter their requests for judges by October.
6. Update JAS manuals: *Institutional*, *Assigners'*, and *Judges'*.
7. Assist NACGC with emergency fund requests.
8. Collaborate with NCAA rules interpreter on rules clarifications.
9. Complete assigning by November 15.
10. File a written report to NACGC/W and NAWGJ by May 1. Attend NACGC/W yearly convention, if requested.
11. From the data entered in the JAS, create a list of active collegiate judges.
12. Contact judges with performance issues based on weekly conversations with Executive Director of Coaches Association and NAWGJ President.
13. Assign schools to Regional assignees. Educate the regional assigners on the use of the JAS.
14. Coordinate and supervise the assignment process.
15. Oversee new regional assigner applications and make recommendations to NAWGJ JAS committee.
16. Be responsible for the assignment of Conference Championships and Invitationals with input from the assigners. Assist Meet Referees with event assignments.
17. Compile recommendations for post season judges to the NCAA.
18. Collect and compile evaluation forms and apply to active lists at one's own discretion.
19. Work with gymnastics organizations to present and clarify NCAA rules for judges at National and Regional educational events.

### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the National Collegiate Assigner's 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 W-9's to NAWGJ Director of Finance; best practice for submission is within five (5) days. They must be submitted by December 31st.
4. Monitor payments to judges when requested and work with judges and institutions to resolve payment issues by May 1st.
5. Submit a yearly financial report to the NAWGJ Director of Finance at the annual meeting.
6. Obtain permission from the Vice President for depreciable expenses of \$500 or more.
7. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.
8. Submit signed documents to the Vice President.



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

## **F. National Historian**

### Meetings

1. 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. Submit an annual report to the National Governing Board.

### Duties

1. Work with the NAWGJ webmaster to expand documents posted in the history section of the NAWGJ website.
2. Collect and organize documents, photos, and other artifacts that have significance to the history of NAWGJ.
3. Trace the historical development of critical events in women's gymnastics judging and prepare reports for posting on the website, e.g., National Symposium, National Judges Cup, JAS, etc.
4. Consult with the Awards Committee as they develop tributes for new honorees. Work with the Awards Committee to video-record interviews with honored NAWGJ members (Hall of Fame, Life Members) who do not yet have tributes posted on the NAWGJ website. Edit videos and prepare them for posting on the NAWGJ website and YouTube Channel.
5. Work with the Vice President to maintain a list of officers of the NGB and SJDs and assist the Vice President in the preparation of lists for election eligibility.
6. Work with the Executive Committee and President to develop an historical presentation for the National Symposium.
7. Maintain all historical documents in the archive sections of the Google Drive.
8. Develop an annual plan describing the scope of work for the upcoming year and present a report of progress made at the mid-year virtual NGB meeting (January).
9. Establish a NAWGJ History Advisory Committee consisting of members with historical knowledge of the organization. The committee will advise the Historian in the development of the annual plan, will participate in the determination of historical events and documents of significance, and will assist with the vetting and authentication of information and materials.
10. Develop other projects as requested.

### Financial and Reports

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 disbursed. OR Obtain permission from the Vice President for depreciable expenses of \$500 or more.
4. Shall annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President.

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

## **Section V. – Past President**

### **A. Past President**

1. Act in an advisory capacity to the President.
2. Be authorized to perform any duties so indicated by the President and/or National Governing Board.
3. Expenses will be paid to fulfill these duties.

**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 the 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 the 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 the RJD.
April	15	SJD Election	Begin voting for online elections. If unopposed, notify membership.
April	30	SJD Election	Online elections close. Check results and notify candidates.
May	1	SGB Election	Reminder to SJD about the 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 the 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. If unopposed, notify membership.
July	1	SGB Election	Begin voting for online elections.
July	15	SGB Election	Online elections close: Check results and 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 the Director of Finance.
September	15	Green Flag	Send criteria and nomination form to SJD.
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 the Director of Finance. SJD Annual Statistical due.
November	30	RJD Financial	Submit RJD and reviewed SJD Quarterly Financial Reports to the Director of Finance. SJD Equipment Inventories due to the Director of Finance & Annual Statistical Report due to the President.
December	1	RJD Report	Fill out Regional Yearly Statistical Analysis form according to SJD numbers. Send a copy to the President and Vice President.
December	15	Green Flag	Regional award announced and results reported to the Awards Committee.
December	31	Financial	Best practice is to issue and submit W-9's to the Director of Finance within five days of the service. W-9's <i>must</i> be submitted by Dec. 31st.
Annually		RGB Meeting	Hold a minimum of one RGB meeting per year. Record and distribute minutes to the RGB (copy to the President).
Annually		RGB Meeting	RGB signs Conflict of Interest (copy to the VP) & Confidentiality forms annually (copy to the 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 the RGB.
Annually		RJD Financial	Approval from the Regional Governing Board and the Director of Finance for depreciable expenses over \$500.00. Consultation with the RGB and approval from the Director of Finance for non-NAWGJ activities over \$200.00 and 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 the SJD has access to bank account. Two administrators have passcode to Regional Website.

### SJD Calendar/Checklist

Refer to Operating Code for details

February	2 0	Financial	Quarterly Financial Report due to the RJD. Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers. Report must be reviewed and signed by the Financial Assistant.
March	1	SJD Election	Letters to eligible candidates to be sent.
April	1	SJD Election	Candidate Application due to the RJD.
May	1 5	SJD Election	Newly elected SJD assumes office.
May	2 0	Financial	Quarterly Financial Report Due to the RJD. Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers. Report must be reviewed and signed by the Financial Assistant.
June	1	SGB Election	Letters to eligible candidates to be sent.
June	1 5	SGB Election	Candidate Applications due to the RJD.
July	3 0	Report	State Governing Board Report due to the RJD, Vice President and National Secretary.
August	1	SGB Election	Newly elected board assumes office.
August	2 0	Financial	Quarterly Financial Report due to the RJD. Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers. Report must be reviewed and signed by the Financial Assistant.
October	1	Green Flag	SJD sends criteria and nomination form to members.
October	1 5	Green Flag	Deadline for members to send nominations to the SJD.
November	1 5	Green Flag	State award announced and results sent to the RJD.
November	2 0	Financial	Quarterly Financial Report due to the RJD. Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers. Report must be reviewed and signed by the Financial Assistant.
November	2 0	Report	Annual Statistical Report due to RJD. Reporting period July 1-June 30.

November	20	Report	Equipment Inventory Report due to the RJD. Depreciable items over \$400.00 to be reported. Location of NAWGJ records to be listed. Reporting Period July 1-June 30.
December	31	Financial	Best practice is to issue and submit W-9's to the Director of Finance within five days of the service. W-9's <i>must</i> be submitted by Dec. 31st.
Annually		Membership	Review CPE of members.
Annually		Membership	Review and correct online membership list.
Annually		Meeting	Attend National SJD workshop.
Annually		RGB Meeting	Attend Regional Governing Board meeting.
Annually		SGB Meeting	Publicize and hold two SGB meetings, one of which must be in person. Record decisions (especially financial) and send a copy of minutes to the RJD.
Annually		SGB Meeting	SGB signs Conflict of Interest (copy to VP) & Confidentiality forms annually (copy to the VP).
Annually		Meeting	Publicize and hold a minimum of one general membership meeting annually. Report finances to membership, record in minutes and send minutes to the RJD.
Annually		Governing Board	Determine positions for the Board with Board approval. Delegate responsibilities to the SGB
Annually		Testing	Attend a TA workshop to be eligible to administer the certification exam.
Annually		Financial	Report finances to membership (balance of account), record in minutes and send to the RJD.
Annually		Financial	Formulate an annual budget with the approval of the SGB, send a copy to the RJD.
Annually		Financial	Consult with the SGB and receive <i>written approval</i> from the RJD for depreciable expenses in excess of \$400.00, non-NAWGJ expenses over \$100.00, and gifts and donations exceeding \$100.00.
Annually		Responsibility	Promote the National Judges' Cup.
Annually		Historical	Keep a list of all past SJD and SGB members.

	Annually	Oversight	Ensure that two administrators have passwords/codes to the State website.
	Annually	Communication	Publicize newsletter or update website minimum four times yearly.



## ARTICLE V – FINANCIAL POLICY

### Section I. – Definition

- A. The National Association of Women’s Gymnastics Judges is a 501 (c) 3 which is defined by the IRS as a not-for-profit organization that is organized and operated exclusively for one or more exempt purposes.
- B. 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.
- C. The Financial Policy of NAWGJ clarifies the roles, authority, and responsibilities for essential financial management activities and decisions. The purpose of the Financial Policy is to describe how the respective Boards must document and carry out financial management activities.
- D. All Officers and Directors of NAWGJ under section 501 (c) (3) have an ongoing responsibility to ensure that the organization maintains its exempt status and meets its compliance responsibilities.

### Section II. – Assignment of Authority

- A. All NAWGJ funds belong to the National Organization, including Regional and State funds.
- B. **ONLY** these Officers have the authority to open a checking and/or savings account in the name of NAWGJ, and **ONLY** these Officers will have signing and online privileges on such accounts:
  - 1. The Executive Officers (President, Vice President, National Secretary, Director of Finance)
  - 2. The Regional Judging Directors
  - 3. The State Judging Directors
  - 4. At-Large Directors *with the approval of the Executive Officers*
- C. Only the President, the Vice President, The National Secretary, and the Director of Finance have the authority to establish credit in NAWGJ’s name. Signatures from any two Executive Officers would be required.

### Section III. – Separation of Duties

- A. Separation of duties is the means by which no one person has sole control over the lifespan of a transaction. Ideally, no one person should be able to initiate, record, authorize and reconcile a transaction.
- B. All organizations should separate functional responsibilities. The separation of duties assures that mistakes, intentional or unintentional, cannot be made without being discovered by another person.

- C. Several approaches are optionally viable:
  1. Sequential separation (two signatures principle).
  2. Individual separation (Four-Eyes principle). The Four-Eyes principle is especially important when monitoring cash transactions at NAWGJ events, i.e., gate or concessions at a Judges' Cup meet.
  3. Spatial separation (separate action in separate locations).
- D. In a perfect system, no one person should handle more than one type of function.

#### **Section IV. – Board Meetings and Minutes**

- A. Minutes must be kept for all State Governing Board, Regional Governing Board, National Governing Board, and National Executive Board Meetings. Once approved, State Governing Board minutes need to be sent to the Regional Judging Director. Regional Governing Board minutes should go to the Regional Governing Board members and to the National Executive Board. The ideal timeline is 2-3 weeks. They may be approved online by the Board responding to all Board Members with approval. At each Board meeting the approval of the previous Board meeting will be documented in the minutes.
- B. All financial decisions must be supported in respective Board minutes and approved budgets.
- C. Remember that minutes must be kept FOREVER by the appropriate Director!!
- D. Electronic Meetings are allowed so long as a meeting provides, at a minimum, conditions of opportunity for simultaneous oral communication among all participating members equivalent to those of meetings held in one room or area. Meetings by postal mail, email “chat rooms” or fax are NOT allowed. Meetings must be announced as required in the bylaws. Notice must include an adequate description of how to participate. Note: An electronic meeting will not fulfill the requirement for a face to face meeting

#### **Section V. – Disbursement of Funds**

- A. An approved budget is the authorization for the spending of NAWGJ funds as outlined in Duties from the NAWGJ Operating Code.
- B. All financial decisions must be supported by respective Board minutes and approved budgets.

When making a decision, each Officer and Director should ask:

1. Is my financial decision in compliance with NAWGJ Financial Policy and Mission?
2. Is my decision legal and ethical?

#### **C. Guidelines**

##### Guidelines for General Expenditures

1. All funds must be distributed for the common good, for purposes stated in our Mission. No monies can be held in accounts for specific members. Proceeds from fundraisers cannot be used to benefit only those who did the fundraising.
2. Budgeted funds held in reserve must have a designated purpose to accomplish our Mission, i.e. setting aside money for a future educational opportunity.
3. Checks should be made out to NAWGJ (Example: Oregon NAWGJ), not to an individual.

4. Deposits should be made into your bank account as soon as possible. Best practice is within a business day of receipt.
5. Avoid using cash whenever possible. ATM receipts must be included with the Financial Report as well as documentation (receipts) for use.

#### Capital Purchases & Capitalization Threshold Policy

Capital purchases are the reporting of **depreciable items** listed on Equipment Inventory form. Capital purchases are comprised of furniture, fixtures, equipment, software, etc. that meet two criteria:

1. A useful life of more than one year and
2. Cost more than a certain amount.

The NAWGJ Board of Directors has established \$1500.00 as the threshold amount for capitalization. For purchases in excess of \$1500.00, comparative pricing should be sought (two or three bids).

#### Guidelines for Gifts and Donations

Circumstances do arise where gifts and donations using NAWGJ funds may be allowable; however, these donations must be appropriate for the occasion and should be limited to \$100.00 or less. As stated in the Operating Code, the SJD must receive written approval from the Regional Judging Director for any gift or donation exceeding \$100.00.

To protect our non-profit status, do not use State or Regional funds for purposes not reflected in our Mission. For example, do not help an individual in need. Instead, pass the hat at an event, but do not pass that money through your account. Do not help their cause with State or Regional funds.

NAWGJ funds may not be used for cash awards, cash gifts, or cash donations to any athlete.

#### Guidelines for Officer Expenditures

1. Expenditures cannot be reimbursed without an itemized receipt (a credit card statement is not an itemized receipt).
2. Funds must not be co-mingled (no personal items on NAWGJ receipts).
3. Phones: The State, Regional, and Executive Officers' allowable expenses for cell phones, landline phones, and internet may not exceed 25% of the total bill for each, unless documentation is provided. The exception is a dedicated land line for NAWGJ that is approved in advance by the RJD (or President for RJD). The land line would not be in addition to the above allowable 25% (NGB meeting minutes approved 2008).
4. Travel: To be recorded on Travel Expense Voucher and submitted with Quarterly Financial Statement Documentation in minutes and RJD approval must be attached to the Travel Expense Voucher for all non-NAWGJ events.
5. Overnight Travel: Rates for meals are listed on the Travel Expense Voucher.
6. When per diem rates are utilized, there is no requirement to obtain receipts from travelers to substantiate these components of business travel.
7. Airfare: a combination of an itinerary, credit card receipt, and boarding passes or an airline-issued receipt should be submitted.
8. Parking
9. Lodging
10. Miscellaneous transportation expenses (taxi or shuttle).
11. Mileage at the current IRS rate.
12. Reimbursable room cost must not exceed the cost of a standard room.
13. Rental cars should be smaller or mid-size vehicles. Share whenever possible.

#### Special rules applying to air travel:

1. Reimbursement for air travel will be limited to coach class.
2. Memberships in airline flight clubs are not reimbursable
3. Cost of upgrade certificates is not reimbursable.
4. Cost of canceling and rebooking flights is not reimbursable, unless it can be shown that it was necessary or required for legitimate business reasons.
5. Cost of in-flight movies and alcohol is not reimbursable.
6. Reasonable tips for baggage handling shall be reimbursed. No receipts required.
7. Payment for one checked bag is allowed.
8. A combination of an itinerary, credit card receipt, and boarding passes or an airline-issued receipt should be submitted.

## SECTION VI. – INDEMNIFICATION

- A. NAWGJ will, to the extent legally permissible under Nevada Revised Statutes (“NRS”) Section 78.502, indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, except an action by or in the right of the NAWGJ, by reason of the fact that he is or was a director, Officer, employee or agent of the NAWGJ, or is or was serving at the request of the NAWGJ as a director, Officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with the action, suit or proceeding if he: (a) Is not liable pursuant to NRS 78.138; or (b) Acted in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the NAWGJ, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, does not, of itself, create a presumption that the person is liable pursuant to NRS 78.138 or did not act in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the corporation, or that, with respect to any criminal action or proceeding, he had reasonable cause to believe that his conduct was unlawful.
- B. NAWGJ may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of the NAWGJ to procure a judgment in its favor by reason of the fact that he is or was a director, Officer, employee or agent of the corporation, or is or was serving at the request of the NAWGJ as a director, Officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses, including amounts paid in settlement and attorneys' fees actually and reasonably incurred by him in connection with the defense or settlement of the action or suit if he: (a) Is not liable pursuant to NRS 78.138; or (b) Acted in good faith and in a manner which he reasonably believed to be in or not opposed to the best interests of the NAWGJ. Indemnification may not be made for any claim, issue, or matter as to which such a person has been adjudged by a court of competent jurisdiction, after exhaustion of all appeals therefrom, to be liable to the corporation or for amounts paid in settlement to the corporation, unless and only to the extent that the court in which the action or suit was brought or other court of competent jurisdiction determines upon application that in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnity for such expenses as the court deems proper.
- C. To the extent that a director, Officer, employee, or agent of NAWGJ has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in A or B, or in defense of any claim, issue or matter therein, the NAWGJ shall indemnify him against expenses, including attorneys' fees, actually and reasonably incurred by him in connection with the defense.

## ARTICLE VI - COMPLIANCE

### Section I. - Record Retention

PERMANENT RECORDS	Executive Board	RJD	At-Large Directors	SJD
Determination letter recognizing tax-exempt status	X			
Articles of Incorporation	X			
By-laws with amendments	X			
Board minutes	X	X	X	X
Tax returns & related documents	X	X	X	X
List of Directors, Officers and Board Members	X	X	X	X
7 YEAR RETENTION				
List of Directors, Officers and Board Members	X	X	X	X
Quarterly Financial Reports including receipts and supporting documents**	X	X	X	X
Contracts entered into	X	X	X	X
W-9's	X		X*	
Bank Statements	X	X	X	X
Equipment Inventory Reports	X	X	X	X

\*Retained by Director of Finance

\*\*Retain paper receipts for one fiscal year (November 1 to October 31). At the end of the year, scan documents and receipts, keep electronic copies in two separate locations.

Outgoing Officers and Directors must pass on ORIGINAL documents to the next officeholder within 30 days of the publication of election results.

**D. Assets**

Records should show:

1. When and how the asset was acquired
2. Proof of authorization (Board minutes and/or RJD approval in writing)
3. Purchase price
4. Model, serial number and location
5. Cost of any improvements
6. How the asset was used
7. When and how the asset was disposed of
8. Selling price
9. Asset was passed on to next officeholder

## Section II. – Whistleblower Policy

The NAWGJ Code of Professional Responsibility (the Code) requires its Officers and Directors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

### A. The objective of NAWGJ’s Whistleblower Policy is to establish procedures for:

1. Submission of concerns regarding accounting or audit matters by Directors and Officers of NAWGJ on a confidential and anonymous basis.
2. The receipt, retention, and treatment of complaints received by the Organization.
3. The protection of Directors, Officers, and members reporting concerns from retaliatory actions.

### B. Reporting Responsibility

1. Each Director, Officer, and Member of NAWGJ has an obligation to report in accordance with this WB policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of NAWGJ’s Code.
2. All suspected violations will be reported to the Vice President in accordance with the established procedures. The Vice President shall be responsible for investigating and making appropriate recommendations to the National Governing Board with respect to all reported concerns.

### C. No Retaliation

It is contrary to the values of NAWGJ for anyone to retaliate against any member who in good faith reports an ethics violation. A member who retaliates against someone who has reported a violation in good faith is subject to discipline.

### D. Reporting Procedure

Directors, Officers, and Members should submit concerns in writing directly to the Vice President. If the concern involves the VP, submission would be directed to the President. Contact information for both may be obtained on the National website ([www.nawgj.org](http://www.nawgj.org)).

### E. Compliance Officer

The Vice President will notify the person who submitted the concern and acknowledge receipt of the reported or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

### F. Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously, or knowingly to be false will be viewed as a serious disciplinary offense.



## **G. Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Section III. – Conflict of Interest**

### **A. Introduction**

1. The purpose of the conflict of interest policy is to protect NAWGJ's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of NAWGJ or might result in a possible excess benefit transaction. NAWGJ is committed to not only monitor and prevent any financial abuse, but also to use its best efforts to avoid the appearance of impropriety or favoritism, even where none actually exists, towards organizations, athletes, coaches, and spectators. Therefore, the conflict of interest policy is also designed to protect NAWGJ's position as a neutral entity in order to maintain the integrity of our organization and the sport of gymnastics.
2. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **B. Definitions**

#### Interested Person

Any Director, principal Officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which NAWGJ has a transaction or arrangement
2. A compensation arrangement with NAWGJ or with any entity or individual with which NAWGJ has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which NAWGJ is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
4. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **C. Procedures**

#### Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts

to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether NAWGJ can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in NAWGJ's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **D. Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

2. The names of the persons who were present for discussions and votes relating to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **E. Compensation**

1. A voting member of the governing board who receives compensation, directly or indirectly, from NAWGJ for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from NAWGJ for services is precluded from voting on matters pertaining to that member's compensation.
3. Any voting member of the governing board can provide information to any committee regarding compensation. This also applies to any committee member whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly from NAWGJ, either individually or collectively.

#### **F. Annual Statements**

All elected and appointed officers shall annually sign a Confidentiality Agreement and a Conflict of Interest Statement from SGB, SJD, RJD, NGB, AND At-Large Directors each year.

1. Has received a copy of the conflicts of interest policy
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands NAWGJ is charitable, and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

#### **G. Periodic Reviews**

To ensure NAWGJ operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to NAWGJ's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### **H. Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, NAWGJ may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

#### Transactions which are Deemed Approved

The following transactions or arrangements are deemed approved and generally do not need to be the subject of a vote or other determination regarding conflicts of interest:

1. Judging Fees – Fees paid solely for rendering services as a judge at a competition or event shall be deemed approved, provided that such payments are similar in size and structure to those paid to others who are not interested persons.
2. Honorariums for Services Rendered – Reasonable fees paid solely for rendering services as a presenter or clinician at an educational clinic or for event services shall be deemed approved, provided that (a) full disclosure is made, and (b) the compensation is similar in size and structure to that paid to others who are not interested persons.
3. But if each of the stated conditions are not present or satisfied, the proposed transaction or arrangement should be reviewed (see Procedures: Duty to Disclose).

**NAWGJ CONFLICT OF INTEREST POLICY  
ACKNOWLEDGEMENT AND FINANCIAL INTEREST DISCLOSURE STATEMENT**

Our organization follows a conflict of interest policy designed to foster public confidence in our integrity and to protect our interest when we are contemplating entering a transaction or arrangement that might benefit the private interest of a director, an Officer, any of our key members, or other interested persons.

**Part 1. Acknowledgement of Receipt**

I hereby acknowledge that I have received a copy of the conflict of interest policy of NAWGJ, have read and understood it, and agree to comply with its terms. I further understand that NAWGJ is a charitable, tax exempt entity, and to maintain a federal tax exemption status, it must engage primarily in activities that accomplish its Mission.

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

This form needs to be completed annually by all Officers and Directors and any standing Committee members with financial decision-making authority.

## GLOSSARY OF FINANCIAL TERMS

**Accountability:** Accountability is an obligation or willingness by a charity to explain its actions to its stakeholders. For now, Charity Navigator is specifically evaluating the fiduciary actions of charities. In the future, we intend to evaluate other aspects of accountability such as results reporting, and other indicators of the way organizations use the resources they raise to accomplish their mission.

**Administrative Expenses:** This measure reflects what percent of its total budget a charity spends on overhead, administrative staff and associated costs, and organizational meetings. Dividing a charity's administrative expenses by its total functional expenses yields this percentage.

**Assets:** A charity's assets include cash, savings, investments, property, and other items of ownership with an exchange value. By maintaining reserves of assets, a charity is able to further advance its purposes and meet its growing needs.

**Board Listed (on Form 990) / Board Members Not Compensated:** The IRS requires that any compensation paid to members of the charity's governing body be listed on the form 990. Furthermore, all members of the governing body need to be listed whether or not they are compensated. It is not unusual for some members of the board to have compensation listed. The executive director of the organization frequently has a seat on the board, for instance, and is compensated for being a full-time staff member. However, it is rare for a charity to compensate individuals only for serving on its Board of Directors. Although this sort of board compensation is not illegal, it is not considered a best practice.

**Charity:** A charity exists to serve a societal or group mission and does not pursue a self-interest or pay out profit to individuals. It is recognized by the IRS as tax-exempt and eligible to receive tax-deductible contributions. We use the terms charity and non-profit interchangeably.

**Conflict of Interest Policy:** Such a policy protects the organization, and by extension those it serves, when it is considering entering into a transaction that may benefit the private interest of an Officer or Director of the organization. Charities are not required to share their conflict of interest policies with the public. Although we cannot evaluate the substance of its policy, we can tell you if the charity has one in place based on the information it reports on its Form 990.

**Documents/Board Meeting Minutes:** An official record of the events that take place during a board meeting ensures that a contemporaneous document exists for future reference. Charities are not required to make their Board meeting minutes available to the public. As such, we are not able to review and critique their minutes. For this performance metric, we are checking to see if the charity reports on its Form 990 that it does keep those minutes. In the future, we will also track and rate whether or not a charity keeps minutes for its committee meetings.

**Expenses:** A charity's expenses include spending on such things as salaries, supplies, equipment, travel, and conferences. They can also include the value of donated goods that a charity distributes.

**Form 990:** For every fiscal year it is in operation, a charity discloses its financial and programmatic information in an annual federal return filed with the IRS. Forms 990 are public documents. By law, a copy of the forms must be supplied to anyone who requests them. We use Forms 990 as the primary source of information for evaluating charities.

**FYE:** The twelve-month period defining a charity's annual cycle of activity, at the conclusion of which a charity (if it isn't exempt from doing so) files an informational tax return Form 990 with the IRS. A charity can designate any month as the beginning of its fiscal year. We commonly refer to a charity's FYE (fiscal year ending), the month, day, and year when a charity's fiscal year ends. For example, we would refer to a fiscal year ranging from July 1, 2001 to June 30, 2002 as FYE 2002

## GLOSSARY OF FINANCIAL TERMS

**Mission:** A statement of an organization's purpose, programs, and services rendered. Charities often define their core purposes in a formal mission statement.

**Records Retention and Destruction Policy:** Such a policy establishes guidelines for handling, backing up, archiving, and destruction of documents. These guidelines foster good record keeping procedures that promote data integrity. Here we are reporting on the existence of a policy as reported by the charity on its Form 990.

**Revenue:** Charities can derive revenue or funding from a variety of sources, including contributions, program services, membership dues, interest on savings, investment income, special events, and sales of inventory.

**Transparency:** Transparency is an obligation or willingness by a charity to publish and make available critical data about the organization.

**Whistleblower Policy:** This policy outlines procedures for handling employee complaints, as well as a confidential way for employees to report any financial mismanagement. Here we are reporting on the existence of a policy as reported by the charity on its Form 990.