

NAWVGJ

Election Guide

NATIONAL ASSOCIATION OF WOMEN'S GYMNASTICS JUDGES

11/2025

ELECTION GUIDE
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PART 1

ELIGIBILITY FOR OFFICERS AND DIRECTORS

ELIGIBILITY FOR OFFICERS AND DIRECTORS

1. All National, Regional, State, and At-Large Directors shall be 21 years of age.
 - It is suggested that the Executive Officers and Board of Directors (which includes the eight Regional Judging Directors) be certified at National Level or above.
 - All Regional and National Directors and Officers shall be NAWGJ members certified at Level 10 or above. Exception: The National Collegiate Assigner must have a National rating or above for the duration of the position.
 - All State Committee members shall be NAWGJ members and certified judges. Members who renew by September 1st will be eligible to run for a position.
2. All prospective Directors and Officers shall have been voting members of their respective Governing boards for at least one year (12 months). (For SJDs, a State Committee; for RJD's a Regional Committee; for Executive Board Positions, the Board of Directors.) Life Members and appointed National Directors are also eligible if they have previously held an elected position, meet the same criteria, and currently hold the appropriate rating.
3. The National Membership site profile determines the state of residence for election purposes, except under special circumstances where they may petition the Board of Directors in writing.
4. The President, Vice President, National Secretary, Director of Finance, At-Large Directors, Regional Directors, State Directors, may be re-elected for one additional consecutive 4-year term only; State Committee Members may be re-elected for 2 additional 2-year terms (*partial terms will not be considered when considering the duration of terms*). In the event no eligible candidate indicates interest in the position, approval may be requested for the Incumbent to continue to serve an additional term in that position or another vacant position on the committee.
 - For Executive Officers, approval is granted by the Board of Directors.
 - For the RJD position, approval is granted by the Board of Directors.
 - For the SJD position, approval is granted by the Regional Committee.
 - For the State Committee, approval is granted by the Regional Committee. *Clarification: Service on the State Committee only applies to that person who accrues six years of service time on the State Committee.*
 - For At-Large Directors, approval is granted by the Executive Committee.
 - Exception: The National Collegiate Assigner may only serve two terms consecutively.
5. Term Limit Exemptions for *State Committees* in Small States: See Bylaws
6. A candidate must be in good standing under the Rules of Professional Conduct.
7. A current Officer must be up-to-date with all required reports to be eligible to run for office.
8. A member may not serve in any of the following positions simultaneously: State Judging Director, State Committee Assigner, Regional Judging Director, National Officer, At-Large Director, or Regional Collegiate Assigner.

PART 2

TIMETABLES FOR ELECTIONS AND APPOINTMENTS

TIMETABLE FOR ONLINE ELECTIONS

	<u>EVEN YEARS</u> PRESIDENT VICE PRESIDENT	<u>ODD YEARS</u> NATIONAL SECRETARY DIRECTOR OF FINANCE	<u>EVEN/ODD</u> RJD	<u>EVEN/ODD</u> SJD	<u>EVEN/ODD</u> SC	<u>EVEN</u> AT-LARGE DIRECTORS* (By Appointment) *The year the President is elected
Letter of Eligibility	November 15	November 15	January 1	February 15*	May 25	February 1
Candidate Application due	December 1	December 1	January 15	February 25	June 10	March 1
Voting Begins	December 5	December 5	January 30	March 10	June 25	Executive Committee recommendations to Board of Directors 3/15
Voting Ends	December 15	December 15	February 15	March 25	July 10	Meeting w/ Board of Directors prior to 3/25
Assume Office	April 1	April 1	May 15	May 15	July 15	April 1

***A Request to run as Co-SJDs must be received by VP & RJD by February 20th.**

NOTES:

- Even-year terms for President, Vice President, and even-numbered Regions.
- Odd-year terms for National Secretary, Director of Finance, and odd-numbered Regions.
- Even-numbered Regions elect Officers during even-numbered years.
- Odd-numbered regions elect officers during odd-numbered years.
- State Committee positions are two-year terms.
- At-Large Directors are appointed the year the President is elected.
- The National Collegiate Assigner-Elect is appointed one year prior to the year the President is elected and takes office the following year.

If you have any questions about the election procedures, contact your Regional Judging Director or the Vice President for clarification.

TIMETABLE FOR ELECTIONS AND APPOINTMENTS BY YEAR

2025 Election	Executive Committee	Director of Finance
	Regions 1, 3, 5, 7	Regional Judging Director State Committee
2026 Election	Executive Committee	Vice President
	Regions 2, 4, 6, 8	Regional Judging Director State Committee
2027 Election	Executive Committee	National Secretary
	Regions 1, 3, 5, 7	State Judging Director State Committee
	Appointment	National Collegiate Assigner-Elect
2028 Election	Executive Committee	President
	Regions 2, 4, 6, 8	State Judging Director State Committee
	Appointment	Education Director Historian Judges' Cup Director Technology Director National Collegiate Assigner (Takes Office) Website Director
2029 Election	Executive Committee	Director of Finance
	Regions 1, 3, 5, 7	Regional Judging Director State Committee
2030 Election	Executive Committee	Vice President
	Regions 2, 4, 6, 8	Regional Judging Director State Committee

TIMETABLE FOR ELECTIONS AND APPOINTMENTS BY DATE

Position	Nov 15	Dec 1	Dec 5-15			Feb 1				Mar 1		Apr 1					
President/ Even	Eligibility	Appl Due	Election									Assume office 2028, 2032					
Vice President/ Even	Eligibility	Appl Due	Election									Assume office 2026, 2030					
Secretary/ Odd	Eligibility	Appl Due	Election									Assume office 2027, 2031					
Dir of Finance/ Odd	Eligibility	Appl Due	Election									Assume office 2029, 2033					
Collegiate Assigner Elect						Eligibility				Appl Due		Assume office 2027, 2031					
Website*						Eligibility				Appl Due		Assume office 2028 2032					
Library*						Eligibility				Appl Due		Assume office 2028, 2032					
NCAA*						Eligibility				Appl Due		Assume office 2028, 2032					
NJC*						Eligibility				Appl Due		Assume office 2028, 2032					
Education*						Eligibility				Appl Due		Assume office 2028, 2032					
Historian*						Eligibility				Appl Due		Assume office 2028, 2032					
Position				Jan 1	Jan 15		Jan 30- Feb 15	Feb 10	Feb 25		Mar 10-25		May 15	May 25	June 10	June 25- Jul 10	Jul 15
RJD/Odd				Eligibility	Appl Due		Election						Assume office 2029, 2033				
RJD/Even				Eligibility	Appl Due		Election						Assume office 2026, 2030				
SJD/Odd								Eligibility	Appl Due		Election		Assume office 2027, 2031				
SJD/Even								Eligibility	Appl Due		Election		Assume office 2028, 2032				
SC/Odd														Eligibility	Appl Due	Election	Assume office 2027, 2029 2031
SC/Even														Eligibility	Appl Due	Election	Assume Office 2026, 2028 2030

*At-Large Directors appointed the year the President is elected.

PART 3

PRESIDENTIAL ELECTION RESPONSIBILITIES

VICE PRESIDENT - ELECTION TIMELINE

It is the duty of the President to compile a list from the Regional Judging Directors of all persons eligible to run for VICE PRESIDENT.

November 15 The President emails each eligible candidate the application packet, which includes:

- Letter of Eligibility and Duties of the Office of Vice President
- Candidate Application Form
- Election Timeline

December 1 Candidate Application Form due to President:

Failure to respond by the deadline date indicates that the candidate does NOT wish to run for the office.

- The President will provide a csv file of voting members from the NAWGJ Membership site to the election platform.
- The President will provide a file of applications received to the election platform.
- *If no candidate applications are received, termed-out members will be notified by the President.*

December 4 A test election will be conducted to verify the accuracy of the ballot.

December 5-15 Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins.
- The Vice President shall be elected through the voting of the Regional Judging Directors and Executive Officers, who shall vote from a slate of eligible candidates for the respective office.

December 15 Voting ends:

- The President notifies the candidates and Board of Directors.
- Election results are posted on the website.

April 1 Newly elected Vice President assumes office.

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

PART 4

VICE PRESIDENT ELECTION AND APPOINTMENT RESPONSIBILITIES

PRESIDENT - ELECTION TIMELINE

It is the duty of the Vice President to compile a list from Regional Judging Directors of all persons eligible to run for PRESIDENT.

November 15 The Vice President emails each eligible candidate the application packet, which includes:

- Letter of Eligibility and Duties of the Office of the President
- Candidate Application Form
- Election Timeline

December 1 Candidate Application Form due to Vice President:

Failure to respond by the deadline date indicates that the candidate does NOT wish to run for the office.

- The Vice President will provide the election platform a csv file of voting members from the NAWGJ Membership site.
- The Vice President will provide a file of applications received to the election platform.
- *If no candidate applications are received, termed-out members will be notified by the Vice President.*

December 4 A test election will be conducted to verify the accuracy of the ballot.

December 5-15 Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins
- The President shall be elected through the voting of the Regional Judging Directors and Executive Officers, who shall vote from a slate of eligible candidates for the respective office.

December 15 Voting ends:

- The Vice President notifies the candidates and Board of Directors
- Election results are posted on the website

April 1 Newly elected President assumes office.

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

NATIONAL SECRETARY - ELECTION TIMELINE

It is the duty of the Vice President to compile a list from Regional Judging Directors of all persons eligible to run for NATIONAL SECRETARY.

November 15 The Vice President emails each eligible candidate the application packet, which includes:

- Letter of Eligibility and Duties of the Office of the National Secretary
- Candidate Application Form
- Election Timeline

December 1 Candidate Application Form due to Vice President:

Failure to respond by the deadline date (postmarked) indicates that the candidate does NOT wish to run for the office.

- The Vice President will provide the election platform a csv file of voting members from the NAWGJ Membership site.
- The Vice President will provide a file of applications received to the election platform.
- *If no candidate applications are received, termed-out members will be notified by the Vice President.*

December 4 A test election will be conducted to verify the accuracy of the ballot.

December 5-15 Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins.
- The Secretary shall be elected through the voting of the Regional Judging Directors and Executive Officers, who shall vote from a slate of eligible candidates for the respective office.

December 15 Voting ends:

- The Vice President notifies the candidates and Board of Directors.
- Election results are posted on the website.

April 1 Newly elected National Secretary assumes office.

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

DIRECTOR OF FINANCE - ELECTION TIMELINE

It is the duty of the Vice President to compile a list from Regional Judging Directors of all persons eligible to run for DIRECTOR OF FINANCE.

November 15 Vice President emails each eligible candidate the application packet, which includes:

- Letter of Eligibility and Duties of the Office of the Director of Finance
- Candidate Application Form
- Election Timeline

December 1 Candidate Application Form due to Vice President:

Failure to respond by the deadline date indicates that the candidate does NOT wish to run for the office.

- The Vice President will provide the election platform a csv file of voting members from the NAWGJ Membership site.
- The Vice President will provide a file of applications received to the election platform.
- *If no candidate applications are received, termed-out members will be notified by the Vice President.*

December 4 Test election will be conducted to verify the accuracy of the ballot.

December 5-15 Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins
- The Director of Finance shall be elected through the voting of the Regional Judging Directors and Executive Officers, who shall vote from a slate of eligible candidates for the respective office.

December 15 Voting ends:

- The Vice President notifies the candidates and Board of Directors
- Election results are posted on the website

April 1 Newly elected Director of Finance assumes office.

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

AT-LARGE DIRECTORS - NATIONAL COLLEGIATE ASSIGNER-ELECT - APPOINTMENT TIMELINE

It is the duty of the Vice President to obtain a list from the National Collegiate Assigner of all persons eligible to run for National Collegiate Assigner-Elect.

February 1 The Vice President emails each eligible candidate:

- Letter of Eligibility and Duties of the National Collegiate Assigner-Elect
- Candidate Application Form
- Appointment Timeline

March 1 Application Form due to Vice President:

Failure to respond by the deadline date indicates that the candidate does NOT wish to run for the office.

- The Vice President presents applications to the Executive Committee.

March 15 The Executive Committee makes recommendations to the Board of Directors.

March 25 Appointment:

- Meeting with the Board of Directors to select National Collegiate Assigner-Elect
- At-Large Directors, meeting the criteria, shall be appointed by the Board of Directors from a slate of eligible candidates.

March 25

- The President notifies the candidates
- Appointment posted on the website

April 1 Newly elected National Collegiate Assigner-Elect assumes duties as determined by the current National Collegiate Assigner.

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

AT-LARGE DIRECTORS - APPOINTMENT TIMELINE

It is the duty of the Vice President to post the available positions for At-Large Directors on the National Website.

February 1 The Vice President facilitates the posting of the application packet on the National Website:

- Letter of Eligibility and Duties of the available Director positions
- Candidate Application Form
 - At-Large Directors may apply for more than one At-Large Director position
- Appointment Timeline

March 1 Application Form due to the Vice President:

Failure to respond by the deadline date indicates that the candidate does NOT wish to run for the office.

- The Vice President presents applications to the Executive Committee.

March 15 The Executive Committee makes recommendations to the Board of Directors.

March 25 Appointment:

- Meeting with the Board of Directors to select At-Large Directors
- At-Large Directors, meeting the criteria, shall be appointed by the Board of Directors from a slate of eligible candidates.

March 25

- The President notifies the candidates.
- Appointment posted on the website.

April 1 Newly elected Director assumes duties.

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

REGIONAL JUDGING DIRECTOR - ELECTION TIMELINE

It is the duty of the Vice President to compile a list from Regional Judging Directors of all persons eligible to run for Regional Judging Director.

January 1 The Vice President emails each eligible candidate the application packet, which includes:

- Letter of Eligibility and Duties of the Office of Regional Judging Director
- Candidate Application Form
- Election Timeline

January 15 Candidate Application Form due to Vice President:

Failure to respond by the deadline date indicates that the candidate does NOT wish to run for the office.

- SJD sends VP a csv file from Wild Apricot of eligible voters (level 10 and above).
- The Vice President will compile a file of application forms to be sent to the election platform.
- *If no candidate applications are received, termed-out members will be notified by the Vice President.*

Between January 16 - January 29 A test election will be conducted to verify the accuracy of the ballot.

January 30 - February 15 Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins
- The Regional Judging Directors, meeting the criteria, shall be elected by the State Judging Directors and all NAWGJ Level 10 and above members within their respective region, from a slate of eligible candidates.

February 15 Voting ends:

- The Vice President will notify the candidates
- The Vice President will notify Members of the Board of Directors
- Election results will be posted on the National Website

May 15 Newly elected Regional Judging Director assumes office.

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

PART 5

VICE PRESIDENT

AND

REGIONAL JUDGING DIRECTOR

ELECTION RESPONSIBILITIES

STATE JUDGING DIRECTOR - ELECTION TIMELINE

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

February 10 Vice President sends RJD the application packet, which includes:

- Letter of Eligibility and Duties of the Office of the SJD
- Candidate Application Form
- Election Timeline

February 15 The present RJD forwards the documents to each eligible candidate:

February 20 Request to run as Co-SJDs must be received by Vice President & RJD

February 25 Candidate Application Form due to RJD:

Failure to respond by the deadline date indicates that the candidate does NOT wish to run for the office.

- SJD sends RJD csv file from Wild Apricot of eligible state voting members
- RJD sends state csv files to the Vice President
- RJD to confirm VP spreadsheet of candidates and offices
- *If no candidate applications are received, termed-out members will be notified by the RJD*

Between February 26 - March 9 Vice President and RJD will participate in a test election to verify the accuracy of the ballot.

March 10 - 25 Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins.
- The State Judging Director, meeting the criteria, shall be elected by the NAWGJ membership in their respective state from a slate of eligible candidates.

March 25 Voting ends:

- The Vice President notifies the RJD, who, in turn, will notify the candidates
- The Vice President will notify Members of the Board of Directors
- The current SJD notifies the membership

May 15 Newly elected State Judging Director assumes office.

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

STATE COMMITTEE - ELECTION TIMELINE

It is the duty of the Regional Judging Director to compile a list of all persons eligible to run for the STATE COMMITTEE. The State Committee is comprised of a minimum of five and a maximum of nine members unless otherwise approved by the RJD. It is the duty of the SJD to notify members and Vice President of the composition of the State Committee.

May 25 Vice President sends RJD the application packet, which includes.

- Letter of Eligibility and Duties of the Office of the State Committee
- Candidate Application Form
- Election timeline

A reminder to update personal profiles in Wild Apricot will also be sent.

The present RJD forwards the application packet to each eligible candidate, referring to the distribution report to ensure membership of a minimum of one year.

June 10 Candidate Application Form due to VP and RJD:

Failure to respond by the deadline date indicates that the candidate does NOT wish to run for the office.

- RJD to confirm VP spreadsheet of candidates and offices
- *If no candidate applications are received, termed-out members will be notified by the RJD*
- SJD sends RJD csv file from Wild Apricot of eligible state voting members
- RJD sends state csv files to the Vice President

June 11 - 24 RJD will participate in a test election to verify the accuracy of the ballot.

June 25 - July 10 Voting:

- Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins.
- The State Committee members, meeting the criteria, shall be elected by the NAWGJ membership in their respective state, from a slate of eligible voters.

July 10 Voting ends:

- The Vice President notifies the RJD, who, in turn, will notify the candidates
- The Vice President will notify Members of the Board of Directors
- The SJD sends election results to the state membership

July 15 Newly elected State Committee Members assume office.

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

PART 6

ELIGIBILITY TO VOTE

ELIGIBILITY TO VOTE

1. A judge's voting privilege is in the state where the judge is registered with the National Membership site.
2. To be eligible to vote in the elections, a judge must meet the following criteria:
 - a. For RJD elections only, have achieved a level 10 rating

Additionally, ninety (90) days prior to the date the ballots are sent, judges must:

- b. Be a current NAWGJ member with a valid certification
- c. The National Membership site profile determines the state of residence for election purposes, except under special circumstances where they may petition the Board of Directors in writing. (In the state for SJD and State Committee, and in the Region for RJD.)

PART 7

CREATING MEMBERSHIP LISTS FOR ELECTIONS

HOW TO CREATE A CSV FILE FOR ELECTIONS

Sign in to: <https://naow3gj.wildapricot.org/>

Click the "Home" (gray house) button on the top left
You should see "Public View" in the upper left corner

A. Contacts Tab (left sidebar)

Advanced search: Add criteria

1. State
2. Membership Status
3. Member since
4. Current Rating

B. Fill in the information

1. State: *Fill in your 2-letter state abbreviation*
2. Membership Status is **Active**
3. Member since- pull-down menu to "**On or Before.**" Add the date that is *90 days prior to the date voting begins.*
4. Rating:
 - SJD and State Committee Election-Check "any of selected" and check all boxes
 - RJD Election: Check "any of selected" and check level 10 rating and above

C. Click SEARCH

D. Click the EXPORT box at the top of the page

Use the pull-down menu to choose csv file and check the following items:

1. First name
2. Last name
3. State
4. Email
5. NAWGJ Number

E. Click EXPORT (make sure you see where it will be saved)

Mac users

1. Save as Microsoft Excel Doc to desktop
2. Convert to csv file-save as menu

F. Email attachment to the designated person

PART 8

ELECTION PROCEDURES

Summary of Election Procedures

Executive Elections

- VP sends RJDs list of Eligible Candidates for National BOD.
 - RJDs send VP additions and corrections.
 - VP sends application packet to eligible candidates.
 - VP receives applications from eligible candidates.
 - Executive Committee and RJDs review applications and vote (timeline in Election Guide).
- *President runs the election for the VP

RJD Elections

- VP compiles a list from RJD of all eligible candidates.
- VP sends eligible candidates application packet.
- SJDs send to VP csv files with eligible voters (level 10s and above).
- VP and Executive board members complete a test election.
- Election

SJD Elections

- RJD compiles a list of all eligible candidates for SJD.
- VP sends the SJD application packet to RJD.
- RJD forwards documents to SJDs.
- Executive Committee receives any requests to run as Co-SJD (requires approval).
- VP sets up and shares with RJD spreadsheet for applicant names.
- RJD and VP receive applications.
- RJD and VP consistently checks spreadsheet to make sure all applications are listed.
- RJD sends csv files for each state conducting an election (request from SJD and check).
- VP runs test election.
- Election

State Committee Elections

- SJD attends virtual meeting with the VP regarding structure of a State Committee
- VP sends SJDs a Google Form asking for State Committee positions.
- VP sends RJD application packet..
- RJD forwards SJDs packet to eligible candidates.
- VP sets up spreadsheet for applicant names and positions available.
- VP provides SJD access to the SC spreadsheet. (If changes occur SJD contacts VP)
- RJD and VP receive applications.
- RJD and VP consistently checks spreadsheet to make sure all applications are listed.
- SJD sends RJD csv files for each State of all eligible voting members.
- RJD sends csv files only for states conducting an election.
- VP runs test election.
- Election

Clarifications for open positions after a State Committee election

- Termed-out SC members may send an application to the VP/RJD by the original application due date to be held aside.
- When the election is completed, they may be eligible for an open position.
- Those who ran but were not elected are eligible to apply for an open position.

2nd Election for Open SC Positions

- VP works with RJD to determine who is applying for open positions.
- Termed-out or not elected person contacts VP if desiring a position.
- Election as needed

These positions are considered elected.

In the event of a tied Election:

- VP will run a second election with the tied candidates to be completed as soon as possible after the initial election.
- If the second election results in a tie, the candidate applications will be reviewed by the Board of Directors, who will make the final determination. The RJD of that Region will recuse themselves from the vote.