

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

## ARTICLE I – ELECTIONS

### Section I – National Officers

- A. The President shall be elected and assume office on April 1 in even numbered years. 8/1995
- B. The Vice President shall be elected and assume office on April 1 in even numbered years. 8/2005
- C. The National Secretary shall be elected and assume office on April 1 in odd numbered years. 5/2013
- D. The Director of Finance shall be elected and assume office on April 1 in odd numbered years. 5/2013
- E. At-Large Directors shall be appointed and assume office in the summer of even numbered years.  
Exception: The National Collegiate Assigner will assume office on April 1. 7/2007
- F. All nominations and elections of aforementioned officers shall be done through the Vice President with the exception of her/his own election. 6/2002
- G. Refer to Section III of Judging Director's Guide for specific instructions on running the election. 6/2002

### 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. 7/2010
- B. All State Judging Directors shall be elected and assume office on May 15 with elections run by the respective Regional Judging Director. 7/2010
- C. All State Governing Board Members shall be elected and assume office on August 1 with elections run by the respective State Judging Director. 7/2010
- 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. 8/2005
- 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. 6/2003
- C. The National Secretary shall be elected and assume office on April 1 in odd numbered years. 5/2013
- D. The Director of Finance shall be elected and assume office on April 1 in odd numbered years. 5/2013
- E. 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. 7/2010
- F. Each of the State Judging Directors shall serve a four year term that expires on May 14 in even numbered years in even Regions and odd numbered years for odd Regions. 7/2010
- G. Each of the State Governing Board members shall serve a two year term that expires on July 14 in even years for even numbered Regions and odd years for odd numbered Regions.

- H. The National Judges Cup Director shall serve a four year term that expires in the summer in even numbered years when the President’s term expires.
- I. The National Website Director shall serve a four year term that expires in the summer in even numbered years when the President’s term expires.
- J. The National Librarian shall serve a four year term that expires in the summer in even numbered years when the President’s term expires.
- K. The National Symposium Director shall serve from the time of appointment until the completion of reports to the National Governing Board following the National Judges Symposium. 2/2003
- L. The National Collegiate Assigner shall serve a four year term that expires March 31 in even numbered years beginning 2012. 7/2007
- M. In the event that an elected director/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. 11/1991
- N. All officers may be reelected and all directors may be reappointed with the exception of the National Collegiate Assigner who may not be appointed for two consecutive terms.

**Section IV – Requirements of Office**

- A. All National, Regional, State and At-Large Directors and Officers shall be 21 years of age.
- B. All Directors and Officers shall be certified at Level 10 or above. When possible, it is suggested that the National Executive Officers and National Governing Board (Regional Judging Directors) be certified at National Level or above.
- C. All voting Directors and Officers (RJD’s and SJD’s) shall have been previous members of their respective Governing Boards for at least one year (12 months). 1/2012
- D. Each At-Large Director and Officer shall be 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. 7/2007
- E. Appointed National Directors will be allowed to run for State or Regional Judging Director as well as the offices of Vice President, National Secretary, or Director of Finance providing they have served for at least one year (12 months) and would be eligible for the office of President if they have served for at least four years. 6/2006
- F. Life Members will be allowed to run for State or Regional Judging Director as well as the offices of Vice President, National Secretary or Director of Finance as long as they hold the appropriate rating for the office. 6/2002
- G. All State Board members shall be 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. 11/1991
- I. Members may only run for RJD, SJD or SGB in the region where their address is on file at the national office except under special circumstances when they may petition the National Governing Board in writing. 6/2000
- J. A member may only serve in one of the following positions simultaneously: SJD, RJD, and National Officer. 6/2000
- 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. 6/2002

## ARTICLE II – MEMBERSHIP AND DUES

### Section I - Membership

- A. Each State Association consists of Professional, First Year Judge, Associate and Life Members.
- B. Each judging member shall be encouraged to maintain a valid active CPE status. Status is reported to the CPE Coordinator.
- C. Each Associate Member shall receive all publications of the Association.
- D. Each Life Member shall have all rights and privileges provided she/he holds a current rating.
- E. A judge may be a professional member in only one state. 6/2000
- F. 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. 7/2005
- G. Lists of judges’ names, addresses, phone numbers and e-mail addresses cannot be published on the internet without written permission of the individual. 7/2005

### Section II – Dues

- A. The annual membership dues shall be:
 

Professional Membership .....	\$60.00	
Associate Membership* .....	\$35.00	*may not vote or hold office
  
- B. Distribution of membership dues will be as follows: 7/1995

Membership	State	Region	National Offices	Insurance	Other*
Professional	\$ 5.00	\$12.00	\$20.00	\$12.00	\$ 11.00
Associate	\$15.00		\$14.00		\$ 6.00

\*Other (NAWGJ Website, Officers insurance, online membership system, other operating expenses) 1/2012
  
- C. Distribution of all membership fees shall be made to the Regional and State Judging Directors on a tri-annual basis upon receipt of financial report form. Periods end February 28, May 31, and October 31. State Financial Reports must be filed with the Regional Judging Director, postmarked no later than March 10, June 10, and November 10. Region Financial Reports must be filed with the National Office, postmarked no later than March 20, June 20, and November 20. 2/2003
- 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 USAG Regional Chairperson to make necessary adjustments. This fee is non-refundable once the contracts are issued.
- E. All income from membership dues, registrations and other activities of the Association shall be deposited in the general fund and shall be available without restriction to pay the expenses of the Association.

## 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 Section III of the Judging Directors' Guide. 6/2002
- 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 Section III of the Judging Directors' Guide.
- C. Nominees must be Professional or Life Members of the Association and meet the established criteria of the office for which they are running.

### Section II – Duties and Procedures

- A. The Vice President/RJD/SJD 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. 6/2002
- B. A simple majority of votes cast shall be necessary for election.
- C. National, Regional, and State judging Directors and State Governing Board members will be elected by closed ballot.
- D. An interim election may be held, due to resignations or illness, but the procedures must follow the regular pattern set forth in Section III of the Judging Directors' Guide as nearly as possible. The interim election will be conducted by closed ballot.
- E. Refer to the Section III of the Judging Directors' Guide for specific instructions on running elections.

# ARTICLE IV – DUTIES OF OFFICERS

## Section I – Executive Officers

### A. The President

#### Executive

1. Be 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 Governing Board within two weeks of any decision.
4. Keep in continued contact with the USAG Women’s Technical Chairman and Committee Members, or other pertinent gymnastics organizations, to keep abreast of all national and international developments.

#### Meetings

1. Call an Executive Board Meeting prior to each annual open meeting. Additional Executive Board Meetings may be called when deemed necessary.
2. Be present and preside at all National Governing Board Meetings and vote only when a tie exists.
3. Failure to attend two consecutive National Governing Board Meetings shall constitute an automatic suspension.
4. Be authorized to appoint new committees as deemed essential to the smooth functioning of the Association, with the approval of the Governing Board.
5. Be authorized to appoint a representative to other committees when necessary.
6. 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.

#### Financial

1. Establish a separate bank account in the name of NAWGJ with the Director of Finance and the Vice President as Trustees.
2. Be authorized to sign checks, maintain all accounts receive and review Tri-Annual Financial Reports from Vice President, Director of Finance and National Secretary. 1/2012
3. Submit a Tri-Annual Financial Report to the Vice President, Director of Finance, and National Secretary. This report must be postmarked by the 30<sup>th</sup> of March, June and November.
4. Receive written approval of the Director of Finance for expenditures, depreciable expenditures or any non-NAWGJ expense in excess of \$500.00. 6/2002
5. Receive written approval of the Director of Finance for any gift or donation exceeding \$100.00. 6/2002

#### Miscellaneous

1. Be authorized to administer contracts for judges for meets of a national character after consultation with the Governing Board.
2. Be responsible for communications, including the National Website. 6/2002

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. This may be in the form of updating the Constitution and Operating Code, Judging Directors' Handbook, or other such materials and correspondence.
3. Serve as proxy to required functions if necessary. 6/2002

### Meetings and Committees

1. Be present at all National Governing Board/Executive Board meetings and present, discuss and vote on pertinent issues.
2. In the absence of the President, preside at all Governing Board/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.
6. Chair the Program Committee for the National Symposium. 6/2002
7. Follow up on committee projects to assure deadlines and completion.

### Elections

1. Be responsible for conducting elections of National Officers, Regional and National Directors. 6/2002
2. Have the form published on the NAWGJ Website when a candidate for a position on the National Governing Board runs unopposed. 7/2005

### Financial

1. Establish a separate bank account in the name of NAWGJ with the Director of Finance and the President as Trustees.
2. Be authorized to sign checks, maintain all accounts, receive and review Tri-Annual Financial Reports from President, National Secretary and Director of Finance.
3. Submit a Tri-Annual Financial Report to the President, Director of Finance, and National Secretary. This report must be postmarked by the 30<sup>th</sup> of March, June and November
4. Receive written approval of the President for expenditures, depreciable expenditures or any non-NAWGJ expense in excess of \$500.00. 6/2002
5. Receive written approval of the President for any gift or donation exceeding \$100.00. 6/2002

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

### Meetings

1. Be present at all Governing Board/Executive 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. 8/8/2013

### Specific Duties

1. Oversee NAWGJ membership activity, which includes monitoring the online membership system.
2. Hand-submit new memberships or renewal for individuals who still wish to use the snail mail method. Submit checks to the Director of Finance.
3. Generate membership reports when asked by NAWGJ Officers and/or Directors.
4. Work with online membership system regarding online registration for symposium.
5. Coordinate with the National Website Director regarding any updates or design changes to the membership page.
6. Troubleshoot when necessary regarding individual memberships, payment issues, and security issues. Answer questions from judges and NAWGJ officers.
7. Record and distribute minutes to the National Governing Board members within three weeks of said meetings. Keep a permanent record of all minutes with attachments to be given to the next National Secretary at the end of the term of office. 8/8/2013

### Financial

1. Establish a separate bank account in the name of NAWGJ with her/his own name and the name of the Director of Finance and President as Trustees.
2. Be authorized to sign checks, maintain all accounts, receive and review Tri-Annual Financial Reports from President, Vice President and Director of Finance.
3. Submit a Tri-Annual Financial Report with the President, Vice President and Director of Finance. This report must be postmarked by the 30<sup>th</sup> of March, June and November.
4. Receive written approval of the President for expenditures, depreciable expenditures, or non-NAWGJ expenses in excess of \$500.00.
5. Receive written approval of the President for any gift or donation exceeding \$100.00. 8/8/2013

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**

### Meetings

1. Be present at all Governing Board/Executive 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.

8/8/2013

### Financial

1. Establish a separate bank account in the name of NAWGJ with her/his own name and the name of the President and Vice President as Trustees.
2. Be authorized to sign checks, maintain all accounts, receive and review Tri-Annual Financial Reports from President, Vice President, National Secretary, Regional Judging Directors and State Judging Directors as well as yearly reports from At Large Directors.
3. Be responsible for all treasury reports:
  - Articles of Incorporation
  - Tax form 990
  - 1099's
  - W-9's
  - Tri-Annual Financial Report
4. Submit the financial reports for audit annually.
5. Submit a Tri-Annual Financial Report to the President, Vice President and National Secretary. This report must be postmarked by the 30<sup>th</sup> of March, June and November.
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 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.

8/8/2013

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 his/her address is on file with the National Office, Except under special circumstances when the National Governing Board can be petitioned in writing. 6/2000
2. Be responsible to the President.
3. Keep in continual contact with the President and convey any national or international technical information of interest to their State Judging Directors for inclusion in the State Websites/Newsletters.
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. 6/2006
3. Failure to attend two consecutive National Governing Board Meetings shall constitute an automatic suspension. A proxy will not fulfill the attendance requirement. A proxy may be sent but she/he must be an SJD from that region or a current member of the National Governing Board and the RJD must obtain approval in writing from the President in order to be able to vote. 7/2005

#### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with her/his own name and that of the National Secretary and President as Trustees. All accounts and CD's should also carry the National Secretary and President as Trustees. 1/2012
2. Be authorized to sign checks, maintain all accounts, receive and review Tri-Annual Financial Reports from each SJD in respective regions. If an SJD sends in a Tri-Annual Financial Report late, follow the designated procedures that apply. 6/2006
3. Submit a Tri-Annual Financial Report to the Director of Finance. Include the reviewed SJD Tri-Annual Reports. This report must be postmarked by the 20<sup>th</sup> of March, June and November.
4. Submit an annual budget to the Regional Governing Board for approval.
5. Distribute copies of the last period Tri-Annual Financial Reports and Fundraiser Reports to the Regional Governing Board. 1/2012  
7/2001
6. After consultation with the Regional Governing Board, shall receive written approval of the Director of Finance for depreciable expenditures in excess of \$500.00. 6/2002
7. After consultation with the Regional Governing Board, shall receive written approval of the Director of Finance for expenses over \$200.00 for non-NAWGJ meetings or activities. 6/2003
8. After consultation with the Regional Governing Board, shall receive written approval of the Director of Finance for any gift or donation exceeding \$100.00. 6/2002

### Elections

1. Be responsible for running State Judging Director elections in the Region (see Section III of the Judging Director's Guide).
2. When an officer/director runs unopposed, send the form to the SJD's for their website/newsletter.
3. Receive and count ballots for State Governing Board elections and mail results to the candidates, the SJD's and the Vice President on the ballot tally record form.

7/2005

### Regional responsibilities

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

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 her/his 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 newsletter or State website.
4. Enforce the adherence to high ethical standards in judging.

6/2000

#### Meetings

1. Be present at all Regional Governing Board meetings and present, discuss and vote on pertinent issues.
2. Attend a yearly national meeting as designated by the National Governing Board.
3. Hold a minimum of one State Governing Board meeting per year and vote only when a tie exists. This meeting must be publicized to all State Governing Board Members at least four weeks in advance and to the general membership at least three weeks in advance. A quorum (one more than 50%) must be in attendance in order for the meeting to be official. Within one month after the meeting, minutes must be sent to the RJD and distributed to the State Governing Board.

1/2012

4. Failure to attend two consecutive national SJD meetings or two consecutive Regional Governing Board meetings shall constitute an automatic removal from office. The SJD 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 or and be approved by the RJD. The SJD must obtain approval in writing from the RJD in order for the proxy to have a vote. 1/2012

#### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with her/his own name, and that of the Regional Judging Director and the Director of Finance as trustees. All accounts and CD's should also carry the Director of Finance and Regional Judging Director as Trustees. 1/2012
2. Be authorized to sign checks and maintain all accounts. 1/2012
3. 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. 1/2012
4. Submit a Tri-Annual Financial Report to the Regional Judging Director. The report, with a copy of all receipts and bank statements, must be postmarked by the 10<sup>th</sup> of March, June and November. 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 SJD from office or the RJD will take over the SJD account. (Refer to Section III: Election Procedures of Judging Directors, Removal From Office.) 6/2006
5. Complete and file the State Judging Director's Annual Report Form.
6. 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 \$200.00. 6/2002
7. After consultation with and approval of the State Governing Board members, receive written approval from the RJD for non-NAWGJ expenses over \$100.00. 6/2002
8. 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. 6/2002
9. Formulate an annual budget with the approval of the State Governing Board. Send copy to the RJD.
10. 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. 6/2009
2. Be responsible for running the State Governing Board elections (Section III of the SJD Guide). 6/2002
3. Publish the form in the newsletter or website when a candidate for the National Governing Board runs unopposed. 7/2005

### 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 NAWGJ 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 e-mail. This information should also be made available to the National Website Director and the USAG State Administrative Committee Chairperson. When technical information is included from the USAG, it must be approved and signed by the appropriate USAG officer. 1/2012
2. Delegate responsibilities to her/his State Governing Boards.
3. Recommend qualified judges from her/his respective state for State and Regional competitions, upon request, with the assistance of the State Governing Board members.
4. Administer assigning of judges and inform judges that ratings and availability do not guarantee assignments. 7/2005
5. Attend a Test Administrators Workshop to be eligible to administer the certification examination. 7/2005
6. Designate a CPE Coordinator if requested to do so by the USAG State Administrative Committee Chairperson. The State CPE Coordinator will receive and maintain all CPE reports and file with the USAG State Administrative Committee Chairperson. 7/2005
7. Promote the National Judges Cup. 6/2002

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

### **B. State Governing Board**

#### Executive

1. Be elected in order to vote. If they are not elected, they may not carry out duties which allow them to handle funds, issue contracts, vote on State Governing Board issues, or write anything in print including newsletters on behalf of NAWGJ. 7/2005
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. 6/2000
4. Fulfill the specific duties as outlined by the State Judging Director for the Board position held. 6/2002
5. Enforce the adherence to high ethical standards in judging.

#### Meetings

1. Be present at all 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 she/he is a current member and approved by the State Judging Director. The proxy will not have a vote. 6/2012

### Financial

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. 6/2002
3. Expenditures incurred by a State Governing Board member must be approved in writing by the State Judging Director. 6/2002

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. Be responsible to attend the NAWGJ Governing Board Meeting once per year, if requested the President.
2. Failure to attend two consecutive National Governing Board Meetings upon request shall constitute an automatic suspension.

#### Financial

1. Obtain permission from the Vice President for depreciable expenses of \$500 or more.
2. Establish a separate bank account in the name of NAWGJ with her/his own name and that of the President and Director of Finance as trustees.
3. Submit a yearly financial report to the NGB at the annual meeting. 1/2012

#### Miscellaneous

1. Be responsible to the National Executive Officers and/or the National Governing Board.
2. Attend and report on related judging sessions at the National Judges Symposium.
3. Publish the form on the website when a candidate for the NGB runs unopposed. 7/2005

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

### **B. National Symposium Director**

#### Symposium Duties

1. Select the site of the National Judges Symposium with the approval of the National Governing Board.
2. Contract the hotel and said services for the Symposium.
3. Work with the Program Committee (chaired by the Vice President) and all other committees set forth by the National Governing Board.
4. Communicate with and oversee the on-site coordinators.
5. Establish a separate bank account in the name of NAWGJ, with her/his own name, and that of the President and Director of Finance as Trustees.
6. Work with the Vice President and Director of Finance on aspects of finances and submit a

finalized financial report at the conclusion of said Symposium and present this report to the National Governing Board for approval within 60 days.

7. For a detailed job description, please refer to the National Symposium Guide.
8. Present an annual report at the National Governing Board Meeting.
9. Obtain permission from the Vice President for depreciable expenditures of \$500 or more.

1/2012

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**

#### Duties

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

#### Financial

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

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

### **D. National Judges Cup Director**

#### Duties

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

12. Ensure that the USA Gymnastics Rules and Policies are strictly enforced.

#### Financial

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

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

### **E. National Collegiate Assigner**

#### Duties

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

#### Financial

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

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

## **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.