

**NATIONAL GYMNASTICS JUDGES ASSOCIATION, INC.  
BYLAWS**

**DIVISION I  
ORGANIZATIONAL STRUCTURE  
PREAMBLE**

The National Gymnastics Judges Association (NGJA) was conceived and formed from a recognized national need for unifying rules interpretations, improving the quality of gymnastics judging, increasing the quantity of gymnastics judges, and maintaining high ethical standards. To serve these ends, the NGJA is dedicated to providing the gymnastics community with rules interpretations (aligned with the Federation of International Gymnastics), certification clinics and recommendations/assignment of judges for national and international competitions. In all other judging matters at all competitive levels, the National Gymnastics Judges Association stands ready to serve when called upon.

The strength and support of the National Gymnastics Judges Association is vitally tied to its members whom it services, providing guidelines which promote high standards in gymnastics through the development of excellence in judging. In the event of conflict between provisions of these Bylaws and the Articles of Incorporation, the latter shall govern.

**ARTICLE I  
Name**

The name of the organization shall be:

**NATIONAL GYMNASTICS JUDGES ASSOCIATION, INC.**

**ARTICLE II  
Principal Office**

The national office will be located at the address of the National President.

**ARTICLE III  
General Organization**

**SECTION I General**

The National Gymnastics Judges Association is a non-profit organization dedicated to serve the gymnastics community by performing services relating to the evaluation and judgment of gymnastics performances.

It is an organization of autonomous member associations (Member Associations) for whom it provides guidelines.

The officers and directors that compose the Governing Board are:

- National President
- Vice President-International Program
- Vice President-Development Program
- Vice President-National Program
- Region Directors (nine)
- Finance Director
- Operations Director
- Education Director
- Legal Director
- FIG MPC Member (Voice, No Vote)

Each of the seventeen (17) Governing Board members serves a four (4) year term of office excepting any circumstance where an officer is elected mid-term, then they will serve the remaining period left in the then current NGJA President's term.

The organization of the Executive Committee and Governing Board are defined in Article XII and XIII.

The Governing Board carries on the administrative, technical, and executive functions of the organization. The President is elected by a vote of NGJA members who are certified above the Compulsory level (the "NGJA Electors"). The Region Directors are elected by a vote of NGJA Electors in their respective region. Each Region Director then represents and is responsible for that region. The other Governing Board members are selected by the Region Directors and the President in the manner described in these Bylaws.

Each of the NGJA regions (see Appendix attached hereto) will have the following positions in addition to its Region Director: Region Operations & Education Director and Region Development Director. Each Region officer will be elected by a vote of NGJA Electors in their respective region. Each of these Region officers are to serve four (4) year terms excepting any circumstance where an officer is elected mid-term, then they will serve the remaining period left in the then current NGJA President's term.

## **SECTION 2 Requirements**

All Officers and Directors of the Governing Board must meet the following requirements.

- A. They must be at least nineteen (19) years of age.
- B. They must be an active NGJA member certified above the Compulsory level.

- C. They must be actively judging within the previous nominal year.
- D. They must be in good standing with the NGJA, their association, and the current gymnastics national governing body.

### **SECTION 3 Geographic Regional Definition**

The NGJA regions are listed in the Appendix attached hereto and will mirror the age-group region designations of the organization that is the governing body for men's gymnastics in the United States as recognized by the Federation of International Gymnastics (the Appendix attached hereto may be updated from time-to-time as necessary and without a vote of the NGJA membership to reflect the referenced governing body's region designations). The responsibilities of each Region officer are to service the administrative, technical, education, and training needs for the members and member associations in their respective region.

## **ARTICLE IV Voting**

### **SECTION 1 General**

Only NGJA Electors may vote in national and regional elections. For all elections, the specific guidelines provided in these Bylaws are to be followed.

In all voting instances, including voting for the Hall of Fame, the National President and Region Directors, and Region Operations & Education Directors or their designees, are to conduct the election procedure according to these Bylaws. Each such official must work from a list of NGJA Electors (or eligible Hall of Fame voters, as may be applicable) which the Operations Director will maintain and provide.

### **SECTION 2 National President**

Each Region Director will solicit nominations from Member Association Presidents in their respective region for the office of National President. No more than two (2) nominations per Member Association will be accepted. Region Directors will submit such nominations to the National President or the National President's designee. In addition, individual NGJA Electors may nominate up to one NGJA member for the office of National President by providing the name of the member to the National President or the National President's designee prior to any deadline for submittal of such nominations.

The National President or his designee will conduct an election for the National President. The winner of this election will be determined by a majority of valid ballots returned. If no single candidate receives fifty percent (50%) of the valid votes, a run-off election between the top two finishers must occur within two weeks.

### **SECTION 3 Region Elections**

Region Directors will solicit from NGJA Electors nominations for the Region Director, Region Operations & Education Director, and Region Development Director positions in their respective region.

### **SECTION 4 Emergency Voting**

When applicable, emergency elections (defined by the Executive Committee) will be conducted by the highest-ranking Governing Board Member then in place to fill vacancies in unexpired terms of elected officials.

## **ARTICLE V Meeting Dates**

The Governing Board will meet at least twice yearly with the first meeting to occur in the first half of the year and the second meeting to be held in the second half of the year at the USA Gymnastics Congress or Olympic Trials, which will be open to all NGJA members (no voice, no vote).

Should the need arise, the President or his designee may hold a general membership meeting at the USA Gymnastics Congress which shall be open to all individuals who wish to attend.

The National President shall preside over all Executive Committee, Governing Board, and general NGJA meetings. In the National President's absence, the Vice President-International Program shall preside. Additional Governing Board meetings may be held when appropriate, providing a quorum is present. Governing Board meetings may be in person or virtual at the discretion of the National President.

Executive Committee meetings will be held as often as deemed necessary by the National President and may be either in person or virtual.

## **ARTICLE VI Amendments to Division I Bylaws**

Division I Bylaw amendments may be proposed at any time by any member who is certified at the Optional or Championship level. Each Division I Bylaw amendment shall include the following: a sponsor, a written statement explaining the rationale for the amendment, and twenty (20) signatures of members who are certified at the Optional or Championship level.

The sponsor must present the amendment, written statement, and signatures to his Region Director, who in turn must provide copies to the Governing Board. The Governing Board shall appoint a Bylaw Committee to advise them on correctness of form, conflicts with the existing sections of the Articles and Bylaws, etc. which will be chaired by the Legal Director.

The Governing Board must determine when, within one (1) year of receipt of the proposed amendment(s), they should direct the Operations Director, or the Operations Director's designee, to send these to the Electors for voting. All properly proposed amendments must be voted on unless the sponsor agrees to withdraw them. Approval of the amendments shall be based on a majority of votes cast by NGJA Electors. The Operations Director shall send out these amendments and, at the discretion of the Governing Board, a statement giving the Governing Board's opinion relative to the proposed amendment to all qualified voters. Votes may be cast during a period set at the discretion of the National President but must be a minimum of seven days. All voting for amendments will be electronic via a secure commercial voting system.

## **ARTICLE VII Membership**

### **SECTION 1 New Associations**

Any new association may become a member of the NGJA provided such new association's Constitution is approved by the Governing Board and provided the new association follows the guidelines of the NGJA. All members of a Member Association are members of the NGJA and must pay dues to the NGJA and that Member Association. If certification course participants do not belong to a Member Association because there may be none in their local area, they are then attached to the Member Association sponsoring the course at which they are certified and will pay dues and have a vote and voice in that Member Association until, and if, a new association is formed and approved in their local area.

### **SECTION 2 Requirements for Member Associations, Officers, Elections**

All Member Association Officers must be NGJA certified members above the Compulsory level.

Member Associations are to be autonomous but must follow the national guidelines as outlined in the Articles of Incorporation and Bylaws of the NGJA, as well as their respective Constitutions and Bylaws. All new associations must send their Constitution to the National President for approval by the Governing Board. Approval by a two-thirds majority of all Governing Board members is required for a new association to become a NGJA Member Association. Prior to approval of a new association, the new association's constitution and by-laws must be reviewed by the Legal Director, and if changes are needed in such Constitution or Bylaws, the changes are to be made prior to approval of the new association by the Governing Board. If approval by the Governing Board, the new Member Association may conduct its business with autonomy. Moreover, within six (6) months after a new term of office begins, the President will direct each Member Association to submit its then current constitution and Bylaws to the Legal Director and the NGJA Legal Committee will review each such constitution and Bylaws to determine whether each such continues to be in conformance with the NGJA Bylaws. Upon each such review, the Legal Committee will make recommendations for changes, which shall be considered and made by the Member Association. If a Member Association does not desire to make recommended changes, the Member Association will seek a review by the Governing Board, and the Governing Board will

make a final determination as to whether the recommended changes should be made. If the Governing Board determines recommended changes to a Member Association Constitution or Bylaws should be made, the Member Association will make the recommended changes or face removal as a Member Association as provided in these Bylaws.

If problems arise in a Member Association, such problems should be, if at all possible, resolved at the local and/or regional levels with the aid of the Regional Director and Association President. If a suitable solution at those levels is not possible, the problem should be referred to the Governing Board by the Region Director.

A Member Association may be removed from NGJA membership by a written request from that Member Association or for failure to change its constitution or Bylaws as recommended by the NGJA Legal Committee (as described above), provided any such removal is approved by a two-thirds majority of the Governing Board. A Member Association may have its NGJA membership removed for non-ethical conduct or other serious allegations only after a full Governing Board hearing called by the National President at the next regularly scheduled meeting of the Governing Board, wherein a two-thirds majority of the Governing Board must vote in favor of removal for removal to occur. A Member Association may represent itself in any manner it deems necessary before the Governing Board.

### **SECTION 3 Auxiliary Memberships**

Auxiliary memberships are also possible for interested gymnastics groups. These groups should have an interest in gymnastics judging, but do not have an active program directed specifically to judging. They have a voice but no vote. The acceptance of auxiliary memberships is determined by the Governing Board after examining the applying group's Constitution.

### **ARTICLE VIII Certification**

All national judges' certifications are to be conducted as stated in these Bylaws. The following types of certifications are possible:

- Championship
- Optional
- Compulsory
- Initial/Entry

Other types of certifications may be instituted as the need arises.

## **ARTICLE IX**

### **Ethics. Hearings. Resignation**

#### **SECTION 1 General**

Any unethical conduct of any member must be presented to the Governing Board for a hearing. A brief outline of such a hearing must be published in the Governing Board minutes. National Card revocations are serious matters and must have a Governing Board hearing.

Any Director, Officer, or Member Association may resign or withdraw, by written notice to the Governing Board. No Director, Officer or Member Association may be involuntarily dropped or withdrawn without a Governing Board hearing.

#### **SECTION 2 Card Revocations**

A Member Association or an NGJA Officer or Director may request revocation of an individual's membership in the NGJA. Revocation of membership is a serious matter and should not be requested unless due cause is present (i.e., unethical conduct, judging incompetence). Requests for membership revocation will be submitted to the National President or one of the Vice Presidents. Once a revocation request is submitted, the following will occur:

- A. The Officer to whom the revocation request is made will immediately notify all Governing Board members of the request.
- B. The National President will call a meeting of the Governing Board to consider the revocation request. However, if it is the National President whose membership it has been requested to be revoked, then the Vice President-National Program will call the meeting. The meeting will be held at a time set by the National President after consulting with the members of the Governing Board, but no later than the next regularly scheduled meeting of the Governing Board and may be either in person or virtual.
- C. The member whose membership it has been requested be revoked may appear at the revocation meeting, at the NGJA's expense if the meeting is in person, to present any evidence to the Governing Board that is relevant to the issue of revocation. The member may be represented at the meeting in any manner the member chooses. The NGJA will, however, pay expenses (limited to travel and hotel if necessary) to attend the meeting if the meeting is in person for only the member or a person to represent the member in the member's absence.
- D. The Legal Director will appear at the revocation meeting on behalf of the NGJA to present any evidence to the Governing Board that is relevant to the issue of revocation.
- E. Governing Board members hearing the presentation of the evidence may ask questions relevant to the issues of revocation of any person presenting evidence.
- F. The chairperson of the revocation meeting will be the National President, unless it is the National President's whose membership it has been requested to be revoked, then

the Vice President-National Program will chair the meeting.

- G. At the conclusion of the revocation meeting, the Governing Board members who heard all the evidence will vote by secret ballot whether to recommend that the Governing Board revoke the member's membership. A simple majority of those Governing Board members who heard all the evidence will be necessary for revocation to occur.
- H. A member whose membership has been revoked may never again be an NGJA member unless subsequent membership is approved by simple majority of a quorum of the Governing Board.

## **ARTICLE X**

### **Specific Duties of Officers and Directors**

#### **SECTION 1 OFFICERS**

The National President is the Chief Executive Officer of the NGJA and will:

- preside at all Governing Board and Executive Committee meetings
- perform all duties attributed herein to the National President
- execute (or assign a designee to so execute) all contracts and sign all checks on behalf of the NGJA
- prepare and present at the NGJA Governing Board Meeting held in conjunction with USA Championships or Olympic Trials an annual report of the NGJA's previous year's activities with such report to be made available to all NGJA members)
- lead the NGJA in its mission as stated herein
- supervise and direct Vice Presidents and Directors
- be the liaison with United States gymnastics governing body as necessary
- represent the NGJA in interactions with all other gymnastics organizations

The Vice President-International Program will:

- represent the NGJA in interactions with the FIG
- be responsible for gathering and providing information to the membership regarding the FIG Code of Points and related interpretations
- lead the development of NGJA members holding FIG Brevet status to be international officials
- work with the United States gymnastics governing body to have an FIG judging course in the USA each Olympic cycle
- establish and maintain relationships with judging organizations in other countries
- work with other gymnastics organizations (including universities, the FIG, and the United States gymnastics governing body) to assign NGJA members to international competitions
- prepare and present at the NGJA Governing Board Meeting held in conjunction with USA Championships or Olympic Trials an annual report indicating the NGJA's international accomplishments of the previous year, with such report to be made available to all NGJA members



The Vice President-Development Program will:

- coordinate annual Development judge compulsory and optional training courses for each NGJA region (including content, certification requirements, and presentation recommendations)
- work with USA gymnastics governing body to interpret Development rules, coordinate selection and assignment of judges to Development national and region championships
- provide leadership to, and receive assistance from, the Region Development Directors
- prepare and present at the NGJA Governing Board Meeting held in conjunction with USA Championships or Olympic Trials an annual report indicating the NGJA's Development program accomplishments of the previous year with such report to be made available to all NGJA members
- oversee the fee structure for compensating judges for development competitions ensuring judges are compensated in a similar and fair manner.

The Vice President-National Program will:

- coordinate annual “national” judge training courses for each NGJA region (including content, Optional and Championship certification requirements, and presentation recommendations) be responsible for the coordination and delegation of all technical matters relating to the National Program (which includes intercollegiate programs)
- work with universities, the United States gymnastics governing body, and NGJA Region Directors to select and assign officials to collegiate and national events be responsible for rules interpretations, judges’ certifications, and the nomination of judges for national competitions (which included intercollegiate competitions)
- provide collegiate rules interpretations in coordination with NCAA gymnastics leadership
- direct and provide leadership to, and receive assistance from, NGJA Region Directors
- prepare and present at the NGJA Governing Board Meeting held in conjunction with USA Championships or Olympic Trials an annual report indicating the NGJA's national program accomplishments of the previous year, with such report to be made available to all NGJA members

The NGJA Operations Director will:

- manage the content on the NGJA.org website
- maintain master copies of important NGJA documents
- take and distribute notes/minutes as appropriate from NGJA Governing Board, Executive Committee, and other official NGJA meetings
- compile as necessary and distribute information to NGJA members (through email or the NGJA website, as may be appropriate) from other NGJA officers (such as rules interpretations, competition assignments, course information, etc.)
- coordinate sign-up for “national” and “Development” judge training courses
- provide information to all NGJA members regarding FIG course sign-up

- gather and report membership demographics to the Governing Board
- set up Executive Committee and Governing Board meetings
- establish and maintain NGJA business communications and historical records
- keep an up-to-date list of the NGJA Electorate
- publish on NGJA.org an NGJA Member Directory annually
- other appropriate duties assigned by the National President or these Bylaws

The NGJA Finance Director will:

- be the NGJA chief financial officer
- prepare and maintain the NGJA financial books and records
- oversee the collection and dissemination of NGJA funds
- serve as the chairperson of the NGJA Finance Committee
- prepare and present a financial report regarding NGJA funds at the NGJA Governing Board meeting held in conjunction with USA Championships or Olympic Trials, with such report to be made available to all NGJA members
- provide NGJA financial information to other Vice Presidents and Region Directors upon request
- prepare and file any necessary NGJA tax returns
- advise and guide the NGJA Local Associations in proper accounting and use of a Local Association's funds in compliance with NGJA guidelines and the Local Association's Bylaws
- be an accounting professional (CPA or equivalent preferred)

The NGJA Legal Director will:

- serve as the chairperson of the NGJA Legal Committee
- provide legal advice as necessary to the NGJA leadership regarding the affairs of the NGJA
- investigate reports of bias in assignments, ethics, discrimination, harassment, and similar violations of these Bylaws
- provide a report annually to the Governing Board regarding by-law and legal issues facing the NGJA
- be a licensed attorney in one of the fifty states or the District of Columbia

The NGJA Education Director will:

- plan, coordinate, and lead all education, training, and development efforts for the NGJA, including certification courses, online education modules, special judges training, etc.
- utilize the Region Directors and the Operations & Education Directors in each Region to create education materials and to deliver such materials to the membership through certification courses (in person and online, as necessary)
- provide the NGJA with a cohesive education, training, and development plan

## **SECTION 2 Region Directors**

Region Directors shall perform all duties required of them and more specifically:

- supervise their respective Region Operations & Education Director and Region Development Director
- be responsible for the general administrative (elections, nominations for awards, etc.) and technical requirements in their region (such as providing leadership in the development of officials, assignment of officials to collegiate competitions in the region, nominations of officials to national and international events, coordinating NGJA judge training/certification courses in the region, etc.)
- work with the NGJA Vice Presidents and their Region Operations & Education Director regarding website and certification course content
- represent their respective regions on the NGJA Governing Board
- identify geographic areas that need more judges
- establish and chair a Region State Board consisting of a representative from each state and/or Local Association within their region to coordinate and align region objectives and provide oversight of matters within their region

## **SECTION 3 Region Operations & Education Directors**

Region Operations & Education Directors, in conjunction with the NGJA Education Director and their Region Director, will:

- organize and deliver (or delegate delivery) all required education and training for their region
- coordinate with and assist the Regional Director in the identification and selection of judges in their region to be recommended or assigned to various invitational, state, regional and national competitions
- communicate with the NGJA members and clubs in their region on matters affecting the region
- coordinate activities, as necessary, with the NGJA Operations Director to the extent on exists, maintain the website for the region

## **SECTION 4 Region Development Directors**

Region Development Directors, in conjunction with their Region Director, will:

- be responsible for the junior “Development” program technical requirements in his/her region such as providing leadership in the identification, recruitment, development of new judges
- coordinate with the Vice President – Development Program and their Region Director in providing Development training/certification courses in the region
- nominate and assign officials to respective state, region, and national Development championship competitions
- identify judges in the region that show potential for advancement

- coordinate with NGJA member associations in the region regarding Development judge exchanges within and without the region
- establish and chair a Development Region State Board consisting of a representative from each state in their region to coordinate and align region Development objectives and provide oversight of Development judging assignments in each state within the region

**ARTICLE XI  
Committees**

Committees may be formed, as needed, by the National President or by appointment of the Governing Board. A committee chairperson may be designated by the National President or Governing Board. The committee chairperson may then choose his own committee members without the approval of the Governing Board. He is responsible to report the work in progress to the National President and Governing Board as directed. Provided, however, the following two standing committees, the Financial Committee and the Legal Committee, will always exist.

**SECTION 1 Financial Committee.**

The Financial Committee will consist of the Finance Director, the National President, and another NGJA member who has financial expertise who will be appointed by the other Financial Committee members. The Financial Committee will on an annual basis (or more regularly as determined by the Financial Committee) review the accuracy of the NGJA’s financial books and records and report its findings to the Governing Board.

**SECTION 2 Legal Committee**

The Legal Committee will consist of the Legal Director, who will be its chairperson, and such other members as needed on a case-by-case basis to be appointed by the Legal Director and the National President. If possible, all members appointed to the Legal Committee should be attorneys licensed to practice law in one of the fifty states or the District of Colombia. When the issue to which a member was appointed to the Legal Committee is resolved, the Legal Committee will be dissolved.

**ARTICLE XII  
Structure and Vote of the Governing Board**

The members on the Governing Board are:

National President	Region Directors
Vice President – International Program	Legal Director

Vice President - National Program	Finance Director
Vice President - Development Program	Education Director
Operations Director	

The Governing Board will be responsible for, and provide oversight of, the overall National operations and functions of the NGJA. For all Governing Board meetings, a quorum (nine) is needed to conduct business. Each Governing Board member has only one vote. No person may hold more than one position on the Governing Board at a time. Either in person, virtual, or e-mail votes may be conducted, as necessary.

The Executive Committee and Governing Board may invite pertinent speakers to its meetings.

Governing Board meetings in addition to those required by these Bylaws may be called by the National President and be either in person or virtual.

**ARTICLE XIII  
Structure and Vote of the Executive Committee**

The members on the Executive Committee are:

National President	Operations Director
Vice President – International Program	Legal Director
Vice President - National Program	Finance Director
Vice President - Development Program	Education Director

The Executive Committee will be responsible for the day-to-day administrative functions of the NGJA as necessary and will meet when called by the President who will oversee the Executive Committee.

For all Executive Committee meetings, a quorum (five) is needed to conduct business. Each Executive Committee member has only one vote.

**ARTICLE XIV  
Corporate Year End**

The fiscal year of the Corporation shall end on each September 30th, at which time the books of the Corporation shall be closed for all tax and accounting purposes.

## APPENDIX I TO THE NGJA BY-LASW AND CONSTITUTION

### DESIGNATION OF NGJA REGIONS

<b>Region 1</b>	<b>Region 2</b>	<b>Region 3</b>	<b>Region 4</b>
Arizona	Alaska	Arkansas	Alabama
California	Colorado	Kansas	Florida
Hawaii	Idaho	Louisiana	Georgia
Nevada	Iowa	Missouri	North Carolina
Utah	Minnesota	New Mexico	Mississippi
	Montana	Oklahoma	South Carolina
	Nebraska	Texas	Tennessee
	North Dakota		Virginia
	Oregon		
	South Dakota		
	Washington		
<b>Region 5</b>	<b>Region 6</b>		
Illinois	Connecticut		
Indiana	Delaware		
Kentucky	District of Colombia		
Michigan	Maine		
Ohio	Massachusetts		
Wisconsin	Maryland		
West Virginia	New Hampshire		
	New Jersey		
	New York		
	Pennsylvania		
	Rhode Island		
	Vermont		
	Virginia		

Judges who reside outside the United States are considered members of the local association where their certification was gained and the region where the local association resides.

## **DIVISION II: OPERATING PROCEDURES**

### **ARTICLE I**

#### **Name**

The name and symbol of the National Gymnastics Judges Association is a trademark denoting the NGJA and its members. The emblem may not be displayed, used, or copied without the express consent of the National Gymnastics Judges Association.

### **ARTICLE II Membership**

#### **SECTION 1 Eligibility**

##### **Member Associations**

Eligibility for association membership, conditions, obligations, and membership types are governed by Article VII of Division I of these Bylaws.

##### **Individual Eligibility**

Only individuals who meet the following requirements will be members of the NGJA: (i) are not on the suspended or permanently banned list of individuals published by USA Gymnastics and are therefore not eligible to become a member of USA Gymnastics in any capacity or whose membership in USA Gymnastics has been revoked; (ii) pay all required dues and fees each year to the NGJA and the Member Association where the individual resides and be a member in good standing with that Member Association, and if there is no Member Association where the individual resides, then the Member Association where the individual attended their annual certification course; and (iii) attend a judge certification course and pass a judge certification exam (at any level) during the then current respective membership year.

#### **SECTION 2 Dues**

The membership dues shall be collected annually as directed by the Executive Committee. Dues will be reviewed annually by the Governing Board at which time the amount will be determined for the next certification year. Unless otherwise changed by the Governing Board, NGJA dues will be \$25.00 per membership.

#### **SECTION 3 Auxiliary Membership**

Auxiliary member associations shall pay a \$75.00 association fee per year.

## **ARTICLE III Election Procedures**

In all election and voting instances, the National President or their designee(s) (collectively referred to herein as Designated Election Official(s)), are to conduct the election procedures as provided herein.

### **SECTION 1 General Procedures**

Designated Election Official(s) are to work from a list of the NGJA Electors which the Operations Director shall maintain and provide. All NGJA members who are NGJA Electors are eligible to vote in national and regional elections, while all NGJA members (inclusive of Compulsory and Entry card holders) may vote in local association elections.

The Designated Election Official(s) must send guidelines for upcoming elections before the end of the second quarter of an election year to every NGJA Elector.

The Designated Election Official(s) will set the election dates for as follows:

- A. Deadlines for nominations of National President, Region Directors, Region Operations & Education Directors, and Region Development Directors.
- B. Dates for voting in both national and region elections and procedures to cast a ballot, provided, however, that the region election process will begin no later than three (3) weeks following the announcement of the President election results.

### **SECTION 2 Ballot Procedure**

- A. Elections (including the Frank J. Cumiskey Judging Hall of Fame elections) will be conducted by using electronic ballots to be accessed via the internet through a secured voting system (Voting System).
- B. The Operations Director will compile and provide the most recent e-mail address on record with the NGJA for NGJA Elector to the Designated Election Official(s). The Designated Election Official(s) will then plan for each NGJA Elector with a provided email address to vote electronically using the Voting System.
- C. In Regional elections, NGJA Electors will use the Voting System to vote only for candidates in their respective NGJA region. All ballots will be counted by a non-NGJA affiliated neutral body designated by the President or his designee subject to the approval of the Governing Board.
- D. No vote will be required in the event that through the nomination process only one nominee is put forward for an office. In such a situation, the lone nominee will be automatically elected without the necessity of a balloting process and vote. A member elected in this manner will take office at the same time as if a ballot and vote did occur.



### **SECTION 3 National Elections**

The Designated Election Official(s) will conduct elections for the position of President.

Each Region Director will solicit nominations from the NGJA Electors in the Director's region for the office of President. Region Directors will submit nominations obtained in their respective regions to the Designated Election Official(s) during the period provided by the President or his designee, as noted above. A fifty per cent (50%) majority of all valid ballots cast is required for election. If no candidate receives this majority, a run-off election between the top two finishers must occur within two weeks of the ballot deadline of the first election.

### **SECTION 4 Region Elections**

At the time stated by the Designated Election Official(s) each Region Director will solicit nominations from NGJA Electors in their region for the offices of Region Director, Region Operations & Education Director, and Region Development Director for their respective region. A one (1) week period will be allowed for conducting this election beginning on the first date when ballots may be cast. Region Directors will submit all nominations to the Designated Election Official(s). Balloting will occur as stated in Division II, Article III Section 2 above.

The President or Designated Election Official(s) will announce the election results no later than one (1) week after end of voting. All Region officer terms of office begin at the time of the announcement of the results.

### **SECTION 5 Officers Election Meeting**

The newly elected President and the newly elected Region Directors shall have a meeting (in person or virtual at the new President's discretion) within two weeks after the announcement of the region officer election results to select the remaining officers of the Governing Board. The President shall preside over the selection meeting. The President will provide the Region Directors with a list of the President's choices to hold each of the Governing Board positions and if any Region Director has an objection to a choice, all Region Directors will be polled as to the acceptance of the choice, and if either a simple majority of the Region Directors accepts the choice or there is a tie in the vote, the person will be elected to that position. If a simple majority of the Region Directors has an objection to the choice, the President will put forth an alternate choice and the process will be repeated until the position is filled. If one of the newly elected Region Officers (Director, Operations & Education Director, or Development Director) is elected to a new Governing Board position, and thereafter accepts the position, the person will hold only one office and must give up the Region position. If this shall occur, the President or his designee will conduct an additional election to fill the vacant position(s).

## Article IV Certification

### SECTION 1 National Judges Certification Courses

Judge certification courses are to be conducted by Region Directors, Region Education Directors, and Region Development Directors, or their designees. Certification is required yearly for a judge to maintain or acquire a certification level (e.g., Championship, Optional, Compulsory, or Initial/Entry). Judge certification courses shall cover all areas of gymnastics judging. An evaluation procedure may include practical and written examinations that stress the application of judging rules and procedures. All course instructors shall be approved by the NGJA Education Director.

### SECTION 2 Course Reporting Procedures

The NGJA Operations Director will determine the method of signing-up for certification courses and the methods or reporting the certification course results. Such methods will be published each year prior to the beginning of certification courses for the upcoming competition season.

### SECTION 3 Course Dates

The Vice Presidents will publish the starting and ending dates for judge's certification courses.

### SECTION 4 Certification Requirements

Requirements	Championship	Optional	Compulsory	Initial/Entry
Minimum Age:	21	18	16	15
Experience (e.g., competitor, coach, or judge)	Five Years	Three Years	Zero Years	Zero Years
NGJA Certification Course	Annually	Annually	Annually	Annually
Minimum Grade on Written Exam(s) (when given)	To be determined annually by the NGJA Vice Presidents, but no lower than 80%	To be determined by annually by the NGJA Vice Presidents, but no lower than 75%	To be determined by annually by the NGJA Vice Presidents, but no lower than 70%	To be determined by annually by the NGJA Vice Presidents, but no lower than 70%
Minimum Grade on Practical Exam(s) (when given)	To be determined annually by the NGJA Vice Presidents	To be determined by annually by the NGJA Vice Presidents	To be determined by annually by the NGJA Vice Presidents	To be determined by annually by the NGJA Vice Presidents

Competitions Eligible to Judge	Any national and below competition	Any regional and below competition (or national competition if approved by the NGJA Vice Presidents)	Any Development compulsory competition	Any compulsory competition outside of Development (e.g., AAU, High School, Middle School, JD shadow judging)
Other:	Successful completion of additional requirements is necessary to become certified at the Championship level. These additional requirements will be provided annually by the NGJA Governing Board			
Required Annual Certifications	Championship, Optional, and Compulsory	Optional and Compulsory	Compulsory	Initial/Entry Level

For a member to officiate a U.S. domestic event above the Development program compulsory level, a member must meet the certification requirements at either the Optional level or Championship level. For a member to officiate a Junior Development program compulsory event, a member must meet the certification requirements at the Compulsory level.

## **ARTICLE V Assignment of Judges for Competitions**

As appropriate, assigning judges to the following meets will be the responsibility of the Vice-Presidents, Region Directors, Region Development Directors, or their designees. No NGJA member shall accept or contract judging assignments for these meets except in accordance with these Bylaws. Violation of this rule will result in an immediate disciplinary action according to Division I, ARTICLE IX, of these Bylaws.

- A. United States Gymnastics National Championships
- B. Olympic Trials
- C. World Game Trials
- D. Pan American Games and Trials
- E. NCAA National & Conference Championships
- F. Regional Qualifying Meets

- G. Development National Championships (including West and East Championships)
- H. Development State and Regional Championships
- I. Other Major Championships
- J. Both Senior and Junior international competitions
- K. All sanctioned Junior Development Meets (in accordance with Section 3 below)

## **SECTION 1 NCAA National Championships**

The Vice President-National Program and the Region Directors will work in cooperation with the NCAA Rules Committee in selecting qualified judges available for the NCAA National Championships.

## **SECTION 2 Conference and Invitational Meets**

The Regional Director or his designee is responsible for the selection of judges for college conference and invitational meets that occur in the Director's region.

## **SECTION 3 Local and Regional Meets**

Member Associations will be responsible for selection of judges to competitions in their local area.

## **ARTICLE VI Duties of a Competition Director of Judges**

When a Director of Judges is used for a competition, such Director will be approved in advance by the Region Director or Region Development Director, as applicable.

General guidelines and duties for a Director of Judges may include:

- A. must be a currently certified at a Championship or Optional level.
- B. will be main liaison between the judges, coaches, and host.
- C. will oversee all the judging details concerning the competition and will be the contact all the judges for the meet and give pre-meet training and guidance, if possible or necessary.
- D. will make all event assignments and establish meeting times and be the chairperson at all meetings.
- E. will have available copies of all pertinent judging rules for the competition and know the rules well.
- F. must see that all judges are suitably dressed, on time, and prepared to judge.

G. will report on the conduct of the meet to the Region Development Director.

H. Work to ensure any costs incurred in overseeing the judges should be charged to the host and/or administrator of the meet.

## **ARTICLE VII Awards**

### **SECTION I National Judge of the Year Awards**

The NGJA shall recognize outstanding achievements in gymnastics judging within the United States by presenting National awards to deserving individuals.

The National Judge of the Year awards shall be divided into two categories: National Judge of the Year – East and National Judge of the Year - West, based upon the NGJA regions that are represented at the Eastern and Western Junior Development Program Championships. National Judge of the Year awards will be given to two individuals each year for the East and West, for a total of four such awards given each year.

**A. Nomination and Election Process.** Nominations may be solicited by the NGJA Operations Director from the NGJA Region Directors who will collaborate with the other officers and Member Association Presidents in their respective region and provide nominations to the Operations Director. Final election of the recipients of these National Judge of the Year awards will be made by a simple majority of a vote of the NGJA Local Association Presidents or their designee, the Region Director, the Region Operations/Education Director, and the Region Development Director in each the East and the West (e.g., those in the East area will vote for two National Judge of the Year – East nominees and those in the West area will vote for two National Judge of the Year – West nominees).

All National Judge of the Year nominees must be provided to the NGJA Operations Director prior to a deadline provided by the NGJA Operations Director.

**B. Presentation.** All National Judge of the Year awards will be presented by the NGJA President or his designee at the NGJA Governing Board meeting held during USA Championships or Olympic Trials if possible.

**C. Eligibility.** Judge of the Year Awards should be based on criteria which is current during the most recent gymnastics competition season. Characteristics to consider when selecting an East and West Judge of the Year include, but are not limited to, the following:

1. Must have judged at least (1) championship meet.
2. Must command respect of judges, coaches, and gymnasts.
3. Should contribute to the sport by aiding in its development.
4. Should be involved in at least local administration of the sport (e.g., teach judges courses, be an officer in the association, be a director, or etc.).
5. Must be certified at least at the National/Optional level.

## **SECTION 2 Frank J. Cumiskey Gymnastics Judging Hall of Fame Award**

The NGJA Frank J. Cumiskey Judging Hall of Fame election will be conducted by the NGJA President or his designee. The NGJA Frank J. Cumiskey Judging Hall of Fame election will be conducted annually at a time appropriate to allow presentation at the NGJA Governing Board Meeting held in conjunction with USA Championships or Olympic Trials. Nominations will be solicited by the person conducting the election. Nominations may only be made by Member Association Presidents, members of the NGJA Governing Board, or members of the NGJA Frank J. Cumiskey Judging Hall of Fame. Candidates should supplement their nomination with a professional resume and any other documentation they deem appropriate. The person conducting the election must verify that each candidate meets the minimum criteria for selection. Ballots are to be prepared as per Division II operating Procedures, Article III, Section 2, Ballot Procedure (including electronic balloting). A two (2) week period will be allowed for conducting this election.

The candidates are to be voted on by the NGJA Governing Board members and by members already inducted into the NGJA Frank J. Cumiskey Hall of Fame. NGJA Governing Board Members must participate in the elections as one of their professional responsibilities. No eligible voter will receive more than one ballot. The NGJA National Operations Director shall maintain and annually update the record of recipients and eligible voters.

Induction: A candidate will be inducted if any of the following occurs:

- A candidate receives 2/3 "yes" votes of all those eligible to vote or
- A candidate receives 2/3 "yes" votes of all votes cast in an election in which at least 75% of all eligible voters participate.

All fractions will be elevated to the next highest number (for example, .666% of 26 = 17.2, thus a candidate would require 18 yes votes for induction). The NGJA Frank J Cumiskey Hall of Fame election results must be verified by the NGJA President and a second member of the NGJA Governing Board. The confidential results must be reported to the entire NGJA Governing Board within fourteen (14) days of the completion of the election.

The NGJA Frank J. Cumiskey Hall of Fame Award will be presented at the NGJA Governing Board meeting held in conjunction with USA Championships or Olympic Trials. The award is to be presented by the NGJA President or his designee. The award is to be signed by the NGJA National President and the NGJA Vice President-National.

The criteria for nominations are:

- A. Forty (40) years of age, minimum.
- B. Fifteen (15) years of judging experience.
- C. Participation in clinics and courses, local, national, or international.
- D. Acting in an administrative capacity, i.e., Judges Directors, Officer, Director, etc.
- E. Prepared publications related to gymnastics judging.
- F. Work in judging associations on the local or national level.
- G. Illuminating or advancing judging in a significant manner.

### **SECTION 3 Jerry Donahue NGJA Judges for Life Award**

This distinguished award is presented every four (4) years (each “Olympic” year) in honor of NGJA member Jerry Donahue, who exemplified in life characteristics toward others all judges should strive to emulate. A recipient of the Jerry Donahue NGJA Judges for Life Award should have demonstrated throughout their judging career the following characteristics:

- A. Kindness and compassion toward others, especially those who are in need, developing in the judging community, or facing challenges;
- B. Respect for the diversity and dignity of all people, regardless of their background or beliefs;
- C. Complete integrity and honesty, taking responsibility for their actions and words;
- D. Loyalty and trustworthiness, fostering healthy and respectful relationships with their fellow and prospective judges, coaches, gymnasts, and staff; and
- E. Selfless support and encouragement of fellow judges, including celebrating their achievements and successes.

In addition to the above, to be eligible for this award a judge must be an active NGJA member with a minimum of eight (8) years of NGJA membership or a retired NGJA member with at a minimum of ten (10) years of NGJA membership. Nominations for this award may be received from the entire USA gymnastics community. Nominations will minimally include a detailed biography of the nominee to include a photo, judging background and any other pertinent information and a letter of recommendation clearly aligning to the characteristics of this award as presented above.

Nominations will be received and reviewed by a Judges for Life Award Committee to be comprised for each award year of seven (7) people to include the then current President and six (6) others selected by the then President. Selection of an award recipient will be by a simple majority vote of the Judges for Life Award Committee.

This award will consist of a plaque, trophy, or other commemorative item as determined by the Judges for Life Award Committee and be presented at either the senior USA Championships or Olympic Trials in the year the award is given. The award will also include a donation by the NGJA in the award recipient’s name to a charity designated by Jerry Donahue’s immediate family, and if no charity is designated, then to the Greater San Diego Chapter of the ALS Association. The amount of the donation will be determined each award cycle by the Judges for Life Award Committee. Expenses to attend the presentation ceremony will be offered to the award recipient and a member of Jerry Donahue’s immediate family.

### **ARTICLE VIII Judge’s Code of Ethics**

The sport of gymnastics requires the highest respect, dignity and professionalism demonstrated by judges. The position of judge is one of high visibility and, therefore, requires impeccable professional behavior.

All judges must be certified by the NGJA. The certification levels include:

- Championship
- Optional
- Compulsory
- Initial/Entry

The judge must be prepared for all assignments which have been accepted by the judge. Only dire circumstances should prohibit a judge from fulfilling an assignment and notification should be given at the earliest possible moment to the competition director and assignment director. Unless requested otherwise, the judge should arrive at the competition site a minimum of thirty minutes prior to the start of the competition.

The judge must avoid the appearance of partisanship toward any competing team or individual.

The judge must be confined to judging responsibilities only. This does not include coaching, spotting, recruiting, demonstrating, etc.

The judge must be efficient and cooperative in resolving conferences and associated competition difficulties.

The judge must avoid any circumstance which may inhibit the ability of performance of judging responsibilities. This includes the use of alcohol, drugs, etc. which may influence the behavior and performance of the individual.

The judge must avoid social gatherings before, during or after any competition unless all coaches and judges are also invited.

Judges must be appropriately attired (official NGJA designated attire) unless a different arrangement is made with a competition host and a Member Association) for all competitions. The judge must also possess the appropriate materials including rule books, papers, pencils, etc.

Infractions of the NGJA Code of Ethics shall be referred to the NGJA Governing Board.

## **ARTICLE IX**

### **SECTION 1 NGJA Position on Harassment and Discrimination**

The NGJA favors diversity in its membership and pledges not to discriminate against its members based on race, ethnicity, gender, sexual orientation, or age. The NGJA will not tolerate harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws.

#### **NGJA Harassment and Discrimination Prevention Policy (hereinafter, "Policy")**

The NGJA is committed to creating and maintaining an environment in which all individuals are treated with respect and dignity. Every individual has the right to participate as a judge or competitor in a professional atmosphere that promotes equal opportunities and prohibits



discriminatory practices, including harassment. Therefore, the NGJA expects: (a) that all relationships among NGJA members generally, at all NGJA functions, competitions, or training sessions where NGJA members are present, will be business-like and free of bias, prejudice, discrimination, and harassment; and (b) all activities of the NGJA, including, but not limited to, competition assignments, committee assignments and participation, and judge certification course participation be free of unlawful discrimination.

In order to keep its commitment to the prevention of harassment and discrimination, the NGJA maintains a strict policy of prohibiting unlawful harassment or discrimination of any kind, including sexual harassment and harassment or discrimination based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all NGJA members, including officers and to non NGJA members who engage in unlawful harassment or discrimination related in any way to an NGJA function (e.g., training or education sessions, gatherings sponsored by the NGJA, etc.)

NGJA members who violate any part of this policy are subject to discipline up to, and including, the immediate and permanent discharge as an NGJA member.

Specific to sexual harassment, examples include, but are not limited to, making unwanted sexual advances and requests for sexual favors where:

- Submission to such conduct is made an explicit or implicit term or condition of gaining a judging assignment or other preferred activity or advancement in the NGJA.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions related to judging assignments or other preferred activity or advancement in the NGJA; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work/judging/testing performance or creating an intimidating, hostile, or offensive working/judging/testing environment.

Examples of unlawful harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail, and faxes, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with a member's NGJA activities directed at that NGJA member because of their sex or other protected characteristic.
- Threats and demands to submit to sexual requests to keep or obtain judging assignments, avoid some other loss, or offers of preferential benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report unlawful harassment.

## **SECTION 2 Reporting and Investigation**

Any NGJA member or other person who believes he or she has been harassed by an NGJA member, NGJA officer, an agent of the NGJA, or by a non NGJA member in violation of this Policy while a member is performing judging or other activities as representative of the NGJA or who has been discriminated against in violation of this Policy by an NGJA member or NGJA officer should promptly report the facts of the incident or incidents and the names of the individual(s) involved to his or her NGJA Region Director, or in the alternative, to a national officer of the NGJA. The person receiving such a complaint on behalf of the NGJA will immediately refer the complaint to the NGJA Legal Director who thereafter in a timely manner will undertake a thorough, objective, and good faith investigation of the harassment allegations. The NGJA Legal Director may engage any other officers of the NGJA or outside resources to complete an investigation of a reported complaint.

Once the required investigation is completed, the NGJA Legal Director will make a confidential report to a sub-committee of the NGJA made up of up to five Governing Board members selected by the NGJA Legal Director. If the convened NGJA sub-committee determines that harassment or discrimination has occurred in violation of this Policy, effective remedial action will be taken in accordance with the circumstances involved. Any NGJA member determined by the NGJA to be responsible for harassment or discrimination in violation of this Policy will be subject to appropriate disciplinary action up to, and including, immediate and permanent discharge as an NGJA member.

Further, the Federal Equal Employment Opportunity Commission and/or an official agency in the state where an NGJA member resides may investigate and prosecute complaints of prohibited harassment against members of organizations such as the NGJA. If an NGJA member believes they have been harassed or discriminated against, or have been retaliated against for resisting or complaining, that member is free to file a complaint with the appropriate agency in addition to exhausting the NGJA complaint procedure described above.

## **SECTION 3 NGJA Member Acknowledgement**

By accepting membership in the NGJA, each NGJA member acknowledges that they have received, seen, or have access (through [www.NGJA.org](http://www.NGJA.org)) to a copy of this Policy to prevent harassment and discrimination.

Each NGJA member is expected to read, understand, and adhere to this Policy.

If an NGJA member has questions regarding the contents of this policy, they should seek answers from their Region Director or the NGJA Legal Director.

### **ARTICLE X Amendments to Division II Bylaws**

Division II Bylaws may be amended at any meeting of the Governing Board or at a special meeting called for the specific purpose of amending or adopting changes to the Division II Bylaws by a majority vote of the Governing Board members present and voting.

### **ARTICLE XI**

## **Rules of Order**

The current Roberts Rules of Order are the general rules of order for all meetings of the NGJA, unless otherwise stipulated by this document.

The meeting chairperson shall be the parliamentarian or shall designate a parliamentarian/constitutional authority for all meetings.

### **ARTICLE XII EXONERATION**

To the fullest extent allowed by law, no Governing Board Member Region Operations & Education Director, or Region Development Director shall be personally liable to the NGJA or its members for money damages (except an obligation to repay money to the NGJA or for annual membership dues); provided however, that the foregoing limitation liability shall only be to the extent permitted of organizations which are exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue law). No amendment of the NGJA Articles of Incorporation or repeal of any of its provisions shall limit or eliminate the benefits provided to Governing Board Members, Region Operations & Education Directors, or Region Development Directors under this provision with respect to any act or omission which occurred prior to such amendment or repeal.

### **ARTICLE XIII GENERAL PROVISIONS**

#### **SECTION 1 No Compensation for Governing Board or Technical Committee Members**

No member of the Governing Board, Region Operations & Education Director, or Region Development Director, including *ex officio* members of the NGJA shall receive any monetary or other compensation from the NGJA for their service to the NGJA. Provided, however, upon proper documentation, the NGJA shall reimburse any member for reasonable expenses incurred for attending any meeting or event at the request of the Governing Board. Provided, however, the Governing Board is vested with authority to compensate a Governing Board, Region Operations & Education Director, or Region Development Director in a reasonable amount when such member performs duties or provides services requested by the Governing Board beyond that member's general NGJA job description.

#### **SECTION 2 Corporate Books and Records**

The books and records of the NGJA shall be kept within the state where the then current

Finance Director is located unless otherwise required by the state where the NGJA is incorporated.

### **SECTION 3 Contracts**

The Governing Board may authorize any officer, agent, or employee of the NGJA by a simple majority vote to enter into any contract or execute and deliver any instrument in the name of and on behalf of the NGJA. Unless so authorized by the Governing Board or by these Bylaws or the NGJA Articles of Incorporation, no officer, director, agent, or employee of the NGJA shall have any power or authority to bind the NGJA by any contract or engagement, or to pledge the credit of the NGJA or to render the NGJA liable for any purpose or for any amount.

### **SECTION 4 Checks, Drafts, Etc.**

All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the NGJA, in any amount, may be signed by the Finance Director, provided, however, that any checks, drafts or other orders for the payment of money, notes or evidence of indebtedness issued in the name of the NGJA in excess of \$500.00 shall be first approved by a vote of a majority of the Finance Committee before being signed by the Finance Director.

### **SECTION 5 Depositories**

All funds of the NGJA shall be deposited to the credit of the NGJA in such banks, trust companies, or other depositories as the Governing Board may from time to time designate upon such terms and conditions as shall be fixed by the Governing Board.

### **SECTION 6 Dissolution**

The Governing Board by a two-third (2/3) majority vote may elect to dissolve the NGJA at any duly held meeting of the Governing Board. Actual dissolution and termination of the NGJA shall be conducted according to the provisions of the state where the NGJA is incorporated. Upon dissolution, all assets of the NGJA remaining after the payment of then current obligations of the NGJA shall be assigned to the USA Gymnastics Foundation or any such successor organization if the USA Gymnastics Foundation does not exist at the time of dissolution of the NGJA.

## APPENDIX II TO THE NGJA CONSTITUTION AND BY-LAWS

### National Gymnastics Judges Association (NGJA) Social Media Policy

#### I. Introduction

The National Gymnastics Judges Association (“NGJA”) recognizes the importance of social media as a tool for communication and engagement. Social media provides members of the NGJA (“Members”) opportunities to interact, share information, and promote the sport of gymnastics. However, it is essential that all Members use social media responsibly and in a manner that upholds the integrity and reputation of the NGJA. This policy outlines the expectations and guidelines for Members when using NGJA related social media.

#### II. Scope

This policy applies to all Members of the NGJA when using NGJA related social media platforms or posting NGJA related content or comments on personal social media accounts. Social media platforms include, but are not limited to, Facebook, Twitter, Instagram, LinkedIn, YouTube, TikTok, and any other similar online communication tools.

#### III. General Guidelines

- a. **Professional Conduct:** Members are expected to maintain professionalism and respect in all forms of communication, including, but not limited to, posts to NGJA and personal social media accounts (“Member Communication”). Therefore, in all Member Communications, Members should refrain from posting or sharing harmful, inaccurate, or negative comments about the NGJA, its activities, or its Members. All Member Communications should be respectful, accurate, and not bring the NGJA or the sport of gymnastics into disrepute.
- b. **Confidentiality:** Members must not disclose any confidential or proprietary information related to the NGJA, its Members, or its operations. This includes, but is not limited to, details about judging assignments, internal NGJA discussions, or any other sensitive information.
- c. **Respectful Communication:** All Member Communications should be respectful and considerate. Harassment, bullying, discrimination, or any form of negative behavior towards other Members, athletes, coaches, or the public will not be tolerated.
- d. **Impartiality:** As representatives of the NGJA, Members must ensure their Member Communications do not reflect any bias or favoritism towards specific athletes, teams, or clubs. Members must remain impartial in Member Communications and interactions related to other Members, judging gymnastics in general, the NGJA, and the activities of the NGJA.
- e. **Accuracy:** Members should ensure that any Member Communication they share is truthful. The spreading of misinformation, falsehoods, or rumors can needlessly damage reputations.
- f. **Appropriate Content:** Member Communications should not contain any offensive, obscene, or inappropriate content. This includes avoiding social media posts that are politically or religiously charged, as well as content that could be considered discriminatory or inflammatory.

#### IV. Specific Guidelines

- a. **Personal vs. Professional Accounts:** Members should distinguish between their own personal social media accounts and those belonging to the NGJA. When posting on NGJA social media accounts or on NGJA related matters on personal accounts, it is advisable to note, and to generally state, that opinions expressed are personal and not representative of the NGJA, unless authorized.
- b. **Use of NGJA Logo and Branding:** Members must not use the NGJA logo or branding on their personal social media accounts without prior permission from the NGJA President. NGJA social media accounts should adhere to the NGJA’s branding guidelines.
- c. **Engagement with Media:** Members should be cautious when engaging with media outlets on social media. Official statements or comments about NGJA policies, events, or decisions should only be made by designated NGJA spokespersons.
- d. **Reporting Issues:** If Members encounter content on social media that they believe violates this policy or poses a risk to the NGJA, they should report it to the appropriate NGJA officer or committee.

V. Enforcement

Violations of this policy may result in disciplinary action by the NGJA in accordance with the NGJA Bylaws. Depending on the severity of the violation, actions may include a warning, suspension, or expulsion from the NGJA. The NGJA reserves the right to take legal action if necessary.

VI. Conclusion

The NGJA encourages its Members to use social media positively and responsibly. By following this policy, members can help maintain the integrity and reputation of the NGJA and its Members and contribute to a respectful and professional online community.

VII. Version History

Effective Date	July 22, 2024	Version 1.0
Reviewed By	<b>Bob Cass</b> <b>NGJA Legal Director</b>	_____ (Via Digital Signature)
Approved By	<b>Jonathan Corbitt, NGJA</b> <b>President, and NGJA Governing</b> <b>Board</b>	_____ (Via Digital Signature)