

# NAWGJ

## Bylaws

### *Mission Statement*

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

**NATIONAL ASSOCIATION OF WOMEN'S GYMNASTICS JUDGES**

# BYLAWS OF THE NATIONAL ASSOCIATION OF WOMEN'S GYMNASTICS JUDGES

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## **ARTICLE I – NAME**

Be it hereby known that the name and symbol of the National Association of Women's Gymnastics Judges are the trademarks denoting the Association, the membership, and National Judges' Cup. The names or emblems may not be displayed, used, or copied without the express written consent of the National Association of Women's Gymnastics Judges (NAWGJ).

## **ARTICLE II – PURPOSE and OBJECTIVES**

The purpose and the objectives of NAWGJ are:

- A. An organization for teaching and training members to qualify them for certification as official Gymnastics Judges.
- B. An organized, continuing education and training opportunity for certified judges, through the sponsorship of judges' training and refresher clinics in cooperation with the Women's Technical Committee, and/or other organizations requesting assistance, to qualify judges to officiate at meets of all sizes and various levels.
- C. Financial assistance for in-service training of judges.
- D. Dissemination of technical rules, interpretations, and judging information from FIG, USAG, and other gymnastics organizations.
- E. Generation and promotion of interest to the people in the United States in the sport of gymnastics.
- F. To encourage and maintain research projects that will benefit all levels of judging in the United States.
- G. To communicate with the membership through the National website and State websites or newsletters to disseminate updates and information of the latest techniques in officiating in the sport of gymnastics.
- H. To maintain high ethical standards.

## **ARTICLE III – REGISTERED OFFICE**

- A. NAWGJ is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). Federal Tax Exempt Number 51 0178999.
- B. NAWGJ filed for incorporate status in the State of Nevada in 2011 and as of March 12, 2012 is recognized as a Domestic Nonprofit Cooperative Corporation in the State of Nevada.
- C. The appointed NAWGJ registered agent:

Paul J. Anderson  
Maupin, Cox & LeGoy  
4785 Caughlin Parkway  
P. O. Box 30,000  
Reno, NV 89519 / 89520 (PO Box)

## ARTICLE IV – MEMBERSHIP AND DUES

### Section I – Membership

There shall be two types of NAWGJ memberships:

PROFESSIONAL: Professional membership shall be composed of certified judges with equal privileges of voice and vote through their respective State Associations.

LIFE: Life members are retired/non-retired judges who were/are members of NAWGJ and others chosen to be honored by two-thirds majority of the Board of Directors, with privileges of voice for non-active members and voice and vote for active members.

- A. Each State Association consists of Professional and Life Members.
- B. Each Life Member shall have all rights and privileges provided the Life Member holds a current rating.
- C. A judge may be a professional member in only one State.
- D. Lists of judges’ names, addresses, phone numbers, and e-mail addresses cannot be published on the internet without written permission of the individual.

### Section II – Dues

- A. The annual membership dues shall be:

Professional Membership	(judges)	\$60.00
New Judge Membership	(not renewable)	\$30.00

- Dues are payable upon certification and renewed on an annual basis on July 31<sup>st</sup>.
- Dues are payable to the online membership site or by check or money order mailed to the National Secretary with the required paperwork posted on the website.
- Upon payment of dues and approval, each judge’s name shall be entered into the NAWGJ Membership Directory, and they shall become eligible for assignment.

- B. Distribution of membership dues will be as follows:

Membership	State	Region	National Offices	Insurance	Other*
Professional	\$ 5.00	\$12.00	\$20.00	\$12.00	\$ 11.00
New Judge	\$ 2.50	\$ 6.00	\$10.00	\$ 6.00	\$ 5.50

\*Other (NAWGJ website, Officers insurance, online membership system, other operating expenses)

- C. All income from membership dues, registration, and other activities of NAWGJ shall be deposited in the general fund and shall be available without restriction to pay the expenses of NAWGJ.
- D. Distribution of all membership fees shall be made to the Regional Judging Director and State Judging Directors on a bi-annual basis upon receipt of the disbursement report form.

### **Section III – National/Annual Meetings**

- A. Board of Directors shall meet annually. Special meetings may be called at the request of the President.
- B. A quorum of the members shall be necessary to conduct business. A quorum shall be a majority of the members.
- C. The President shall preside over the meetings of the Board of Directors. In the President's absence, the Vice President will preside.
- D. There will be one annual open meeting of the membership called in the summer at the National Judges' Symposium or at the USAG National Congress.

## ARTICLE V - GENERAL ORGANIZATION

### Section I – Officers

- A. The Executive Committee shall consist of four officers: President, Vice President, National Secretary, and Director of Finance.
- B. The Board of Directors shall consist of the Executive Officers and the eight elected Regional Judging Directors representing their regional membership.
- C. The Past President shall serve on the Board of Directors in an advisory capacity as an At-Large Director for one year.
- D. The National Collegiate Assigner, National Education Director, National Historian, National Judges' Cup Director, National Librarian, and the National Website Director will be appointed and shall serve as At-Large Directors on the Board of Directors, when requested by the President, and will have voice but no vote.
- E. Each Regional Judging Director shall chair a Regional Committee composed of elected State Judging Directors representing their state membership.
- F. Each State Judging Director shall chair an elected State Committee, representing their state membership, composed of a minimum of five and a maximum of nine members, excluding the State Judging Director. Exceptions are by Regional Judging Director approval only.
- G. With the approval of the Board of Directors, States may choose to have two State Judging Directors and two State Committees, while States in close proximity may choose to combine State Judging Directors and State Committees.
- H. With the approval and sanction of the Executive Committee and following input from the governing Regional Judging Director, members may choose to run as co-State Judging Directors.

### Section II – Requirements of Office

- A. All National, Regional, and State Officers, and At-Large Directors, shall be 21 years of age.
- B. All Directors and Officers shall be NAWGJ members and certified at Level 10 or above. When possible, it is suggested that the Executive Officers and Board of Directors (which includes the eight Regional Judging Directors) be certified at National Level or above.
- C. All prospective Directors and Officers shall have been voting members of their respective Committees for at least one year (12 months). (For SJD's, the State Committee; for RJD's, the Regional Committee; for Executive Committee positions, the Board of Directors.) Life Members and appointed National Directors are also eligible if they have previously held an elected position, meet the above criteria, and currently hold the appropriate rating.
- D. Each At-Large Director shall be a member of NAWGJ, certified at Level 10 or above, and submit qualifications for the specific position. Exception: The National Collegiate Assigner must have a National rating or above for the duration of the position.
- E. All State Committee members shall be members of NAWGJ and certified judges for a minimum of one year (12 months).
- F. In the event that there are no candidates who meet the eligibility requirements of a particular office, the Executive Committee has the authority to adjust criteria for eligibility.
- G. Members may only run for Regional Judging Director, State Judging Director, or State Committee in the State or Region on file. The National Membership site profile determines the state of residence for election purposes, except under special circumstances where they may petition the Board of Directors in writing.

- H. A member may not serve in any of the following positions simultaneously: State Judging Director, Regional Judging Director, National Officer, At-Large Director, or Regional Collegiate Assigner.
- I. A candidate for any office must be in good standing under the Canons and the NAWGJ Code of Professional Responsibility.
- J. A current Officer must be up to date with all required reports to be eligible to run for office.

### **Section III – Standing Committees**

- A. The Bylaws Committee shall be composed of three members of the Board of Directors. The Committee Chairperson shall be the Vice President.
- B. Other Standing Committees deemed necessary by the Board of Directors, Regional Committee, or State Committee respectively shall be similarly composed and appointed by the respective Committee.

### **Section IV – Ad-Hoc Committees**

- A. Ad-Hoc Committees may be appointed by the presiding officer of each Committee.
- B. Each Ad-Hoc Committee shall be automatically dissolved upon completion of its report.



## ARTICLE VI – ELECTIONS

### Section I – Duties and Procedures

- A. A simple majority of votes cast shall be necessary for election.
- B. All elections will be run by the Vice President, assisted by the respective directors, with the exception of the position of Vice President and elections occurring in the Vice President's Region. In these instances, the President shall run the election.
- C. The Vice President, Regional Judging Director, and State Judging Director shall submit a slate of eligible candidates for the elected office at their respective levels.
- D. The Regional Judging Director (for Regional elections) and State Judging Director (for State elections) are responsible for disseminating information for each election per the Election Guide.
- E. Applicants must be Professional or Life Members of NAWGJ and meet the established criteria of the office for which they are running.
- F. The Regional election must be completed before any State election in the respective Region.
- G. The State election must be completed before any State Committee election in the respective State.
- H. In the event that an elected Officer is unable to complete a term of office, a replacement will be elected to complete the term. However, if the unfulfilled term is less than one year, the Executive Committee shall determine how the vacancy is to be filled.
- I. An interim election may be held, due to resignations or illness, but the procedures must follow the regular pattern set forth in the "Timeline for the Election" document for the designated election on NAWGJ website.
- J. A judge's voting privilege is in the state where the judge is registered with the National Membership site.
- K. To be eligible to vote in elections, a judge must meet the following criteria ninety (90) days prior to the date the ballots are sent:
  - a. Be an active NAWGJ member with a valid certification.
  - b. Have an address established with the National NAWGJ Membership site. (In the state for SJD and State Committee, and in the Region for RJD.)
  - c. Have achieved the required certification (as per their certification date).
- L. Refer to "Elections Guide" on the NAWGJ website for specific instructions on assisting with elections.
- M. The Executive Officers shall be elected through the voting of the Regional judging Directors and National Officers who shall vote from a slate of eligible candidates for the respective office.
- N. All eight Regional Judging Directors, meeting the criteria, shall be elected by the State Judging Directors and all NAWGJ Level 10 and above members within their respective region, from a slate of eligible candidates.
- O. All State Judging Directors, meeting the criteria, shall be elected by the NAWGJ membership in the respective state, from a slate of eligible candidates.
- P. All State Committee members, meeting the criteria, shall be elected by the NAWGJ membership in the respective state, from a slate of eligible candidates.
- Q. At-Large Directors shall be appointed by the Board of Directors, from a slate of eligible candidates for the respective office.

## Section II - Terms of Office

- A. The President shall be elected and serve a four year term:
  - a. Assuming office on April 1 in even numbered years
  - b. Expiring on March 31 in even numbered years
- B. The Vice President shall be elected and serve a four year term:
  - a. Assuming office on April 1 in even numbered years
  - b. Expiring on March 31 in even numbered years when the president is not elected
- C. The National Secretary shall be elected and serve a four year term;
  - a. Assuming office on April 1 in odd numbered years
  - b. Expiring on March 31 in odd numbered years
- D. The Director of Finance shall be elected and serve a four year term
  - a. Assuming office on April 1 in odd numbered years
  - b. Expiring on March 31 in odd numbered years
- E. At-Large Directors shall be appointed and serve a four year term:
  - a. Assuming office on April 1 in even numbered years
  - b. Expiring on March 31 in even numbered years when the president's term expires
  - c. Candidates for National Collegiate Assigner shall apply for appointment one year prior to the end of the current National Assigner's term.
  - d. The National Collegiate Assigner shall be appointed and serve one interim year as a National Collegiate Assigner-Elect to the current assigner.
  - e. The National Collegiate Assigner shall then serve a four-year term that expires on March 31 when the President's term expires.
  - f. The National Collegiate Assigner may be reappointed for a second term immediately following the first term. The National Collegiate Assigner may only serve two terms consecutively.
- F. Regional Judging Directors shall be elected and serve a four year term:
  - a. Assuming office on May 15 in even numbered years for even Regions and odd numbered years for odd Regions
  - b. Expiring on May 14 in even numbered years for even Regions and odd numbered years for odd Regions
- G. State Judging Directors shall be elected and serve a four year term:
  - a. Assuming office on May 15 in even numbered years for even Regions and odd numbered years for odd Regions
  - b. Expiring on May 14 in even numbered years for even Regions and odd numbered years for odd Regions
- H. State Committee Members shall be elected and serve a two year term:
  - a. Assuming office on August 1st in even numbered years for even Regions and odd numbered years for odd Regions
  - b. Expiring on July 31st in even numbered years for even Regions and odd numbered years for odd Regions

## Section III - Term Limits

The President, Vice President, National Secretary, Director of Finance, At-Large Directors, Regional Directors, State Directors, and State Committee Members may be re-elected for one additional consecutive term only (*partial terms will not be considered when considering the duration of terms*). In the event no eligible candidate indicates interest in the position, approval may be

*requested for the Incumbent to continue to serve an additional term in that position or in another vacant position on the committee.)*

- a. For Executive Officers, approval is granted by the Board of Directors.
- b. For the RJD position, approval is granted by the Board of Directors.
- c. For the SJD position, approval is granted by the Regional Committee.
- d. For the State Committee, approval is granted by the Regional Committee. *Clarification: Service on the State Committee only applies to that person who accrues six years of service time on the State Committee .*
- e. For At-Large Directors, approval is granted by the Executive Committee.
  - Exception: The National Collegiate Assigner may only serve two terms consecutively.

## ARTICLE VII – ETHICS, HEARINGS, RESIGNATIONS

### Section I – Ethics

- A. A guideline of standards for ethical behavior, found in the Code of Professional Responsibility (COPR), shall be followed and enforced.
  - Level One: State-Level Process begins with a written complaint to the SJD (see COPR).
  - Level Two: Appeal Process begins with an appeal to the Vice President (see COPR).
- B. A Committee shall oversee and enforce the standards of ethical behavior for the membership following the procedures outlined in the Code of Professional Responsibility. The Vice President shall be a member of the Professional Responsibility Committee.

### Section II – Hearings

#### **Officers/Directors/Committee Members**

In the event that any Officer/Director/Committee Member fails to carry out the responsibilities of the respective office in an efficient manner, fails to adhere to the Canons or Rules, or is otherwise unprofessional, the Board of Directors will review and resolve the problem following the Level One Process. Said person is entitled to a hearing with the Board of Directors following the Level Two: Appeal Process in the COPR.

#### **Members**

- A. In the event that any member fails to adhere to the Canons or Rules, or is otherwise unprofessional, the Level One: State-Level Process will be followed in the COPR.
- B. Said Member is entitled to the Level Two: Appeal Process, as written in the COPR.

### Section III – Resignations

- A. Any Officer, Director, or Member of a Committee may resign, and a written notice shall be sent to the respective Committee with the information forwarded to the Vice President.
- B. All operational and financial records shall be filed with the Chair of the respective Committee, to which they are directly responsible, prior to the acceptance of the resignation.

### Section IV – Removal from Office Guidelines

Any Director, Officer, or Committee Member of NAWGJ not fulfilling the duties of one's office, fails to adhere to the Canons or Rules, or is otherwise unprofessional, may be subject to removal dependent on the outcome of the Level One or Level Two Process in the COPR.

## **ARTICLE VIII – AMENDMENTS TO THE BYLAWS**

### **Amendments**

- A. Amendments to the Bylaws of NAWGJ shall be presented in writing to the Bylaws Committee for presentation to the Board of Directors 15 days prior to voting.
- B. All proposed amendments shall be voted on and approved by the Board of Directors. Should a vote be necessary, all Board of Directors Members shall vote by email. Responses will be sent to the Vice President for tabulation.
- C. A two-thirds majority vote of the Board of Directors shall be required for adoption of a proposed amendment to the Bylaws.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in *Robert's Rules of Order, Newly Revised*, shall be followed during meetings and are required for adoption of proposed motions and amendments.

## **ARTICLE X – DISSOLUTION OF ASSOCIATION**

Upon the dissolution of NAWGJ, the Executive Committee (Board of Trustee) shall, after paying or making provision for the payment of all liabilities of NAWGJ, dispose of all NAWGJ assets exclusively for the purpose of NAWGJ in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) or the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Committee (Board of Trustee) shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of NAWGJ is then located exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

## **ARTICLE XI – LIMITATION OF POWERS**

Notwithstanding any other provision of these articles, NAWGJ shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

## ARTICLE XII – DUTIES OF OFFICERS

### Section I – Executive Officers

#### A. The President

##### Executive

1. Serve as the Chief Administrator of NAWGJ.
2. Consult with the Executive Officers on all major decisions and policies.
3. Communicate the results of all major decisions in writing to the entire Board of Directors within two weeks of any decision.
4. Be responsible for communications, including the National website.
5. Keep in continual contact with the USA Gymnastics Women's Technical Chairperson and Committee Members, or other pertinent gymnastics organizations, to keep abreast of all national and international developments.
6. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
7. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

##### Meetings

1. Conduct one annual open meeting of the membership in the summer at the National Judges' Symposium or at the USA Gymnastics National Congress.
2. Conduct an Executive Committee Meeting prior to each annual meeting. Additional Executive Committee Meetings may be called when deemed necessary.
3. Be present and preside at all Board of Directors Meetings and vote only when a tie exists.

##### Specific Duties: Authority

1. Be authorized to appoint new committees as deemed essential to the smooth functioning of NAWGJ, with the approval of the Board of Directors.
2. Be authorized to appoint a representative to other committees when necessary.

##### Elections

1. Be responsible for conducting the Vice President election.
2. Be responsible for conducting the RJD election if one occurs in the Vice President's Region.

##### Financial and Reports

1. Be authorized to access funds from the NAWGJ account, sign checks, and review online executive accounts monthly.
2. Has the authority to establish credit in NAWGJ's name. Signatures from any two Executive Officers would be required.
3. Receive written approval from the Director of Finance for:
  - a. Expenditures, depreciable expenditures, or any non-NAWGJ expense in excess of \$500.00.
  - b. Any gift or donation exceeding \$100.00.

4. Submit a complete report of the year's activities to the Board of Directors at the annual meeting. This report shall be made available to all Regional and State Committees.
5. Prior to the Summer Board of Directors meeting, submit a written Annual Report to the NAWGJ Secretary and a summary for the minutes.
6. Annually sign and submit to the Vice President a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## **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.
3. Update and post, on the national website, the Bylaws of the National Association of Women's Gymnastic Judges, Election Guidelines, or other materials.
4. Serve as a proxy to required functions if necessary.
5. Send a copy of the Bylaw changes to the Executive Committee.
6. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
7. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

### **Meetings and Committees**

1. Be present at all Board of Directors and Executive Committee meetings and present, discuss, and vote on pertinent issues.
2. In the absence of the President, preside at all Board of Directors and Executive Committee meetings.
3. Attend meetings as designated by the NAWGJ President. No proxy may be sent to fulfill the attendance requirement.
4. Chair the Bylaws Committee.
5. Follow up on committee projects to assure deadlines and completion.

### **Specific Duties: Elections**

1. Be responsible for conducting elections of National Officers, Regional Judging Directors, State Judging Directors, and State Committees, with the exception of elections occurring in the Vice President's Region, and oversee appointments of National Directors.
2. Send a list of unopposed candidates to the Website Director for posting on the NAWGJ website.
3. In the event that no applications have been received, the Vice President will confirm that no eligible candidates applied. The Vice President will work collaboratively with the respective board or committee to ascertain if the previous officer would like to apply for an additional term; if so, approval must be obtained from the respective Board.

### **Financial and Reports**

1. Be authorized to access funds from the NAWGJ accounts, sign checks, and review online executive accounts monthly.
2. Has the authority to establish credit in NAWGJ's name. Signatures from any two Executive Officers would be required.
3. Receive written approval of the President for:
  - a. Expenditures or depreciable expenditures over \$500.00
  - b. Non-NAWGJ expense in excess of \$500.00
  - c. Any gift or donation exceeding \$100.00.
4. Prior to the Summer Board of Directors meeting, submit a written Annual Report to the NAWGJ Secretary and a summary for minutes.



5. Annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## C. The National Secretary

### Executive

1. Support and collaborate with the President and the Executive Committee at all NAWGJ meetings and activities.
2. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
3. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

### Specific Duties: Meetings & Minutes

1. Be present and take minutes at all Board of Directors and Executive Committee meetings and present, discuss, and vote on pertinent issues.
2. At each Board Meeting the approval of the previous board Meeting shall be documented in the minutes.
3. All financial decisions must be supported in respective committee minutes and approved budgets.
4. Record and distribute minutes to the Board of Directors within three weeks of meetings and send them to the National Website Director for posting.
5. All minutes and attachments are a permanent record to be given to the next National Secretary at the end of the term of office.
6. Maintain an updated Officers' Directory and send it to the National Website Director for posting.
7. Attend meetings as designated by the NAWGJ President. No proxy may be sent to fulfill the attendance requirement.

### Specific Duties: Membership

1. Oversee NAWGJ membership activity, which includes monitoring the online membership system.
2. Approve new online memberships and process any snail-mail memberships. Maintain a membership log for all hand-processed memberships.
3. Generate membership reports when asked by NAWGJ Officers/Directors.
4. Process group renewals from State Judging Directors and deposit checks.
5. Compile six month Membership Disbursement reports (each February and August) for the Director of Finance.
6. File necessary documents with regards to State License and Corporate filings.
7. Coordinate with the National Website Director regarding any updates or design changes to the membership page.
8. Troubleshoot issues with individual memberships and payments. Answer questions from judges and officers.
9. Work with the online membership system regarding online registration for Symposium.

### Financial and Reports

1. Be authorized to access funds from the NAWGJ account, sign checks, and review online executive accounts monthly.
2. Has the authority to establish credit in NAWGJ's name. Signatures from any two Executive Officers would be required.

3. Review online Executive Accounts monthly.
4. Receive written approval of the President for:
  - a. Expenditures or depreciable expenditures over \$500.00
  - b. Non-NAWGJ expense in excess of \$500.00
  - c. Any gift or donation exceeding \$100.00.
5. Prior to the Summer Board of Directors meeting, submit a written Annual Report to the NAWGJ Secretary and a summary for the minutes.
6. Annually sign and submit to the Vice President a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## D. The Director of Finance

### Executive

1. Support and collaborate with the President and the Executive Committee at all NAWGJ meetings and activities.
2. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
3. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

### Meetings

1. Be present at all Board of Directors and Executive Committee meetings and present, discuss, and vote on pertinent issues.
2. Attend meetings as designated by the NAWGJ President. No proxy may be sent to fulfill the attendance requirement.

### Specific Duties

1. Receive and review Quarterly Financial Reports from Regional Judging Directors and State Judging Directors as well as yearly reports from At-Large Directors.
2. Disburse funds to Regional treasuries according to the procedures set forth in this document.
3. File necessary documents:
  - a. Tax form 990
  - b. 1099's
  - c. W-9's
  - d. Quarterly Financial Report
4. Submit the financial reports for audit annually.
5. Submit a financial report, including an annual budget, at the yearly meeting to the Board of Directors for their approval.

### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the Director of Finance's own name and the name of the President and Vice President as Trustees.
2. Be authorized to access funds from the NAWGJ account, sign checks, maintain all accounts, and review online executive accounts.
3. Has the authority to establish credit in NAWGJ's name. Signatures from any two Executive Officers would be required.
4. Receive written approval of the President for:
  - a. Expenditures or depreciable expenditures over \$500.00
  - b. Non-NAWGJ expense in excess of \$500.00
  - c. Any gift or donation exceeding \$100.00.
5. Submit a financial report, including an annual budget, at the yearly meeting to the Board of Directors for their approval.
6. Prior to the Summer Board of Directors meeting, submit a written Annual Report to the NAWGJ Secretary and a summary for the minutes.
7. Annually sign and submit to the Vice President a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## Section II – Board of Directors Members

### Regional Judging Director

#### Executive

1. Represent the Region in which the Regional Judging Director's address is on file with the National Membership site, except under special circumstances when the Board of Directors can be petitioned in writing.
2. Be responsible to the President.
3. Keep in continual contact with the President and convey any educational/technical information of interest to their respective State Judging Directors.
4. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
5. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

#### Meetings & Minutes

1. Be present at all Board of Directors Meetings and present, discuss, and vote on pertinent issues.
2. Hold a minimum of one Regional Committee meeting per year and vote only when a tie exists. A quorum (one more than 50% of all Regional Committee) must be in attendance in order for the meeting to be official.
3. Electronic Meetings are allowed so long as a meeting provides, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.
  - a. Meetings by postal mail, email "chat rooms" or fax are NOT allowed.
  - b. Meetings must be announced as required in the Bylaws.
  - c. Notice must include an adequate description of how to participate.
4. Attend meetings as designated by the NAWGJ President. No proxy may be sent to fulfill the attendance requirement. A proxy:
  - a. Shall not fulfill the attendance requirement.
  - b. May be sent, but the proxy must be a State Judging Director from that Region or a current member of the Board of Directors.
  - c. The Regional Judging Director must obtain written approval from the President in order for the proxy to vote.
5. Minutes: Minutes are a permanent record for all State Committee and Regional Committee Meetings. Minutes may be approved online with Committee members responding to all members. At each Committee Meeting the approval of the previous board meeting shall be documented in the minutes. All financial decisions must be supported in respective Committee minutes and approved budgets.
  - a. Minutes shall be presented for approval within 2-3 of the meeting.
  - b. Within one month of the meeting, approved Regional Committee minutes shall be sent to the Regional and Executive Committees.

#### Specific Duties:

1. Oversee assigning of gymnastics officials, assuring that only the Regional Judging Director, State Judging Directors, and any designated elected assigners on each State Committee issue NAWGJ contracts.

2. Delegate responsibilities to their State Judging Directors.
3. Recommend qualified judges from their respective Regions for selected National and Regional competitions.
4. Ensure that two administrators have the passwords/codes to the Regional website.

#### Elections

Be responsible for assisting the Vice President with State Judging Director and the State Committee elections in the Region.

#### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the Regional Judging Director's own name and that of the Director of Finance and President as Trustees. All accounts and CD's should also carry the Director of Finance and President as Trustees.
2. Be authorized to sign checks, maintain all accounts, and receive and review Quarterly Financial Reports from each SJD in respective Regions.
3. Formulate and submit an annual budget to the Regional Committee for approval.
4. Submit a Quarterly Financial Report to the Director of Finance. Include the reviewed SJD Quarterly Reports. This report must be postmarked by the 28<sup>th</sup> of February, and the 30<sup>th</sup> of May, August, and November.
5. Distribute copies of the last period Quarterly Financial Reports and Fundraiser Reports to the Regional Committee.
6. After consultation with the Regional Committee, shall receive written approval of the Director of Finance for:
  - a. Depreciable expenditures in excess of \$500.00.
  - b. Expenses over \$200.00 for non-NAWGJ meetings or activities. NAWGJ events and responsibilities must take priority over non-NAWGJ events.
  - c. Any gift or donation exceeding \$100.00.
7. Submit W-9's to NAWGJ Director of Finance; best practice for submission is within five days. They must be submitted by December 31st.
8. Complete the necessary reports as listed on the RJD Checklist.
9. Prior to the Summer Board of Directors meeting, submit written Annual Reports to the NAWGJ Secretary and a summary for the minutes.
  - a. Progress from the committees you chair
  - b. Regional activities
10. Annually sign and submit to the Vice President a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## Section III – Other Officers

### A. State Judging Director

#### Executive

1. Represent the State where the State Judging Director's address is on file with the National Membership site, except under special circumstances when the Regional Committee 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 educational or technical information of interest to their State membership.
4. Organize and disperse relevant information to the membership a minimum of four times a year.
5. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
6. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

#### Meetings & Minutes

1. Be present at all Regional Committee meetings and present, discuss, and vote on pertinent issues.
2. Be present at an annual national meeting as designated by the Executive Committee.
3. Hold a minimum of two State Committee meetings per year, and vote only when a tie exists.
  - a. This meeting must be publicized to all State Committees at least three weeks in advance and to the general membership at least two weeks in advance.
  - b. A quorum (one more than 50% of all State Committees) must be in attendance in order for the meeting to be official.
4. Hold a minimum of one State Membership Meeting per year.
  - a. This meeting and agenda must be publicized to the membership at least three weeks in advance.
  - b. A quorum of the State Committee must be in attendance.
5. Attend meetings as designated by the NAWGJ President. No proxy may be sent to fulfill the attendance requirement. State Judging Directors must be present from the start to the end of the SJD Workshops to satisfy the requirement for attendance. The State Judging Director must petition the Board of Directors if there are extenuating circumstances to be considered. A proxy:
  - a. Will not fulfill the attendance requirement.
  - b. May be sent, but must be an elected member of that State's Committee.
  - c. Must obtain written approval from the Regional Judging Director in order to vote.
6. Minutes: Minutes are a permanent record for all State Committee Meetings. Minutes shall be approved online with Committee members responding to all members. At each Committee Meeting the approval of the previous board meeting will be documented in the minutes. All financial decisions must be supported in respective Committee minutes and approved budgets.
  - a. Minutes presented for approval within 2-3 weeks of the meeting
  - b. Within one month of the meeting the approved State Committee minutes shall be sent to the Regional Judging Director and distributed to the State Committee.

### Specific Duties

1. Ensure the accuracy of member information on the NAWGJ membership site.
2. Organize and disperse relevant information to the membership with a copy to the RJD a minimum of four times a year.
3. When technical information is included from USA Gymnastics, it must be approved and signed by the appropriate USA Gymnastics Officer.
4. Delegate responsibilities to the SJD's State Committee.
5. Recommend qualified judges from the State Judging Director's respective state for State and Regional competitions with the assistance of the State Committee members.
6. Attend a Test Administrators' Workshop to be eligible to administer the certification examination.
7. Upon request of the USA Gymnastics State Administrative Committee Chairperson, designate a CPE Coordinator. The State CPE Coordinator will receive and maintain all CPE reports and file them with the officers indicated in the USA Gymnastics Women's Program Rules and Policies.
8. Ensure that two administrators have the passwords/codes to the State website.

### Elections

Determine positions of State Committee Members with approval of the State Committee.

- a. State Committees must have 5-9 members, excluding the State Judging Director. Exceptions are by RJD only.
- b. The State Committee must have an elected Financial Assistant or designate an elected member as a Financial Assistant.
- c. The Assigner must be an elected member to issue NAWGJ contracts.

### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the State Judging Director's 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.
2. Be authorized to sign checks and maintain all accounts.
3. Report finances to the membership at least once a year. This annual financial report must indicate expenses and income for the entire year.
4. Formulate and submit an annual budget to the State Committee for approval. Send a copy to the Regional Judging Director.
5. Submit a quarterly financial report to the Regional Judging Director. The report must be reviewed and signed by the state's Financial Assistant. (Email approval sent from Financial Assistant's email or signed copy of the Financial Report.)
6. The report will include a copy of all receipts and bank statements.
  - a. Must be received by the 20<sup>th</sup> of February, May, August, and November.
7. After consultation with and approval of the State Committee members, receive written approval from the Regional Judging Director for:
  - a. Depreciable expenditures in excess of \$400.00.
  - b. Non-NAWGJ expenses over \$100.00. NAWGJ events and responsibilities must take priority over non-NAWGJ events.
  - c. Gifts or donations exceeding \$100.00.
8. Submit W-9's to NAWGJ Director of Finance; best practice for submission is within five days. They must be submitted by December 31st.



9. Complete and submit the necessary reports as listed on the SJD Checklist.
10. Keep a list of all past State Judging Directors and State Committee members.
11. Annually sign and submit to the Vice President a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## **B. State Committee**

### Executive

1. Must be elected in order to vote. If they are not elected, they may not carry out duties that allow them to:
  - a. Handle funds
  - b. Issue NAWGJ contracts as the designated assigner
  - c. Vote on State Committee issues
  - d. Write anything in print on behalf of NAWGJ, including newsletters or web material
2. Be responsible to the State Judging Director.
3. Represent the state where the address is on file with the National Membership site, except under special circumstances when the State Committee can be petitioned in writing.
4. Fulfill the specific duties as outlined by the State Judging Director for the Board position held.
5. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
6. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

### Meetings

1. Be present at all State Committee meetings and present, discuss, and vote on pertinent issues.
2. Failure to attend two consecutive State Committee meetings shall constitute an automatic suspension. A proxy will not fulfill the attendance requirement. A proxy:
  - a. May be sent, but must be a current member.
  - b. Will not have a vote.
  - c. Must obtain written approval from the State Judging Director.

### Financial and Reports

1. Approve the State Judging Director's budget.
2. Expenditures incurred by a State Committee member must be approved in writing by the State Judging Director.
3. Consult with and receive written approval from the State Judging Director for:
  - a. Depreciable expenditures in excess of \$200.00.
  - b. Non-NAWGJ expenses over \$100.00. NAWGJ events and responsibilities must take priority over non-NAWGJ events.
  - c. Gifts or donations exceeding \$100.00
4. Annually sign and submit to the Vice President a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## Section IV – At-Large Directors

### A. National Collegiate Assigner

#### Meetings

1. Attend the NAWGJ Board of Directors Meeting once per year, if requested by the President.
2. Failure to attend two consecutive Board of Directors Meetings will constitute an automatic suspension.
3. Submit an annual report to the Board of Directors.

#### Specific Duties

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

#### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the National Collegiate Assigner's own name, and that of the President and Director of Finance as the trustees.
2. Collect assigning fees, and reimburse regional assigners for their work.
3. Submit W-9's to NAWGJ Director of Finance; best practice for submission is within five days. They must be submitted by December 31st.

4. Monitor payments to judges when requested and work with judges and institutions to resolve payment issues by May 1st.
5. Submit a yearly financial report to the NAWGJ Director of Finance at the annual meeting.
6. Prior to the Summer Board of Directors' meeting, submit a written Annual Report and summary for the minutes.
7. Obtain permission from the Vice President for depreciable expenses of \$500 or more.
8. Annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## **B. National Education Director**

### Meetings

1. Attend the NAWGJ Board of Directors meeting once per year, if requested by the President.
2. Failure to attend two consecutive Board of Directors meetings shall constitute an automatic suspension.
3. Submit an annual report to the Board of Directors.

### Specific Duties

1. Be responsible to the Executive Committee Officers and/or the Board of Directors.
2. Collaborate with the National Librarian to develop and provide educational materials.
3. Coordinate with the National Website Director to provide online education, including the development of online courses.
4. Assist the Education Committee Chair in overseeing the development of projects.
5. Collaborate with the Board of Directors on the National Symposium.
6. Create an annual plan for development of new educational projects..
7. Work with the Website Director to ensure educational sites are current and accurate.
8. Acquire approval for all technical information used.
9. Collaborate with USA Gymnastics and other national gymnastics organizations on judges' education.
10. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
11. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

### Financial and Reports

1. Obtain permission from the Vice President for depreciable expenses of \$500 or more.
2. Work with the Director of Finance on finance matters.
3. Submit a Quarterly Financial Report for expenses and all monies received and disbursed.
4. Prior to the Summer Board of Directors' meeting, collaborate with committee chair on a written Annual Report to the NAWGJ Secretary.
5. Annually sign and submit to the Vice President a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## C. National Historian

### Meetings

1. Attend the NAWGJ Board of Directors Meeting once per year, if requested by the President.
2. Failure to attend two consecutive Board of Directors meetings shall constitute an automatic suspension.
3. Submit an annual report to the Board of Directors.

### Specific Duties

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

### Financial and Reports

1. Obtain permission from the Director of Finance for depreciable expenses of \$500 or more.
2. Work with the Director of Finance on finance matters.
3. Submit a Quarterly Financial Report for expenses and all monies received and disbursed.
4. Prior to the Summer Board of Directors' meeting, collaborate with committee chair on a written Annual Report to the NAWGJ Secretary.
5. Annually sign and submit to the Vice President a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

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

### Meetings

1. Attend the NAWGJ Board of Directors meeting once per year, if requested by the President.
2. Failure to attend two consecutive Board of Directors meetings shall constitute an automatic suspension.
3. Submit an annual report to the Board of Directors.

### Specific Duties

1. Be responsible to the Executive Committee and the Board of Directors.
2. Present an annual report at the Board of Directors meeting.
3. In conjunction with the Site Committee, select a site and a host with the approval of the Board of Directors.
4. Negotiate the final contract with the host.
5. Assist the meet host/director with promoting the meet.
6. Obtain the judges for the meet.
7. Schedule the judges for the sessions.
8. Obtain assistance from the local NAWGJ representatives.
9. Help coordinate transportation to and from the meet site.
10. For a detailed description, please refer to the Judges' Cup Guide.
11. Ensure that the appropriate gymnastics governing rules are strictly enforced.
12. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.

### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with the name of the President and the Director of Finance as trustees.
2. File with the Director of Finance an accounting of all monies received and disbursed within sixty (60) days of the Cup.
3. Submit a yearly financial report to the Board of Directors at the annual meeting.
4. Prior to the Summer Board of Directors' meeting, submit a written Annual Report to the NAWGJ Secretary and a summary for the minutes.
5. Obtain permission from the Director of Finance for depreciable expenses of \$500 or more.
6. Submit W-9's to NAWGJ Director of Finance; best practice for submission is within five days. They must be submitted by December 31st.
7. Annually sign and submit to the Vice President a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## **E. National Librarian**

### Meetings

1. Attend the NAWGJ Board of Directors meeting once per year, if requested by the President.
2. Failure to attend two consecutive Board of Directors meetings shall constitute an automatic suspension.
3. Submit an annual report to the Board of Directors.

### Specific Duties

1. Be responsible to the Executive Committee Officers and the Board of Directors.
2. Coordinate with the Education Committee to implement the NAWGJ educational plan.
3. Acquire approval for all technical information used.
4. Maintain and publish a catalog of NAWGJ products on the National Website.
5. Receive orders and send products upon request.
6. Maintain a collection development policy with the purpose of the acquisition of materials.
7. Embody and enforce the adherence to high ethical standards in judging and professionalism in the sport of gymnastics.
8. Support and promote the National Judges' Cup. NAWGJ events and responsibilities must take priority over non-NAWGJ events.

### Financial and Reports

1. Submit statements for costs to the Director of Finance for payment.
2. Submit a yearly financial report to the Board of Directors at the annual meeting.
3. Prior to the Summer Board of Directors' meeting, submit a written Annual Report to the NAWGJ Secretary and a summary for the minutes.
4. Obtain permission from the Director of Finance for depreciable expenses of \$500 or more.
5. Annually sign and submit to the Vice President a Confidentiality Agreement and a NAWGJ Conflict of Interest statement.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.



## **F. National Website Director**

### Meetings

1. Attend the NAWGJ Board of Directors Meeting once per year, if requested by the President.
2. Failure to attend two consecutive Board of Directors Meetings shall constitute an automatic suspension.
3. Submit an annual report to the Board of Directors.

### Specific Duties

1. Be accountable to the Executive Committee Officers and the Board of Directors.
2. Post forms on the website when a candidate for the Board of Directors runs unopposed.
3. Keep website costs current (Domain and platform fees).
4. Work closely with the other At-Large Directors to post pertinent information on their events and/or publications.
5. Keep the website professional in appearance and function.
6. Maintain the website with current information.
7. Check all gymnastic organizations (USA Gymnastics, AAU, etc.) websites and/or contact persons regularly for updates on a timely basis.
8. Work with the NAWGJ National Collegiate Assigner and NCAA Rules Interpreter to keep NCAA information up to date.
9. Contact RJD's, SJD's, and individual judges for permission to post articles, scoresheets, cheat sheets, and administrative forms.
10. Be responsible for regularly obtaining and updating the website contents.

### Elections

Collaborate with the Vice President on elections.

### Financial and Reports

1. Obtain permission from the Director of Finance for depreciable expenses of \$500 or more.
2. Submit costs to the Director of Finance for payment.
3. Prior to the Summer Board of Directors' meeting, collaborate with committee chair on a written Annual Report to the NAWGJ Secretary.
4. Annually sign a Confidentiality Agreement and a NAWGJ Conflict of Interest statement. Submit signed documents to the Vice President.

Noncompliance with the responsibilities of this office could result in removal from office after review by the Board of Directors.

## **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 Board of Directors.
3. Expenses will be paid to fulfill these duties.

## ARTICLE XIII - FINANCIAL POLICY

### Section I – Definition

- A. The Financial Policy of NAWGJ clarifies the roles, authority, and responsibilities for essential financial management, activities, and decisions. The purpose of the Financial Policy is to describe how the respective Committees must document and carry out financial management activities.
- B. All Officers and Directors of NAWGJ under section 501 (c) (3) have an ongoing responsibility to ensure that the organization maintains its exempt status and meets its compliance responsibilities.

### Section II – Assignment of Authority

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

### Section III – Separation of Duties

Separation of duties is the means by which no one person has sole control over the lifespan of a transaction. No one person shall initiate, record, authorize, and reconcile a transaction.

### Section IV - Disbursement of Funds

- A. All funds must be distributed for the common good, for purposes stated in our Mission. No monies shall be held in accounts for specific members. Proceeds from fundraising activities cannot be used to benefit only those who participated in the fundraising.
- B. Budgeted funds held in reserve shall have a designated purpose to accomplish our Mission.
- C. All financial decisions and disbursements must be supported in Committee minutes and approved budgets.

Members may request to review past financial reports and supporting documentation.

### Section V – INDEMNIFICATION

- A. NAWGJ will, to the extent legally permissible under Nevada Revised Statutes (NRS), indemnify any person who was or is a party or is threatened to be made a party to any

threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, except an action by or in the right of NAWGJ, by reason of the fact that the person is or was a Director, Officer, employee, or agent of NAWGJ, or is or was serving at the request of NAWGJ as a Director, Officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with the action, suit, or proceeding if the person: (a) Is not liable pursuant to NRS 78.138; or (b) Acted in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of NAWGJ, and, with respect to any criminal action or proceeding, had no reasonable cause to believe the person's conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, does not, of itself, create a presumption that the person is liable pursuant to NRS 78.138 or did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of the corporation, or that, with respect to any criminal action or proceeding, the person had reasonable cause to believe that the person's conduct was unlawful.

- B. NAWGJ may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of NAWGJ to procure a judgment in its favor by reason of the fact that the person is or was a Director, Officer, employee or agent of the corporation, or is or was serving at the request of NAWGJ as a Director, Officer, employee or agent of another corporation, partnership, joint venture, trust, or other enterprise against expenses, including amounts paid in settlement and attorneys' fees actually and reasonably incurred by the person in connection with the defense or settlement of the action or suit if the person: (a) Is not liable pursuant to NRS 78.138; or (b) Acted in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of NAWGJ. Indemnification may not be made for any claim, issue, or matter as to which such a person has been adjudged by a court of competent jurisdiction, after exhaustion of all appeals therefrom, to be liable to the corporation or for amounts paid in settlement to the corporation, unless and only to the extent that the court in which the action or suit was brought or other court of competent jurisdiction determines upon application that in view of all the circumstances of the case, the person is fairly and reasonably entitled to indemnity for such expenses as the court deems proper.
- C. To the extent that a Director, Officer, employee or agent of NAWGJ has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in A or B, or in defense of any claim, issue, or matter therein, NAWGJ shall indemnify the person against expenses, including attorneys' fees, actually and reasonably incurred by the person in connection with the defense.

## ARTICLE XIV - COMPLIANCE

### Section I - Record Retention

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

\*Retained by Director of Finance

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

### Section II – Whistleblower Policy

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

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

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

**B. Reporting Responsibility**

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

**C. No Retaliation**

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

**D. Reporting Procedure**

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

**E. Compliance Officer**

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

**F. Acting in Good Faith**

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

**G. Confidentiality**

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

## Section III – Conflict of Interest

### A. Introduction

1. The purpose of the Conflict of Interest Policy is to protect NAWGJ’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an Officer or Director of NAWGJ or might result in a possible excess benefit transaction. NAWGJ is committed to not only monitor and prevent any financial abuse, but also to use its best efforts to avoid the appearance of impropriety or favoritism, even where none actually exists.
2. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### B. Definitions

#### Interested Person

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

#### Financial Interest

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

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

### C. Procedures

#### Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### Determining Whether a Conflict of Interest Exists

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

#### Procedures for Addressing the Conflict of Interest

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

#### Violations of the Conflicts of Interest Policy

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

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

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

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **E. Compensation**

1. A voting member of the governing board who receives compensation, directly or indirectly, from NAWGJ for services is precluded from voting on matters pertaining to that member's compensation.



2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from NAWGJ for services is precluded from voting on matters pertaining to that member's compensation.

3. Any voting member of the governing board can provide information to any committee regarding compensation. This also applies to any committee member whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly from NAWGJ, either individually or collectively.

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

All elected and appointed officers, Executive Committee, Board of Directors, At-Large Directors, SJDs, and State Committees shall annually sign a Confidentiality Agreement and a Conflict of Interest Statement, affirming they:

1. Received a copy of the Conflict of Interest Policy.
2. Read and understand the policy.
3. Agreed to comply with the policy.
4. Understand NAWGJ is charitable, and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

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

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

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

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

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

##### Transactions which are Deemed Approved

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

1. Judging Fees – Fees paid solely for rendering services as a judge at a competition or event shall be deemed approved, provided that such payments are similar in size and structure to those paid to others who are not interested persons.
2. Honorariums for Services Rendered – Reasonable fees paid solely for rendering services as a presenter or clinician at an educational clinic or for event services shall be deemed

approved, provided that (a) full disclosure is made, and (b) the compensation is similar in size and structure to that paid to others who are not interested persons.

3. But if each of the stated conditions are not present or satisfied, the proposed transaction or arrangement should be reviewed (see Procedures: Duty to Disclose).