

COLORADO GYMNASTICS JUDGES ASSOCIATION
(CGJA)

BYLAWS
of the
Colorado Gymnastics Judges Association
Including amendments through Dec 2, 2023

ARTICLE I
CONSTITUTION

These Bylaws are governed by the Constitution of the Colorado Gymnastics Judges Association.

ARTICLE II
RESPONSIBILITIES OF MEMBERS AND OFFICIALS

- A. Shall have an active email account, for communication with the Association, and check said account regularly.
- B. Shall have a valid and current membership in a Governing Body which allows them to judge men's gymnastics.
- C. Shall have a cell phone number which may be communicated to all meet directors. On each day of a competition to which the Member is assigned (including alternates), the Member must have his/her cell phone active and respond to any call from a meet director, meet referee, or any Official.
- D. Officials shall evaluate each athlete's routine and provide a fair and accurate score, keeping in mind the ranking of athletes on the specific apparatus and in the all-around event, regardless of team affiliation and prior reputation of the athlete.
- E. Officials are expected to arrive one-half hour prior to march-in or competition time as stated in the meet's official handouts or CGJA information unless a specific judges' meeting time has been specified.
- F. Officials are expected to be properly attired, in jacket and tie per the FIG and NGJA, or in other attire as specified for the competition.
- G. Any issues that arise with an assignment must be immediately communicated to the Assigning Director and President.
- H. Failure to appear for and complete a judging assignment shall be considered a serious breach of ethics and shall be referred to the Oversight Board for review.

- I. If an official appears for a meet that has been cancelled or changed and it is an error on the part of the Assigning Director, the official will be paid a reasonable fee by the Association.
- J. If an official appears for a meet that has been cancelled or changed and it is an error on the part of the Meet Director, the Assigning Director shall work out a reasonable fee to be paid to the official.
- K. Each Official shall check with the meet referee, meet director, or designee regarding whether the Official is free to leave the venue.
- L. Each official shall immediately contact the meet referee and/or meet director if he suspects he may arrive later than the time specified.

ARTICLE III
DUES AND FEES

- A. The CGJA shall charge annual dues. The dues will be determined by the President in consultation with the Treasurer and communicated to the members.
- B. NGJA and CGJA fees shall be paid in the manner required by the NGJA and the CGJA. The CGJA may reimburse the NGJA and CGJA fees and other expenses required to officiate per the Treasurer in consultation with the President for all members who complete Certification for the nominal year
- C. The Oversight Board may waive dues for certain groups of members.
- D. Assigning fees:
 - 1. Each Club may be assessed an assigning fee per session for the assigning of officials to its competition, amount to be determined by the President.¹
 - 2. The assigning fee may be waived for any Club that competes athletes in the Annual Judges' Competition.
 - 3. The assigning fee may be waived for all NCAA, GymACT, NAIGC, and CARA competitions. The President in consultation with the Assigning Director may determine fees to be waived for other types of competitions.²
 - 4. Said assigning fee shall be deposited into the Association treasury.³

ARTICLE IV
DISBURSEMENT OF FUNDS

- A. The Treasurer shall reimburse members for office supplies necessary for Association business, including but not limited to stamps, stationary, printing supplies, computer disks,

and website costs. Any amount totaling more than \$250 shall require approval by the President.

- B. The Treasurer shall reimburse members assigned to National Competitions for expenses according to "Out-of-State Assignments," below.
- C. Authorization for further disbursement of Association funds shall be by approval of the President.
- D. Disputes regarding reimbursement shall be resolved by the Oversight Board.

ARTICLE V
DUTIES OF OFFICERS

A. PRESIDENT

1. Shall act in accordance with this document and the Constitution.
2. Shall preside at all association meetings.
3. Shall appoint a secretary at each meeting to keep and distribute minutes. Minutes shall include a list of members attending, all motions taken, and summaries of issues discussed.
4. Shall conduct an annual membership meeting and a judges' course prior to the first competition in the Association States. Shall organize, plan, and administer the instructional part of each meeting.
5. Shall receive all applications for membership and collect all membership dues as needed.
6. Shall promptly pay national dues in accordance with NGJA rules and practices.
7. Shall inform all members of the time and place of each meeting and each issue to be voted on in accordance with this document and the Bylaws.
8. Shall at any meeting where business will be conducted, announce all members voting by proxy and who will be voting for them before any business is conducted.
9. Shall be responsible for planning the procedures for examining, classifying, and certifying all Association members in accordance with NGJA guidelines.
10. Shall sign and distribute, when appropriate and available, certification cards to all members who have fulfilled the requirements.
11. Shall keep all members of the Association abreast of rule interpretations, updates, and changes, or appoint someone to do so.

12. Shall inform members of the need for their input and deadlines therefore before any meeting.
13. Shall appoint all Special Committee chairs.
14. Shall call the Oversight Board to meet whenever necessary and reasonable.
15. Shall consult with other officers, the Oversight Board, and others as required by this document and the Constitution.
16. Shall maintain a web page to facilitate communication between himself, the Oversight Board, and the members of the Association, or designate this.
17. Shall maintain a list of all members per this document.
18. Shall, at least one week prior to an annual meeting, verify the current Association membership list.

B. Treasurer

1. Shall act in accordance with this document, the Constitution, and NGJA requirements.
2. Shall handle all accounting issues of the Association.
3. Shall submit a written financial report to the Association at each Annual Meeting.
4. Shall perform his duties in accordance with modern accounting standards and shall provide detailed records when requested by the President or membership.
5. Shall inform of the President of all issues that require participation of the Officers, in accordance with this document and the Bylaws.

C. Assigning Director

1. Shall act in accordance with this document and the Constitution.
2. Shall be responsible for assigning or recommending Local and Out-of-State Officials to local, National, and College competitions.
3. Shall, in consultation with the President and others as chosen by the Assigning Director, maintain a long-term assigning plan to promote Association members both locally and nationally. This plan shall be submitted to the President by no later than 4 weeks after the annual meeting for review and comment.
4. Shall communicate with the membership.
5. Shall report to the President, all competitions assigned during the year.

6. Shall consult with the State and Regional Chairmen, Regional Development Director, Regional Operations and Education Director, and Senior Regional Director, and any other appropriate person as applicable.
7. Shall work with assigning directors outside of the Association to make judging exchanges.
8. Shall not accept requests for assignment from Out-state-Officials who have not gone through his/her assigning director.
9. Shall ensure that officials are properly paid by the Clubs and College institutions located in the Association.
10. Shall ensure that all Association assigning fees are paid.
11. Shall work closely with meet directors when issues with assignments arise.

ARTICLE VI

DUTIES OF THE OVERSIGHT BOARD

- A. The Oversight Board shall perform the duties listed in this document and be the final arbiter of all disputes put before it. The Oversight Board shall take action in accordance with this document and the Constitution and when requested a member or other person. Such action must include all members of the Oversight Board.
- B. When called upon, the Oversight Board shall resolve issues brought to it and shall instruct Officers and Members as to the Board's decision.
- C. Shall be the final arbiter, by unanimous decision, of the lack of good standing of a member within the Association. The Oversight Board shall apply a "clear and convincing" standard and in the lack of a unanimous decision, the member shall remain in good standing.
- D. All decisions of the Oversight Board shall be taken by a majority vote of the Board, unless otherwise specified.

ARTICLE VII

CERTIFICATION OF JUDGES

- A. The President, in accordance with NGJA procedures, shall certify all candidates requesting certification.
- B. Judges' courses shall be held prior to the beginning of the competitive season: A Junior and National Judges' course and an FIG Refresher. Following the introduction of a new FIG Code of Points, a full National and FIG course shall be held in lieu of an FIG Refresher.
- C. The President shall schedule the judges' course and notify members.
- D. The President can arrange separate certification sessions to address the needs of the membership.

- E. Candidates who complete the Junior and National Judges' course, officiate or practice judge at the Annual Judges' Competition, pass the written junior judges' and NGJA exams, shall be awarded a National Judge's Certification.
- F. Candidates who complete the Junior and National Judges' Workshop but fail to pass the NGJA judges' exam or do not officiate or practice judge at the Annual Judges' Competition may be awarded a Junior Certification.
- G. Candidates who do not pass the Junior judge's exam per the NGJA criteria shall receive no certification, but may participate as a practice judge as competitions.
- H. Members shall officiate any competition in accordance with the Governing Body's requirements.
- I. All Members must pass both the National and Junior Judges' exams, per the NGJA criteria, to be assigned to Competitions.

ARTICLE VIII
JUDGES' INSTRUCTION

- A. Judge's instruction shall be conducted in accordance with NGJA requirements and recommendations.
- B. At a minimum, prior to the competition season, the CGJA shall conduct training courses to allow members to receive an appropriate judge's certification.
- C. The CGJA shall provide training programs to allow potential officials to receive a Junior certification at any time appropriate.
- D. The CGJA shall provide further judges' training at times convenient and appropriate.

ARTICLE IX
ASSIGNMENT OF OFFICIALS

- A. The Assigning Director, in consultation with the President, shall assign officials to all competitions based on the following:
 - 1. The level of competition,
 - 2. Availability, rating, and experience of officials,
 - 3. Professional development of officials,
 - 4. Preparation of officials for subsequent competitions, and
 - 5. Judging exchanges with Out-of-State Officials.

- B. The Assigning Director may entertain the special requests of a meet director, based on rating and experience of officials.
- C. The Assigning Director shall provide each member, assigned to a competition the competition location, times, levels, and event assignments as early as reasonably possible.
- D. Disputes regarding assignments shall be resolved by the Oversight Board.

ARTICLE X

FEE POLICY FOR OFFICIALS

Each Official assigned by this Association shall be paid for his services in accordance with the current CGJA Expense Report & Fee Schedule. (See the CGJA website: www.CGJA.net).

ARTICLE XI

ANNUAL JUDGES' COMPETITION

- A. The Association may hold an Annual Judges' Competition each year.
- B. The proceeds from the Competition shall go into the Association's operating fund governed by the Treasurer.
- C. The Competition shall be organized and run by a Judges' Competition Director selected by the President.
- D. The Annual Judges' Competition Director
 - 1. Shall work closely with the staff of the facility hosting the Judges' Competition
 - 2. May be removed by the President for cause.
 - 3. Shall work with the President and Treasurer on all financial issues regarding the Annual Judges' Competition.
 - 4. May delegate his duties as needed, with prior approval of the President.
 - 5. Shall immediately inform the President of any issues that come up in running the Competition.

ARTICLE XII

ANNUAL JUDGES' MEETING

- A. The Annual Membership Meeting shall take place in conjunction with the Annual Judges' Course, if feasible.

ARTICLE XIII

COMMITTEES

- A. The President may form temporary or standing committees from time to time to address specific issues.
- B. The President shall define the size, scope, duration, and membership of each committee and shall communicate the same to the membership.
- C. The President may require a committee to meet at certain intervals or times.
- D. The President may require the committee to report to the Oversight Board from time to time.
- E. When a committee is needed regarding the President, the Oversight Board may also form such committee.

ARTICLE XIV

OUT-OF-STATE ASSIGNMENTS

- A. Officials assigned by the CGJA to Out-of-State competitions shall act as expected by the NGJA and show the CGJA in its greatest light. Failure to do so may result in prohibition from further Out-of-State assignments.
- B. Officials assigned by the CGJA to Out-of-State competitions may receive compensation for:
 - 1. Mileage to and from home or office and the Official's originating airport at the rate specified,
 - 2. Per diem at the rate specified during the travel period, unless compensated by the meet director,
 - 3. Airline tickets, rental car, necessary hotel, transportation to and from such hotels
 - 4. Parking at the airport at no more than the airport's long-term parking rate
 - 5. Mileage to and from the competition, not exceeding the reasonable cost of a roundtrip flight to and from the meet location, and
 - 6. Should the competition host fail to provide transportation from the arriving airport to the hotel or competition site, the Treasurer in consultation with the Assigning Director and President, shall compensate the Official therefore. The President, or at his direction, the Assigning Director shall then address this failure of judging-exchange protocol.

ARTICLE XV

WEBSITE

- A. The President, along with the Assigning Director or designee, shall maintain a website to communicate information to the membership.
- B. The Assigning Director shall maintain a schedule of all CGJA assignments on the website.
- C. The Assigning Director shall maintain a record for the previous two years of all assignments to Junior, NCAA, and National competitions.
- D. The website shall be linked to and from the Colorado Gymnastics website.
- E. At least one other member must have access to edit the website.

ARTICLE XVI

RECORDS

- A. The President, shall maintain a list of all members of the Association, including their address, phone numbers, and email address.
- B. The Assigning Director shall prepare a report for the Annual Meeting regarding the past competition year, including the number of judges, the number of competitions, quality of said competition, and assigning fee assessed. The report will also include judging fees if said fees are paid through the CGJA.
- C. The Treasurer shall prepare a report for the Annual Meeting regarding the Association's finances for the past competition year.

ARTICLE XVII

AMENDMENTS

- A. Amendments to the Bylaws may be made at membership meetings by a majority vote of the Voting Membership. The proposed amendment must have been submitted in writing to the President no less than four weeks prior to the membership meeting and distributed to the members of the Association by the President, by email, at least two weeks prior to the meeting at which said proposal is to be voted on.
- B. Amendments to the Bylaws may also be made by order of the Oversight Board and will be in effect until the next membership meeting, at which time such amendments must be presented for approval by the Voting Members.
- C. The President shall distribute all proposed amendments to the membership in accordance with this document.

ARTICLE XVIII

EFFECT

These Bylaws, being approved by a majority of a quorum of the membership, at the December 2023 Annual Meeting, shall be effective as of the passing of the Constitution and Bylaws.

ARTICLE XIX

AMENDMENTS

1. To Article III(d)(1): Each Club may be assessed an assigning fee ~~of \$50~~ per session for the assigning of officials to its competition, amount to be determined by the President. Approved by the CGJA Oversight Board Dec 2, 2023.

2. To Article III(d)(3): The assigning fee may be waived for all NCAA, GymACT, NAIGC, and CARA competitions. The President ~~and in consultation with the~~ Assigning Director, ~~in consultation with the President,~~ may determine fees to be waived for other types of competitions. Approved by the CGJA Oversight Board Dec 2, 2023.

3. Added paragraph Article III(d)(4): Said assigning fee shall be deposited into the Association treasury. Approved by the CGJA Oversight Board Dec 2, 2023.