

## SPECIFIC GUIDELINES FOR STATE JUDGING DIRECTOR ELECTION

It is the duty of the State Judging Director to compile a list of all persons who are eligible to run for STATE JUDGING DIRECTOR.

**February 1** A special reminder is sent to the State Judging Director by the Regional Judging Director.

**March 1** A list of all eligible candidates should be published on the State website or sent to the State membership by the present SJD.

The present SJD sends each eligible candidate a letter, which includes:

1. Letter of Eligibility and Duties of the Office of the State Judging Director.
2. Candidate Application Form to be completed by the candidate stating her/his qualifications.
3. A list of dates for the election and the process to be followed.

**\*April 1** Candidate Application Form due: Deadline date of **April 1**. Failure to respond by the deadline date (postmarked) indicates that the candidate does NOT wish to run for the office.

**April 15** Voting begins. Any NAWGJ voting member must meet the criteria for eligibility to vote 90 days prior to the date voting begins.

**April 30** Voting ends. The Regional Judging Director sends results to the President, Vice President and National Secretary.

The RJD also informs the SJDs in the Region for publication in the State website/newsletter as soon as possible.

**May 15** The newly elected State Judging Director assumes office.

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

# STATE JUDGING DIRECTOR CANDIDATE APPLICATION FORM

Letter to Candidate Notifying Eligibility – STATE JUDGING DIRECTOR

Date: March 1, 20\_\_

You are eligible to run for the office of STATE JUDGING DIRECTOR for the term of 4 years. If elected your term would begin on May 15, 20\_\_ and end on May 14, 20\_\_.

If you are interested in running, please complete the form below regarding your qualifications and background and return to the Regional Judging Director by April 1, 20\_\_.

(Request RETURN RECEIPT, please) Failure to respond (postmarked by the deadline date) indicates that you do NOT wish to run for office.

## STATE JUDGING DIRECTOR CANDIDATE APPLICATION FORM

**Name:**

**Address:**

**Phone:**

**Rating:**

**NAWGJ Background:**

**Years of Service:**

**Additional Credits:**

**Comments:**

**PLEASE DO NOT ADD PAGES. SEND TO THE REGIONAL JUDGING DIRECTOR.**

## ELIGIBILITY FOR STATE JUDGING DIRECTOR

1. All National, Regional, State and At-Large Directors and Officers shall be 21 years of age.
2. It is recommended that all State Judging Directors be certified as a Level 10 judge.
3. All prospective Directors and Officers shall have been voting members of their respective Governing Boards for at least one year (12 months). (For SJD's, a State Governing Board; for RJD's, a Regional Governing Board; for Executive Board Positions, the National Governing Board.) Life Members and appointed National Directors are also eligible if they currently hold the appropriate rating.
4. A candidate can only represent the state where her/his address is on file with the National office unless approval has been received otherwise from the RGB.
5. A candidate must be in good standing under the canons and disciplinary rules of the NAWGJ Code of Professional Responsibility.
6. A current Officer must be up-to-date with all required reports to be eligible to run for office.

## DUTIES OF THE STATE JUDGING DIRECTOR

### State and Regional Responsibilities

1. Represent the state where her/his address is on file with the National Office, except under special circumstances when the Regional Governing Board can be petitioned in writing.
2. Be responsible to the Regional Judging Director.
3. Keep in continual contact with the Regional Judging Director and convey any national or international information of interest to their State membership via the State website/newsletter.
4. Enforce the adherence to high ethical standards in judging.

6/2000

### Meetings

1. Be present at all Regional Governing Board meetings and present, discuss and vote on pertinent issues.
2. Attend an annual national meeting as designated by the National Governing Board.
3. Hold a minimum of one State Governing Board meeting per year and vote only when a tie exists. This meeting must be publicized to all State Governing Board Members at least three weeks in advance and to the general membership at least two weeks in advance. A quorum (one more than 50% of all State Governing Board Members) must be in attendance in order for the meeting to be official. Within one month after the meeting, minutes must be sent to the Regional Judging Director and distributed to the State Governing Board.
4. Hold a minimum of one State Membership Meeting per year. This meeting must be publicized to the membership at least 3 weeks in advance with an agenda. (See #3 under Financial and Reports for agenda item.) A quorum of the State Governing Board must be in attendance. Minutes must be taken and sent to the RJD and the membership by newsletter or the state website.
5. Failure to attend two consecutive national State Judging Director Workshops or two consecutive Regional Governing Board meetings shall constitute an automatic removal from office. 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 National Governing Board if there are extenuating circumstances to be considered. A proxy will not fulfill the attendance requirement. A proxy may be sent but must be an elected member of that State's Governing Board and be approved by the Regional Judging Director. The State Judging Director must obtain approval in writing from the Regional Judging Director in order for the proxy to have a vote.

10/2016

8/2017

### Financial and Reports

1. Establish a separate bank account in the name of NAWGJ with her/his own name, and that of the Regional Judging Director and the Director of Finance as trustees. All accounts and CD's should also carry the Director of Finance and Regional Judging Director as Trustees.
2. Be authorized to sign checks and maintain all accounts.
3. Report finances to membership at least once a year. This annual financial report must indicate expenses and income for the entire year. Members are entitled to know the balance of the account but it does not have to be included in the annual report.
4. Submit a Quarterly Financial Report to the Regional Judging Director. The report, with a copy of all receipts and bank statements, must be postmarked by the 20<sup>th</sup> of February, May, August and November.

1/2012

1/2012

7/2014

5. Late reports will result in: 1<sup>st</sup> time: warning and State Governing Board notification; 2<sup>nd</sup> time: fine and State Governing Board notification; 3<sup>rd</sup> time: Regional Governing Board will review and, remove State Judging Director from office or the Regional Judging Director will take over the State Judging Director account. (Refer to Art. I, Section V, Removal From Office Guidelines, in the Operating Code.)
6. Complete and file the State Judging Director's Annual Report Form.
7. After consultation with and approval of the State Governing Board members, receive written approval from the Regional Judging Director for depreciable expenditures in excess of \$400.00. . See also *Financial Policy Section III Guidelines for General Expenditures C. Capital Purchases & Capitalization Threshold Policy* in the *Operating Code*. 8/2017
8. After consultation with and approval of the State Governing Board members, receive written approval from the Regional Judging Director for non-NAWGJ expenses over \$100.00. NAWGJ events and responsibilities must take priority over non-NAWGJ events. 8/2017
9. After consultation with and approval of the State Governing Board members, receive written approval from the Regional Judging Director for any gift or donation exceeding \$100.00. See also *Financial Policy Section V, C. Guidelines for Gifts and Donations*. 8/2017
10. Formulate an annual budget with the approval of the State Governing Board. Send copy to the Regional Judging Director. See also *Financial Policy Section V Disbursement of Funds*.
11. Keep a list of all past State Judging Directors and State Governing Board members.

#### Elections

1. Determine positions of State Governing Board Members with approval of the State Governing Board. According to the NAWGJ Constitution, State Governing Boards must have 5-9 members, excluding the State Judging Director. Exceptions are by RJD only. 8/2017
2. The State Governing Board must have an elected Financial Assistant or designate an elected member as a Financial Assistant. (See also *Financial Policy, Section II Assignment of Authority in Operating Code*.) 8/2017

#### Miscellaneous

1. Organize the publication and distribution of the state newsletter or update the State website a minimum of four times a year. This information is for the membership and the Executive Officers as well as the Regional Judging Director and the other SJD's in the Region. Website or e-mailed information must be mailed to those judges who do not have access to e-mail. This information should also be made available to the National Website Director and the USA Gymnastics State Administrative Committee Chairperson. When technical information is included from the USA Gymnastics, it must be approved and signed by the appropriate USA Gymnastics Officer. 1/2012
2. Delegate responsibilities to her/his State Governing Boards.
3. Recommend qualified judges from her/his respective state for State and Regional competitions, upon request, with the assistance of the State Governing Board members.
4. Administer assigning of gymnastics officials, assuring that only the Regional Judging Director, State Judging Directors and any designated elected assigners on each State Board issue NAWGJ contracts. 4/2017
5. Attend a Test Administrators Workshop to be eligible to administer the certification examination. 7/2005
6. Designate a CPE Coordinator if requested to do so by the USA Gymnastics State Administrative Committee Chairperson. The State CPE Coordinator will receive and maintain all CPE reports and file with the USA Gymnastics State Administrative Committee Chairperson. 6/2002  
7/2005

7. Support and promotion of the National Judges Cup, NAWGJ events and responsibilities must take priority over non-NAWGJ events. (See *Financial Policy* in Operating Code.)
8. Insure that two administrators have the passwords/codes to the State website.

8/2017  
4/2017

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

## SJD Calendar/Checklist

Refer to Operating Code for details

February	20	Financial	Quarterly Financial Report due to RJD Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers
March	1	SJD Election	Letters to eligible candidates to be sent
April	1	SJD Election	Candidate Application due to RJD
May	15	SJD Election	Newly elected SJD assumes office
May	20	Financial	Quarterly Financial Report Due to RJD Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers
June	1	SGB Election	Letters to eligible candidates to be sent
June	15	SGB Election	Candidate Applications due to RJD
July	31	Report	State Governing Board Report due to RJD, Vice President and National Secretary
August	1	SGB Election	Newly elected board assumes office
August	20	Financial	Quarterly Financial Report due to RJD Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers
November	20	Financial	Quarterly Financial Report due to RJD Include: Report, copies of receipts, all bank statements for quarter, fundraiser report, travel vouchers
November	20	Report	Annual Statistical Report due to RJD
November	20	Report	Equipment Inventory Report due to RJD Depreciable items over \$400.00 to be reported Location of NAWGJ records to be listed
Annually		Membership	Review CPE of members
Annually		Membership	Review and correct online membership list
Annually		Meeting	Attend National SJD workshop
Annually		Meeting	Attend Regional Governing Board meeting
Annually		Meeting	Publicize and hold two SGB meetings one of which must be in person. Record decisions (especially financial) and send copy of minutes to RJD

### SJD Calendar/Checklist continued

Annually	Meeting	Publicize and hold a minimum of one general membership meeting annually. Report finances to membership, record in minutes and send minutes to RJD.
Annually	Governing Board	Determine positions for the board with board approval. Delegate responsibilities to SGB
Annually	Testing	Attend a TA workshop to be eligible to administer the certification exam
Annually	Financial	Report finances to membership (balance of account), record in minutes and send to RJD
Annually	Financial	Send W-9's to Director of Finance when generated
Annually	Financial	Report Finances to membership, record in minutes and send to RJD
Annually	Financial	Formulate an annual budget with the approval of SGB, send copy to RJD
Annually	Financial	Consult with SGB and receive <i>written approval</i> from the RJD for depreciable expenses in excess of \$400.00, non-NAWGJ expenses over \$100.00, and gifts and donations exceeding \$100.00
Annually	Responsibility	Promote the National Judges Cup
Annually	Historical	Keep a list of all past SJD and SGB members
Annually	Oversight	Insure that two administrators have passwords/codes to the State Website
Annually	Communication	Publicize newsletter or update website min. 4x yearly