

**COLORADO HIGH SCHOOL
GIRLS' GYMNASTICS JUDGES ASSOCIATION
CONSTITUTION & BY-LAWS
Updated and approved at 12-7-19 BOD Meeting**

ARTICLE I – NAME

This organization shall be known as the Colorado High School Girls' Gymnastics Judges Association. Henceforth to be known as CHSGGJA in this document.

ARTICLE II – PURPOSE

The purposes of this organization are:

- A. To promote the welfare of the sport of gymnastics, its competitors, and officials.
- B. To maintain a high standard of gymnastics judging in accordance with the CHSGGJA Code of Ethics.
- C. To unite all state high school judges in a uniform training program in accordance with the rule book recommended by CHSAA.

ARTICLE III - MEMBERSHIP

SECTION I

The classes of membership shall be:

- A. Certified - An active member must meet the requirements for membership as set down by the Constitution and the By-Laws, and must fulfill training requirements and financial obligations. Certified members will further be defined as follows:

Experienced Certified - an active member who has been certified and judged for two or more consecutive seasons and may sit as a Chief Judge in all events and may be selected to judge regional and/or state meets.

Inexperienced Certified - a member who has fulfilled all the requirements to be a certified judge, but has less than two consecutive seasons of judging experience and may not be selected to judge regional and/or state meets.

- B. Inactive - A previously active member who desires to remain affiliated with CHSGGJA, but gives up his/her right to judge gymnastics for a period of two years, to return to the same level as he/she left. If the inactive official does not return after two years, the official must start over as an Inexperienced Certified official. Reduced fees will be required of all inactive members.
- C. Transfers - A person who has moved to the state of Colorado from another state that uses NFHS rule book. Proof of membership in the previous state association will be required of all transfer members before they can be listed as certified.

ARTICLE IV – ORGANIZATION

The Colorado High School Girls Gymnastics Judges Association “CHSGGJA” is a non-profit organization operating in the State of Colorado.

ARTICLE V - OFFICERS

SECTION I - OFFICERS

The officers of the State Association and Board of Directors shall be as follows:

- President
- Vice-President – Assigning
- Vice President – Information
- Vice President - Training
- Vice-President - Interpreter
- Secretary
- Treasurer

Immediate Past President is an advisor/liason to the President and may attend meetings in a nonvoting capacity.

SECTION II – JOB DESCRIPTIONS

Positions approved at 12-7-19 BOD meeting. Updates to actual responsibilities will be voted on during Dec. 2020.

The duties of the officers are as follows:

PRESIDENT

- The President is responsible to call/conduct all meetings of the Board of Directors (December and August).
- Prepare written agendas and handouts for Board meetings.
- Preside over all Board meetings.
- Attend all CHSAA meetings (State Tournament Committee, Partners Committee Meeting (November and June).
- Chair “Discipline Committee” (when formed) to handle discipline procedures and grievances as stated in the By-laws of the CHSGGJA constitution.
- Work as a liaison between CHSGGJA and CHSAA.
- Communicate with the Board of Directors with pertinent information.
- Write Welcome Letter for Coaches packet and judge’s packet (send to CHSAA by July 1).
- Submit award nominations (NFOA, IBM) to CHSAA.
- Arrange for set up the CHSAA conference room and refreshments for meetings.
- Solicit nominations for all Board of Director positions to the entire membership (even years).
- Compile all the nominations for Board positions and distribute to the Board of Directors one week prior to the December meeting (even years).
- Collaborate on directory production with Secretary.
- Member of the Assigning Committee.

VICE PRESIDENT – ASSIGNING

- Create and chair the Assigning Committee (Minimum of three members including the President, representing all parts of the State).
- Organize and schedule the statewide assigning meeting in collaboration with the committee.
- Organize and coordinate the post-season assigning meeting in collaboration with the committee.

- Contact representatives of the various leagues, geographic areas of the State, and Board of Directors regarding the yearly meeting.
- Obtain preliminary schedules from schools or assigned league representatives.
- Complete a preliminary schedule of all meets in the State to be used at the assigning meeting.
- Confirm that all schools are using the Arbiter website for ALL scheduling of meets.
- Receive and summarize judging evaluations to be used in assigning the post-season meets and communicate that information to the President.
- Forward evaluation information to CHSAA personnel, if needed, copying the President.
- Arrange for publication of State meet schedule to all members and post on CHSGGJA website, in collaboration with the Vice President-Media.

VICE PRESIDENT - INTERPRETER

- Member of the Training Committee to incorporate new rule information.
- Receive inquiries regarding rules, make judgment and distribute interpretations as appropriate.
- Inform all members of changes of judging procedures during the season.
- Attend the National Federation interpretation clinic in August and distribute information to members. In the event the State Interpreter cannot attend, the State President may attend.
- Send interpretation questions to National Federation.
- Summarize interpretations and rulebook changes for meeting.
- Make sure mid/late season interpretations are sent to judges and coaches and posted on the appropriate.
- Update the President and board with national federation information that could affect gymnastics at the state level with regard to committee meetings.

VICE PRESIDENT – TRAINING

- Create and Chair the Training Committee (Minimum of three members including the VP – Interpreter).
- Prepare the training plan for Statewide training each year.
- Confirm date, location, clinicians, videos, handouts.
- Set up on-line testing dates with National Federation by March each year.
- Work with Training Committee to make scoresheets and chief judge deduction sheet updates/corrections to original copies of scoresheets prior to early August.
- Utilize existing expertise to prepare materials, videos, and handouts.
- Communicate all plans with the Board of Directors.
- Update the existing written exam to be used at the yearly training.
- Inform President and board of any training updates.

VICE PRESIDENT – INFORMATION (MEDIA)

- Maintain and keep updated the CHSGGJA website.
- Post all gymnastics related information provided by Board of Directors for inclusion on the website.
- Solicit any help or funds needed to complete this role.
- Help with on-going recruitment efforts. (Postcards, other recruiting materials)
- Prepare and include-the Calendar of Events each year on the website.

SECRETARY

- Record the minutes at all Board of Director meetings.
- Distribute the minutes from Board of Director-meetings to all attendees.
- Be responsible for electronic distribution and all mailings to members.
- Maintain the master list of members. Distribute as needed.
- Assist CHSAA secretary with Directory updates and distributions (collaborating with President).
- Notify VP - Information/Media of updates to the CHSGGJA website membership and calendar issues.
- Run all elections held by the Board of Directors and include in the minutes.

TREASURER

- Create and Chair the Finance Committee. (Three members from the Board of Directors)
- Maintain all recorded funds of CHSGGJA and their disbursements.
- Deposit receipts into bank.
- Issue payments for State Association expenses as incurred (signed by Treasurer) - Reconcile bank statements.
- Produce a preliminary Treasurer's report for the annual Board of Director meeting.
 - Income statement- current year.
 - Reconciliation of cash flows to the beginning and ending bank balances- current year.
 - Membership reconciliation to membership income.
 - Proposed budget-coming season.
- Provide Financial Statements for inclusion on the Website.
- Disburse reimbursements when established by the Board of Directors.
- Confirm ALL expenditures over \$200 with the Finance Committee before disbursement.

IMMEDIATE PAST PRESIDENT

- The Immediate Past-President shall serve as an advisor to the President and is invited to all Board meetings.
- Position is a non-voting participant.

SECTION III – ELECTION OF BOARD OF DIRECTORS

The Board of Directors (seven positions listed above) will be voted on and approved by the current and outgoing members of the existing Board of Directors. This election will take place every two years beginning with even years. The newly elected Board members will begin their term at the conclusion of the Board Meeting.

To provide continuity between new and old Boards, a minimum of three Board of Directors should be retained, even if not in the same elected capacity. Example: VP – Assigning could become President, thus retaining a member from prior board. It is encouraged that existing members of the Board of Directors apply for other member positions.

The Secretary will be responsible for running all elections, counting the votes, and posting the results in the minutes.

SECTION IV – SOLICITATION FOR BOARD OF DIRECTOR POSITIONS

Every even year, the President will request from the entire membership, nominations for all the BOD positions. **Beginning in 2020, there are no longer local associations**, but it is desired that nominations for positions come from all parts of the State. The Board of Directors will take into consideration selecting the new Board from all areas of the State.

A member can be nominated for more than one position during this process, but can only hold one position during each Board of Director cycle.

The President will complete the statewide request by October 15th. The request should be e-mailed to all members and posted on the website. The e-mail will include the job descriptions for all the positions.

Interested candidates will need to submit a one-page statement/resume to the President two weeks prior to the December meeting. The purpose is to show interest and qualifications for the open positions. The nominations will be formatted and distributed to the Board of Directors one week prior to the December meeting.

SECTION V - QUORUM AND REPLACEMENT

To establish a quorum, a two-thirds majority of Board members must be present for voting on all proposals or actions. The Board of Directors will elect all officer positions at the December meeting during even years. The Board of Directors shall have the power to fill a vacancy in any office except President between meetings. This appointment to fill the vacancy will remain in effect until the next Board of Directors meeting.

In case there is a vacancy in the office of President, the Vice President - Assigning shall become the President. Should the office of "Vice President - Assigning" become vacant, it shall remain so until it can be filled at the next Board of Directors meeting.

All items to be presented at the Board of Directors meeting must be presented in writing to the State President at least one week prior to the Board of Director meeting. Any proposal thus presented will be presented to the Board of Directors for discussion and final approval or rejection.

If an officer fails to perform his/her said duties, he/she will be given the option of either resigning or being dismissed from his/her duties. Dismissal shall be by a majority vote of the members of the Board of Directors present and voting.

SECTION VI - OTHER

All items not covered by the CHSGGJA Constitution and By-Laws will be decided upon by a two-thirds majority vote of the member of the Board of Directors present and voting. The meeting shall be devoted to rules interpretation and explanation of rules governing the upcoming season, regulations and policies of operation in the CHSGGJA Constitution.

Changes to the CHSGGJA Constitution or By-laws requires a 2/3 majority approval of a Board of Directors that have met the Quorum requirements. Changes will be proposed and voted on at a regularly scheduled Board of Director's meeting or any special Board of Director's meeting called by the President.

CHSGGJA BY-LAWS

SECTION I

The By-Laws of the Association shall embody Rules of Order and Standing Rules as necessary to provide proper organization and methods of transacting business for meetings of the Board of Directors, temporary and standing committees of the Association. Where not specifically provided for in the Rules of Order or Standing Rules within the By-Laws of the Association, meetings shall be governed by Parliamentary Procedure under Robert's Rules of Order.

SECTION II – DUES

Each member shall be required to pay a membership fee as determined by the Board of Directors. This fee will pay the member's:

- State fees
- Official Rule Book,
- Test fees
- Training and Arbiter fees
- Insurance
- Other judging related fees as determined.

Schedule of Dues:

Beginning in 2020, the following fee schedule will apply. These fees and their amounts may be changed annually by the Board without changing the By-Laws.

Active Certified Members	\$65.00	Due date: June 1st
Late Fee (if assessed)	\$20.00	Late fee starts on June 2 nd
Inactive Member fee	\$20.00	Prior to start of season

Dues paid after the due date are subject to the Late Fee. The Late Fee may be waived if requested by a member or a Board of Director to the Finance Committee. The Finance committee will make the final determination.

SECTION II – TRAINING

This training section may be revised and approved in upcoming discussions. General activity for Interim VP-Training was approved to prepare for the fall training.

Experienced Certified judges will be required to obtain a minimum of five (5) hours of training each year.

List of Training Opportunities:

Attending the yearly rules or practice clinic.	3-4 hours
Attending the bi-yearly rule change clinic.	3-4 hours
Practice judge using the on-line routines	1 hour
Practice judge with an experienced official at a schedule meet.	2 hours/meet
Practice judge with other experienced officials at intra-squads or practice meets	2 hours/meet
Scheduled (approved by VP – Training) training meetings	1-2 hours
Closed book test (80% required to pass test)	1 hour
Any other training opportunity approved by the VP – Training. (CARA, etc.)	1-4 hours

Inexperienced Certified judges will be required to attend a minimum of eight (8) hours of training each year. This requirement can include any of the above training opportunities that will total 8 hours for each of the first two years. The Vice President – Training will determine the appropriate plan for obtaining necessary training and make sure that new officials have obtained the required training.

SECTION III ASSIGNING MEETS

This Assigning section may be revise approved in upcoming discussions. General activity for Interim VP – Assigning was approved at 12-7-19 BOD meeting to prepare for the upcoming season.

The responsibility for selecting officials is an important function that is held by the CHSGGJA. Coaches should not be involved in the assigning process, other than to provide recommendations.

All meet assigning will be conducted at a statewide assigning meeting. The Vice President – Assigning will be responsible for scheduling, communicating, running the yearly assigning meeting, and disseminating the information. All assignments, in particular post season assignments, are subject to approval by CHSAA.

Leagues who have designated assigners for their league will be invited to attend and participate in the process or provide their written recommendations for the various meets. Participants representing the non-Metro areas should also be represented.

The Vice President – Assigning should prepare a preliminary schedule of all meets in the State. This document should be made available for comments prior to the yearly assigning meeting to allow for comments. Final assignments will be made at the yearly assigning meeting.

All meets assigned in Colorado will go into and disseminated through Arbiter (or other electronic system as designated by CHSAA) once assignments have been made. [Approved]

The Assignments should take into consideration:

- The experience level of the officials.
- The specific event preferences (FX, UB, VLT, BB) of officials, especially inexperienced officials.
- Provide State-wide representation when reasonable and available.
- Provide a balance of high experienced and less experienced officials at all tournaments.
- Conflicts of interested.
- League preferences when reasonable.
- Final approval from CHSAA.

SECTION IV – DISCIPLINE [Approved at 12-7-19 BOD meeting]

In the event a member does not comply with the requirements as set forth in the Constitution and By-Laws, he/she may not be allowed to judge.

Any person charged with a violation of the CHSGGJA Constitution may undergo probation procedures. Probation is an official censure varying in time and degree in accordance with the violation of the CHSGGJA Constitution and the determination of the Violation Committee.

The following guidelines shall be adhered to:

1. If an issue arises that may require an individual to be placed on probation, a “Violation Committee”, consisting of three Board of Directors will be created by the Board of Directors to handle the violation. The President will chair this temporary committee.
2. Information regarding the violation will be gathered. Individuals involve in reporting the violation should provide a statement in writing to the Board of Directors.
3. Any individual charged with a violation shall have written notice of the specific charges, the sections of the CHSGGJA Constitution & By-Laws, Rule Book and Code of Ethics which are in violation, and the

possible dimensions of the probation should the violation be proven. A member of the Violation Committee will draft the notice, and it will be reviewed by the other members of the Violation Committee before sending to the individual charged.

4. At this time, the party may request a hearing with the Violation Committee, in person or by phone conference.
5. The Board of Directors Violation Committee shall review the information presented and then make a decision. The decision shall be in writing, signed by the Violation Committee members, and shall state the findings of fact and conclusions and the probation to be administered. Copies shall be sent to the individual involved.
6. After completion of the investigation, the President or the designated appointee shall notify in Writing, if required, to the CHSAA Gymnastics representative.
7. Any individual certified judge placed on individual probation by the Violation Committee has the right to appeal to the full Board of Directors for review ten (10) working days following the mailing of the decision. The President will create a conference call to discuss the individual's appeal. After completion of the appeal, the full Board of Directors will make a final decision.

SECTION V – LATE OR “NO SHOW” OFFICIALS

Showing up late or missing assignments severely affects the operation of the CHSGGJA.

Judges reporting late to previously assigned scheduled meets will not begin judging until an event and/or a level change (JV/V) has occurred. For all meets not utilizing a meet referee, a judge shall be considered late if he/she has not arrived at the gym at the scheduled time for the meet to begin, regardless of whether the meet is ready to begin.

For all meets utilizing a meet referee, such as an invitational, leagues, districts, and state, a judge shall be considered late once the meet referee has begun the pre-meet conference with the judges.

Judges who habitually are late to assignments, may be subject to the Discipline Procedures outlined in Section IV. This may include probation or removal from future meets as decided by the Violation Committee.

SECTION – VI SEXUAL HARASSMENT

All judges are bound by the CHSGGJA sexual harassment, intimidation and violence policy. All judges will receive a copy of the policy.

CHSGGJA POLICY ON SEXUAL HARASSMENT, INTIMIDATION AND VIOLENCE

The CHSGGJA believes that all its members should strive to provide a healthy, safe and appropriate environment for athletic competition. This philosophy dictates that each individual involved with interscholastic competition be treated with respect and dignity. An integral part of a contest official's role is awareness of what behaviors or practices are considered unacceptable. The following information identifies what is considered wrongful conduct, both on and off the contest arena and said conduct is hereby prohibited.

Definitions:

Sexual harassment is a form of sex discrimination, which violates federal law. Sexual harassment illegal. Sexual harassment includes requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

Sexual intimidation is conduct, which subjects' members of either gender to humiliation, embarrassment, or discomfort. Sexual intimidation can be verbal or non-verbal.

Sexual violence is an act of physical aggression that includes a sexual act or sexual intent. Sexual violence could include, but is not limited to, touching, grabbing, or patting another person's intimate body parts, coercive sexual touching, or coercive sexual intercourse. Using force or the threat of force to engage in sexual touching or sexual intercourse also constitutes sexual violence.

MISCONDUCT BY OFFICIALS

Charges of conduct unbecoming an official or of conduct contrary to the best interests of the organization may be brought before the Violation Committee by a member of the organization or school authority. Such charges must be submitted in writing and each case will be considered individually. The accused official must have an opportunity for a hearing before the Violation Committee and each case will be decided on its own merits. Proven misconduct on the part of an official may result in one or more of the following penalties:

1. Permanent suspension; or
2. Suspension for a stated period of time not to exceed two years; or
3. The Violation Committee may impose suspension for an indefinite period of time and reinstatement contingent upon the suspended official meeting such conditions as.

An official is automatically reinstated at the expiration of the suspension imposed for a definite term. An official may apply to the Violation Committee for reinstatement following a suspension for good cause.

In the event that action is taken against a state officer, the remainder of the Violation Committee shall decide whether the member who is suspended, fined or put on probation shall retain his/her position.

Ruling: After the evidence, the Violation Committee and the person presiding at the hearing shall render a written decision within fourteen (14) days.

Right of Appeal: Following the decision of the Violation Committee, the official may appeal in writing within fourteen (14) days to the CHSAA whose decision shall be final. The CHSAA must render a decision on any appeal with fourteen (14) days.

Misconduct Can Be Charged for the Following:

1. Using abusive language.
2. Degrading fellow CHSGGJA members.
3. Providing unwarranted, derogatory news media releases and/or interview.
4. Using distasteful gestures.
5. Using mood-altering substances the day of the contest. The day of the contest is defined from 2:00 a.m. until all assigned contests for the day are completed.

CHSAA game officials are expected to abide by the code of ethics for their respective associations, including proper, accepted social conduct. Violations of this by-law will be investigated and, if substantiated, the official may be suspended from the official's association and CHSAA contests for a specific period. Any official who has been suspended or expelled may appeal the action by an appearance before the CHSAA Executive Committee. The decision of the CHSAA Executive Committee shall be final.

This by-law allows the Association and officials' organizations to discipline officials who have been arrested or convicted of crimes. It allows the Association and officials' organizations to remove the offending official for conduct detrimental to interscholastic athletics and activities. All officials' organizations are required to place this by-law in their organization's constitution.

At the January 21, 1999 Board of Control meeting, the board voted 54-0 to adopt Proposal S-1- Officials' Conduct.

OFFICIALS' CONDUCT

Any official who has been registered by his/her parent officials' group may be suspended and/or banned from the CHSAA registered list of officials for a specified amount of time (including a lifetime ban) by action of the official's organizations' governing board, when:

1. It has been shown that the official is guilty of unethical conduct; or
2. The official refuses to promptly file reports requested by the Commissioner's office and such reports are deemed pertinent to the conduct of coach, contestant, official or school competing under the jurisdiction of the CHSAA; or
3. If the official, as an adult, has been convicted of or has pleaded "guilty" or "no contest" to any criminal charge due to conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
4. If the official has engaged in any illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
5. It is deemed that the official's conduct is detrimental to interscholastic athletics.

*Underline – Proposed changes, to be voted on during December 2020