

**COLORADO HIGH SCHOOL
GIRLS' GYMNASTICS JUDGES ASSOCIATION**

CONSTITUTION & BY-LAWS

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 By-Laws, 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 superior 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 one year, to return to the same level as he/she left. Reduced fees will be required of all inactive members. Inactive membership may not be declared after the dues deadline.
- C. Transfers - a member who has moved from one local association within Colorado to another, or a person who has moved to the state of Colorado from another state. Proof of membership in the previous state association will be required of all transfer members before they can be listed as certified. Any transfer member who cannot provide such proof shall be required to fulfill the obligations of a new judge for the following year, and the local association will determine specific status.

ARTICLE IV - ORGANIZATION

SECTION I

The state shall be divided into local associations as determined by the Executive Committee and the Board of Directors of the State Association.

SECTION II

Each local association will be responsible for the election of officers, determination of representatives to the Board of Directors and training of all its members.

ARTICLE V - OFFICERS

SECTION I

The officers of the State Association shall be as follows: President, Vice President, Secretary, Treasurer, Immediate Past-President, and Liaison.

SECTION II

The duties of the officers are as follows:

PRESIDENT - The President is responsible for calling and conducting all meetings of the Executive Committee and the Board of Directors, presiding over all Board meetings, attending all committee meetings, casting the tie breaking vote and working as a liaison between CHSGGJA and CHSAA.

VICE PRESIDENT - The Vice President performs duties as requested by the President.

SECRETARY - The Secretary shall be responsible for all mailings to all members, recording and distributing minutes from all meetings, maintaining and distributing all lists of membership, and informing all members of changes of judging procedures during the season.

TREASURER - The Treasurer shall maintain all recorded funds of CHSGGJA and their disbursements and submit a financial report at each Board of Directors meeting.

IMMEDIATE PAST PRESIDENT - The Immediate Past-President shall serve as an advisor to the President.

LIAISON - A member of CHSAA shall be an associate member of this association and an ex-officio member of the Board of Directors.

SECTION III

Recommendations for State Officers will be sent to the State President by each local association prior to the winter Executive Committee meeting. The Executive Committee will then determine a slate of officers and present this information to each local association. It will be the responsibility of each local association to poll their members and send its vote to the designated member of the Executive Committee prior to the election deadline. Election of officers shall take place in January of 1977 and every two years thereafter. Officers will assume their duties immediately.

SECTION IV

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 V

The members of the Executive Committee shall be as follows: President, Vice President, Secretary, Treasurer, Immediate Past-President and Liaison.

A two-thirds majority shall be necessary for any action of the Executive Committee present and voting.

Membership on the Executive Committee shall be for a period of two years and a member shall be eligible for re-election.

The Executive Committee shall have the power to fill a vacancy in any office except President and Vice President between meetings. This appointment to fill the vacancy will be until the next Board of Directors meeting. In case there is a vacancy in the office of President, the Vice President shall become the President. Should the office of Vice President 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 Executive Committee meeting. Any proposal thus presented will be presented to the Board of Directors for final approval or rejection.

SECTION VI

The Board of Directors shall be composed of one representative from each local association and the members of the Executive Committee.

The term of office of a member of the Board of Directors shall be for a period of one year. A member may be re-elected at the discretion of each local association. Each member on the Board of Directors shall have one vote.

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 Board of Directors shall meet at a time and place to be determined by the State President. 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.

For any action by the Board of Directors, two-thirds of the membership present and voting will be required.

RULES OF PROCEDURE

SECTION I

The By-Laws of the Association shall embody Rules of Order and Standing Rules as necessary to insure proper organization and methods of transacting business for meetings of the Board of Directors, the Executive Committee, 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.

DUES

SECTION I

Each member shall be required to pay a membership fee as determined by the Board of Directors. This fee will pay the member's local fee, state fee, purchase the official Rule Book, test fee, CHSAA membership card, training fee, insurance, administrative expenses for the Secretary, Treasurer and Executive Secretary.

SECTION II

Dues for active and inactive members must be paid by the deadline. Active member dues paid after the deadline will require a \$10.00 late fee.

SECTION III

Active membership dues will not be accepted after the late membership deadline. If a previous active member desires membership after the late membership deadline, he/she will have to begin at the inexperienced certified level.

TRAINING

SECTION I

All judges will be required to attend an official scheduled training clinic, which will include the interpretation clinic, and pass the written test with 80%. If extenuating circumstances occur, and the above requirements cannot be met, written approval for alternative training must be obtained from the executive Committee prior to September 1 of the judging season.

SECTION II

Inexperienced Certified judges will be required to attend a minimum of eight (8) hours of training each year, which will include the interpretation clinic, plus two (2) meets and/or intersquads practice judging with an experienced judge.

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

Any Experienced Certified judge who misses only one year would be required to attend five (5) hours of training at an official scheduled training clinic, which will include the interpretation clinic, and pass the written closed book test with 80%. Upon completion of the required training and testing, the judge would be reinstated to Experienced Certified status and so listed in the directory.

Experienced Certified judges must have the approval of the local Executive Committee to serve as a clinician for Inexperienced training sessions. Guest clinicians must have the approval of the State Executive Committee.

SECTION III

One State Interpretation Clinic to be attended by the members of the Executive Committee and at least one member of each local association will be held each August following the National Federation Interpretation clinic. One member attending will be designated as local clinician.

Each local association will be responsible for holding an interpretation clinic for its members following the State Interpretation Clinic.

All interpretation clinics are to be held prior to the first meet in an area. A judge is required to attend an interpretation clinic prior to judging.

DISCIPLINE

SECTION I

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

If a judge does not attend an official scheduled training clinic, which will include the interpretation clinic, and pass Part I or Part II of the written test, he/she will not be allowed to judge the current year. The local association president will cancel all contracts and arrangements made to reschedule a certified official.

SECTION II

Any person or local association charged with a violation of the CHSGGJA Constitution shall undergo probation procedures. Probation is an official censure varying in time and degree in accordance with the violation of the CHSGGJA Constitution. All notifications of decisions or hearings should be sent by CERTIFIED MAIL, RETURN RECEIPT REQUESTED. Individual probation shall be the direct responsibility of each local association Executive Committee. The following guidelines shall be adhered to:

1. Minimum requirements are that 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. Local associations are required to keep all pertinent documents with the understanding that this information must be forwarded to the individual involved and all local association Executive Committee members. At this time, either party may request a hearing. The hearing procedure shall follow Sections 3C, D, E (Local Probation).
2. The local Executive Committee or their designated committee shall review the information presented and then make a decision. The decision shall be in writing, signed by the local Executive Committee members, and shall state the findings of fact and conclusions and the probation to be administered. Copies shall be sent by CERTIFIED MAIL, RETURN RECEIPT REQUESTED to the individual involved and all local Executive Committee members.
3. Official censure of a local member shall be carefully documented and copies sent to all members of the State Executive Committee.
 - A. If a local association violation of the CHSGGJA Constitution or an individual probation appeal is filed with the State Executive Committee, the President or designated appointee shall ask for all information and conduct any investigation necessary to determine if any part of the CHSGGJA Constitution & By-Laws, Rule Book and Code of Ethics has been violated.
 - B. After completion of the investigation, the President or the designated appointee shall notify in writing the State Executive Committee, the local Executive Committee, and the individuals involved, the specifications of the charges, the sections of the CHSGGJA Constitution which are in violation, and the possible dimensions of the probation should the violation or appeal be upheld. The letter will also designate a date and time for a formal hearing should either party request such a hearing, at which time all parties may be heard.
 - C. Any of the above are entitled to represent themselves should they so desire. All parties attending

hearings are entitled to be represented by counsel, provided they notify all other parties involved of the name, address, and telephone number of such counsel at least seven (7) working days in advance of such hearing.

- D. The President or the appointed designee may, at the beginning of the hearing, ask for statements clarifying the issues involved.

The President or the appointed designee shall make available any additional information received since mailing the original notice of the violation.

The President or the appointed designee may vary the procedure, but shall afford full and equal opportunity to all parties for the presentation of any material or relevant evidence.

The hearing may proceed in the absence of any party who, after due notice, fails to be present. A decision shall not be made solely on the default of such party.

The President or the appointed designee shall specifically inquire if anyone present has any other evidence to offer or witness to be heard. Upon receiving negative replies, the President or the appointed designee shall declare the hearing closed.

- 4. Any individual certified judge placed on individual probation by a local association Executive Committee has the right to appeal to the State Executive Committee for review ten (10) working days following the mailing of the decision of the local association. Any local association executive has the right to appeal the State Executive Committee concerning an individual probation. Each member of the State Executive Committee shall be notified in writing.
- 5. Local association probation and individual appeal procedures shall be the direct responsibility of the State Executive Committee.
 - A. If a local association violation of the CHSGGJA Constitution or an individual probation appeal is filed with the State Executive Committee, the President or designated appointee shall ask for all information and conduct any investigation necessary to determine if any part of the CHSGGJA Constitution & By-Laws, Rule Book and Code of Ethics has been violated.
 - B. After completion of the investigation, the President or the designated appointee shall notify in writing the State Executive Committee, the local Executive Committee, and the individual involved, the specification of the charges, the sections of the CHSGGJA Constitution which are in violation, and the possible dimensions of the probation should the violation or appeal be upheld. The letter will also designate a date and time for a formal hearing should either party request such a hearing, at which time all parties may be heard.
 - C. Any of the above are entitled to represent themselves should they so desire. All parties attending hearings are entitled to be represented by counsel, provided they notify all other parties involved of the name, address, and telephone number of such counsel at least seven (7) working days in advance of such hearing.
 - D. The President or the appointed designee may, at the beginning of the hearing, ask for statements clarifying the issues involved.

The President or the appointed designee shall make available any additional information received since mailing the original notice of the violation.

The President or the appointed designee shall specifically inquire if anyone present has any other evidence to offer or witness to be heard. Upon receiving negative replies, the President or the appointed designee shall declare the hearing closed.
- 6. The hearing may be reopened by the President or the appointed designee on his own motion, or upon applications from any other involved party at any time before the decision is made. The decision of the State

Executive Committee shall be final.

7. The decision will be made promptly by the members of the State Executive Committee present at the hearing, or, if no normal hearing is requested, the State Executive Committee after reviewing the written information presented shall make a final decision. The decision shall be in writing, signed by the State Executive committee members and shall state the findings of fact and conclusions and the probation to be administered. Copies should be sent to CHSGGJA, all local Executive Committee members and all others involved. The decision of the State Executive Committee shall be final.

SECTION III

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. The judge will be fined \$5.00 by their local association for that meet, to be returned to the Officials' payer.

If an official fails to attend an assigned meet, the following steps will be taken:

- a. A letter of explanation regarding the instance must be written by the offending official to the local association president and the school involved within one (1) week of the offense.
- b. If the situation justifies, a \$10.00 fine will be levied against the judge, to be sent to that judges local association.
 1. The instance will be reported on the next season's information sheet.
 2. If a fine was levied and not paid, no meets will be assigned that judge the following season.

SECTION IV

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 Executive 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 Executive 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 Executive 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 Executive Committee for reinstatement following a suspension for good cause.

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

Ruling: After the evidence, the Executive 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 Executive 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 median 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 officials 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. Athletic By-laws, Article 27, Rule 2760 to read:

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 officials' 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 and activities.