

**BYLAWS**  
**of the**  
**Women's Collegiate Gymnastics Association**  
**As amended**  
**May 2024**

**Article I – Name and Purpose**

**Section # 1 Name**

The name of this organization is the Women's Collegiate Gymnastics Association. The standard abbreviation is WCGA. The organization is incorporated and recognized by the IRS as a 501(c)3 nonprofit in the state of California with the employer identification number 72-1613810. The legal name of the organization is the National Association of Collegiate Gymnastics Coaches/Women doing business as WCGA. The WCGA physically resides with the current Chair of the Board.

**Section # 2 Vision, Mission, and Values**

**The vision statement of the WCGA is:**

To be the advocate for women's collegiate gymnastics.

**The mission statement of the WCGA is:**

WCGA strives to ensure safe, competitive, and educational opportunities for our student-athletes in collegiate women's gymnastics. This will be achieved by supporting our coaches and current programs while advocating for new programs.

**The values statement of the WCGA is:**

1. To perpetuate and improve the sport of women's gymnastics within the colleges and universities in the United States.
2. To encourage colleges and universities in the United States to support gymnastics teams as part of their intercollegiate sports programs, as well as part of their diverse university environments.
3. To communicate with and support the interest of colleges and universities that may be interested in sponsoring women's gymnastics programs.
4. To coordinate efforts with all other agencies promoting gymnastics by stipulating its collective opinions through its elected representatives to the NCAA and USA Gymnastics.
5. To provide coaches tools for the research of trends, issues, and solutions to problems.
6. To provide forums and activities that allow members the opportunities to discuss, enhance and evaluate changes in the sport of gymnastics, with specific implications at the collegiate level.
7. To create new events, properties, activities, publications, literature, materials, promotions and other such enhancements that will aid in the marketing, promotion, and growth of women's collegiate gymnastics.
8. To give concrete recognition for outstanding contributions to the sport by groups, individuals and events.
9. To continue to encourage institutional academic standards at the very highest level for all of our student-athletes.
10. Other purposes, so designated and assigned by the membership.

## **Article II – Fiscal Year**

The WCGA will function on a fiscal year that begins on the 1st day of July and concludes on the 30th day of June, the following year. All basic programs and budgets will be based on the fiscal year.

## **Article III – Membership**

### **Section # 1 Membership Categories**

There shall be two (2) categories of membership. These are accompanied by the respective privileges and restrictions, as listed:

1. Active Members – Colleges/universities whose coaches have the equal privilege of voice and election of a Board of Directors member who will vote on behalf of their conference.
2. Honorary Members – Upon retirement after the completion of a 20 + year career of service, a coach may be nominated for Honorary Membership. These individuals will have the privilege of voice and life membership, if approved by a two-thirds majority of the voting membership. Honorary members will not be permitted a vote.

### **Section # 2 Membership Dues**

1. Active members – for the privilege of voice and vote when applicable, active member institutions shall pay annual membership dues as follows:

NCAA Division I institutions – \$1,050

NCAA Division II institutions – \$750

NCAA Division III institutions – \$500

a) The following are included within the annual dues:

- i. \$200 (minimum) for WCGA Convention registration of one (1) coach  
(based on convention costs)
- ii. \$30 for (judges') JAS Emergency Fund
- iii. \$20 for Collegiate Gymnastics Growth Initiative Fund
- iv. The remaining balance is allocated to the general Fund

b) A fee will be assessed for dues paid by credit card through the Eventbrite website.

c) A fee of \$50 will be assessed for annual dues paid after October 1st.

d) A fee of an additional \$50 will be assessed for annual dues paid after January 1

e) Dues will increase by 5% every even year rounded to the nearest whole dollar for each division

2. Honorary Members – for the privilege of voice and life membership, Honorary Members shall not pay annual membership dues.

3. Members in Good Standing– only members whose dues are paid for the current fiscal year are entitled to attend the annual convention, provide input to the Board of Directors and vote in full membership voting when applicable.

4. Non-payment of dues- Any NCAA (or NAIA) Women's Gymnastics program that does not pay the yearly WCGA Membership dues will not be able to receive the benefits offered by the organization".

This includes, but is not limited to:

- The ability to hold a seat at the annual convention for one coach (unless a ticket is purchased separately, at a later date)
- The ability to have input and/or vote on items that are run through the WCGA, NCAA or USA Gymnastics
- Any newsletters that are sent out via the WCGA (i.e. NCAA Rules Newsletter from NAWGJ, updates on what is taking place in the WCGA)
- The end of the year WCGA Academic awards
- The JAS Emergency Fund
- Any other news, mailings or information pertaining to the WCGA

### **Section # 3 Membership Fees, Assessments, Gifts**

The Association is empowered to levy upon its members, or applicants for membership, such special fees and assessments may be necessary to maintain a sound financial condition. The Association is also empowered to accept gifts to its treasury.

## **Article IV – Annual Meeting**

### **Section # 1 Meeting(s) of the Association Membership**

1. There shall be an annual meeting of the full Association membership. In addition, there shall be a preseason virtual members meeting, prior to January 1. Representation of each member institution is considered best practice.
2. The annual meeting shall take place after the NCAA National Collegiate Women's Gymnastics Championships, at a time and place so designated by the Board of Directors. At this meeting, a summary of the fiscal year's business must be reviewed.
3. Special meetings may be called by the Executive Director or the Chair of the Board of Directors, with a two-thirds majority vote of the full Association membership. Such meetings may be held by teleconference, electronic or other type of meeting environment so long as the approval of the membership is rightfully granted and that such a meeting in no way violates any other written rules according to these bylaws or restricts any individuals or groups from participating.

### **Section # 2 Annual Meeting Discussion and Voting**

For the purpose of streamlining discussions relative to changes in rules of and operations for the women's gymnastics competitive season, the following categories are to be used for discussions at the annual meeting:

Category I: Regular Season

Category II: Post-Season

Category III: Officiating

Category IV: Organization/Administration

Category V: Recruiting

Category VI: Skills/Start Value (every even year only)

Discussions are open to all Association members in good standing and shall be conducted according to Robert's Rules of Order. Voting on all proposals shall take place at the end of the annual meeting and shall be conducted by the Chair of the Board of Directors. The members of the Board of Directors shall each vote based upon the input they have received from their constituents. The Association acknowledges that only the members of the Board of Directors shall have the ability to officially vote on proposals, with the exception of Bylaw changes. Additionally, the Association acknowledges that the decisions of the Board of Directors represent the votes of the entire Association. A two-thirds majority (8 of 12) is required for any vote to pass.

Voting that occurs outside of the annual meeting, via email or conference call by the Board of Directors (after polling and gathering individual votes from each institution in his or her respective conference) shall be considered valid and adopted by the Association. If a two-thirds majority is not reached by the Board of Directors, the item will be tabled until the following annual meeting.

Any rule changes that affect the NCAA Championship season must be forwarded to the NCAA Women's Gymnastics Committee for review and approval or rejection. The Chair of the Board shall present the deliberations of the Association and the decisions of the Board of Directors to the NCAA Women's Gymnastics Committee for their review, both in written form and in presentation, either through physical presence or conference call to the NCAA Women's Gymnastics Committee during its June meeting.

## **Article V – Board of Directors**

### **Section #1 Election Process**

1. Members of the Board of Directors shall be elected by their respective conference at the annual meeting. Only a Head Coach, Co-Head Coach, or Associate Head Coach may be elected to the Board. If there is no option for a Head Coach, Co-Head Coach or Associate Head Coach to be elected, a full-time assistant coach may be elected per approval by the Board of Directors.. The conference will notify the Chair of the Board of Directors once the board representative has been selected. In the event a member of the Board departs his/her/their institution, the conference shall appoint a replacement from that conference within one week of such public announcement.

2. Members serve a two (2) year term and may be re-elected for a consecutive term. Extenuating circumstances to serve beyond consecutive terms will need to be approved by the Chair of the Board of Directors and the Executive Director. To ensure a continuation of Board of Directors business, one half of the members will be elected in even years, the remaining membership will be elected in odd years. The first election of the Board of Directors was in 2014.

Beginning in 2016, the following conferences shall elect (or re-elect) a Board of Directors representative during EVEN years:

- a) Big 12
- b) ACC
- c) GEC
- d) Mountain Pacific
- e) WIAC

Beginning in 2017, the following conferences shall elect (re-elect) a Board of Directors representative during the ODD years:

- a) Big 10
- b) SEC
- c) EAGL
- d) MAC
- e) MIC
- f) Mountain West
- g) NCGA East

### **Section #2 Duties and Responsibilities**

1. Members of the Board of Directors shall be required to attend the annual meeting, staying through the final day of the meeting for Board of Directors' discussions and to vote on all presented proposals on behalf of their respective conferences. June 1 transition to new board reps. Follow up calls in May about items discussed at BOD meeting at convention need to include board reps at those meetings.

2. The Board of Directors will serve in conjunction with the Executive Director as the leadership for the Association, with responsibility for communication, strategy, and management oversight. These areas are defined as follows:

- a) Communication: The members of the Board are the primary point of contact for their respective conferences. Members will be responsible for gathering feedback from the conference institutions they represent and will ultimately vote at the annual meeting on behalf of their conference.
- b) Strategy Oversight: The Board will address current and future issues, challenges, opportunities and outcomes, focusing on relevant topics in women's gymnastics and its relationship to intercollegiate athletics. This will include the opportunity to examine issues and develop strategies for which the Board may delegate implementation to other Association committees.

- c) Management Oversight: The Board will determine how to best serve the membership by evaluating current policies and procedures, ways to improve the Association, e.g., providing an effective and meaningful environment for all coaches attending the annual meeting.
- d) The Board of Directors can remove a Chair of the Board or the Executive Director from office with a two-thirds majority (8 of 12) vote. A new Chair of the Board or Executive Director would then be succeeded by nomination and voting process as soon as possible.
- e) The Board of Directors will be responsible for the oversight of By-Laws updates, requesting an annual review and proposed changes from the by-laws committee and then presenting the updated by-laws to the membership for vote at the annual convention.
- f) The Board of Directors will discuss and decide to approve or deny all expenditures over \$2000 prior to WCGA funds being spent.

### **Section # 3 Guiding Principles**

1. Communication and transparency to the membership.
2. Development of ideas to improve and promote the “product” of NCAA Women’s Gymnastics.
3. Improving the efficiency of voting on proposals and strengthening the Association by unifying conferences through increased dialogue among coaches within each conference.
4. It is the responsibility of the Big Five (Autonomy Group) Board of Directors representatives to submit passed proposals that require adoption by the NCAA to their respective conference office by July 1st. (check on the dates for cycle)

## **Article VI – Officers**

### **Section # 1 Election Process**

1. Candidates for officer positions are brought forth at the annual meeting in the following manner:
  - a) The Board of Directors shall present a slate of at least one nominee for each or any office.
  - b) Nominations may be made from the floor after the Board of Directors makes known their nominee(s).
2. The election of officers shall be conducted as the last item of business at the annual meeting in the following manner:
  - a) The office of Secretary shall be the first order of business for the election of new officers, in the even number years.
  - b) The Chair of the Board of Directors will be the second order of business for the election of new officers, in the even number of years.
  - c) The office of Treasurer shall be the first order of business for the election of new officers, in the odd number years.
  - d) The Vice Chair of the Board of Directors will be the second order of business for the election of new officers, in the off number of years.
3. Officers must be coaches at active member institutions and shall be voted into office by the majority of the voting members present at the annual meeting. Officers may not represent the same institution.
  - The Chair of the Board of Directors must be a head coach or co-head coach. An associate head coach or any other deviation from the requirement would require a nomination, a second and then 2/3rd majority vote by the membership to allow the nomination.
4. The election of officers will be managed and directed by the Executive Director.
5. New officers will assume the duties of their respective new office at the beginning of the next fiscal year (July 1st).

6. The Chair of the NCAA Women's Gymnastics Committee may serve as an ex-officio member of the Board of Directors, if requested by the Chair of the Board.

## **Section # 2 Duties and Responsibilities**

The officers shall have specific responsibilities, obligations and duties associated with their respective position. Their titles, duties, restrictions and other responsibilities shall include, but not be limited to, the following:

1. Chair of the Board – The Chair of the Board of Directors will supervise and manage the Association's Business transacted and conducted between meetings and conduct such business in a manner to reflect the approval of the Board of Directors, on behalf of the association membership. This shall include directing action in emergency situations, overseeing the association's strategic plan. Additionally, the Chair shall manage the selection of the Executive Director and supervise and work with the Board to supervise the duties of the Executive Director. The Chair shall be the WCGA's representative to the NCAA. The Chair will preside over the annual convention. The Chair may receive a stipend of up to \$6000 per year (paid bi-monthly). The annual stipend may be increased by the Board of Directors if determined appropriate.
2. Vice Chair of the Board – The Vice Chair of the Board will assist the Chair of the Board of Directors with tasks as requested. If the Chair of the Board is unavailable for a required meeting or task, the Vice Chair will run the meeting and step in as needed. The Vice Chair will be responsible for implementing Robert's Rules of Order at the annual convention and other meetings as required. The Vice Chair shall receive a stipend of \$1000 per year.
3. Secretary – It shall be the duty of the Secretary to maintain minutes of the annual meeting and Board of Directors calls and meetings. The Secretary will have no voice or vote on Board of Directors calls. The Secretary shall manage the submission and distribution of proposals prior to the annual meeting. The Secretary shall receive a stipend of \$1,500 per year.
4. Treasurer – It shall be the duty of the Treasurer to keep the financial accounts of all Association business, disbursing funds to accounts payable and collecting funds for accounts receivable. The treasurer will be included on all communications related to WCGA funds. The Treasurer shall prepare an annual report of all transactions to be presented at the annual meeting. In conjunction with the association accountant, the Treasurer and the Chair of the Board shall annually prepare the association's tax-exempt reports to the IRS and non-profit tax exempt reports to the state of California. The Treasurer shall receive a stipend of \$2,500 per year.

## **Article VII – Executive Director**

The Board of Directors may hire an Executive Director with a contract length of no more than two years. The Board of Directors and the individual hired as Executive Director shall mutually agree upon a specific job description. The Executive Director shall oversee the day-to-day operations of the organization, including but not limited to:

1. Ensure compliance with IRS filings and other legal obligations
2. Manage membership communication
3. Assist the awards committee with fulfilling their role of nominating and announcing all awards/ recognitions and the implementation of the pre-season poll.
4. Convention planning
  - a) The executive director will provide the Board of Directors potential sites and the budget for the annual convention prior to signing the contract with the host site.
  - b) The treasurer will be informed throughout the process of the expenses for convention and have ample time to make required payments
5. Oversight of sponsor relationships

6. Communications contact for the NCAA, coaches, and other associations, judges, and institutions, as needed to assist the Chair of the Board
7. Membership expansion
8. Fundraising and sponsorships
9. The executive director is required to attend the annual in-person Board of Directors meeting at the annual convention.
10. The executive director will seek approval for expenses from the Board of Directors for all items over \$2000 prior to costs incurred.

The Executive Director shall provide research and recommendations for the Board of Directors and assist with maintaining and achieving the goals and objectives of the strategic plan.

The Executive Director will serve as the WCGA Representative to the Advisory Council of USA Gymnastics and attend all required meetings of USA Gymnastics, representing the interests of the Association. The Executive Director shall report to the Association membership the activities of the USA Gymnastics Advisory Board, inclusive of those that impact or have any consequence on collegiate gymnastics. The Executive Director will coordinate communication for the members to attend the Developmental Program National Championships.

The Executive Director may receive a stipend or salary as determined by the Board of Directors.

### **Article VIII – Standing Committees and Awards**

#### **Committee Membership**

Committee membership shall comprise active members of the Association and invited individuals who have received the approval of the Board of Directors. Each committee shall be composed of a committee chair and optional co-chair and voting members. The committee chair is responsible for leading and delegating within the committee, reporting to the BOD, and training the co-chair (if applicable). The co-chair is responsible for assisting the chair in leading the committee with the intent of taking over the chair position in the future. Committees will provide quarterly reports to the Board of Directors.

Refer to WCGA Operating Manual for a list of committees, descriptions, committee member selection procedures and operations.

#### **Awards**

Awards are stated in the WCGA Operating Manual under “Awards Committee”

### **Article X – Rules of Protocol**

The rules of protocol at all Association, committee and Board of Directors meetings shall be according to Robert’s Rules of Order, so far as applicable, and when not inconsistent with the Bylaws or the best interests of the operation and management of the Association.

### **Article XI – Amendments**

Amendments to the Bylaws shall be made at the annual meeting by a two-thirds majority vote of those members present. Amendments to the Bylaws may be proposed and voted on without prior notice. Amendments to the Bylaws may also be made by order of the Board of Directors and shall be in effect until the next annual meeting, where they must be approved by a two-thirds majority vote of those members present.

### **Article XII – Powers**

The WCGA, its officers, and full Association membership shall have the powers enumerated herein and all other powers allowed under common law, not inconsistent with these Bylaws or the Association’s mission.