

Bylaws of the Women’s Collegiate Gymnastics Association



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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 non-profit 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 which 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 upon the fiscal year.

Article III - Membership

Section # 1 Membership Categories

There shall be three (3) categories of membership. These are accompanied with 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. Associate Members – Media personnel, and friends, athletic administrators, national governing body (NGB) staff, and others. These individuals will have the privilege of voice only.
3. Honorary Members – Upon retirement, a coach may be nominated for Honorary Membership, so approved when voted for with a two-thirds majority of the voting membership. These individuals will have the privilege of voice and life membership.

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

2. Associate Members – for the privilege of voice only, Associate Members shall pay annual membership dues of \$250.

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

4. For Active Members:

- 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 1st

5. 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.

Section # 3 Membership Fees, Assessments, Gifts

The Association is empowered to levy upon its members, or applicants for membership, such special fees and assessments as 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.

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 thirteen 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 (9 of 13) is required for any vote to pass.

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. 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.

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. Private votes will be collected by the coach of the alphabetical first letter of the institution in the conference; the coach will then tally the votes and announce that conference's Board of Directors member to the Association.

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. 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.

- a) Beginning in 2016, the following conferences shall elect (or re-elect) a Board of Directors representative during EVEN years:
 - a) PAC 12
 - b) Big 12
 - c) ACC
 - d) GEC
 - e) Mountain Pacific
 - f) 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) Midwest Independents
- f) Mountain Rim
- e) 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.

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. Board members may be assigned direct oversight of one of the nine standing committees as determined by the Chair of the Board.

- d) The Board of Directors can remove a Chair of the Board or the Executive Director from office with a two-thirds majority (9 of 13) vote. A new Chair of the Board or Executive Director would then be succeeded by nomination and voting process as soon as possible.

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.

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 second order of business for the election of new officers, after the election of the Chair of the Board, in the even number years.
 - b) The office of Treasurer shall be the second order of business for the election of new officers, in the odd number 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.
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 and oversee the bi-annual review of the bylaws.

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. 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.

3. 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 shall prepare an annual report of all transactions to be presented at the annual meeting. The Treasurer shall receive a stipend of \$2,500 per year. 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.

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:

- Ensure compliance with IRS filings and other legal obligations
- Manage membership communication
- Oversight of awards program, preseason poll
- Convention planning
- Oversight of sponsor relationships
- Communications contact for the NCAA, coaches, and other associations, judges, and institutions, as needed to assist the Chair of the Board
- Membership expansion
- Fundraising and sponsorships

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

Committee Membership

Committee membership shall comprise active members of the Association and invited individuals who have received the approval of the Board of Directors.

Section # 1 - Women’s Collegiate Program Committee (WCPC)

The Women’s Collegiate Program Committee shall serve as technical advisory to the Association membership while interfacing with the NCAA Women’s Gymnastics Committee, USA Gymnastics and the WCGA. The WCPC shall review, evaluate, research and recommend rules, technical regulations, Code of Points, judging procedures and all other aspects of the scoring and evaluation process used in collegiate women’s gymnastics. The WCPC shall propose recommendations to the membership to be considered through discussion and the voting process at the annual meeting every odd year. The committee shall consist of the following members:

- a.) one regional representative from each of the six NCAA Regions, elected by the voting members of that region.

b.) one divisional representative from NCAA Division II, elected by the voting members of that division

c.) one divisional representative from NCAA Division III, elected by the voting members of that division

d.) one member of the NCAA Women's Gymnastics Committee, selected by the NCAA Women's Gymnastics Committee, may be added as a non-voting member.

Committee members serve four (4) year terms that shall be staggered according to the following schedule:

- Year 1 – even year South Central and North Central
- Year 2 – odd year Northeast and Division II
- Year 3 – even year Southeast and Division III
- Year 4 – odd year West and Central

Section #2 - Awards Committee

The Awards Committee shall manage the awards programs of the Association, ensuring all the processes and procedures to select recipients are followed, inclusive of deadlines for both nomination and selection, and that the physical awards are ordered, available and prepared for presentation. The Awards Committee chairperson has the opportunity to recommend special awards that shall be discussed and voted upon by the full Board of Directors. In conjunction with the Chair of the Board, the Awards Committee chairperson shall identify and coordinate the efforts of an Academic Awards Chairperson who will be responsible for collecting academic information from all members, processing the data, and distributing both the team and individual WCGA Scholastic All-America academic awards. The Awards Committee shall consist of a chairperson, selected by the Board of Directors, and any number of members who wish to serve.

Section # 3 - Ethics & Bylaws Committee

The Ethics and Bylaws Committee shall serve as a sounding board for other committees, as well as a vehicle for educating coaches and officials in an effort to uphold the reputation of NCAA Gymnastics. The committee shall be prepared to address conflict and uncertainties that arise in our subjective sport. Additionally, this committee shall recommend necessary and appropriate changes to the Bylaws that assist in the operations of the Association and aid in the efficient management of its business. A review of the Bylaws shall be made at least every odd year and a report given at the annual meeting. The Bylaws Committee shall assemble and keep current the Policies and Procedures of all Association Committees.

The Ethics Committee shall consist of a chairperson and other members representing a variety of conferences.

Section # 4 - Judges Assigning System (JAS) Committee

The Judges Assigning System Committee shall be responsible for creating rules and regulations for the assigning system to operate. The goal shall be to have a variety of judges assigned to judge each institution, throughout each season, thus unifying the method in which gymnastics programs hired their judges for each competition season. The JAS shall work closely with the National Assigner and the President of the NAWGJ.

The JAS Committee shall evaluate emergency fund requests and, with the Board of Directors, recommend for approval.

The JAS committee shall consist of a chairperson and other members, representing all areas of the country.

Section # 5 - Women's Collegiate Gymnastics Growth Initiative (CGGI) Committee

The Women's Collegiate Gymnastics Growth Initiative Committee shall explore the growth potential and promote awareness of the sport in the pursuit of additional collegiate gymnastics programs nationwide; in addition, the committee shall support programs at risk.

The Women's Collegiate Gymnastics Growth Initiative Committee shall consist of a chairperson and other members representing a variety of conferences.

Section #6 - Competition and Championships Committee

The Competition and Championships Committee shall serve to suggest rule changes and to make recommendations for NCAA Women's Gymnastics collegiate level competitions, including, but not limited to: equipment issues, timing changes, and standardizing any necessary meet protocols.

The Competition Committee shall consist of a chairperson and any number of members who wish to serve with an emphasis on diversity of schools, conferences, and divisions.

Section #7 - The Diversity, Equity and Inclusion Committee (DEI)

The DEI committee will raise awareness, provide speakers and education to members about a variety of DEI topics. This committee will work with coaches from various conferences and student-athletes to increase the understanding and needs of our programs and people within them.

Section #8 - Ad Hoc Committees

The Chair of the Board may appoint a special committee or task force, on an as needed basis, with specific responsibilities to aid or assist in the development and growth of the Association, conduct research, assist with an event, program or meeting or any other activity that requires the assistance of the Association membership. The Chair of the Board may also dissolve such a committee, as appropriate.

Article IX - Awards and Recognition

Section # 1 - Coach of the Year

The Awards Committee shall make available an award stating “WCGA Coach of the Year”, the year, the coach’s name and the coach’s institution. All Head Coaches or Co-Head Coaches who are members of the Association are eligible for this award. The recipient shall be determined by a vote of the full Association membership.

The award shall be presented to the recipient at the annual meeting and announced the week following the NCAA Championships at the discretion of the Board of Directors.

Section # 2 - Assistant Coach of the Year

The Awards Committee shall make available an award stating “WCGA Assistant Coach of the Year,” the year, the coach’s name(s) and the coach’s institution. While all Association associate head coaches and assistant coaches are eligible for this award, candidates may only be nominated by the Head Coach of their institution. The recipient(s) shall be determined by a vote of the full Association membership.

Two or more associate or assistant coaches may be combined for one vote as a staff.

The award shall be presented to the recipient(s) at the annual meeting and announced the week following the NCAA Championships at the discretion of the Board of Directors.

Section # 3 - Regional Coach of the Year

This award shall be determined by a vote of the membership of each NCAA Region within Division I, Division II and Division III, East and West. Head Coaches and Co-Head Coaches are eligible for this award.

The awards shall be presented to the recipients at the annual meeting and shall be announced at the direction of the Board of Directors to maximize publicity.

Section # 4 - Regional Assistant Coach of the Year

This award shall be determined by a vote of the membership of each NCAA Region within Division I, Division II and Division III East and West. While all associate head coaches and assistant coaches, who are members of the Association, are eligible for this award, candidates may only be nominated by the Head Coach of their institution.

Two or more assistant coaches may be combined for one vote as a staff.

The awards shall be presented to the recipients at the annual meeting and announced at the direction of the Board of Directors to maximize publicity.

Section # 5 - Regional Administrator of the Year

This award shall be determined by a vote of the membership of each NCAA Region within Division I, Division II and Division III East and West.

The awards shall be presented to the recipients at the annual meeting and announced at the direction of the Board of Directors to maximize publicity.

Section # 6 - Regional Gymnast of the Year

This award shall be determined by a vote of the membership of each NCAA Region within Division I, Division II and Division III East and West. Gymnasts should be nominated separately and not combined for one vote.

The awards shall be presented to the recipients' coaches at the annual meeting and announced at the direction of the Board of Directors to maximize publicity.

Section # 7 - All-America Awards – Regular Season

Division I: First (1st) Team All-America shall be awarded to the top eight (8) finishers, plus ties, of the NCAA regular season for all four (4) events plus the all-around based on NQS scores. Second (2nd) Team All-America shall be awarded to the ninth (9th) through sixteenth (16th) place finishers, plus ties, of the NCAA regular season for all four (4) events plus the all-around. The scores shall be based on the NQS at the end of the regular season.

Division II: First Team All-America shall be awarded to the top (1) finisher, plus ties, of the NCAA regular season for all four (4) events plus the all-around. Second (2nd) Team All-America shall be awarded to the second (2nd) place finishers, plus ties, of the NCAA regular season for all four (4) events plus the all-around. The scores shall be based on the NQS at the end of the regular season.

Division III: First Team All-America shall be awarded to the top (1) finisher, plus ties, of the NCAA regular season for all four (4) events plus the all-around in the NCGA East plus Centenary and from the NCGA West. Second (2nd) Team All-America shall be awarded to the second (2nd) place finishers, plus ties, of the NCAA regular season for all four (4) events plus the all-around in each region.

The NQS will be used to determine scores. The restriction in the east to allow no more than one of the away meets to be out of the school's respective region does not apply. The awards will be based on all scores as of the Monday before the NCGA Championships and will be announced the Wednesday before the NCGA Championships.

Awards will be announced at the direction of the Board of Directors to maximize publicity.

Section # 8 - All-American Awards – NCAA National Championship

First (1st) Team All-American shall be awarded to the top four (4) finishers, plus ties, from each of the two preliminary sessions at the NCAA Championship for all four (4) events plus the all-around. Second (2nd) Team All-American shall be awarded to the fifth (5th) through eighth (8th) place finishers, plus ties, from each of the two preliminary sessions at the NCAA Championships for all four (4) events plus the all-around.

Section # 9 - All-American Awards – USA Gymnastics Collegiate National Championship (DI/DII/DIII)

First (1st) Team All-American shall be awarded to every athlete who qualifies for Individual Event Finals, whether or not they actually compete in those finals, and the first (1st) through eighth (8th) place all-around finishers. Second (2nd) Team All-American shall be awarded to any athlete who qualifies as an alternate for Individual Event Finals, whether or not they actually compete in those finals, and the ninth (9th) and tenth (10th) place all-around finishers.

Section #10 - All-American Awards – National Collegiate Gymnastics Association Championship (DIII)

First (1st) Team All-American shall be awarded to the top six (6) finishers, plus ties, for all four (4) events. Second (2nd) Team All-American shall be awarded to the seventh (7th) through twelfth (12th) place finishers, plus ties, for all four (4) events. All-American shall be awarded to the first (1st) through tenth (10th) place finishers in the All-Around.

Section # 11 - Scholastic All-America Awards

The Scholastic All-America Award shall be presented to each gymnast who maintains a 3.5 overall grade point average or a 3.5 current year grade point average and whose name appears on the team’s NCAA Squad List for the current year. This information must be documented and submitted on the official WCGA Scholastic All-America Form by the head coach of the respective institution.

The WCGA Scholastic All-America certificate shall be awarded to both the gymnast and the head coach.

Section # 12 0 Team Academic Award

The WCGA Team Academic Award shall be announced as the institution with the highest combined grade point average of all the individuals listed on the NCAA Squad List for the current academic year.

Section # 13 - Special Service Awards

Special Service Awards may be given to anyone, in any form, whom the membership feels has earned such recognition. Nominees should be presented to the Board of Directors for selection.

Special Service Awards shall be announced with appropriate awards at the discretion of the Board of Directors.

Section # 14 - Media/Marketing Award

A Media/Marketing Award may be given to anyone who has done exceptional work to promote collegiate women’s gymnastics, student-athletes, and/or coaches. Nominees should be presented to the Board of Directors for selection.

Special Service Awards shall be announced at the discretion of the Board of Directors.

Section # 15 - External Awards

The Chairperson of the Awards Committee shall be responsible for coordinating the nomination and selection process for external awards available to collegiate gymnasts, including but not limited to the

AAI Award and the Honda Award, based on the needs of the organizations associated with the awards.

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.