

## RHYTHMIC PROGRAM COMMITTEE CHARTER

The USA Gymnastics Rhythmic Program Committee (“RPC” or “Committee”) is a standing committee under USA Gymnastics’ Bylaws. The Committee will develop, organize, and design USA Gymnastics’ Rhythmic (the “Program”), and will have overall responsibility for the direction of the Program. As an operating committee under the USA Gymnastics Bylaws, the RPC will work with the appropriate USA Gymnastics staff persons as set forth herein, such staff persons will be overseen by the President.

**1.0 COMPOSITION.** The Committee consists of six (6) voting members: National Administrative Committee Chair (voting); International Elite Coaches’ Committee Chair (voting); Judges’ Representative (voting); Member-at-Large (voting); Athlete Selection Representative (voting); Athlete Support Representative (voting); USA Gymnastics Vice President of Rhythmic Program (non-voting).

### **2.0 ELECTIONS AND APPOINTMENTS.**

**2.1 Criteria for nominations:** All nominees must be: Professional members of the Rhythmic Program at least majority age and in good standing for a minimum of 2 (two) consecutive years immediately prior to the nomination. A member in good standing is defined as a person who has complied with all USA Gymnastics policies and all aspects of the program as outlined in the *Rules and Policies*. Prior to being placed on the ballot, all nominees must sign a document that verifies that they have read and understood the duties and responsibilities of the office for which they have been nominated and submit their resumes to the appropriate USA Gymnastics officer.

**2.2 Qualifications:** Each constituency shall determine the qualifications for its elected member.

**2.3** The Judges representative must:

**2.3.1** Hold a current professional membership

**2.3.2** Have a current National or Brevet rating.

**2.3.3** Be fully certified in the Development Program of the current cycle.

**2.3.4** Have active judging assignments which include but are not limited to Regional and National events in the current or previous cycle.

**2.3.5** Have previous or current coaching background within the US, including but not limited to the Development Program.

**2.3.6** Have organizational, communication and computer skills needed for this administrative position.

**2.4 The election of the Judges' representative** shall be conducted by the National Office. They will be elected by all National and US Brevet judges.

**2.4.1** The Judges representative shall be elected by majority (1 over 50%) of votes cast. If no candidate receives the majority vote and a run-off election is necessary, the run-off election will be between the two (2) candidates receiving the most votes.

**2.5 The election of the Member at Large** shall be conducted by the National Office.

**2.5.1** Any active Rhythmic Program Professional Member will be eligible for nomination.

**2.5.2** Following a call for nominations, an election will be held, and all active Rhythmic Professional Members will be eligible to vote. The person who receives the most

votes will be named the Member At-Large on the Program Committee and will serve a 4-year term.

- 2.6** The International Elite Coaches Committee Chair and National Administrative Committee Chair are the individuals elected to those respective roles through the processes established by those respective subcommittees but subject to the term and term limits set forth herein. The individuals will serve a term of four (4) years on this Program Committee and shall not serve more than two (2) consecutive terms but may serve again, if elected, following one four (4) year term away from the Committee.
- 2.7** The Athlete Representatives are appointed by the USA Gymnastics Athlete Council.
- 3.0 VOTING.** Voting members shall elect the Chair in January of every year. The Chair must be actively involved in the Rhythmic Program as a coach, judge, or administrator and must have served on the Rhythmic Program Committee for 2 years. The Vice President of Program will serve for the duration of their employment by USA Gymnastics in that role.
- 4.0 MEETINGS AND MINUTES.** The Committee shall meet monthly by telephone or videoconference including at least one in-person meeting each calendar year. The Committee may hold more frequent meetings as necessary or desirable. A majority of the voting Committee members present at a meeting shall constitute a quorum. Once a quorum is established, a majority vote of the present Committee members shall constitute action of the Committee. The Committee shall maintain minutes of all meetings and publish these on the USA Gymnastics website.
- 4.1** The Rhythmic Program Manager shall coordinate with and assist the Committee. The PC Chair will secure, correlate, and disseminate agenda items for meetings and conference calls in advance of the meetings and calls. Unless determined otherwise for a particular meeting by action of the Committee: (a) the two (2) Programs Council Rhythmic representatives will be invited to attend Committee meetings as guests.
- 5.0 ACTION WITHOUT A MEETING.** The Committee may take action without a meeting if written notice as described in this section (the "Notice") is given to each Committee member, and each member by the time stated in the Notice either votes in writing for or against such action, abstains in writing from voting, fails to respond or vote, or fails to demand in writing that action not be taken without a meeting. The Notice shall state the action to be taken, the time by which a Committee member must respond, and that failure to respond by the time stated in the Notice will be treated as an abstention. If, at the end of the time stated in the Notice, a majority of the Committee members have voted for the proposed action, then the action is approved and constitutes action of the Committee. All communications under this section may be transmitted or received by the Committee by email or other form of electronic communication. Action taken pursuant to this Section has the same effect as action taken at a meeting of the Committee.
- 6.0 TERM LIMITS.** The members of the Committee including but not limited to the PC Chair, Judges Representatives and the Member at Large will serve a (4)-year term that begins on August 1 of the election year and ends on July 31 of the fourth year. Elections will take place in the fourth year of each term. The members of the Committee including the PC Chair, the Judges Representatives and the Member at Large shall not serve more than two (2) consecutive four-year terms but may serve one (1) additional term, if elected or selected, following one four (4) year term away from the Committee. Athlete Representatives will serve two-year terms with a maximum of four (4) consecutive terms.

**7.0 VOTING.** If a Committee member recuses herself from a Committee vote for any reason, then a representative of the same subcommittee, appointed by that subcommittee, may vote instead. For example, if the National Administrative Committee Chair recuses herself, then the National Administrative Committee may appoint another representative from the National Administrative Committee to vote instead. If the Athlete Selection Representative or Athlete Support Representative recuses herself from voting for any reason, then a replacement athlete representative (approved in advance by the Athletes Council) will cast the vote. If the Athlete Selection Representative and the Athlete Support Representative both recuse themselves from voting for any reason, then two replacement athlete representatives (approved by the Athletes Council) will cast the other vote.

**8.0 VACANCIES AND REMOVAL.** A Committee member's position on the Committee is regarded as an interim vacancy if a committee member is unable to perform her duty for a limited period of time not to exceed one (1) year (e.g., is not able to attend meetings or participate in committee business for a limited duration, or has an interim suspension imposed). For an interim vacancy, the remaining PC members will appoint an interim replacement. The interim replacement must be an individual who is qualified to fill the role. Any interim replacement Athlete Representative will be drawn from a pool of athletes approved in advance by the Athletes' Council.

A Committee member's position on the Committee becomes permanently vacant upon the member's resignation, removal, incapacity, disability, or death, or upon the expiration of the member's term. Any member may resign at any time by giving written notice to the PC Chair, except the PC Chair's resignation shall be given to the Vice President. Members of the Committee will be removed by the Committee if they fail to attend in person or participate by telephone or videoconference in at least three fourths (3/4) of the regular meetings of the Committee during any twelve (12) month period, unless they are able to demonstrate to the other Committee members that the presence of exigent circumstances caused and excused the absences. A member shall be removed in accordance with the preceding sentence by the affirmative vote of a majority of the voting power of the Committee (excluding the absent member). A member may also be removed for cause at any duly noticed meeting of the Committee, and after being provided an opportunity for the member to be heard by the Committee, upon the affirmative vote of at least two-thirds (2/3) of the total voting power of the Committee (excluding the member in question).

For any permanent vacancy occurring in the Committee with less than one year remaining in the term, the remaining PC members will appoint a replacement in the same manner as an interim replacement.

Any permanent vacancy occurring in the Committee with one year or more remaining in the term, shall be filled as set forth in Section 2.0. A member elected to fill a vacancy shall be elected for the unexpired term of such member's predecessor in office. The remaining PC members may appoint an interim replacement until the election is complete. The appointment process or election will be conducted in a timely manner.

**9.0 COMMITTEE DUTIES.** The Committee will:

**9.1** Be charged with the development of a well-organized and well-designed program for rhythmic gymnastics in the United States, consistent with the goals and objectives of the corporation.

- 9.2 Distribute and disseminate technical materials, rules and regulations, educational materials, and other information necessary and appropriate to support the coaching and judging community.
  - 9.3 Provide for the improvement and growth of rhythmic gymnastics through the training education, certification and evaluation of coaches, judges, and athletes.
  - 9.4 Receive recommendations from the sub-committees for changes in the *Rules and Policies and Operating Code*.
  - 9.5 Maintain and update the *Rules and Policies*.
  - 9.6 Review and approve minutes of all sub-committees, except IEC international assignments, and serve in an arbitration capacity of all sub-committees, when necessary, and make the final decision after all parties have presented their views.
  - 9.7 Accept recommendations from sub-committees.
  - 9.8 Assist in setting goals for each sub-committee.
  - 9.9 Evaluate, on a continuing basis, the progress of the sub-committees.
  - 9.10 Set the criteria for nomination of candidates for the two Program Council Members of the Rhythmic Program.
  - 9.11 Verify that the nominees of the Program Council meet the criteria for nomination.
  - 9.12 Annually recommend a slate of nominees (athlete and coach) for the USA Gymnastics Hall of Fame.
  - 9.13 Perform duties as assigned by the Board, the Program Director/VP of Program, the Chief Programs Officer, the President, and the PC Chair.
  - 9.14 Meet regularly in adherence with the Committee Charter.
  - 9.15 Provide leadership for a visible, viable relationship with USA Gymnastics, subcommittees, Rhythmic members, and other related groups.
- 10.0 **DISCLOSURE OF CHARTER.** This charter shall be made available on the USA Gymnastics website.
- 11.0 **EFFECTIVENESS AND AMENDMENT.** This Charter must be approved by the Board. Any amendment or other modifications of this Charter shall be made a majority vote of the voting members of the Program Committee, subject to approval by the Board.
- 12.0 **COMPENSATION.** No salary or other compensation shall be paid for serving as a member of the Committee except the Vice President of Program whose salary shall be fixed, increased, or decreased by USA Gymnastics.
- 13.0 **CONFLICTS OF INTEREST/GIFT & ENTERTAINMENT/CONFIDENTIAL INFORMATION.** All members of the Committee will adhere to the USA Gymnastics' Conflicts of Interest Policy, the Gifts and Entertainment Policy and the Confidential Information Policy.

Each year, all elected and appointed officials and committee members must submit a completed Conflict of Interest and Confidentiality Form to the National Office no later than: (i) two (2) weeks, or fourteen (14) days, following the acceptance of the elected or appointed position; or (ii) the last day of the respective committee's annual term of office renewal.

As the annual receipt of these documents is an eligibility requirement by both USA Gymnastics and the USOPC, any individual refusing to sign or submit these documents by the appropriate due date forfeits their opportunity to serve on any USA Gymnastics committee.