

XCEL Rhythmic Program Committee Charter

The USA Gymnastics Xcel Rhythmic Program Committee (“Committee”) is an operating committee and will work with the appropriate USA Gymnastics staff persons as set forth herein; the President will oversee such staff persons. The Committee coordinates a national effort to inform, train, educate, and advise gymnasts, coaches, and Xcel evaluators in the Xcel Rhythmic Program.

1. **Composition** The Committee consists of no more than eight (8) voting members.
 - 6 Regional Representatives -Voting (6)
 - 2 Athlete Representatives -Voting (2) weighted x2
 - Xcel Rhythmic Chair (non-voting)
 - Xcel Development Coordinator will cast a vote only in the case of a tie or acclamation.
2. **Regional Coach Representatives (6)** to serve on the Xcel Rhythmic Program Committee:
 - a. A majority vote of the current Rhythmic Program professional membership within each Region shall elect one Coach Representative per Region.
 - b. Qualifications to serve as Coach Representative:
 - i. Must be a pro member in good standing.
 - ii. Must have been coaching for two or more seasons and is currently coaching athletes in the Xcel Program
 - c. Elections for the Regional Xcel Rhythmic Program coach representative will be conducted one year after the Olympic Games.
 - d. Elections are to be completed by June 30th and the term of office begins July 1st.
3. **Xcel Rhythmic Chair (1)** shall be elected by a majority vote of all USA Gymnastics Rhythmic professional members to serve on the Xcel Rhythmic Program committee:
 - a. Qualification to serve:
 - i. Must have served one prior term on the Xcel Rhythmic Program Committee.
 - ii. Must have been coaching at the Silver or higher Xcel level for two or more years.
 - iii. Must have been a Regional Committee member within the past ten years.

4. **Athlete Representatives (2)** will be appointed by the Athletes Council

5. **Committee Responsibilities:**

The Xcel Rhythmic Program Committee (XRPC) shall be responsible to:

- a. Formulate philosophies to guide the Xcel Rhythmic program
- b. Develop, write, and revise the Xcel Technical Handbook
- c. Develop and implement strategies for the growth of the Xcel Program in all six regions of the country
- d. Respond to technical inquiries for the Xcel Program
- e. Design content for educational symposiums for the community
- f. Establish policies for the operation of the Xcel competitive program
- g. Determine technical rules and regulations as they apply to competitive evaluation for Xcel
- h. Support and attend Xcel events in their area
- i. Recommend Xcel topics to the National Office for USA Gymnastics Congresses
- j. Other duties and projects as identified by the Rhythmic Program Committee or Vice President of the Rhythmic Program

6. **Duties of the Chair**

The Chairperson of the Committee will:

- a. Represent the Xcel Rhythmic Program Committee on the National Administrative Committee (NAC) and any other sub-committees as necessary
- b. Represent the Xcel Rhythmic Program Committee to the National Office
- c. Submit financial reports to the Rhythmic Program Manager for reimbursement of expenses, if approved
- d. Act as advisor to the meet directors of all Xcel Rhythmic Program National Competitions
- e. Recommend topics, content, and presenters for National Congress sessions, National clinics, and/or workshops.
- f. Develop all aspects of the Xcel Program with the Xcel Rhythmic Program Committee (XRPC).
- g. Prepare and distribute the agenda to the Committee members promptly for each scheduled meeting.

7. **Voting and Quorum Procedures.** A majority of the voting Committee members present (in

person or virtual) shall constitute a quorum. Once a quorum is established, a majority vote of the present (in person or virtual) Committee members shall constitute the action of the Committee. All actions of the Committee are subject to the oversight of the USA Gymnastics President or his/her designee.

- a. In the case where an athlete representative member recuses themselves from a committee vote for any reason. The vote of the remaining seated athlete representatives shall be weighted to ensure that the athlete rep votes are one-third of the total voting power of the Committee.
- b. If there should be a vacancy on the Committee such that athlete representatives are, by number, less than one-third of Committee membership, the votes of the seated athlete representatives shall be weighted to ensure that athlete votes are one-third of the total voting power of the Committee.

8. **Election Procedures.** Elections for the Xcel Rhythmic Program Committee will be conducted one (1) year after the Olympic Games.

- a. Regional Chair shall solicit nominations from the regional membership through email of the present membership.
- b. All nominees eligible for each office will be placed on the ballot.
- c. A call for nominations by the Regional Administrative Chairman must be published and posted online for a minimum of one month before the submission deadline of no later than April
- d. Each Regional Chair must verify that the nominee meets the criteria for nomination, has agreed to run, understands the position requirements, and has submitted a brief resume/statement of purpose (no more than 300 words)
- e. Each Regional Chair electronically sends to the Rhythmic Program Manager the name, city, state, and a résumé or statement from each candidate in a Microsoft Word document no later than April 30th.
- f. The official slate of nominees for each region will be emailed to eligible voters.
- g. Regional officers shall be elected by a majority (1 over 50%) of the votes cast.

- h. If no candidate receives a majority vote, a run-off election will be held between the two (2) candidates receiving the most votes. The run-off election will allow all members who were current by April 30th to vote.
- i. The Rhythmic Program Manager will work with the individual RAC on the procedures for online run-off elections
- j. In the case of a tie in the run-off election or an election with only two candidates, the Chair of the respective committee will vote to break the tie.
- k. Write-in votes will not be allowed.
- l. If only one nomination for regional office is received, the National Chair of that respective committee will cast one (1) vote, and the nominee will be elected by acclamation. This information is also to be sent to the Rhythmic Program Director by April 30th.
- m. The week after May 15th, the NACC and RACC will receive their respective region's election results by email. The NACC will notify all the candidates of the election results.
- n. The National Administrative Committee Chairman (NACC) shall send a copy of the verified vote count to each candidate in each respective election, upon request of the candidate.

9. **Meetings and Minutes.** It is recommended that the Rhythmic Xcel Program Committee shall meet at least twice annually. Meetings may be in person or through video conference/conference calls. The Committee shall maintain minutes of all meetings, submit copies of all minutes to USAG's legal department for recordkeeping, and publish on the USAG website.
10. **Attendance.** Committee members must attend in person or participate by telephone or videoconference in at least one-half (1/2) of all regularly scheduled Committee meetings.
11. **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.

12. **Term Limits.** All members of the Committee (excluding Athlete Representatives) will serve a four (4) year term and shall not serve more than two (2) consecutive terms, but may serve one additional term, if elected, following one four (4) year term away from the Committee. Athlete Representatives will serve a two (2) year term with a maximum of four (4) consecutive terms

13. **Vacancies & Removal.**

- a. If a voting member's seat on the Committee becomes vacant during their term because of resignation, removal, incapacity, disability, or death, then election procedures shall be followed if the remainder of the term exceeds one year.
- b. If the remainder of the term is one year or less, the following procedures are used;
 - In the event of the resignation or removal of the Committee Chairman, the National Administrative Committee Chairman shall consult with the Rhythmic Program Committee and will nominate a replacement to fulfill the term and cast a single vote for their election.
 - In the event of the resignation or removal of the Regional Coach Representative, the NACC shall consult with the RACC of the region in question and will nominate a replacement to fulfill the term and cast a single vote for their election.
- c. Committee members will be removed by the Committee if they fail to attend in person or participate by telephone or videoconference in, at least one-half (1/2) of the regular meetings of the Committee during any twelve (12) month period unless they can demonstrate to the other members of the Committee that the presence of exigent circumstances caused and excused the absences.
 - In such circumstances, the absent member shall be removed by the affirmative majority vote of the voting power of the Committee (not including the voting power of the absent member).

11. **Disclosure of Charter.** This charter shall be made available on the USA Gymnastics website.
12. **Effectiveness and Amendment.** This Charter must be approved by the USA Gymnastics Chief Legal Officer (CLO) and Chief Programs Officer (CPO). Any amendment or other modifications of this Charter shall be made a majority vote of the voting members of the Committee, subject to approval by the CLO and CPO.
13. **Compensation.** No salary or other compensation shall be paid for serving as a member of the Committee.
14. **Conflicts of Interest/Gifts & Entertainment/Confidential Information.** All members of the Committee will adhere to the USA Gymnastics' Conflicts of Interest Policy, Gifts and Entertainment Policy, and 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.

