

<p style="text-align: center;">USA Gymnastics Women's Program National Administrative Committee Charter</p>
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The USA Gymnastics National Administrative Committee ("Committee") is an operating committee and will work with the appropriate USA Gymnastics staff persons as set forth herein, such staff persons will be overseen by the President. The Committee is charged with the coordination of the administration of the USA Gymnastics Women's Program.

- 1. Composition.** The Committee consists of no more than ten (10) voting members. The following chart shows the composition of the Committee.

Committee	Voting or Non-voting
Regional Administrative Committee Chairs (RACC)	Voting (8)
Athlete Representatives	Voting (2) – weighted x2
National Administrative Committee Chair (NACC)	Non-voting: votes only in case of tie or acclamation

- 2. 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 action of the Committee. All actions of the Committee are subject to oversight of the USA Gymnastics President or his/her designee.

- **If an athlete representative member recuses themselves from a Committee vote for any reason, then the vote of the remaining seated athlete representatives shall be weighted to ensure that athlete votes are one-third of the total voting power of the Committee.**
- **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.**

- 3. Election Procedures.** Elections for the National Administrative Committee Chairman (NACC) will be conducted the year of the Olympic Games.

- Shall be elected by the members of their respective committee.
- The voting shall be conducted by written or electronic ballot.
 - o Ballots and résumés of prospective candidates will be sent to the Administrative Committee members by July 1.
- Shall serve for a four (4) year term.
- Shall be elected by a simple majority (1 over 50%) of the votes cast.
- If no candidate receives a majority vote and a run-off is necessary, the run-off election will be between the two (2) candidates receiving the most votes. The

election process continues until one candidate receives the majority vote.

- A. Regional Officers - Regional Administrative Committee Chairmen (RACC) shall be elected by a vote of the Women's Program membership within each Region.
 - a. Additional members may be appointed by the Regional Administrative Committee Chairman (RACC), the Regional Administrative Committee (RAC), or both.
 - b. Appointed Regional Administrative Committee members (RACM) shall serve a one-year term, which may be renewed at the discretion of the Regional Administrative Committee Chairman (RACC), Regional Administrative Committee (RAC), or both.
 - i. Appointed Regional Administrative Committee members (RACM) have a voice, but may not make a motion, second a motion or vote.
 - c. Elections for the Regional Administrative Committee Chairmen (RACC) will be conducted the year before the Olympic Games.
 - d. They shall serve for four (4) years.
 - e. Elections are to be completed by May 15 and term of office begins July 1st.
- B. Election Procedure:
 - a. Regional Administrative Committee Chairmen (RACC) shall solicit nominations from the regional membership through email / regional newsletters and websites.
 - b. All nominees who are eligible candidates for each office will be placed on the online ballot.
 - c. A call for nominations by the Regional Administrative Chairman must be published and/or posted online for a minimum of one month prior to the submission deadline of no later than April 1.
 - d. The following statement will be placed on the USA Gymnastics national website and e-mailed to all Women's members who have current e-mail addresses. Each Region and State should post it on their websites so that members are aware of the voting procedures and their responsibilities to ensure that their vote will be counted.
 - i. Elections will be conducted online at www.usagym.org from May 1 – May 15. In order to ensure that their vote can be counted, each member should make sure of each of the following:
 - ii. That their address is current (specifically the State)
 - iii. That they know their personal User ID
 - iv. That they know their password
 - v. That their membership, safety certification and background check must be fully processed and current.
 - e. The NACC must verify that the nominee meets the criteria for nomination, has agreed to run, understands the job requirements, and has submitted a brief resume/statement of purpose (no more than 300 words). Endorsements shall not be included. Any incumbent shall not use non-public email or mailing labels for campaigning or private use.

- f. The NACC electronically sends to the Development Program Director the name, city and state and the résumé of each candidate (no photos) in a Microsoft Word document no later than April 30th.
 - g. The official Slate of Nominees for each region will be posted on the USA Gymnastics website, with voting to begin by May 1st. The voting will be concluded on May 15th.
 - h. Regional officers shall be elected by majority (1 over 50%) of the votes cast.
 - i. 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. The Development Program Director will work with the individual RACC on the procedures for online run-off elections.
 - j. In the case of a tie in the run-off election or in an election with only two candidates, the National Chairman 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 Chairman 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 Development Program Director by April 30th.
 - m. The week after May 15th, the NACC will receive the election results by email, including the actual vote counts in the event that any of the candidates wants to know this information. The NACC will notify all of the candidates of the election results.
 - n. Election results will be posted on the USA Gymnastics website.
 - o. 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.
- C. The Athlete Representatives will be appointed by the Athletes' Council.

4. Chairperson.

- Qualifications/Selection – must have been a member on the National Administrative Committee (NAC) for a minimum of four (4) years.
- Term limit – 4-year term, may serve no more than 2 consecutive terms, but may serve 1 additional term, if elected or selected, following one (1), four (4) year term away from the Committee.

5. Meetings and Minutes. It is recommended that the National Administrative 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.

6. **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.
7. **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.
8. **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 (1), 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.
9. **Vacancies & Removal.** 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. If the remainder of the term is one year or less, the following procedures are used; in the event of resignation or removal of the Regional Administrative Committee Chairman, the National Administrative Committee Chairman shall consult with the Regional Administrative Committee and will nominate a replacement to fulfill the term and will cast one vote for their election. In the event of the resignation or removal of the Regional Technical Committee Chairman, Regional Xcel Committee Chairman or Regional Development Program Committee Chairman, the Regional Administrative Committee Chairman, in consultation with the respective National Committee Chairman, will nominate a replacement who meets the criteria to fill the position for the remainder of the term and will cast one vote for their election. Any time that a National Chairman is in danger of being removed from their current position, the appropriate National Chairman or Development Program Director in consultation with the Women's Program Committee Chairman will send a letter advising the individual of their failure to comply with any applicable policies, procedures, codes, or rules. Any interim replacement Athlete Representative must be approved in advance by the Athletes Council. A member's position on the Committee also becomes vacant upon the expiration of the member's term. Any member may resign at any time by giving written notice to the Committee Chair, except the Committee Chair's resignation shall be given to Chair of the Women's

Program Committee, with a copy to USA Gymnastics Chief Legal Officer. The resignation takes effect at the time specified in the written notice. The acceptance of the resignation by the Committee Chair is not necessary to make it effective.

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 are able to 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 vote of a majority of the voting power of the Committee (not including the voting power of the absent member). A Committee 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 Women's Program Members of the State/Region or two-thirds (2/3) of the total voting power of the Committee on which they serve (excluding the voting power of the member in question).

10. Committee Duties.

- A.** Coordinate the administration of the Women's Program.
- B.** Receive recommendations from the sub-committees for changes in the Rules and Policies.
- C.** Maintain and update the Rules and Policies (with approval from the Women's Program Committee (WPC) and USA Gymnastics Staff as designated by the President and CEO).
- D.** Make recommendations to the WPC.

11. Duties of the Chair. The Chairperson of the Committee will:

- A.** Serve as a voting member of the Women's Program Committee (WPC).
- B.** Represent the Administrative Committee (AC) on all other sub-committees, as necessary.
- C.** Monitor and review Regional and State accounts quarterly.
- D.** Interpret the Rules and Policies of the USA Gymnastics Women's Program, in consultation with the appropriate sub-committee Chairman.
- E.** Represent the Administrative Committee to the National Office.
- F.** Work closely with the Administrative Committee to implement their programs.
- G.** Submit reviewed and approved expense reports to Women's Development Program Director for reimbursement of expenses.
- H.** Prepare and distribute the agenda to the Administrative Committee (AC) in a timely manner for each AC meeting.
- I.** Recommend subjects and content for National Congress sessions, National clinics and/or workshops.
- J.** Conduct online elections with the assistance of the National Office for Regional Administrative Committee Chairs (RACC).

- K. Recommend corrective measures for Rules and Policies violations reported by the States and Regions.
- L. Oversee and guide the work of the Regional and State Administrative Committee Chairs.
- M. Prepare an annual report of the Administrative Committee's (AC) activities, if requested by the Women's Program Committee Chairman (WPCC).

12. Disclosure of Charter. This charter shall be made available on the USA Gymnastics website.

13. 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.

14. Compensation. No salary or other compensation shall be paid for serving as a member of the Committee.

15. 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, and are subject to the USA Gymnastics Leadership Eligibility and Service 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.