

USA Gymnastics Women's Program International Elite Committee Charter
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The USA Gymnastics International Elite Committee ("Committee") is an operating committee under the USA Gymnastics Bylaws 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 administration of the USA Gymnastics International Elite Women's Program.

- 1. Composition.** The Committee consists of no more than five (5) voting members. The following chart shows the composition of the Committee.

Committee	Voting or Non-voting
International Elite Committee Chair (IECC)	Non-voting: votes only in case of tie or acclamation
Athlete Representatives	Voting (2)
International Elite Committee Coaches Representatives	Voting (3)

- 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.
- A. 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.**
- 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.**
- 3. Election Procedures.** Elections for the International Elite Committee Chairman (IEC) will be conducted the year of the Olympic Games. Nominations shall be solicited by the Women's Program Vice President by email in January or February in the year of the election. Solicitation of nominees shall include a list of criteria. Elections of National Officers will be administrated by the Women's Program Vice President and conducted by electronic ballot.
- A. Eligibility requirements for the three (3) Coach Representatives:**
- i. Representative #1 and #2:** Must have been a personal coach who has traveled with an athlete to a World or Olympic Games. In addition, is

currently coaching an athlete on the current National Team OR coaching an athlete qualified to the current US Championships.

- ii. Representative #3: Must have personally coached and traveled with a National Team athlete who has represented the US in an international competition within the last four (4) years, AND is personally coaching an athlete who has qualified to the current US Championships.

**B. Election Procedure**

- i. The members of the IEC (excluding the Chair) will be elected annually online by the coaches participating in the US Championships.
- ii. They shall serve a one-year term. The start date of the term will be determined annually by the IEC, dependent on the competitive calendar and will be communicated to the community and the candidates during the nomination process.
- iii. International Elite Committee Chairmen (IECC) and the Vice President of Women's Program shall solicit nominations by email from the Elite Coaches with an athlete qualified to US Championships. Nominations open the Monday after the completion of US Championships and will be open for thirty (30) days. Nominations for the three (3) International Elite Committee Coach Representatives (IECCR) will be sent to the Vice President of Women's Program.
- iv. All nominees who are eligible candidates for each office will be placed on the ballot.
- v. In the case of nominees meeting criteria for the position of International Elite Committee Coach Representatives, International Elite Committee Coach Representatives (IECCR) shall be elected by the highest number of votes for each representative's specific position:
  - 1. The election for Representatives #1, #2, and #3 shall be on one ballot.
  - 2. Representative #1 shall be elected by the highest number of votes for his/her position.
  - 3. Representative #2 shall be elected by the second highest number of votes for his/her position.
  - 4. Coach Representative #3, as defined in Article V, Section D of the Operating Code, must be ranked in the top three of all participating candidates at the conclusion of the election. If the Representative #3 candidate does not finish in the top three of the total vote count, that person will be invited to participate in meetings as a voice, no vote. The candidates ranked in the top three positions in the total vote count will be the voting representatives on the IEC.
- vi. International Elite Committee Chairmen (IECC) and the Vice President of Women's Program must verify that each nominee meets the criteria for nomination, has agreed to run, understands the job requirements and has submitted a brief résumé (no more than 300 words) by the specified date on the nomination form. No photos allowed.

- vii. The official Slate of Nominees will be posted on the USA Gymnastics website, with voting to begin 31-35 days after the completion of the US Championships.
- viii. Clubs with athletes qualified to the current US Championships are eligible to submit one vote per club.
- ix. Elections are to be completed within fifteen (15) days of the opening date of the election.
- x. In the case of a tie in the run-off election or in an election with only two candidates, the IECC will vote to break the tie.
- xi. If only one nomination for a specific position is received, the IECC will cast one (1) vote and the nominee will be elected by acclamation.
- xii. The IECC or Vice President of the Women's Program will notify all of the candidates of the election results.
- xiii. If requested, the IECC shall send a copy of the verified vote count to each candidate in each respective election.
- xiv. Election results will be posted on the USA Gymnastics website.

C. The Athlete Representatives will be appointed by the Athletes Council.

#### **4. Chairperson.**

- Qualification/Selection – must have been a designated Head or Assistant Coach at a World Championships or Olympic Games and a previous member of the International Elite Committee (IEC).
- Term limit – 4-year terms, may serve no more than 2 consecutive terms, but may serve 1 additional term, if elected, following one (1), four (4) year term away from the Committee.

**5. Meetings and Minutes.** It is recommended that the International Elite 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 and IEC Chairman) will serve a one (1) year term with a maximum of eight (8) terms. Athlete Representatives will serve a four-year term with a maximum of two (2) consecutive terms. The Chairman will serve a 4-year term, with a maximum of two (2) consecutive terms, but may serve 1 additional term, if elected, following one (1), four (4) year term away from the Committee.
- 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 the remaining Committee members will appoint a qualified individual to serve the remainder of that member's term or until the next regularly scheduled election, whichever occurs earlier. 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.** Work in conjunction with the High-Performance Leadership Team (HPLT) to organize and develop the National Team and the Women's International Elite Program.
- B.** Work in conjunction with the HPLT to govern all aspects of the USA National

Team and the USA International Elite Program.

- C. Work in conjunction with the Athlete Selection Committee to draft all Selection Procedures, with the President of USA Gymnastics, for World Championships, Pan American Games, World University Games, and the Olympic Games.
- D. Review the TOPS, HOPES, and Pre-Elite Programs on a regular basis to ensure proper development.
- E. Determine qualifying scores, procedures, and modifications to be used in the TOPS, HOPES and Pre-Elite Programs.
- F. Revise the International Elite section of the *Rules and Policies* on an annual basis.
- G. Work closely with the High-Performance Leadership Team and/or designated Head Coach in matters pertaining to the National Team.
- H. Determine the composition of the Athlete Selection Committee and Judges' Selection Committee. Must be available to attend all National Team training camps, Classic(s) and US Championships.
- I. Must communicate with and represent the elite community, including athletes, coaches, and judges via email and phone.
- J. Determine annually the start date of the term for the International Elite Committee Coach Representatives.

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

- A. Serve as a voting member on the Women's Program Committee (WPC).
- B. Serve as a voting member and chair the Judges' Selection Committee. (JSC)
- C. Be responsible for the activities of the International Elite Committee (IEC).
- D. Prepare an annual report of the International Elite Committee's (IEC) activities, if requested by the Women's Program Committee Chairman.
- E. Prepare and distribute the agenda to the International Elite Committee (IEC) members in a timely manner for each International Elite Committee meeting.
- F. Submit financial reports to the VP of Women's Program for reimbursement of expenses.
- G. In conjunction with the Vice President of Women's Program, shall solicit nominations by email from the Elite community for the International Elite Committee Coach Representatives (IECCR).
- H. In conjunction with the Vice President of Women's Program, must verify that each nominee meets the criteria for nomination.
- I. Vote to break the tie in the case of a tie in the run-off election or in an election with only two candidates for the IECCR.
- J. In conjunction with the Vice President of Women's Program, will notify all the candidates of the election results in the election of the IECCR. If requested, shall send a copy of the verified vote count to each candidate in each respective election.

- K. Must verify all documents/technical information with the VP of Women's Program before distribution.

**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 by 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.