



USA GYMNASTICS®

Texas
TRAMPOLINE &
TUMBLING

South Texas
Bylaws

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USA GYMNASTICS TRAMPOLINE & TUMBLING PROGRAM STATE ASSOCIATION BY-LAWS & GUIDELINES: STGTT

I. South Texas United States Gymnastics Federation Trampoline and Tumbling (“STGTT”) covers the regions of south central and south Texas.

These by-laws and guidelines shall be aligned with those of USA Gymnastics the national governing body for Trampoline & Tumbling in the United States, and shall be submitted to the national Trampoline & Tumbling Program Office.

STGTT exists to:

- 1) Duly authorized, enact, provide support for, and enforce rules and regulations that govern the sport of Trampoline and Tumbling in south central and south Texas
- 2) Inform members of such rules, regulations, and activities of the association
- 3) Promote the sport of Trampoline & Tumbling throughout the state
- 4) Support athletes in their pursuit of excellence by managing funds and providing competitive grants.

A. GENERAL MEMBERSHIP

STGTT’s membership consists of coaches, athletes, judges, and associates. All professional and athlete members are required to be current members of USA Gymnastics (level TT). Coaches and Judges are required to have taken and passed the appropriate USA Gymnastics course(s). Associate members – those interested in Trampoline and Tumbling who have contributed to STGTT – are not required to be affiliated with a team or to be a member of USA Gymnastics.

No member shall associate professionally with any member ruled as permanently ineligible for membership by USA Gymnastics.

B. TEAM MEMBERSHIP FEES AND REQUIREMENTS

Member Teams in the state of Texas must pay an annual membership fee to STGTT, determined by the Team members at the annual meeting. (Refer to Appendix I, Addendum, for the current year’s fees.) To qualify as a Member Team, each team must

- Register with USA Gymnastics as a Member club
- Have at least one USA Gymnastics professional member (level TT)
- Be in good standing with USA Gymnastics.

C. STATE ADMINISTRATIVE COMMITTEE

The State Administrative Committee manages the affairs of STGTT. The Committee shall include at least the following members: State Chair, Secretary, Treasurer, Coaches’ Representative, Technical Representative, and Athletes’ Representative.

The State Chair and each committee member must be registered with USA Gymnastics as a Professional Member. Each member must have been an active member of STGTT in good standing for minimum of one (1) year prior to the date of assuming the elected position.

See USA Gymnastics Rules and Polices, SECTION III

D. STATE CHAIR

The State Chair is in charge of the business and affairs of the State Association and presides at all meetings of the Member Teams and of the State Administrative Committee
See State Chair duties, refer to USA Gymnastics Rules and Policies SECTION III., D

E. SECRETARY

See Secretary duties refer to USA Gymnastics Rules and Policies Section III, E

F. TREASURER

The Treasurer's primary responsibility is to record and report STGTT's fiscal activities. Duties may be combined with the duties of the Secretary, if necessary. Working with the State Chair, the Treasurer shall:

- Have charge of and be responsible for the maintenance of adequate and accurate books for all accounts of STGTT.
- Be responsible for the recording fund transactions.
- Co-signs or co-approves payments by check or other method on STGTT's behalf.
- Perform duties as assigned by the State Chair and/or the State Administrative Committee.
- Be prepared to provide a financial report at any meeting. Provides financial statements to STGTT membership at each annual meeting.

G. STATE COACHES' REPRESENTATIVE

See USA Gymnastics Trampoline & Tumbling Rules and Policies SECTION III., F.

H. STATE TECHNICAL REPRESENTATIVE (JUDGES' REPRESENTATIVE)

See USA Gymnastics Trampoline & Tumbling Rules and Policies SECTION III., G.

I. ATHLETES' REPRESENTATIVE

See USA Gymnastics Trampoline & Tumbling Rules and Policies SECTION III., H

II.

A. COMPENSATION

- B. State Administrative Committee members shall not receive any stated salaries for their services; but, by resolution of the Board of Directors, expenses of Region 3 (phone calls, postage, etc.) if any, may be allowed provided adequate receipts are submitted.

C. STATE ADMINISTRATIVE COMMITTEE VACANCIES

See USA Gymnastics Trampoline & Tumbling Rules and Policies SECTION III., L. 6 - 8

D. REMOVAL

See USA Gymnastics Trampoline & Tumbling Rules and Policies SECTION III., L. 6 - 8

E. ANNUAL MEETING

See USA Gymnastics Trampoline & Tumbling Rules and Policies SECTION III., I and M

F. SPECIAL MEETINGS

Special meetings of the Member Teams may be called by the State Chair as needed to handle the affairs of the State Association in between annual meetings. All meetings are called and presided by the State Chair and conducted following "Robert's Rules." See Appendix II, Robert's Rules and Parliamentary Procedure, for details.

G. NOTICE OF MEETINGS

Written notice stating the place, date, and hour of any meeting of members shall be delivered to each Member Team entitled to vote at such meetings not less than seven (7) or more than forty (40) days prior to the date of the meeting. In the event of a special meeting or when required by statute or by these by-laws, the purpose for which the meeting is called shall be stated in the notice. Notice shall be delivered by email. It is the responsibility of each Member Team to provide a current email address and maintain a current address on the mailing list.

H. VOTING PRIVILEGES

Voting privileges are granted to all eligible member Teams, which are defined as those with a minimum of one (1) Professional Member and one (1) Athlete Member currently registered with USA Gymnastics who have paid all outstanding dues and fees prior to the meeting. Each team shall have one vote that may be cast by an STGTT member in good standing. Each eligible Member Team shall designate its voting member before the meeting formally initiates. The Athletes' Representative shall be elected by athletes on Member Teams with good standing through their designated voting member.

I. SUSPENSION OF VOTING PRIVILEGES

Any Member Team with overdue STGTT dues and fees, including meet fees and late fees, shall be placed on "suspension status" and may not participate in any USA Gymnastics sanctioned activities. A suspended Member Team shall be restored back to eligible status as soon as the payment delinquency is remedied. Any delinquencies must be paid in full prior to the State meet entry deadline in order to restore the Member Team to a status of good standing. Any more serious issues that could result in termination or reinstatement of a Member Team must be presented to the Regional Administrative Committee for a judgment.

J. INFORMAL ACTION BY MEMBERS

Any action required to be taken at a meeting of the Member Teams of STGTT, or any other action which may be taken at a meeting of Member Teams, may be taken without a meeting by means of a mail-in vote. Each Member Team must receive a written explanation of the matter and be given ten (10) days to respond to the Secretary. A non-response will be considered an abstention. The majority will rule. Rule changes are not allowed as write-in votes.

The Secretary will notify the membership of the outcome within ten (10) days after voting closes. T

K. PROPOSALS

All proposals must be sent to the Committee forty-five (45) days prior to the annual meeting. The Committee will review and mail proposals to the membership thirty (30) days prior to the annual meeting with the exception of all business affected by national and international

meetings. Any other proposals are to be designated new business and will be considered at the end of the meeting as time permits.

L. QUORUM

Member Teams holding one-half of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of Team Members, a majority of the members present may adjourn the meeting at any time without further notice. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the original meeting; withdrawal of members from any meeting shall not cause failure of a duly constituted quorum at that meeting.

L. MINUTES

Minutes of all meetings of the State Administrative Committee shall be sent to voting members of STGTT within 10 (ten) working days of the meeting.

III. FINANCIAL

A. FISCAL YEAR AND FUNDING

- The fiscal year of the STGTT is August 1 – July 31
- Development of the state budget and funding of STGTT shall be determined by the State Chair and the State Administrative Committee.

B.. APPROVED STGTT EXPENSES

- State office expenses;
- Newsletter;
- State handbook (if necessary);
- Athlete funding;
- Equipment (e.g., judges' score cards); and
- Other expenses as approved by the State Administrative Committee.

C. POSSIBLE SOURCES OF REVENUE

- Rebates from membership fees (sent from the National Office);
- Competition entry fees (e.g., \$1.00 per athlete, per competition);
- Team membership fees;
- State educational clinics; and
- Others sources as approved by the State Administrative Committee.

D. PAYMENTS MADE TO STGTT OR ON ITS BEHALF

All payments made to STGTT or for STGTT-sanctioned events must be paid by money order, or check. Returned checks will result in suspension for a team until reconciled, and a \$25 penalty will be assessed. Future payments for a Member Team whose check was returned shall be made by certified funds.

All funds of STGTT shall be deposited to the credit of STGTT in banks or other depositories as the Administrative Committee may select.

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of STGTT shall be signed by an officer or officers of the

Association, one of which shall be the Treasurer.

E. RECORDKEEPING

STGTT shall keep accurate and complete books and records of account and shall also keep minutes of the meetings of its members, the State Administrative Committee, and committees. All books and records of STGTT may be inspected by any member or his agent for any proper purpose at any reasonable time, with reasonable advance notice.

The Treasurer shall provide current financial statements to all members at the annual meeting. This shall include a balance sheet, income statement, a financial report on the most recent state meet, and a list of all funds disbursed.

F. REFUNDS

No refunds of annual team dues shall be made. New members may compete or participate in any STGTT event, provided that proof of USA Gymnastics Trampoline and Tumbling membership is provided along with proof of team membership in STGTT.

G. LOANS

STGTT, as an organization, shall make no loans to anyone for any purpose.

H. GIFTS

The State Administrative Committee may accept any contributions, gifts, or bequests on behalf of STGTT.

IV. COMPETITIONS

A. Competitions include four (4) types of events.

a. INVITATIONAL COMPETITIONS

See USA Gymnastics Rules & Policies SECTION IX. I. A.

b. ELIGIBILITY MEET

See USA Gymnastics Rules & Policies SECTION IX. I. B

c. MOBILITY COMPETITIONS

See USA Gymnastics Rules & Policies SECTION IX. I. C.

d. STATE CHAMPIONSHIPS

See USA Gymnastics Rules & Policies SECTION IX. I. D.

See USA Gymnastics Rules & Policies SECTION IX

Sanctioned competitions must follow USA Gymnastics rules for Levels 1-10. Some variation may be allowed at Levels 1-4, but all changes must be approved by the USA Gymnastics Trampoline & Tumbling Program Director.

Invitational meet directors, at his/her discretion, may combine age groups to foster a spirit of competition. Age groups at state meets must remain according to USA Gymnastics regulations.

Meet directors may not make changes to schedules after approval without the written approval of the State Chair. Any change(s) will result in the default of such meet bid.

B. JUDGES' RATINGS

Judges shall be rated according to USA Gymnastics rules. New judges will be mentored during the first year.

C. MEMBER TEAMS' REQUIREMENTS FOR PROVIDING JUDGES

Each Member Team is required to provide the following number of judges for the state planned meets, based on the number of registered athletes on the team. A list of available judges will be sent to the Judging Coordinator for each meet.

- 5-20 athletes: 1 judge
- 21 or more 2 judges (if one of the judges provided is category 2 or above, the team will only be required to provide one judge)

New Gyms are exempt from the judging requirement for the first two years of competition.

Member Teams who provide judges for all state planned meets as listed above may apply for an annual dues credit of \$100. Credits will be applied to the Clubs dues by the State Treasurer after the State club fees are due..

D. JUDGING PANELS

Each Member Team competing at a meet should be represented by judges on a panel. Unless there is a major difficulty, the panels for level 10 and above should contain only upper-level judges

E. JUDGES' SIGNUP FOR MEETS

Judges availability will be obtained at beginning of competition season, once the schedule is confirmed Any judge who takes certification in another area must contact the Technical Representative for information. The Technical Representative will notify judges of meet assignments by email no later than one week after the competition schedule has been posted. It is the judge's responsibility to notify the Technical Representative if the judge cannot perform as assigned. If a judge does not have an email account, notification will be sent to the gym's email. The Technical Representative shall assign judges for every sanctioned meet.

F. NEW JUDGES

New judges shall be mentored at their first meet. They will observe with a panel for at least one session of the meet to practice judging and will not be paid until they become part of an official panel.

G. JUDGE EDUCATION AND ADVANCEMENT

As an incentive for judges to continue judging, STGTT will pay the following:

- a. Course fees for judges who retest in the first year of a quad
- b. Course fees for judges who test up during a quad
- c. \$500 travel reimbursement for judges who travel to nationals for the sole purpose of testing category 1.
- d. \$300 travel reimbursement for judges who travel to another area for the sole purpose of testing category 2
 - a. Item C and D will only be reimbursed with a positive result on the exam, otherwise the course fee will be reimbursed after competition.

H. Judges Compensation

- a. South Texas Judges will be paid the current national rate
- b. Judges who travel more than 60 miles one way receive \$0.30 per mile

- c. If judges are required to report prior to 9:00 am or if the competition goes later than 8:00 pm each judge will be eligible for a reimbursement of ½ of the host hotel rate. A hotel receipt must be provided. Judges may receive full reimbursement of host hotel rate when a room is shared with another judge. The reimbursement cannot exceed the cost of the host hotel.
- d. Judges who also coach – The meet director will split the cost of the room with their respective team.
- e. The meet referee must judge in order to receive travel and hotel reimbursement. The Host club is responsible for these expenses.

I. MEET DIRECTOR'S RESPONSIBILITIES

- Sends all sanctioned competition results within the state to the State Chair for eligibility/mobility tracking.
- Submit the \$1 fee per athlete for STGTT and the \$1 fee per athlete for USA Gymnastics to the State Treasurer within one (1) week after the meet.

J. MOBILITY

LEVELS 1-4

- No mobility tracking is required.

LEVELS 5-7

- Coaches are responsible for maintaining records of completed forms for each athlete, with dates, scores, and names of meets at which mobility takes place for all levels.
- Coaches must submit the forms to the State Chair/Mobility chair when requesting mobility from level 7 to 8 and level 8 to 9.

Mobility scores and tracking for each discipline: See Section V: J. O. Program (V. D. Mobility Scores) and: Forms.
<https://usagym.org/PDFs/Forms/T&T/JOMobilityTracking.pdf>

LEVEL 10 TO YE 11-12, YE 13-14, JR, Open, SR

- Coaches must submit mobility request forms to the Elite Chair after an athlete has achieved mobility requirements at a sanctioned event.
- The Elite Chair will then grant or deny the mobility request and issue the Member Team a copy of the form showing acceptance or denial.

Mobility scores and tracking for each discipline: See Section VI: Elite Program (VI. C. Mobility Scores) and: Forms.
<https://usagym.org/PDFs/Forms/T&T/mobility10up.pdf>

The power to alter, amend, or repeal the by-laws or adopt new by-laws shall be vested in the members of STGTT. A committee shall be created by the State Administrative Committee to make such amendments. A majority vote of the Member Teams qualified to vote shall be needed to alter, amend, or repeal current by-laws or adopt new by-laws.

Appendix I ANNUAL ADENDUM

ANNUAL DUES

- \$75 per Member Team with 5 or less athletes
- \$150 per Member Team with 6 or more athletes

ATHLETE MEET ENTRY FEES

- Eligibility meets: venue dependent
- Invitational meets: fees set by meet director
- State meet, first qualifier; \$100
- No meet entry fees are charged for elite athletes.

ATHLETE FEES PAID BY MEET DIRECTOR TO STGTT

\$1 shall be paid by the meet director to the state treasury for each athlete who competes in any sanctioned meet held in South Texas. Send a check and Athlete Fee Form to the State Treasurer.

\$1 shall be submitted with the Sanction Report form for the T & T Scholarship program. Use the Sanctioned Event Report form with required payment to USA GYMNASTICS.

MEET ENTRY FORM DEADLINES

Meet directors shall mail or email meet entry forms to Member Teams at least five (5) weeks prior to the meet. Forms should contain all pertinent information, including equipment to be provided at the meet. The following format/event order shall be used in all meet documents to facilitate the entry and reporting process.

Trampoline * Tumbling * Double Mini Trampoline

Meet entries are due from Member Teams three (3) weeks before the meet. Emailed entries are preferable and faxed entries are acceptable, but a paper copy, along with USA GYMNASTICS roster, copy of professional memberships, and payment must be postmarked by the due date and/or received no later than three (3) days after the due date. The meet schedule will be available on Friday of the week prior to the meet (eight (8) days prior to the meet).

The host team, at its discretion, may accept credit cards for payment of fees. The meet director shall indicate if credit cards are accepted.

MEET ENTRY LATE FEES AND CHANGE FEES

Late fees are \$20 per athlete entry. If entries are postmarked (or email dated) from the meet director fewer than five (5) weeks prior to a meet, late fees may not be assessed. However, late fees may be assessed by the meet director on the day of the meet.

A \$10 fee shall be charged for all changes made to entries. All fees are due, regardless who makes the change. Changes made one week prior to the competition will be charged a \$25 change fees. No changes will be accepted three (3) or fewer days prior to the meet.

All Change fees will be paid to the person that has been contracted to do the scoring.

The meet director will mandate and include the time frame for any entry changes in the meet information. Coaches whose fees are unpaid at the beginning of the meet shall not be allowed

on the floor. Delinquencies must be paid in full prior to the State meet entry deadline in order to restore the Member Team to a status of good standing

MEET ADMISSION FEES

The venue determines the appropriate meet fee. For example, \$5 per adult might be considered a reasonable minimum charge for invitational meets. The state meet admission shall be set at \$10 for admittance of anyone over twelve (12) years old.

MEET AWARDS

Medals will be awarded for the first three (3) places, with ribbons awarded for places 4-10.

ATHLETE TRAVEL GRANTS

See refer to annual minutes for all funding details.

Athletes must submit the travel grant form posted on the STGTT website to request reimbursement within one (3) months after travel is complete.

SOUTH TEXAS STATE USA GYMNASTICS

TRAMPOLINE & TUMBLING

Parliamentary procedure's purpose is to enable groups of people to work together effectively to accomplish their goals. Rules of procedure should facilitate a successful meeting, not inhibit it.

The State Chair is the final arbiter on questions of procedure and may, in the interests of debate and order, amend these rules at his or her discretion.

BASICS OF PARLIAMENTARY PROCEDURE

- All members have rights, privileges, and obligations. It is the Chair's responsibility to ensure that all individuals at a meeting are equally heard and fairly treated.
- Parliamentary rules enable determination of the will of the majority of those attending a meeting, which determines the outcome of an issue. Each member agrees to be governed by the vote of the majority.
- A meeting can address only one major issue at a time. The various types of motions are, therefore, assigned an order of precedence. (See TYPES OF MOTIONS, Section III B, below, for details.)
- The rights of the minority voice shall be protected. Although ultimate decisions are determined by majority vote, all members have the right to be heard and the right to oppose.
- Each matter presented for decision should be discussed fully. Each member's right to speak on any issue is as important as the right to vote.
- Each member has the right to understand the meaning of any question presented at a meeting and to know what effect a decision will have. A member has the right to request information on any motion he or she does not thoroughly understand.

CONDUCTING A MEETING

PRESIDING OFFICER AND DELEGATES The presiding officer is the State Chair.

The presiding officer of each body has the usual power and duties of presiding officers, including:

- To declare the opening and closing of each session of the body;
- To recognize all speakers;
- To decide all points of order and procedural questions;
- To conduct votes and announce their results; and
- To preserve order and decorum.

Any Chair has the power to appoint other officers, with powers and duties within the purview of the assigning officer. If for any reason the presiding officer must temporarily relinquish the Chair, he or she shall appoint another staff member as a replacement Chair. The temporary Chair shall preside until the return of the regular presiding officer, who shall resume his or her position with the associated powers and duties.

TYPES OF MOTIONS Members may make a motion to propose an action or request a ruling on an issue by:

- Making a call to order;
- Seconding a motion;
- Debating a motion; or
- Voting on motions.

There are four basic types of motions, each with their own purposes:

- Main motions. Used to introduce items to the membership for their consideration. Main motions cannot be made when any other motion is on the floor, and they yield to subsidiary, privileged, and incidental motions.
 - Subsidiary motions: Used to change or affect how a main motion is handled; voted on before a main motion.
 - Privileged motions: Used to introduce items that are urgent or important matters unrelated to pending business.
 - Incidental motions: Used to provide a means of questioning procedure concerning other motions. An Incidental motion must be considered before the other motion being questioned.
- Special motions can be used to delay discussion and/or a vote.
- Motion to table: Often used in the attempt to strike a motion, but can be used for future

reconsideration of a motion.

- Motion to postpone indefinitely: Allows opponents of a motion to test a motion's strength without an actual vote. In addition, debate is again open on the main motion.

PRESENTING MOTIONS AND VOTING

Obtaining the floor

- Wait until the last speaker has finished.
- Signal and address the Chair.
- Wait for the Chair to recognize you.

Making your motion

- Speak in a clear, concise manner.
- Always state a motion affirmatively. Say, "I move that we...," rather than, "I move that we do not..."
- Present the facts objectively, and stay on topic.

Seconding your motion

- Another member will second your motion, or the Chair will call for a second.
- If there is no second to your motion, it is off the table.

Confirming your motion

- The Chair will say, "It has been moved and seconded that we...," thus putting your motion up for consideration and action.
- The members either debate your motion or may move directly to a vote.
- Once a motion is presented to the members by the Chair, it becomes "assembly property" and cannot be changed without the consent of the members.

Expanding on your motion

- Speak in favor of your motion at this time, rather than at the time that you present it as a motion.
- The member posing the motion is always allowed to speak first.
- All comments and debate must be directed to the Chair.
- The mover may speak again only after other speakers are finished, unless called upon by the Chair.

Considering a motion (limit: forty-five (45) minutes)

- After this time has elapsed, the Chair will present the main motion, together with any other motions which may be pending, for a vote.
- Debate may be closed, extended, or limited by a 2/3rd majority vote. Debate may be extended for no more than fifteen (15) minutes at a time.

Posing the question to members

- The Chair asks if members are ready to vote.
- If there is no further discussion, the Chair conducts a vote.

Voting on a motion

Votes may be called through the following methods.

- By voice: The chairperson asks those in favor to say "aye" and those opposed to say "no." Any member may request an exact count.
- By roll call: Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- By general consent: When a motion is not likely to be opposed, the Chair will say, "If there is no objection,..." The membership shows agreement by silence; however, if one member says, "I object," the item must be put to a vote.
- By ballot: Members write their vote on a slip of paper. This method is used when secrecy is desired.

Sources: Robert's Rules of Order Newly Revised, Robert's Rules of Order website (www.robertsrules.com)