

WJI POLICIES AND PROCEDURES:

In order to make available accurate current information (credentials) while serving on Wisconsin Judo Inc. (WJI) board members and WJI members seeking nomination to the WJI board and to promote accountability within (WJI), the Board of Directors establishes this “Credentialing” Policy and Procedure as detailed below:

The WJI Board of Directors does hereby adopt the following *Policies and Procedures*. The policy and procedures described below may, from time to time, be reviewed, changed, or modified at the direction of the Board of WJI:

WJI’s Credentialing system:

POLICY:

- The WJI Board of Directors shall:
 - Require that all WJI serving board members and members seeking nomination to the WJI board shall be a current member of USA Judo.
 - Require that all WJI serving board members and prior to election, members seeking nomination for all WJI board positions submit their credentials to WJI and these credentials will be held current and in safe-keeping by the Secretary for WJI.
 - WJI members nominated from the floor shall have their credentials on file before taking office.

PROCEDURES:

- A. The WJI Board of Directors designates the Secretary for WJI as the depository for credentials of all members holding an elected position and members seeking nomination to the WJI board:
 - 1) The Secretary for WJI shall make available a listing of credentials of all serving board members and members seeking nomination to the WJI board.
 - 2) The Secretary shall provide an accurate listing to the WJI External Vice-President for placement on the WJI website, Ten (10) days prior to election.
- B. All serving board members and members seeking nomination to the WJI board for all board positions will submit the following credentials to the Secretary for WJI:
 - 1) Mandatory credentials:
 - a. Current USA Judo membership card
 - b. USA Judo Club Certification (if applicable).
 - c. Rank (Kyu or Dan) Certificate (WJI recognizes only: USA Judo, USJA and/or USJF ranks).
 - d. Coaching Certificate (if applicable), if the Head Coach WJI strongly recommends holding a coaching certification.
 - e. Referee Certificate (if applicable).
 - f. A single page judo biography including qualifications and a statement of interest for serving on the WJI board.
 - 2) Exempted credentials:
 - a. Any credential that is available to the public on the current USA Judo website (example: current National and above referees).
 - b.

- 3) Current information:
 - a. Any individual member submitting credential information as described in 1) to the Secretary for WJI will be responsible for updating the information as necessary.
- C. The Board of WJI shall assure that:
- 1) Any WJI member seeking nomination to the WJI board shall be a current member of USA Judo.
 - 2) All WJI members seeking nomination to the board of WJI shall present proof of their current USA Judo membership to the Secretary for WJI prior to the election date. Failure to provide evidence of current USA Judo membership before the day of the election will result in rejection of the nomination.
 - 3) Any WJI member seeking election to the board of WJI(via WJI's Nominating Committee) shall, within ten (10) days prior to the date of election, must have their credentials as described in section B of this document on file with the Secretary for WJI.
 - 4) Filing of incomplete credentials or filing credential less than ten (10) days prior to the election will result in rejection of the individual's nomination from WJI's Nominating Committee. Any individual WJI member nominated "from the floor" on the day of the election :
 - a. Shall provide proof of current membership of USA Judo.
 - b. Shall provide in multiple copies a written list of their credentials as described in section B of this document to the membership present. The same information shall be given as an electronic file and recorded by the Secretary for WJI.
 - c. Any member successfully elected from the floor to the board of WJI, shall have their credentials verified by the Secretary for WJI **prior** to taking office.

These **POLICIES AND PROCEDURES** have been adopted by consensus of the WJI Board of Directors on ____ October 2014 and will take effect on 01 January 2015.

SIGNED: Katherine A. Huff

-Ms. KATHERINE A. (KATHY) HUFF-

- WJI SECRETARY -