



## **Bylaws**

**Of**

**THE SOUTHEASTERN COLOR GUARD CIRCUIT, INC.**

**(A Non-Profit Public Benefit Corporation)**

**Revision: 2022-09-18**

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## **ARTICLE I - Membership**

### **1.1 Membership Benefits**

Membership in the Southeastern Color Guard Circuit includes the following:

- Access to WGI and SCGC rulebook and adjudication manuals for color guard, percussion, and winds via the SCGC website
- Entry to all circuit competitions
- Entry to SCGC Championships provided that all other criteria is met
- 2 Director Badges valid at all SCGC events
- Armbands for all performing members plus 5 extras for staff /chaperones per contest entered

### **1.2 Membership Fees**

1.2.1 Current member unit fee (per year with full access to the schedule): \$550.00

1.2.2 New member unit fee (per year with full access to the schedule): \$600.00

1.2.3 “Like” units from the same parent organization (per year with full access to the schedule): \$500.00

e.g., If a school has (2) guard units and is a current member of the circuit, the cost would be \$550.00 for the first existing guard unit and \$500.00 for the second guard unit. A second unit discount is NOT given for “unlike” units such as Guard/Drum/Winds.

1.2.4 Competition Suite (per year): \$25.00

- Access to judge’s comments and recap via internet
- Will be added to membership invoice

1.2.5 Local show entry fee for non-member units (per show): \$200.00

1.2.6 SCGC Championships attendance fee (per year and per unit): \$100.00

1.2.7 Non-member units may not attend SCGC Championships

### **1.3 Membership Deadline**

- 1.3.1 Membership applications and fees are due no later than December 1<sup>st</sup>.
- 1.3.2 All fees will increase by \$100.00 on December 2<sup>nd</sup>.
- 1.3.3 Units must be entered and all fees paid by December 31<sup>st</sup> to be eligible for SCGC Championships.
- 1.3.4 The entry deadline for each show is 4 weeks prior to the scheduled show date.

### **1.4 Withdrawal Fees and Deadlines**

- 1.4.1 Regular season show withdrawal: If a unit pulls out of a show after the close date, a \$150.00 fee must be paid before the unit will be able to compete in any other SCGC competition.

### **1.5 Refund Policy**

- 1.5.1 All entry and processing fees will be refundable upon request until December 31 of the year in question.
- 1.5.2 After January 1, SCGC will consider requests for refunds for groups on a case-by-case basis. Groups may be asked to provide documentation such as a school district directive or letter from the organization's board of directors explaining the decision to restrict a group's ability to participate.
- 1.5.3 Refunds may be in the form of a check or a future credit at the discretion of SCGC.
- 1.5.4 Decisions on refund requests will be final.

## **ARTICLE II - Rules, Code of Ethics, Conflicts of Interest, Adjudication and Judges**

### **2.1 Rulebook/Adjudication Manual**

SCGC will follow and apply the rules and guidelines set forth by WGI regarding the Code of Conduct for participating groups. SCGC circuit competitions will abide by the competitive rules set forth in the rule book of WGI. Copies of the WGI rule books and Code of Conduct are available in the director's secured area of the SCGC website.

### **2.2 General Rules**

- 2.2.1 WGI & SCGC discourages independent units from utilizing high school students who were previously enrolled in an active winter high school program and have not yet graduated.
- 2.2.2 WGI & SCGC discourages independent units from utilizing performers who have outstanding monies to a previous unit.
- 2.2.3 All performers at an SCGC event will be required to wear protective footwear while outside the performance area.

### **2.3 Judges**

- 2.3.1 All Color Guard judges will be assigned by Fred Feeney (Gulf Coast Judging Association) assisted by our Color Guard Coordinator. (Policy will be reviewed annually)
- 2.3.2 All Percussion/Winds judges will be assigned by our Percussion/Winds Coordinator. (Policy will be reviewed annually)
- 2.3.3 Judges are assigned based on qualifications, eligibility, location, and any other standards deemed appropriate by the Division Coordinators.

## **2.4 Judge Travel Policy**

### **2.4.1 Airline Travel**

- 2.4.1.1 All airline travel for SCGC business will be booked through SCGC. Individuals are not to book airline travel on their own. No reimbursements for airline travel will be paid without the authorization of the Contest Coordinator.
- 2.4.1.2 Individuals should make travel arrangements through SCGC as soon as possible to obtain the best possible fare. In the event the individual does not make their arrangements by a prescribed date, travel may be canceled.
- 2.4.1.3 Travel will be booked based on the least cost of airfare with one stop or fewer between cities. Any fare over \$40.00 or more over the least cost of airfare will be the responsibility of the individual.
- 2.4.1.4 Any airfare over the WGI published rate requires approval from the Contest Coordinator.
- 2.4.1.5 Changes to itineraries that accommodate personal requests are at the traveler's expense, i.e. any change after ticket is issued that incurs any additional fees.
- 2.4.1.6 Individuals may not use any airline ticket purchased expressly for SCGC travel for any other purpose.

### **2.4.2 Mileage**

- 2.4.2.1 Cost of mileage not to exceed the lowest airfare possible at time reservations are made.
- 2.4.2.2 Mileage reimbursement is to be paid on the day of the contest. The contest coordinator will use the home address of the contractor to and from the show site for calculation.



## **2.5 Conflicts of Interest**

- 2.5.1 Any member of the SCGC Board of Directors, staff, or contractor will be subject to removal from said position if they are found to be acting in a manner that is not clearly in the best interest of the circuit position or job they hold.
- 2.5.2 It is the responsibility of the SCGC President or Vice President to call for discussion of the conflict of interest and then hold a vote to terminate.
- 2.5.3 The removed Board member, staff, or contractor will be banned service for a five year period.
- 2.5.4 If a Board member is related to or shares a home with a staff member, that Board member may not vote on, discuss, or be present during any discussion of the staff member's performance or compensation.

## **2.6 Instructor Code of Ethics**

If undue and unfair pressure is applied to judges through inappropriate behavior, then this places the competitive experience at risk. Examples cited include, but are not limited to:

- Instructors shouting at judges, SCGC Board of Directors, or SCGC Staff in public
- Inappropriate conduct of instructor while accompanying the performing unit onto the contest floor
- Inordinate and unauthorized telephone calls to judges and/or inappropriate calls to SCGC Board of Directors or Staff
- Disruptive behavior in the warm up area
- Rude behavior from the performers and/or staff of one group towards another

Behavior of this type is intolerable and will result in the loss of the privilege that has been violated. For example, instructors could be barred from the arena floor/contest venue, or lose the right to use the warm up venue. Addressing this important issue must be a priority for every performing unit.

The managing administrator of the situation will determine the application of the action. The managing administrator is determined as follows:

- Judging issues: Judge Coordinators
- Situations pertaining to contest personnel: Contest Coordinator
- Show day issues needing immediate attention: Contest Administrator or Chief Judge
- Poor Sportsmanship or inter-unit issues: Executive Board
- Inappropriate posting on social media: Executive Board

## **ARTICLE III – Insurance Guidelines**

### **3.1 Scholastic Ensemble Insurance Requirements**

Scholastic Ensembles are not required to provide proof of insurance.

### **3.2 Independent Ensemble Insurance Requirements**

Listed below are the requirements that must be met in order to compete as an independent group at SCGC events. The SCGC office must receive your Insurance Certificate by the Entry Deadline Date of the group's first performance. Groups failing to do so will not be permitted to compete.

- 3.2.1 Must carry \$1,000,000 General Liability coverage (See 3.4)
- 3.2.2 Must carry Accident Medical Payment coverage (See 3.5) per organization (\$2,500 minimum) – Note: "Med Exp" listed under the general liability category is not the same as the Accident Medical requirement
- 3.2.3 All SCGC group names to be covered must be indicated on the certificate. – Note: SCGC will accept insurance from a school, school district, university, or other educational institution for those groups participating in the independent classes. If the name of the group differs from the entity providing the insurance, the group name must appear on the certificate of insurance.
- 3.2.4 Expiration date must cover your last SCGC performance for the current season

### **3.3 Insurance Submission Deadline (Independent Ensembles Only)**

Mail proof of insurance with payment on or before January 1<sup>st</sup>. (If using PayPal as method of payment, proof of insurance should be emailed on or before January 1st.)

### **3.4 General Liability Insurance Policy**

Protects the group, instructors, directors, and officers against claims of bodily injury liability, property damage liability, and the litigation costs to defend against such

claims. This coverage should also allow a group to rent rehearsal facilities as most require proof of coverage.

### **3.5 Accident Medical Payment Policy**

Covers all participants, volunteer workers, and staff members while participating in sponsored and supervised activities and while traveling, directly and without interruption, to and from sponsored and supervised activities and their homes or places of residence. Accident Medical coverage will pay medical bills of an injured participant or staff person, thus lowering the likelihood a lawsuit is filed against your organization.

## **ARTICLE IV – Color Guard Guidelines**

### **4.1 Eligibility Requirements**

- 4.1.1 A Master Agreement must be signed and submitted for each competing unit (scholastic and independent). SCGC policies agreed to in the master agreement include general terms and conditions, participant protection and safety, intellectual property, liability, and scholastic eligibility. It is expected that the person accepting the master agreement for a competing unit has read and agrees to adhere to these policies.
- 4.1.2 Scholastic units combining students from multiple schools may compose under the name of a single school OR the school district name.
  - 4.1.2.1 Units may not combine names or use fictional names.

### **4.2 SCGC Championships Attendance Requirements**

All guard units attending circuit championships must compete in a minimum of 3 competitions. Any one (1) WGI Guard Regional will count toward championships eligibility.

### **4.3 Color Guard Classification**

- 4.3.1 Non-medalist units must register in the same class in which they competed the previous season, or may choose to register in a higher class.
- 4.3.2 A unit director may petition the Color Guard Coordinator if they wish to move their unit down a class. This request must be made in writing via email and should state the reasons SCGC should consider the request. All petitions should be made prior to the official start of the competitive season.
- 4.3.3 The Novice class will have a term limit of 2 years. A school with multiple groups will be able to stay in the class for more than 2 years if they have 90% new students. The Novice class will be subject to the same review and reclassification policies as presently defined in Sections 4.5 and 4.7 of these bylaws.

#### 4.3.4 SCGC Class Criteria

	Cadet	Novice	RAA	RA	AA
General Definition	All performers are in middle school. Judged on a local sheet created by SCGC.*	Class designed for units discovering winter guard. The Novice Class has a term limit of 2 years, with the exception of a school with multiple groups, who may keep a group in the Novice Class so long as their membership maintains 90% new students. Judged on a local sheet created by SCGC.	Class focuses on training and achievement with simple, introductory design and choreographic qualities. Judged on the WGI RA Sheet.	Class focuses on training and achievement, but with enhanced emphasis on the understanding and achievement of each caption. Judged on the WGI RA Sheet.	Class begins to challenge the performers by adding to the design and vocabularies that lead the performers' understanding of achievement and excellence. Judged on the WGI A Sheet.
	A	Open	World	All Age Class	
	Class focuses on evolution within group, adding to their design and vocabularies range, and taking on greater challenges as they prepare for advancement into Open Class. Judged on the WGI A Sheet.	Refer to WGI Philosophy in WGI Handbook.	Refer to WGI Philosophy in WGI Handbook.	Class reserved for groups with members that may exceed WGI age limits and do not meet WGI World Class Philosophy. Judged on WGI A Sheet.	
<p><b><u>For further information on judging criteria used for each class, refer to the Points of Comparison on the judge sheets. Local sheets used by SCGC can be found in the SCGC Resources, or within the WGI Handbook.</u></b></p>					
<p>*All classes are eligible for promotion with the exception of the Cadet class.</p>					

#### 4.3.5 Scholastic Open & World Class Requirements

4.3.5.1 **Scholastic Open Class (SO)**: Programs in this class MUST compete at WGI Regionals and/or WGI World Championships in the Scholastic Open Class during the current season. If SCGC has 3 or less units represented in the classification, said units will be required to obtain a minimum score (set by WGI) to be recognized as a medalist of the SO class at SCGC circuit championships. Units competing in this classification will be judged using the WGI Open Class criteria.

4.3.5.2 **Scholastic World Class (SW)**: Programs in this class MUST compete at WGI Regionals and/or WGI World Championships in the Scholastic World Class during the current season. If SCGC has 3 or less units represented in the classification, said units will be required to obtain a minimum score (set by WGI) to be recognized as a medalist of the SW class at SCGC circuit championships. Units competing in this classification will be judged using the WGI World Class criteria.

#### 4.3.6 Independent Competitive Class Options & Requirements

4.3.6.1 **Independent Regional A (IRA)**: Any unit composed of members not over 22 years of age on March 31st of the competitive year shall be permitted to compete in contests governed by SCGC. Each unit appearing in an SCGC contest shall be prepared to show proof of age for all members. This class consists of beginning independent guards. It is designed for units who may not have enough resources from one school to field a unit and are competitive but not ready for the demands of the "A" Class sheets. Programs in this class should be focused on training. They should perform using basic equipment and movement skills and a basic level of design. Floor coverings and props can be used. Soundtracks should be simple in nature using little to no mixed meter. Units in the IRA class may compete at one WGI Regional event in the WGI Regional Class. Units competing in the classification will be judged using the WGI Regional A Class criteria.

- 4.3.6.2 **Independent A Class (IA)**: Any unit composed of members not over 22 years of age on March 31st of the competitive year shall be permitted to compete in contests governed by SCGC. Each unit appearing in an SCGC contest shall be prepared to show proof of age for all members. Units may compete at more than one WGI Regional event and/or WGI World Championships. If SCGC has 3 or less units represented in the classification, said units will be required to obtain a minimum score (set by WGI) to be recognized as a medalist of the IA class at SCGC circuit championships. Units competing in the classification will be judged using the WGI A Class criteria.
- 4.3.6.3 **Independent Open Class (IO)**: Any unit composed of members not over 23 years of age on March 31st of the competitive year shall be permitted to compete in contests governed by SCGC. Each unit appearing in an SCGC contest shall be prepared to show proof of age for all members. Units may compete at more than one WGI Regional event and/or WGI World Championships. If SCGC has 3 or less units represented in the classification, said units will be required to obtain a minimum score (set by WGI) to be recognized as a medalist of the IO class at SCGC circuit championships. Units competing in this classification will be judged using the WGI Open Class criteria.
- 4.3.6.4 **Independent World Class (IW)**: Independent World Class guards may compete with members of any age. Units may compete at more than one WGI Regional event and/or WGI World Championships. If SCGC has 3 or less units represented in this classification, said units will be required to obtain a minimum score (set by WGI) to be recognized as a medalist of the IW class at SCGC circuit championships. Units competing in the classification will be judged using the WGI World Class criteria.



#### 4.4 Color Guard Timing Requirements

CLASS	INTERVAL TIME (min)	MINIMUM PERFORMANCE TIME (min)	MAXIMUM PERFORMANCE TIME (min)	MINIMUM EQUIPMENT TIME (min)
WORLD	10	4	7.5	3.5
OPEN	9	4	6.5	3.5
SA, SAA, IA	8	4	5.5	3.5
IRA, SRA, SRAA	7	3	4.5	3.0
CADET, NOVICE	6	2	3.5	2.0

#### 4.5 Review and Reclassification (During the Season)

4.5.1 Units in the following classes will be eligible for reclassification during the course of the season:

- Novice
- SRAA
- SRA
- IRA
- SAA

4.5.2 Minimum timing requirements will be waived if a unit is promoted in the last 2 weeks of competition prior to circuit championships (when timing requirements differ in the new classification).

4.5.3 The Review Committee

4.5.3.1 The review committee shall be chosen by the Color Guard Coordinator. The committee will consist of 3 people including the Color Guard Coordinator.

4.5.3.2 No member of the committee shall be affiliated with a unit competing in the class of the unit being reviewed, or in the class to which the unit may be moved.

#### 4.5.4 Factors for Reclassification

4.5.4.1 The class criteria, along with factors such as potential growth, experience of the staff, and number of rehearsal hours will serve as a basis for evaluation.

4.5.4.2 If the review committee is incapable of reaching a decision, the Color Guard Coordinator will make the final determination.

## 4.6 Penalties

Penalties for performance time, equipment time, and interval time may be warned, but not assessed, at the 2 Guard Premier events of the season. The Timing and Penalties (T&P) judge may also choose to warn the unit if props or equipment are improperly prepared including improper taping, but excluding any damage to the facility.

All other penalties as written in the WGI rulebook will be assessed at all events including, but not limited to, use of prohibited items (glass, generators, etc.), violations of prop and facility safety, or actions that delay the operation of the contest or impede the entrance of the next unit.

## 4.7 Reclassification (After the Season)

All color guards that placed in the top 3 of the Novice, SRAA, SRA, SAA, and IRA classes and/or rounds at SCGC Championships shall be promoted to the next higher class for the following competitive season.

4.7.1 The promoted unit must compete in the new assigned class for a minimum of one year.

4.7.2 Middle school color guards will be excluded from a required promotion.

4.7.3 JV color guards may be excluded from promotion unless the membership of the JV unit contains 75% or higher returning members from the previous year.

4.7.4 Any unit has the ability to move to a higher class at will.

## **ARTICLE V – Percussion Guidelines**

### **5.1 Eligibility Requirements**

- 5.1.1 A Master Agreement must be signed and submitted for each competing unit (scholastic and independent). SCGC policies agreed to in the master agreement include general terms and conditions, participant protection and safety, intellectual property, liability, and scholastic eligibility. It is expected that the person accepting the master agreement for a competing unit has read and agrees to adhere to these policies.
- 5.1.2 Scholastic units combining students from multiple schools may compose under the name of a single school OR the school district name.
  - 5.1.2.1 Units may not combine names or use fictional names.

### **5.2 SCGC Championships Attendance Requirements**

All Percussion units attending circuit championships must compete in a minimum of 2 competitions. Any one (1) WGI Percussion Regional will count toward championships eligibility.

### 5.3 Percussion Timing Requirements

CLASS	MAXIMUM PERFORMANCE TIME (min)	MINIMUM PERFORMANCE TIME (min)	INTERVAL TIME (min)
PIFC	4:30	3	9
Concert A	6	4	9
Concert Open	7	4	10
Concert World	8	4	11
A Marching <a href="#">Classes</a>	6	4	9
Open Marching Class	7	4	10
World Marching Class	8	4	11

### 5.4 Percussion Classification

#### 5.4.1 Scholastic Competitive Class Options

5.4.1.1 **Percussion Introductory Festival Class (PIFC)**: This class is non-competitive and will receive ratings only (I, II, and III). This class is used as a beginning level classification to promote education and growth in units not yet prepared for competition in PSA. One student conductor is allowed. Units will be judged on the WGI Percussion Scholastic A criteria and credit will be given to both musical and visual elements.

5.4.1.2 **Percussion Scholastic Concert A (PSCA)**: Instrumentation must be oriented to the performance of concert percussion. Movement will be permitted in order to allow performers to change equipment or to allow for better presentation of musical performance only. One non-student conductor is allowed. Credit will be given for musical elements only.

Units will be judged on the WGI A Concert Percussion criteria. Units may compete at more than 1 WGI Regional and/or WGI World Championships in the Scholastic Concert A Percussion Class.

- 5.4.1.3 **Percussion Scholastic Concert Open (PSCO)**: Instrumentation must be oriented to the performance of concert percussion. Movement will be permitted in order to allow performers to change equipment or to allow for better presentation of musical performance only. One non-student conductor is allowed. Credit will be given for musical elements only. Units will be judged on the WGI Open Concert Percussion criteria. Units may compete at more than 1 WGI Regional and/or WGI World Championships in the Scholastic Concert Open Percussion Class.
- 5.4.1.4 **Percussion Scholastic Concert World (PSCW)**: Instrumentation must be oriented to the performance of concert percussion. Movement will be permitted in order to allow performers to change equipment or to allow for better presentation of musical performance only. One non-student conductor is allowed. Credit will be given for musical elements only. Units will be judged on the WGI World Concert Percussion criteria. Units may compete at more than 1 WGI Regional and/or WGI World Championships in the Scholastic Concert World Percussion Class.
- 5.4.1.5 **Percussion Scholastic A (PSA)**: Units will be judged on the WGI Marching Percussion A Class criteria. One student conductor is allowed. This class is for those ensembles that exhibit introductory understanding of basic musical and visual skill sets. Units will compete only on a local circuit level.
- 5.4.1.5.1 A unit can compete a maximum of 3 consecutive years in this classification.
- 5.4.1.6 **Percussion Scholastic A - Advanced (PSA - Advanced)**: Units will be judged on the WGI Marching Percussion A Class criteria. One student conductor is allowed. This class is for those demonstrating an

advanced understanding of basic musical and visual skill sets. Units may compete at more than one WGI Regional and/or WGI World Championships in the Scholastic A Marching Percussion Class.

5.4.1.7 **Percussion Scholastic Open (PSO)**: Units will be judged on the WGI Marching Percussion Open Class criteria. One student conductor is allowed. Units may compete at more than one WGI Regional and/or WGI World Championships in the Scholastic Open Marching Percussion Class.

5.4.1.8 **Percussion Scholastic World (PSW)**: Units will be judged on the WGI Marching Percussion World Class criteria. One student conductor is allowed. Units may compete at more than one WGI Regional and/or WGI World Championships in the Scholastic World Marching Percussion Class.

#### 5.4.2 Independent Competitive Class Options

5.4.2.1 **Percussion Independent A (PIA)**: Any unit composed of members not over 22 years of age on March 31st of the competitive year shall be permitted to compete in contests governed by SCGC. Each unit appearing in an SCGC contest shall be prepared to show proof of age for all members. One conductor of age is allowed. Units will be judged on the WGI Marching Percussion A Class criteria. Units may compete at more than one WGI Regional and/or WGI World Championships in the Independent A Marching Percussion Class.

5.4.2.2 **Percussion Independent Open (PIO)**: Any unit composed of members not over 22 years of age on March 31st of the competitive year shall be permitted to compete in contests governed by SCGC. Each unit appearing in an SCGC contest shall be prepared to show proof of age for all members. One conductor of age is allowed. Units will be judged on the WGI Marching Percussion Open Class criteria. Units may compete at more than one WGI Regional and/or WGI World Championships in the Independent Open Marching Percussion Class.

- 5.4.2.3 **Percussion Independent World (PIW)**: Any unit composed of members not over 22 years of age on March 31st of the competitive year shall be permitted to compete in contests governed by SCGC. Each unit appearing in an SCGC contest shall be prepared to show proof of age for all members. One conductor of age is allowed. Units will be judged on the WGI Marching Percussion World Class criteria. Units may compete at more than one WGI Regional and/or WGI World Championships in the Independent World Marching Percussion Class.

## **5.5 Percussion Promotions**

- 5.5.1 SCGC percussion units competing on a WGI level who are promoted to a new class during the course of the season, will automatically be promoted to their new class of competition at the SCGC level.
- 5.5.2 Units competing uniquely on a local level, are subject to class promotions throughout the season. The Percussion Coordinator along with the chief judge of any given contest are responsible for making this change and informing the unit Director.

## **5.6 Penalties**

Penalties for performance time and interval time may be warned, but not assessed, at the 2 percussion Premier events of the season. The Timing and Penalties (T&P) judge may also choose to warn the unit if props or equipment are improperly prepared including improper taping, but excluding any damage to the facility.

All other penalties as written in the WGI rulebook will be assessed at all events including, but not limited to, use of prohibited items (glass, generators, etc.), violations of prop and facility safety, or actions that delay the operation of the contest or impede the entrance of the next unit.



## **ARTICLE VI – Winds Guidelines**

### **6.1 Eligibility Requirements**

- 6.1.1 A Master Agreement must be signed and submitted for each competing unit (scholastic and independent). SCGC policies agreed to in the master agreement include general terms and conditions, participant protection and safety, intellectual property, liability, and scholastic eligibility. It is expected that the person accepting the master agreement for a competing unit has read and agrees to adhere to these policies.
- 6.1.2 Scholastic units combining students from multiple schools may compose under the name of a single school OR the school district name.
  - 6.1.2.1 Units may not combine names or use fictional names.

### **6.2 SCGC Championships Attendance Requirements**

All Winds units attending circuit championships must compete in a minimum of 2 competitions. Any one (1) WGI Winds Regional will count toward championships eligibility.

### **6.3 Winds Timing Requirements**

<b>CLASS</b>	<b>MAXIMUM PERFORMANCE TIME (min)</b>	<b>MINIMUM PERFORMANCE TIME (min)</b>	<b>INTERVAL TIME (min)</b>
<b>A Marching Class</b>	<b>6</b>	<b>4</b>	<b>9</b>
<b>Open Marching Class</b>	<b>7</b>	<b>4</b>	<b>10</b>
<b>World Marching Class</b>	<b>8</b>	<b>4</b>	<b>11</b>

### **6.4 Winds Classification**

SCGC will adopt the WGI classification system. Please refer to the WGI rulebook for a breakdown of classes offered in the Winds Division.

## **6.5 Winds Promotions**

- 6.5.1 SCGC Winds units competing on a WGI level who are promoted to a new class during the course of the season, will automatically be promoted to their new class of competition at the SCGC level.
- 6.5.2 Units competing uniquely on a local level, are subject to class promotions throughout the season. The Winds Coordinator along with the chief judge of any given contest are responsible for making this change and informing the unit Director.

## **6.6 Penalties**

Penalties for performance time and interval time may be warned, but not assessed, at the 2 Winds Premier events of the season (Premier North and Premier South). The Timing and Penalties (T&P) judge may also choose to warn the unit if props or equipment are improperly prepared including improper taping, but excluding any damage to the facility.

All other penalties as written in the WGI rulebook will be assessed at all events including, but not limited to, use of prohibited items (glass, generators, etc.), violations of prop and facility safety, or actions that delay the operation of the contest or impede the entrance of the next unit.

## **ARTICLE VII – Circuit Contests**

### **7.1 Procedures**

- 7.1.1 The Contest Coordinator shall handle all entries and shall be responsible for providing final information to the units and adjudicators.
- 7.1.2 Tentative contest schedules will be posted 1 month before a contest with an official schedule and packet posted to the website on the Monday prior to the contest date.
- 7.1.3 Regular season SCGC color guard contests shall be adjudicated by a 6 person panel unless otherwise decided by the SCGC Contest Coordinator and SCGC Color Guard Coordinator:
- 2 General Effect Judges
  - 1 Design Analysis Judge
  - 1 Individual Analysis Movement Judge
  - 1 Individual Analysis Equipment Judge
  - 1 Timing and Penalties Judge
- 7.1.4 Regular season SCGC Percussion contests shall be adjudicated by a 5 person panel:
- 1 Music Judge
  - 1 Effect Visual
  - 1 Effect Music
  - 1 Visual Judge
  - 1 Timing and Penalties Judge
- 7.1.5 Percussion Concert Class will be adjudicated by a 4 person panel:
- 1 Music Judge
  - 1 Artistry Judge
  - 1 Timing and Penalties Judge
- 7.1.6 Regular season SCGC Winds contests shall be adjudicated by a 4 person panel:
- 1 Music Analysis Judge
  - 1 Overall Effect Judge

- 1 Visual Analysis Judge
  - 1 Timing and Penalties Judge
- 7.1.7 Score sheets, critique sheet, recap forms, schedules, judges' commentary, and general information will be provided by SCGC through the Contest Coordinator.
- 7.1.8 The Contest Coordinator must assign at least 1 trained tabulator for all contests. SCGC will use CompetitionSuite at all events for tabulation and judge commentary management.
- 7.1.9 Units will be announced onto the floor of competition per WGI guidelines.

**7.2 Contest Size Limitations / Waitlist**

7.2.1 Maximum entries per contest:

Show Description	Maximum Number of Units
Color Guard Only	60
Percussion / Winds Only	50
Combination Show	55

- 7.2.1.1 The Contest Coordinator shall have the discretion to add up to 5 more units to a contest.
- 7.2.1.2 These restrictions DO NOT APPLY to Circuit Championships.
- 7.2.2 Waiting List: Units entering after a contest has closed (4 weeks before the contest) will be placed on a waiting list for that contest.

## **ARTICLE VIII – Circuit Championships**

### **8.1 Entry Procedure**

Entry procedures will be the same as for regular season circuit contests. There will be a \$100.00 entry fee for each unit to participate in circuit championships.

### **8.2 Sponsorship**

The SCGC Championships shall be sponsored by the Southeastern Color Guard Circuit.

### **8.3 Operational Responsibilities**

8.3.1 The SCGC Championship Coordinator shall be responsible for the operational aspects for the Circuit Championships.

### **8.4 Key Staff**

8.4.1 The Championship Coordinator shall recruit and/or select key staff personnel to assist for the circuit championships.

8.4.2 Example key staff positions: event coordinators, unit check-in, inspection, unit starters and movers, announcers, ticket sellers, merchandise and video sellers, judge security, ushers, sound, video, headquarters operations, housing, awards, local media coordination, unit housing and practice sites, etc.

### **8.5 Judging Panels**

Double panels at Circuit Championships will only be considered when the budget allows and is approved by the Financial Committee.

### **8.6 Circuit Championship Contest Schedule**

- 8.6.1 The contest shall be held on Thursday, Friday, Saturday, and/or Sunday depending on number of units.
- 8.6.2 The performance schedule is to be determined by the Contest Coordinator.
- 8.6.3 Any class with championship entries totaling 16 or more will be split into Divisions or Preliminary rounds if time allows.
- 8.6.4 When color guard unit championships attendance exceeds a manageable amount for a single weekend championships, the Circuit Championships Coordinator may choose any of the following options:
  - Hold a Cadet and Novice Class Championship one week prior to an A, Open, World Class Championship.
  - Allow for any class exceeding 16 units to perform in seeded positions in a prelim/finals format.

## **8.7 Determination of Unit Performance Positions at Circuit Championships**

All class divisions will be seeded according to the process developed by WGI.

- 8.7.1 When there are 8 or more groups in a class they will be grouped into 2 divisions.
  - 8.7.1.1 Ranking is determined by the average of the last projected score and the highest score achieved during the season (i.e., four or five highest ranking, next four or five highest ranking, etc.)
- 8.7.2 Units will then be randomly drawn for performance order within their groupings with the group of highest ranking units performing last.
- 8.7.3 A schedule will be distributed to all competitors with assigned slots for the championship contest.

## **8.8 Championship Awards**

- 8.8.1 Plaques and/or trophies will be presented to all finalists in all divisions.

8.8.2 All medalist units at SCGC Championships will be provided medals during a medal ceremony at championships retreat totaling the number of members participating plus seven.

8.8.2.1 If the Band Director of a unit is not included in the seven, one additional medal may be requested.

8.8.3 Certificates will be given to all highest scoring scholastic units per state and read "unit ABC is the SCGC highest scoring class unit from state."

## **8.9 Ties and Medals at Championships**

In the event of a tie in the top 3 placements at SCGC Championships, the following protocols will be utilized:

8.9.1 First Place Tie: The 2 units that are tied will each receive Gold medals. The next highest scoring group will be indicated as third place and will receive Bronze medals.

8.9.2 Second Place Tie: The top scoring unit will receive Gold medals. The tied units will each receive Silver medals and there will be no Bronze medals awarded. The next highest score will be in fourth place.

8.9.3 Third Place Tie: The top scoring unit will receive Gold Medals. The next highest scoring unit will receive Silver medals. The 2 tied units will each receive Bronze medals and the next highest scoring unit will be in fifth place.

## **8.10 Championships Program/Yearbook**

The Championship Coordinator is responsible for all aspects of the content, layout, production, delivery, promotion, billing, marketing, etc. for the Championships Program/Yearbook

## **8.11 Championship Merchandise**

The Championship Coordinator will put out a request for proposals, and the best price and quality will be considered.

## 8.12 SCGC Hall of Fame

The Hall of Fame will consist of individuals and shows which have made a significant contribution to SCGC and have in some way influenced the course of SCGC history. Their contribution may be made through artistic standards, administrative leadership, or adjudication.

8.12.1 A committee of two people will be appointed to overview the Hall of Fame nomination process.

8.12.2 The SCGC Board of Directors and Staff will vote on the new inductees (no more than 3 per year).

8.12.3 The Hall of Fame nomination and induction timeline will be as follows:

- October 1<sup>st</sup> – October 31<sup>st</sup>: Nominations submitted from circuit membership
- November 1<sup>st</sup> – November 15<sup>th</sup>: Hall of Fame committee narrows down nominations to send to BoD for vote
- November 16<sup>th</sup> – November 30<sup>th</sup>: BoD submit votes on nominees to be inducted
- December 1<sup>st</sup>: Announce new additions to the SCGC Hall of Fame via the SCGC website and social media platforms
- January – March: Recognize/announce inductees at SCGC shows
- Championships: Recognize each inductee during the award ceremony with a plaque

8.12.4 Hall of Fame inductions for individuals will occur on even years (nominations to be made the previous odd year), and inductions for shows will occur on odd years (nominations to be made the previous even year).



## **ARTICLE IX – SCGC Scholarships**

### **9.1 Scholarship Guidelines**

- 9.1.1 Applications, information, and selection of committees are the responsibility of the Scholarship Coordinator.
- 9.1.2 Committee selected by the Scholarship Coordinator are to consist of people not associated with a current participating unit of SCGC.
- 9.1.3 All information and deadlines regarding the scholarships can be found on the SCGC website.
- 9.1.4 Applicants must provide the items listed on the website by the posted deadlines to be eligible for consideration.
- 9.1.5 Scholarships are not to be less than \$200.00 per recipient. There is no maximum limit.
- 9.1.6 Number of recipients and amount of awards are determined each year by the Scholarship Coordinator with approval from the Business Committee.
- 9.1.7 Scholarship presentations are made at the recipient's class finale at Circuit Championships.

## **ARTICLE X – Photography, Videography, and Communications**

### **10.1 Photography**

The Championship Coordinator shall secure the services of a photographer for Circuit Championships who will provide group pictures and action shots to sell to participating units.

### **10.2 Videography**

For SCGC to be compliant with US copyright law, no videos or audio recordings will be allowed at any SCGC event. No designated area will be blocked off at our events and no video passes will be issued.

### **10.3 Communications**

All unit director/instructor contact information (email and phone number) will be available for all members to access via the director resource area of the SCGC website. An option to opt-out of this database will be available during the registration process. Additionally, an option to opt-out of SCGC sharing contact information with sponsors will be available during the registration process.

## **ARTICLE XI - Contractors of the Corporation**

### **11.1 Contracted Positions**

11.1.1 The following positions are salaried or volunteer positions hired by the President and/or the Executive Board with the approval of the Board of Directors of the Southeastern Color Guard Circuit (SCGC):

- Financial Officer
- Championship Coordinator
- Contest Coordinator
- Color Guard Coordinator
- Percussion/Winds Coordinator
- Scholarship Coordinator
- Sponsorship Coordinator
- Webmaster
- Social Media Coordinator
- Diversity & Inclusion Liason (Volunteer Position)
- Miscellaneous staff as needed

11.1.2 Services for these positions will be advertised for two (2) weeks with the Executive Board retaining the person hired based upon submitted resume.

11.1.3 Contracted employees may not vote on behalf of a member unit unless no payment is received for the contracted position.

### **11.2 Contractor Position Descriptions**

11.2.1 Financial Officer (FO)

11.2.1.1 Appointment and Terms: The Executive Board and/or the President shall appoint the position of Financial Officer with the approval of the Board of Directors for an indefinite period of time.

11.2.1.2 Path of Responsibility: The Financial Officer shall be responsible to the President and the Board of Directors.

- 11.2.1.3 Compensation: The President with the approval of the Executive Board shall determine compensation and expense allocations.
- 11.2.1.4 Purpose, Duties, and Responsibilities: The purpose of the Financial Officer is to serve as the treasurer of the corporation. The Financial Officer should maintain communication with the Executive Board. Duties and Responsibilities of this position include, but are not limited to the following:
  - 11.2.1.4.1 Attendance is mandatory at Business Committee, Advisory Board, and Board of Directors meetings.
  - 11.2.1.4.2 The FO shall approve and maintain records of all purchases made through the SCGC Corporation through a purchase requisition process as outlined by the Board of Directors.
  - 11.2.1.4.3 The FO, along with the President, shall be responsible for assuring that the Corporation's non-profit tax-exempt status is maintained and the requirements imposed by federal and state laws for non-profit tax exempt status are at all times.
  - 11.2.1.4.4 The FO shall execute other duties as assigned by the Executive Board.

## 11.2.2 Championship Coordinator (CHC)

- 11.2.2.1 Appointment and Terms: The Executive Board and/or President shall appoint the position of Championship Coordinator with approval of the Board of Directors for an indefinite period of time. Although the Championship Coordinator could have an affiliation with any unit, presently or during the previous season, it is understood that the Championship Coordinator will act independently of his/her own unit.
- 11.2.2.2 Path of Responsibility: The Championship Coordinator shall be responsible to the President and the Board of Directors.

- 11.2.2.3 Compensation: The President with the approval of the Executive Board shall determine compensation and expense allocations.
- 11.2.2.4 Purpose, Duties, and Responsibilities: The purpose of the Championships Coordinator (CHC) is to plan, direct, and review the overall activities of the championship contest of SCGC and to coordinate and implement the scheduling along with the Contest Coordinator. The CHC shall implement the championship contest directives of the Advisory Boards. Duties and Responsibilities of this position include, but are not limited to the following:
  - 11.2.2.4.1 The CHC shall attend Advisory Board and BOD meetings.
  - 11.2.2.4.2 The CHC shall advance, promote, and manage the SCGC championship contest.
  - 11.2.2.4.3 The CHC shall maintain ongoing communication with the SCGC President, Contest Coordinator, Division Coordinators, Executive Board, and BOD to assure coordination of all areas of joint responsibility.
  - 11.2.2.4.4 The CHC shall maintain common awareness of changes in procedures, policies, and/or problems.
  - 11.2.2.4.5 The CHC shall provide a report for the annual Board of Directors meeting.
  - 11.2.2.4.6 The CHC shall participate in the annual Circuit Member Advisory Board meetings as a non-voting member.
  - 11.2.2.4.7 The CHC shall participate in the annual Business Committee meeting as a voting member.
  - 11.2.2.4.8 The CHC shall work with the Contest Coordinator to insure proper competition arrangements in regards to scheduling.
  - 11.2.2.4.9 The CHC shall coordinate and provide the office of Secretary and President with written materials.
  - 11.2.2.4.10 The CHC shall communicate and insure support for

units, sponsors, etc. in regards to circuit championships to aid the development of unit activities.

11.2.2.4.11 The CHC shall assure that all ongoing communication reflects the WGI and subsequent SCGC philosophy.

11.2.2.4.12 The CHC shall execute other duties as assigned by the Executive Board

### 11.2.3 Contest Coordinator (CC)

11.2.3.1 Appointment and Terms: The Executive Board and/or President shall appoint the position of Contest Coordinator with approval of the Board of Directors for an indefinite period of time. Although the CC could have an affiliation with any unit, presently or during the previous season, it is understood that the Contest Coordinator will act independently of his/her own unit.

11.2.3.2 Path of Responsibility: The CC shall implement the contest directives of the Advisory boards and is responsible to the President and the Executive Board.

11.2.3.3 Compensation: The President with the approval of the Executive Board shall determine compensation and expense allocations.

11.2.3.4 Purpose, Duties and Responsibilities: The purpose of the CC is to plan, develop, direct, and review the activities and operations of the SCGC, focusing largely on the competitive aspect, as it applies to the membership. The CC also coordinates SCGC activities with outside organizations and provides responsible support to the BOD, pageantry activities, and the membership. The CC coordinates and implements the scheduling and operation of all SCGC competitions. Duties and Responsibilities of this position include, but are not limited to the following:

11.2.3.4.1 The CC shall attend Advisory Board and BOD meetings.

11.2.3.4.2 The CC shall advance, promote, and manage the

SCGC Contest program.

- 11.2.3.4.3 The CC shall maintain ongoing communication with the SCGC President, Championship Coordinator, Division Coordinators, Executive Board, and BOD to assure coordination of all areas of joint responsibility; maintain common awareness of changes in procedures, policies, and/or problems.
- 11.2.3.4.4 The CC shall provide a report for the annual Board of Directors meeting.
- 11.2.3.4.5 The CC shall participate in the annual Circuit Member Advisory Board meetings as a non-voting member, unless representing their unit.
- 11.2.3.4.6 The CC shall participate in the annual Business Committee meeting as a voting member.
- 11.2.3.4.7 The CC shall work with the Championship Coordinator to insure proper competition arrangements.
- 11.2.3.4.8 The CC shall coordinate and provide the office of Secretary and President with written materials.
- 11.2.3.4.9 The CC shall communicate and insure support for units, sponsors, etc. to aid in the development of unit activities.
- 11.2.3.4.10 The CC shall assure that all ongoing communication reflects the WGI and subsequent SCGC philosophy.
- 11.2.3.4.11 The CC shall communicate with Chief Judges and the Division Coordinators regarding any changes to adjudication procedures and other pertinent data.
- 11.2.3.4.12 The CC shall keep the Executive Board advised of significant operational issues and/or concerns as they occur.
- 11.2.3.4.13 The CC shall track critical problems to assure

resolution.

- 11.2.3.4.14 The CC shall act as a focal point for gathering information pertinent to the operation of SCGC.
- 11.2.3.4.15 The CC shall collect and develop new concepts and approaches where appropriate and present to the Executive Board for consideration.
- 11.2.3.4.16 The CC shall identify changes needed in existing procedures and policies and present to the Executive Board for consideration.
- 11.2.3.4.17 The CC shall distribute procedures and policies to membership.
- 11.2.3.4.18 The CC shall execute other duties as assigned by the Executive Board.

#### 11.2.4 Color Guard Coordinator (CGC)

- 11.2.4.1 Appointment and Terms: The Executive Board and/or President shall appoint the position of SCGC Guard Coordinator with approval of the Board of Directors for an indefinite period of time. The Guard Coordinator will have no primary affiliation as described by WGI (i.e., designer, instructor, or management of a competing unit). A member of the Circuit Member Advisory board can not apply for this position due to the conflict of interest with both judge and instructor issues.
- 11.2.4.2 Path of Responsibility: The Guard Coordinator shall implement the educational and philosophical directives of the Circuit Membership Advisory Board. The Guard Coordinator will report to the President for contractual obligations and will be subject to the President's evaluations of accountability. The Guard Coordinator will also work under the Contest Coordinator to assure and facilitate project coordination.



- 11.2.4.3 Compensation: \$3000.00 yearly stipend and travel expenses as defined by the SCGC travel policy. Compensation would be split into two payments to be paid in December and after Circuit Championships of the competitive year of service.
- 11.2.4.4 Purpose, Duties and Responsibilities. The Guard Coordinator will plan, promote, direct, and review all activities as it relates to Guard Units and Judges.
  - 11.2.4.4.1 The CGC shall provide unit education.
  - 11.2.4.4.2 The CGC shall organize an annual clinic/seminar.
  - 11.2.4.4.3 The CGC shall maintain color guard educational pages on the website.
  - 11.2.4.4.4 The CGC shall provide unit assistance.
  - 11.2.4.4.5 The CGC shall help put a mentorship program in place for units that request it.
  - 11.2.4.4.6 The CGC shall keep open communications with units.
  - 11.2.4.4.7 The CGC shall serve on the judge assignment team.
  - 11.2.4.4.8 The CGC shall serve on the unit promotion team.
  - 11.2.4.4.9 The CGC shall attend all Circuit Membership Advisory Board and BOD meetings.
  - 11.2.4.4.10 The CGC shall help with new judge recruiting.
  - 11.2.4.4.11 The CGC shall be responsible for judge education follow-up (link between all new judges/their mentor and/or the judging association provider).
  - 11.2.4.4.12 The CGC shall assist in recruiting out of circuit judges for local shows.
  - 11.2.4.4.13 The CGC shall report weekly with the head of the Judging Association Provider.
  - 11.2.4.4.14 The CGC shall attend Circuit Membership Advisory Board meetings as a non-voting member.
  - 11.2.4.4.15 The CGC shall attend all assigned color guard SCGC events including SCGC Championships.

- 11.2.4.4.16 The CGC shall be able to present and work within a budget that is determined and detailed by the Financial Committee.
- 11.2.4.4.17 The CGC shall serve on the Business Committee as a voting member.
- 11.2.4.4.18 The CGC shall execute other duties as assigned by the Executive Board.

#### 11.2.5 Percussion/Winds Coordinator (PWC)

- 11.2.5.1 Appointment and Terms: The Executive Board and/or President shall appoint the position of SCGC Percussion/Winds Coordinator with approval of the Board of Directors for an indefinite time. The Percussion/Winds Coordinator will have no primary affiliation as described by WGI (i.e., designer, instructor, or management of the competing unit). A member of the Circuit Member Advisory Board can not apply for this position due to the conflict of interest with both judge and instructor issues.
- 11.2.5.2 Path of Responsibility: The Percussion/Winds Coordinator shall implement the educational and philosophical directives of the Circuit Membership Advisory Board. The Percussion/Winds will report to the President for contractual obligations and will be subject to the President's evaluations of accountability. The Percussion/Winds Coordinator will also work under the Contest Coordinator to assure and facilitate project coordination.
- 11.2.5.3 Compensation: \$3000.00 yearly stipend and travel expenses as defined by the SCGC travel policy. Compensation would be split into two payments to be paid in December and after Circuit Championships of the competitive year of service.
- 11.2.5.4 Purpose, Duties and Responsibilities: The Percussion/Winds Coordinator will plan, promote, direct, and review all activities as it relates to Percussion and Wind Units and Judges.

- 11.2.5.4.1 The PWC shall provide unit education.
- 11.2.5.4.2 The PWC shall organize an annual clinic/seminar.
- 11.2.5.4.3 The PWC shall maintain the percussion & winds educational pages on the website.
- 11.2.5.4.4 The PWC shall provide unit assistance.
- 11.2.5.4.5 The PWC shall help put a mentorship program in place for units that request it.
- 11.2.5.4.6 The PWC shall keep open communications with units.
- 11.2.5.4.7 The PWC shall serve on the judge assignment team.
- 11.2.5.4.8 The PWC shall attend all Circuit Membership Advisory Board and BOD meetings.
- 11.2.5.4.9 The PWC shall help with new judge recruiting.
- 11.2.5.4.10 The PWC shall be responsible for judge education follow-up (link between all new judges/their mentor and/or the judging association provider, if applicable).
- 11.2.5.4.11 The PWC shall assist in recruiting out of circuit judges for local shows.
- 11.2.5.4.12 The PWC shall attend Circuit Membership Advisory Board meetings as a non-voting member.
- 11.2.5.4.13 The PWC shall attend all assigned Percussion/Winds SCGC events including SCGC Championships.
- 11.2.5.4.14 The PWC shall be able to present and work within a budget that is determined and detailed by the Financial Committee.
- 11.2.5.4.15 The PWC shall serve on the Business Committee as a voting member.
- 11.2.5.4.16 The PWC shall execute other duties as assigned by the Executive Board.

#### 11.2.6 Scholarship Coordinator (SC)

- 11.2.6.1 Appointment and Terms: The Executive Board and/or President shall appoint the position of Scholarship Coordinator with approval of the Board of Directors for an indefinite time. Although the Scholarship

Coordinator could have an affiliation with any unit, presently or during the previous season, it is understood that the Scholarship Coordinator will act independently of his/her own unit.

- 11.2.6.2 Path of Responsibility: The Scholarship Coordinator shall implement scholarship directives of the Circuit Membership Advisory Boards and is responsible to the President.
- 11.2.6.3 Compensation: The President with the approval of the Executive Board shall determine compensation and expense allocations.
- 11.2.6.4 Purpose, Duties and Responsibilities: The scholarship program is designed to provide educational opportunities to students that are involved in the pageantry arts. Applicants must submit short answer responses as well as an essay. The short answer and essay sections give students a chance to express their feelings on leadership, inspiration and motivation.
  - 11.2.6.4.1 The SC shall prepare, distribute, and receive scholarship information and applications.
  - 11.2.6.4.2 The SC shall select a panel of readers/judges from outside the circuit to review scholarship applications.
  - 11.2.6.4.3 The SC shall insure promotion of and communication with SCGC units, sponsors, etc., aiding in the development of scholarship activities.
  - 11.2.6.4.4 The SC shall attend all Circuit Membership Advisory board and BOD meetings.
  - 11.2.6.4.5 The SC shall coordinate the awards for recipient(s) of the scholarships(s), which will be presented at SCGC Championships.
  - 11.2.6.4.6 The SC shall execute other duties as assigned by the Executive Board.

## 11.2.7 Sponsorship Coordinator (SpC)

- 11.2.7.1 Appointment and Terms: The Executive Board and/or President shall appoint the position of Sponsorship Coordinator with approval of the Board of Directors for an indefinite time. Although the Sponsorship Coordinator could have an affiliation with any unit, presently or during the previous season, it is understood that the Sponsorship Coordinator will act independently of his/her own unit.
- 11.2.7.2 Path of Responsibility: The Sponsorship Coordinator shall implement sponsorship directives of the Circuit Membership Advisory Boards and is responsible to the President.
- 11.2.7.3 Compensation: The President with the approval of the Executive Board shall determine compensation and expense allocations.
- 11.2.7.4 Purpose, Duties and Responsibilities: The Sponsorship Coordinator shall plan, promote, direct and review all activities as it relates to obtaining sponsorships for SCGC.
  - 11.2.7.4.1 The SpC shall prepare, distribute, and receive sponsorship information.
  - 11.2.7.4.2 The SpC shall insure promotion of and communication with SCGC sponsors, etc., aiding in the development of sponsorship activities.
  - 11.2.7.4.3 The SpC shall attend all Circuit Membership Advisory Board and BOD Meetings.
  - 11.2.7.4.4 The SpC shall execute other duties as assigned by the Executive Board.

## 11.2.8 Webmaster

- 11.2.8.1 Appointment and Terms: The Executive Board and/or President shall appoint the position of Webmaster with the approval of the Board of Directors for an indefinite time. Although the Webmaster could have an affiliation with any unit, presently or during the previous season, it is understood that the Webmaster will act independently of his/her own unit.

11.2.8.2 Path of Responsibility: The Webmaster shall follow the directions of the President and/or Division Coordinators to update information on the SCGC Website.

11.2.8.3 Compensation: The President with the approval of the Financial Committee and Executive Board shall determine compensation and expense allocations.

11.2.8.4 Purpose, Duties and Responsibilities:

11.2.8.4.1 The Webmaster, with approval from the President and/or Financial committee, shall determine the best quality web construction services that are available.

11.2.8.4.2 The Webmaster shall design and implement all art work, pictures, video, etc. on the SCGC website that the President and/or Division Coordinators have approved for posting.

11.2.8.4.3 The Webmaster shall design and maintain a "Director's Only" secure section of the SCGC website for the purposes of competition registration and other needs as determined by the President and/or Board of Directors or Division Coordinators.

11.2.9 Social Media Coordinator (SMC)

11.2.9.1 Appointment and Terms: The Executive Board and/or President shall appoint the position of Social Media Coordinator with the approval of the Board of Directors for an indefinite time. Although the Social Media Coordinator could have an affiliation with any unit, presently or during the previous season, it is understood that the Social Media Coordinator will act independently of his/her own unit.

11.2.9.2 Path of Responsibility: The Social Media Coordinator shall follow the directions of the President and/or Division Coordinators to update SCGC social media platforms.

11.2.9.3 Compensation: The President with the approval of the Financial Committee and Executive Board shall determine compensation and expense allocations.

11.2.9.4 Purpose, Duties and Responsibilities:

- 11.2.9.4.1 The SMC shall design social media accounts (specifically Facebook and Instagram).
- 11.2.9.4.2 The SMC shall create content for social media accounts.
- 11.2.9.4.3 The SMC shall actively manage social media accounts.
- 11.2.9.4.4 The SMC shall perform other duties as assigned.

11.2.10 Diversity & Inclusion (D&I) Liaison

11.2.10.1 Appointment and Terms: The Executive Board and/or President shall appoint the position of D&I Liaison with the approval of the Board of Directors for an indefinite time. Although the D&I Liaison could have an affiliation with any unit, presently or during the previous season, it is understood that the D&I Liaison will act independently of his/her own unit.

11.2.10.2 Purpose, Duties and Responsibilities:

- 11.2.10.2.1 Manage the implementation of WGI programs and initiatives that further SCGC's D&I strategy and contribute to creating a more diverse and inclusive workplace
- 11.2.10.2.2 Oversee D&I communication logistics as directed by the President
- 11.2.10.2.3 In close collaboration with SCGC Board of Directors, support drafting of the strategic plan through research, gathering data, and other related activities
- 11.2.10.2.4 Update and maintain diversity and inclusion-related content on SCGC's website
- 11.2.10.2.5 Assist the Board of Directors in the planning and delivery of high-quality training and awareness building
- 11.2.10.2.6 Serve as a liaison as directed between the WGI Diversity and Inclusion Committee and SCGC Board of Directors, Staff and member units
- 11.2.10.2.7 Assist in responding appropriately and quickly to requests for support regarding D&I

- 11.2.10.2.8 Monitor work plan and strategic plan to ensure goals are met in a timely fashion. Report on overall progress to ensure that learning and results are utilized to improve D&I programs and processes
- 11.2.10.2.9 Promote a work environment that is accepting, emphasizes teamwork, a respect for differences, and giving constructive feedback
- 11.2.10.2.10 Understand organizational dynamics and actively work to cultivate D&I allies across the organization
- 11.2.10.2.11 Serve as acting Diversity and Inclusion Liaison representing Diversity & Inclusion at SCGC meetings and events as needed
- 11.2.10.2.12 Exercise and maintain confidentiality of information as it pertains to the organization, diversity initiatives, and circuit leadership
- 11.2.10.2.13 Perform other duties as required



## **ARTICLE XII - Membership Voting and Proxy Procedures**

### **12.1 Proxy Voting Procedures**

- 12.1.1 The President will send out an email to the current membership detailing the proper procedure for declaring their voting proxy in the event that no one from their unit can attend the meeting.
- 12.1.2 Proxy Deadline: One week prior to the meeting in question.
- 12.1.3 Submitting a proxy: Email the Board Secretary and President by the stated deadline with the Unit Name that owns the proxy and the person the proxy is given to for the immediate upcoming meeting. No other form of proxy will be accepted. Published deadline is strictly enforced. (i.e., no last minute texts, calls, or emails after the deadline)
- 12.1.4 Verifying proxies: Once the proxy declaration emails have been received and verified, a list will be provided for the BOD in the event that an emergency absence of the President or Secretary occurs. At the meeting the Secretary will approve the identity of the proxy and have that proxy member “sign out” the unit’s ballot. No one may “swap” proxies (i.e., if the first person who met the deadline to qualify as a proxy then does not attend the meeting the original member unit forfeits their vote). Once a member unit assigns a proxy, that proxy vote shall stand even if the original designated member comes to the meeting.
- 12.1.5 Each person may only vote for a single unit (e.g. A school with multiple units must have an individual present for each group if all groups would like to vote). Proxies should only be sent to individuals who will not already be voting for a unit.

### **12.2 Voting Procedures**

#### 12.2.1 Ballots:

After all proposals have been discussed and a vote is ready to be taken, the secretary will issue a ballot to each individual who is listed as the contact for a unit or who has been submitted as the proxy for that unit. There should be an exact number

of printed ballots that match the number of member units (e.g., 82 units = 82 ballots printed) and ballots should be printed on a paper color other than white.

12.2.1.1 In the event that a "show of hands" vote is done, members will raise their ballots to cast their vote.

12.2.2 Voting:

12.2.2.1 All ballots are to be returned to the ballot box no later than 15 minutes after distribution.

12.2.2.2 The 2nd and 3rd Vice Presidents shall open the ballot box together and the Secretary shall record the results.

12.2.2.3 Opening of the Ballot Box and counting of the votes will be done at the front of the room.

12.2.2.4 The business meeting is in recess until this process is complete.

12.2.2.5 Meeting is called back to order by the President and the results are announced by the Secretary.