



Bylaws

Of

THE SOUTHEASTERN COLOR GUARD CIRCUIT, INC.

(A Non-Profit Public Benefit Corporation)

Revision: 20230924

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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
- 5 armbands per contest entered

1.2 Membership Fees

1.2.1 Current member unit fee (per year): \$550.00

1.2.2 New member unit fee (first year only): \$600.00

1.2.3 “Like” units from the same parent organization (per year): \$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): \$40.00

- 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 1st.

1.3.2 All fees will increase by \$100.00 on December 2nd.

- 1.3.3 Units must be entered, and all fees paid by December 31st 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 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 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 the Color Guard Judge Coordinator. (Policy will be reviewed annually)
- 2.3.2 All Percussion/Winds judges will be assigned by our Percussion/Winds Judge 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 Judge 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 Executive Director.

- 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 Executive Director.
 - 2.4.1.5 Changes to itineraries that accommodate personal requests are at the traveler's expense, i.e., any change after a 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 Executive Director 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 from 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

Instructors, staff, and those participating in SCGC-sanctioned events are expected to act in accordance with adopted codes of conduct. Examples of inappropriate behavior towards SCGC staff, SCGC Board of Directors, or judges 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 warmup 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 warmup venue. Addressing this important issue must be a priority for every performing unit.

Scoring penalties will be assessed as detailed in the WGI Rulebook. 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: Executive Director

- 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

2.7 Participant Protection Conflict Resolution Portal

SCGC shall supply and maintain a Participant Protection Portal. This portal shall be active on the SCGC website and will direct all reports and inquiries to the President and 1st Vice President of SCGC via secure email addresses.

SCGC will archive all submitted reports along with all actions taken to resolve reported issues. This information will be accessible to future Presidents and 1st Vice Presidents to maintain continuity in response as a circuit.

To ensure confidentiality, the President and 1st Vice President will use separate email addresses for any correspondence that involves the Participant Protection Portal.

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 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 1st. (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 Schools that compete in WGI will adhere to the WGI policy regarding combining schools. This includes a request to WGI and evaluation by WGI. Groups that do not compete on a WGI level will be evaluated by SCGC.
 - 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 Executive Director 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, except for 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 the WGI Regional A sheet.	
<p><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></p>					
<p>*All classes are eligible for promotion except for 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 criterion.
- 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 criterion.
- 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 criterion.

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	7	2	4.5	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 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).

4.5.2.1 This rule will also apply for the first contest following the unit's promotion.

4.5.3 The Review Committee

4.5.3.1 The review committee shall be chosen by the Executive Director. The committee will consist of 3 people including the Executive Director.

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 Executive Director 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 (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.

4.7 Reclassification (After the Season)

All color guards that place in the top 3 of the Novice, SRAA, SRA, SAA, and IRA classes at SCGC Championships shall be evaluated for promotion to the next higher class for the following competitive season. If a class is broken into divisions (i.e., Blue and White), the winner of each division will be promoted and the next 2 highest scores regardless of division will 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 can 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 be composed 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)
Middle School Class	4:30	3	9
Concert A	6	4	9
Concert Open	7	4	10
Concert World	8	4	11
A Marching Class	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 Scholastic A – Middle School (PSA-MS)**: This class is designed for middle school students. One student conductor is allowed. Units will be judged on the WGI Percussion Scholastic A criterion with an emphasis on elementary skills regarding music and visual skill sets.

5.4.1.2 **Percussion Scholastic Concert A (PSCA)**: Instrumentation must be oriented to the performance of concert percussion. Movement will be permitted 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 criterion. 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 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 criterion. 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 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 criterion. 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 Regional (PSA-R)**: Units will be judged on the WGI Marching Percussion A Class criterion. One student conductor is allowed. This class is for those ensembles that exhibit introductory understanding of basic musical and visual skill sets. Units may not compete at WGI World Championships.
- 5.4.1.6 **Percussion Scholastic A (PSA)**: Units will be judged on the WGI Marching Percussion A Class criterion. 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 criterion. 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 criterion. 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 criterion. 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 criterion. 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 criterion.

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 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 Judge 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 (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 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 be composed 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

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

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 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 Judge 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 Executive Director 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 Executive Director and SCGC Color Guard Judge 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 Executive Director.
- 7.1.8 The Executive Director 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	70
Percussion / Winds Only	50
Combination Show	55

- 7.2.1.1 The Executive Director 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 Executive Director shall be responsible for the operational aspects for the Circuit Championships.

8.4 Key Staff

8.4.1 The Executive Director shall recruit and/or select key staff personnel to assist with 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

Circuit Championships will have double judging panels if finances and personnel are available.

8.6 Circuit Championship Contest Schedule

- 8.6.1 The contest shall be held on Thursday, Friday, Saturday, and/or Sunday depending on the number of units.
- 8.6.2 The performance schedule is to be determined by the Executive Director.
- 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 championship, the Executive Director 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 Executive Director 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 Executive Director 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 1st – October 31st: Nominations submitted from the circuit membership.
- November 1st – November 15th: Hall of Fame committee narrows down nominations to send to the Board of Directors for a vote.
- November 16th – November 30th: The Board of Directors votes on nominees to be inducted.
- December 1st: 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 The Committee selected by the Scholarship Coordinator consists 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 The number of recipients and number of awards are determined each year by the Scholarship Coordinator with approval from the Finance 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 Executive Director 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
- Executive Director
- Directors of Instructor Education
 - Color Guard
 - Percussion/Winds
- Judge Coordinators
 - Color Guard
 - Percussion/Winds
- Scholarship Coordinator
- Sponsorship Coordinator
- Webmaster
- Social Media Coordinator
- Diversity & Inclusion Liaison (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.

11.1.4 All contracted employees and staff members will be subject to a background check provided by SCGC.

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.
- 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 Finance 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 Executive Director (ED)

- 11.2.2.1 Selection/Contract: The functions of the Executive Director shall be performed on a contractual basis by an individual selected by the SCGC Executive Board with the approval of the Board of Directors. The position will be reviewed yearly.
- 11.2.2.2 Path of Responsibility: The Executive Director is responsible to the President of the Board.

- 11.2.2.3 Compensation: A fee for services provided shall be determined by the President of the Board with the approval of the Executive Board as part of the overall budget.
- 11.2.2.4 Purpose, Duties, and Responsibilities: To plan, direct, and review the overall operations and day to day activities of the Southeastern Color Guard Circuit.
 - 11.2.2.4.1 The ED shall develop and communicate an annual budget to be approved by the Executive Board
 - 11.2.2.4.2 The ED shall represent SCGC in the negotiation and signing of contracts with approval of the Executive Board
 - 11.2.2.4.3 The ED shall develop the competitive event calendar and approve all contest venues.
 - 11.2.2.4.4 The ED shall coordinate all aspects of SCGC contest including, but not limited to, event partners, entries, performance schedules, Contest Administrators, staff, payroll, judge communication, and follow-up.
 - 11.2.2.4.5 The ED shall coordinate all aspects of SCGC Championships including, but not limited to, event partner, entries, performance schedules, Contest Administrators, staff, payroll, judge communication, volunteer staff, awards, scripts, and follow-up.
 - 11.2.2.4.6 The ED shall ensure that all judge assignments are completed by the Judge Coordinators of the divisions.
 - 11.2.2.4.7 The ED shall coordinate all aspects of assigned judge relations including, but not limited to, communications, travel, housing, fee structure, payroll and follow up.
 - 11.2.2.4.8 The ED shall coordinate, evaluate, and assess the needs of the website.
 - 11.2.2.4.9 The ED shall maintain knowledge of changes in procedures, policies and/or issues affecting the divisions.
 - 11.2.2.4.10 The ED shall identify candidates for the positions of Judge

Coordinator and Director of Instructor Education for each division.

- 11.2.2.4.11 The ED shall assist the Board of Directors in coordinating, hiring, supervising, and evaluating all SCGC staff and provide oversight to all SCGC staff roles.
- 11.2.2.4.12 The ED shall provide an annual evaluation of the staff to the Board of Directors.
- 11.2.2.4.13 The ED shall attend Board of Directors meetings and participate in staff and steering committee discussions.
- 11.2.2.4.14 The ED shall maintain ongoing communications including, but not limited to, President of the Board, Advisory Board, Steering Committee, and staff to ensure coordination of all areas of joint responsibility.
- 11.2.2.4.15 The ED shall communicate effectively to participating groups, Event Partners, and Sponsors.
- 11.2.2.4.16 The ED shall complete any other duties as required by the Executive Board.
- 11.2.2.4.17 The ED shall provide bi-monthly updates and status reports to the president throughout the competitive season.

11.2.3 Directors of Instructor Education (DOIE) – One Color Guard, One Perc/Winds

- 11.2.3.1 Selection/Contract: The functions of the Directors of Instructor Education shall be performed on a contracted basis and evaluated annually. The Directors of Instructor Education *may* have an affiliation with any group participating in SCGC. The Directors of Instructor Education are hired by the Executive Director with the approval of the Board of Directors. If the position should become vacant, the Executive Director will seek applications with BOD approval.
- 11.2.3.2 Path of Responsibility: The Directors of Instructor Education report to the Executive Director.

- 11.2.3.3 Compensation: A fee for services provided shall be a \$1200 stipend per season with the requirement to work three early season contests.
- 11.2.3.4 Purpose, Duties and Responsibilities: Each DOIE will plan, direct, and review the overall educational activities for the instructors within each division of SCGC and lead the Steering Committee for those divisions. The DOIEs shall create instructor education opportunities throughout the season and work in an official capacity at 3 early season shows. One each in Alabama, Tennessee, and Kentucky. Travel and housing will be covered by SCGC. Attendance at SCGC Championships is preferred and compensation would be made available at the Executive Director's discretion.
 - 11.2.3.4.1 The DOIEs shall maintain ongoing communications with (including, but not limited to) the Executive Director, Advisory Board, Steering Committee.
 - 11.2.3.4.2 The DOIEs shall maintain common awareness of changes in procedures, policies and/or issues affecting the division.
 - 11.2.3.4.3 The DOIEs shall communicate effectively with participating groups.
 - 11.2.3.4.4 The DOIEs shall maintain positive working relationships with the instructor community.
 - 11.2.3.4.5 The DOIEs shall coordinate instructor educational outreach programs with in-person and remote opportunities.
 - 11.2.3.4.6 The DOIEs shall lead all Steering Committee meetings and provide necessary support and follow-up.
 - 11.2.3.4.7 The DOIEs shall provide an annual report to the Advisory Board.
 - 11.2.3.4.8 The DOIEs shall perform any other duties as assigned by the Executive Director.

11.2.4 Judge Coordinators (JC) – One Color Guard, One Perc/Winds

- 11.2.4.1 Selection/Contract: The functions of the Division Judge Coordinators shall be performed on a contracted basis. The Division Judge

Coordinator is hired by the Executive Director with the approval of the Board of Directors. The Division Judge Coordinator *shall not* have an affiliation with any group participating within their SCGC division. The term of the Division Judge Coordinator shall be reviewed annually. If the position should become vacant, the Executive Director will seek applications and make a recommendation to the Board of Directors for approval.

- 11.2.4.2 Path of Responsibility: The Division Judge Coordinators report to the Executive Director.
- 11.2.4.3 Compensation: A fee for the services provided shall be determined by the Executive Director with the approval of the Executive Board. Additional compensation will be available when working as a chief judge at an SCGC contest.
- 11.2.4.4 Purpose, Duties and Responsibilities: The judge coordinators manage and implement adjudication assignments of the respective divisions.
 - 11.2.4.4.1 The JCs shall maintain a working list of judges and assign those available to each SCGC contest.
 - 11.2.4.4.2 The JCs shall determine the judge roster with input from the Executive Director.
 - 11.2.4.4.3 The JCs shall be responsible for judging assignments for all contests.
 - 11.2.4.4.4 The JCs shall maintain ongoing communications with (including, but not limited to) the Executive Director, Advisory Board, Steering Committee.
 - 11.2.4.4.5 The JCs shall maintain positive working relationships with the judging community.
 - 11.2.4.4.6 The JCs shall ensure that the proper and full application of scoring philosophy is applied.
 - 11.2.4.4.7 The JCs shall provide an annual report to the Advisory Board.
 - 11.2.4.4.8 The JCs shall act as chief judges at SCGC contests when in

attendance. When attendance is not possible, they shall assign another qualified judge to act as chief judge.

- 11.2.4.4.9 The JCs shall supervise and review job performance of all judges to ensure the quality of judges' numbers management, dialog, and adherence to the philosophy.
- 11.2.4.4.10 The JCs shall address judges' issues of ethics or standards when necessary. Communication on issues of this nature will be investigated, documented, and discussed with all appropriate parties relative to the situation.
- 11.2.4.4.11 The JCs shall address all instructor inquiries to judge issues or concerns.
- 11.2.4.4.12 The JCs shall serve the Advisory Board with a judges' survey and feedback opportunity to be completed 30 days after championships.
- 11.2.4.4.13 The JCs shall participate in Advisory Board meetings as non-voting members when needed.
- 11.2.4.4.14 The JCs shall submit to an annual evaluation by the Executive Director and the Executive Board.
- 11.2.4.4.15 The JCs shall perform other duties as assigned by the Executive Director.

11.2.5 Scholarship Coordinator (SC)

- 11.2.5.1 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.
- 11.2.5.2 Path of Responsibility: The Scholarship Coordinator shall implement scholarship directives of the Circuit Membership Advisory Boards and is responsible to the President.

- 11.2.5.3 Compensation: The President with the approval of the Executive Board shall determine compensation and expense allocations.
- 11.2.5.4 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.
 - 11.2.5.4.1 The SC shall prepare, distribute, and receive scholarship information and applications.
 - 11.2.5.4.2 The SC shall select a panel of readers/judges from outside the circuit to review scholarship applications.
 - 11.2.5.4.3 The SC shall insure promotion of and communication with SCGC units, sponsors, etc., aiding in the development of scholarship activities.
 - 11.2.5.4.4 The SC shall attend all Circuit Membership Advisory board and BOD meetings.
 - 11.2.5.4.5 The SC shall coordinate the awards for recipient(s) of the scholarships(s), which will be presented at SCGC Championships.
 - 11.2.5.4.6 The SC shall execute other duties as assigned by the Executive Board.

11.2.6 Sponsorship Coordinator (SpC)

- 11.2.6.1 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.

- 11.2.6.2 Path of Responsibility: The Sponsorship Coordinator shall implement sponsorship directives of the Circuit Membership Advisory Boards and is responsible to the President.
- 11.2.6.3 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 Sponsorship Coordinator shall plan, promote, direct and review all activities as it relates to obtaining sponsorships for SCGC.
 - 11.2.6.4.1 The SpC shall prepare, distribute, and receive sponsorship information.
 - 11.2.6.4.2 The SpC shall insure promotion of and communication with SCGC sponsors, etc., aiding in the development of sponsorship activities.
 - 11.2.6.4.3 The SpC shall attend all Circuit Membership Advisory Board and BOD Meetings.
 - 11.2.6.4.4 The SpC shall execute other duties as assigned by the Executive Board.

11.2.7 Webmaster

- 11.2.7.1 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.
- 11.2.7.2 Path of Responsibility: The Webmaster shall follow the directions of the President and/or Executive Director to update information on the SCGC Website.
- 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:
 - 11.2.7.4.1 The Webmaster, with approval from the President and/or

Financial committee, shall determine the best quality web construction services that are available.

11.2.7.4.2 The Webmaster shall design and implement all artwork, pictures, video, etc. on the SCGC website that the President and/or Executive Director have approved for posting.

11.2.7.4.3 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 Executive Director.

11.2.8 Social Media Coordinator (SMC)

11.2.8.1 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.

11.2.8.2 Path of Responsibility: The Social Media Coordinator shall follow the directions of the President and/or Executive Director to update SCGC social media platforms.

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

11.2.8.4 Purpose, Duties and Responsibilities:

11.2.8.4.1 The SMC shall design social media accounts (specifically Facebook and Instagram).

11.2.8.4.2 The SMC shall create content for social media accounts.

11.2.8.4.3 The SMC shall actively manage social media accounts.

11.2.8.4.4 The SMC shall perform other duties as assigned.

11.2.9 Diversity & Inclusion (D&I) Liaison

11.2.9.1 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.

11.2.9.2 Compensation: The D&I Liaison position is voluntary; therefore, no compensation is provided by SCGC.

11.2.9.3 Purpose, Duties and Responsibilities:

11.2.9.3.1 The D&I Liaison shall 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.

11.2.9.3.2 The D&I Liaison shall oversee D&I communication logistics as directed by the President.

11.2.9.3.3 The D&I Liaison shall, in close collaboration with the SCGC Board of Directors, support drafting of the strategic plan through research, gathering data, and other related activities.

11.2.9.3.4 The D&I Liaison shall update and maintain diversity and inclusion-related content on the SCGC website.

11.2.9.3.5 The D&I Liaison shall assist the Board of Directors in the planning and delivery of high-quality training and awareness building.

11.2.9.3.6 The D&I Liaison shall serve as a liaison as directed between the WGI Diversity and Inclusion Committee and the SCGC Board of Directors, Staff, and member units.

11.2.9.3.7 The D&I Liaison shall assist in responding appropriately and quickly to requests for support regarding D&I

11.2.9.3.8 The D&I Liaison shall develop a strategic plan to improve D&I programs and processes, ensure goals are met in a timely fashion, and report on overall progress.

11.2.9.3.9 The D&I Liaison shall promote a work environment that is

accepting, emphasizes teamwork, encourages respect for differences, and provides constructive feedback.

- 11.2.9.3.10 The D&I Liaison shall understand organizational dynamics and actively work to cultivate D&I allies across the organization.
- 11.2.9.3.11 The D&I Liaison shall represent Diversity & Inclusion at SCGC meetings and events as needed.
- 11.2.9.3.12 The D&I Liaison shall exercise and maintain confidentiality of information as it pertains to the organization, diversity initiatives, and circuit leadership.
- 11.2.9.3.13 The D&I Liaison shall perform other duties as required.

ARTICLE XII - Membership Voting Procedures

12.1 Voting Procedures

12.1.1 Ballots:

After all proposals have been discussed and a vote is ready to be taken, the secretary will confirm meeting attendees and the executive director will enable a ballot through CompetitionSuite for each unit who had representation at the meeting (in person or virtually).

12.1.2 Voting:

12.1.2.1 All voting must take place immediately following the enabling of the virtual ballots and votes will be counted promptly.

12.1.2.2 The 2nd and 3rd Vice Presidents shall confirm the results together and the Secretary shall record.

12.1.2.3 Counting of the votes will be done at the front of the room.

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

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

End of Bylaws