

SCGC Directors,

This email contains information regarding our annual SCGC Advisory Board Meeting, submission of 2018 proposals, proxy voting and election of SCGC Board Members. Please review the info provided and make note of important dates and deadlines.

Circuit Meeting

The next Advisory Board meeting for SCGC Directors will be held at Columbia Central High School, Sunday, May 20th @ 1pm. Address: 921 Lion Pkwy, Columbia, TN 38401.

Each Guard/Percussion/Wind unit that paid SCGC membership dues for the 2018 season are a member of the circuit advisory board and therefore a voting member of the SCGC (for clarification purposes the "member" is the unit - not the director representing the unit. Each UNIT gets one vote). The circuit meeting is also the place for you to voice your concerns through *proposals intended to improve the experience of everyone involved in the circuit. In an effort to continue to foster growth within the circuit we need your feedback on how to make this great circuit even better for directors, show sponsors, spectators, and most importantly the students involved.

*Proposals

Opinions of our membership are heard in the form of proposals submitted via email **BEFORE** the Circuit meeting. Although an unlimited number of proposals can be submitted, members are encouraged to take much time and thought in the wording of their proposals. Please remember your proposals will be published for membership to read and discuss. Proposals that receive majority "yes" vote by members present on May 20th would then be forwarded to the Board of Directors for review and final vote in September. The proposal format can be found at the end of this document. Proposals should be submitted to SCGC Secretary/Rebecca Hope at HopeJRAH@aol.com. **Deadline for proposal submission is Wednesday, May 16, 2018.**

Open Board Seats

SCGC Directors may submit nominations for Open Board Seats.

The following were elected last June to serve the Board in **2-year seats** and will complete the second year of their term during the 2019 season... Dean Payne, Tim Vaughn, Brooke Howe and Amanda Jones were elected to hold a guard seat. Alan Rice and Tony Cox were elected to hold percussion/winds seat.

OPEN SEATS to be filled May 2018:

5 Guard

2 Percussion/Wind

Directors please email nominations for Board Seats to HopeJRAH@aol.com. **Deadline for nominations is Wednesday, May 16, 2018.**

Director Proxy – Please read below, “Voting procedures and Proxy Rules” approved by the board May 3, 2017.

Proposal: Voting Procedures and Proxy Rules

For clarification purposes the “member” is the unit - not the director representing the unit. Each UNIT gets one vote. **Each person casting a vote may only vote ONCE. Persons who are the representative of more than 1 unit must secure a proxy to vote for their other group. The person casting the vote or selecting the proxy must be the representative that is listed with the SCGC organization sign up process.**

Proxy Voting Procedures:

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. If a member wishes to give their proxy vote, the following must occur: Email the Board by the stated deadline (**see below**) of two weeks prior to the meeting with the Unit Name that owns the proxy and then the person that 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)

Verifying proxies:

Once the proxy declaration emails have been received and verified, a list will be posted for all of the Board to see so that we all have the information 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” for the unit’s voting card. No one may “swap” proxies, meaning if the first person who met the deadline to qualify as a proxy then does not attend the meeting, then the original member unit forfeits their vote. Once a member unit assigns a proxy, then that proxy vote shall stand even if the original designated member comes to the meeting.

Voting Procedures:

The Board will provide at the meeting a laminated card for each unit that is a member of SCGC. Each voting card should list only the name of the designated representative of the unit. These voting cards should be issued at the door of the meeting and all cards should be signed out at this time prior to any business being conducted. After the meeting is called to order, the Secretary will issue a ballot to each card holder. Cards are shown to the Secretary as the ballots are handed out. There should be an EXACT number of ballots printed that match the number of member units. (i.e.: 82 units=82 ballots printed)

In the event that a "show of hand" vote is done, members will raise their cards to cast their vote.

All ballots are to be returned to a *BALLOT BOX* no later than 15 minutes after distribution.

The 2nd and 3rd Vice Presidents should open the ballot box together and the Secretary should record the results. Opening of the Ballot Box and counting of the votes will be done at the front of the room. The Business meeting is in recess until this process is complete.

Meeting is called back to order by the President and then the results are announced by the Secretary. Before the conclusion of the meeting all cards are returned to the Secretary.

The required Proxy format can be found at the end of this document. **Proxy must be emailed to SCGC Secretary/Rebecca Hope @ Hopejrah@aol.com on or before Monday, May 7, 2018.**

Recap of Info

SCGC Advisory Board Meeting for Directors is **Sunday, May 20th @ 1pm**
at Columbia Central High School

IMPORTANT REMINDERS, PLEASE READ:

- All guard seats are voted in by the Guard Advisory Board Members (Guard units) and all Percussion/Winds seats are voted in by the Percussion/Winds Advisory Board Members (Perc/Winds units)
- Proposals specific to Percussion/Winds are discussed and voted by the Percussion/Winds Advisory Board Members (Perc/Winds units).
- Proposals specific to the Guards are discussed and voted by the Guard Advisory Board Members (Guard units).
- Proposals that affect all 3 Divisions (Guard, Percussion & Winds) are voted by the full Advisory Board Members (Guard, Perc & Winds units)
- All proposals that are voted in moves to the Board of Director for final approval. (Most unlikely, but Financial and Liability Factors could stop a proposal from being implemented).
- Each unit gets 1 vote, and a person can only cast 1 vote per proposal/election. Therefore, an organization with multiple units (Varsity/JV or guard/percussion/winds) **must have 1 representative per unit at the meeting.** This person must be 1 of 4 names that are listed on the unit account. If not, **a PROXY must be sent by the deadline** with the name of a person that will represent the group. If you're not sure who is listed on your account contact **Gilles@SCGOnline.org** and he can verify the info listed.

Proxies emailed to HopeJRAH@aol.com **by Monday, May 7th**

Proposals & Board Seat Nominations emailed to HopeJRAH@aol.com **on or before May 16th**

Looking forward to seeing everyone on May 20th

SCGC 2018 Proposal Format

Title:

Submitted By: (Your Name and Unit Name)

Referred To: (Color Guard Advisory Board, Percussion/Winds Advisory Board, or BOTH Advisory Boards)

Proposal:

Rationale:

Financial Impact:

***Deadline for submitting PROPOSAL(S) is
Wednesday, May 16, 2018*
Email proposals to HopeJRAH@aol.com**

SCGC Proxy Voting Format

I hereby give _____ permission to vote on behalf of my
Name of representative

unit _____ at the 2017 SCGC Advisory Board meeting.
Name of unit

Director Name submitting proxy: _____

DEADLINE is Monday, MAY 7th.

Email proxy to:

Rebecca Hope

Hopejrah@aol.com

****REMEMBER, ONLY DIRECTORS CAN SEND PROXIES.** Each unit gets 1 vote, and a person can only cast 1 vote per proposal/election. Therefore, an organization with multiple units (Varsity/JV or guard/percussion/winds) **must have 1 representative per unit at the meeting.** This person must be 1 of 4 names that are listed on the unit account. If not, **a PROXY must be sent by the deadline** with the name of a person that will represent the group. If you're not sure who is listed on your account contact **Gilles@SCGOnline.org** and he can verify the info listed.