



VANGUARD MUSIC AND PERFORMING ARTS

HALL OF FAME GUIDELINES AND RULES

Mission Statement

The Vanguard Music and Performing Arts (VMAPA) Hall of Fame was established to honor the outstanding individuals who have made a substantial and positive impact on the VMAPA organization through their distinguished service, achievements and enduring contributions.

Section 1. Hall of Fame Membership

- 1.1 Membership: Hall of Fame (HOF) members consist of individuals and couples who have participated either as performing members, educational and administrative staff members, volunteers or those who have made other significant contributions within the VMAPA organization. Membership is bestowed for life and is maintained in perpetuity within the organization.
- 1.2 Membership Responsibilities: The most significant responsibility of a HOF member is the honor of voting each year for the induction of new members. Every HOF member, inclusive of both members inducted as a couple, are eligible to vote for the induction of new members. All members are encouraged to actively participate in the ongoing operations of the VMAPA HOF; participate as a member on the two HOF standing committees: Hall of Fame Committee (HOFC) and Selection and Screening Committee (SASC); participate on any other ad hoc HOF committee, and attend the annual VMAPA HOF Induction Ceremony. HOF members who are not on the HOFC or the SASC are eligible to actively engage in the annual nomination process by submitting an application packet themselves or writing up to two letters of support for individuals nominated by someone else. Whenever possible, all HOF members should encourage other members of the Vanguard community to submit a nomination. HOF members are encouraged to continue their involvement, to the best of their ability, in activities that support the current performing membership and VMAPA organization.
- 1.3 Membership Status: VMAPA HOF membership is a lifetime honor. After induction, all living members are considered to be active, which is defined as being able to fully engage and participate in the operations of the HOF and vote for the induction of new members. However, a member may request an inactive status. Possible reasons would include, but aren't limited to the following:
 - A member's personal circumstances change, and while they would like to fully participate in the VMAPA HOF, they realize they no longer have the time and would like to take a hiatus. This decision means the member is temporarily stepping back from all HOF membership responsibilities inclusive of voting for the induction of new members. This does not preclude them from attending the HOF Induction Ceremony or continuing to support the VMAPA organization. During their hiatus, the member will be considered inactive.

- During the course of membership, a member realizes they no longer are able to actively participate in the VMAPA HOF. Should a member reach this decision, they can request to be placed indefinitely on an inactive status. This decision means the member does not foresee their circumstances changing and is stepping back from all HOF membership responsibilities inclusive of voting for the induction of new members. This decision does not preclude them from attending the HOF Induction Ceremony or continuing to support the VMAPA organization.

When any change in membership status is requested, the HOFC should be notified, in writing, as soon as possible.

All members inducted posthumously, are considered inactive. When a member becomes deceased, all rights, responsibilities, and privileges associated with being a HOF member become nontransferable as well as noninheritable.

Removal from the HOF: In the event a member does not maintain the high moral character expected of a VMAPA HOF member as outlined in the nomination criteria, or if a member has been convicted of a felony, that member may be considered for removal from the VMAPA HOF. It is the responsibility of any individual knowledgeable of such infringement to document their concerns and submit them to the attention of the HOFC Chair, with the Subject line: *Confidential* to the following email address: hof@scvanguard.org. The Chair will review the documentation, and if the circumstances are corroborated will submit a report to the VMAPA Chief Executive Officer (CEO) for consideration. If it is decided that removal is appropriate, the member in question will be notified and may request to be heard to appeal the decision. Removal from the HOF may result in the removal of their name from the VMAPA website and could result in a complete ban from involvement in all activities of the VMAPA organization.

Section 2. Hall of Fame Committee (HOFC)

2.1 General Function: The function of the HOFC is to administer and govern the annual election to select the new inductees to the VMAPA HOF.

2.2 Composition, Qualifications and Term:

- The HOFC shall consist of three active HOF members inclusive of a chair.
- All three HOFC members, as well as an incoming replacement for the HOFC chair, are recruited by the current HOFC Chair and approved by the VMAPA CEO.
- Each member shall have at least 10 years of experience in both the performing arts and their involvement within the VMAPA organization.
- The minimum term of a member is three years and if willing, and approved by the current CEO, may be extended. There are no term limits.

If a vacancy occurs on the HOFC, during an absence of a CEO, or an acting or interim CEO, the remaining HOFC members will query the active HOF membership to ascertain members who are interested and able to serve on the HOFC. Should there be more members interested than the number of vacancies, a vote of the membership will be scheduled to determine who will fill the vacancy. Once scheduled, the membership will be given a 30-day notice containing the details of the upcoming vote.

2.3 Responsibilities of the HOF:

- Review and certify that each application packet is complete and meets the nomination procedural requirements. This committee does not choose which nominees will go forward to the ballot for new members to the HOF. (Reference Section 3.3.)
- Once the HOF review is completed, the HOF Chair sends the packets to the VMAPA Director of Human Resources to begin the organizational vetting process.
- Prepare the HOF ballot and administer the annual voting process.
- Function as a resource to the VMAPA organization regarding the HOF policies and procedures.
- Serve as the liaison with the CEO and designated VMAPA representatives to plan and conduct the induction ceremony for new members.
- Solicit opinions from the HOF membership with regard to the policies and procedures to ensure an efficient and effective process.
- Participate with the SASC in the identification, vetting and selection processes for all potential SASC candidates. Once determined, it is the responsibility of the HOF Chair to assess the interest level of each potential candidate.
- Vote on new SASC candidates.
- Vote on the HOF ballot for the induction of new members.

2.4 Restrictions:

- No HOF member can serve concurrently on the SASC.
- No member of the HOF shall be allowed to submit a nomination application or write letters of support while serving on the committee. This requirement creates a commitment to a fair and transparent process.
- No HOF member is allowed to participate in the discussion, or the vote, in the SASC ballot selection meeting except for the Chair. The Chair only participates in the event of a tie vote.

Section 3. Screening and Selection Committee (SASC)

3.1 Composition and Qualifications:

- The SASC consists of eight members: the HOF Chair, who serves as the SASC Chair, the CEO and six additional committee members, who may or may not be HOF members. In the absence of a CEO, the acting or interim CEO or agreed upon replacement will be asked to participate.
- The six additional committee members should, if possible, reflect the diversity of the organization's members and the organization at-large (performer – drum majors, guard captains, brass, percussion, color guard; staff member – educational, administrative, management; or volunteer).
- The six additional committee members should collectively represent as many decades as possible of the VMAPA organization.
- Each of the six additional committee members shall have at least seven years of experience in both the performing arts and their involvement within the VMAPA organization.

3.2 Approval, Ratification and Term of Appointed Members: The appointed members must be approved by the CEO and ratified by the Board of Directors (BOD) at their regularly scheduled November meeting. The maximum term will be six years and will commence with the next calendar year after BOD ratification. Initially, the terms were staggered by increments of two years – two members served for two years, two members served for four years and two members served for six years. This created a 2-year rotation of two members while providing continuity for the SASC.

3.3 Responsibilities of the SASC:

- Review thoroughly each application packet received from the HOFC.
- Conduct their own research and vetting of each nominee, if warranted.
- Meet and discuss all application packets with other SASC members.
- Select the nominees to be placed on the general HOF ballot in accordance with the Screening and Selection Process, Section 6.
- Vote on the HOF ballot for the induction of new members.
- Conduct a majority vote to determine HOF candidate(s) to be inducted in the event of a tie vote in the general election.
- Participate with the HOFC in the identification, vetting and selection processes for all potential SASC candidates.
- Vote on incoming SASC candidates.

3.4 Restrictions:

- No SASC member can serve concurrently on the HOFC.
- No member of the SASC shall be allowed to submit a nomination application or write letters of support while serving on the committee. This requirement creates a commitment to a fair and transparent process.
- No SASC member can participate in the discussion and voting of a nominee at the SASC ballot selection meeting in the event they have a personal conflict of interest with a nominee.

3.5 Filling Vacancies on the SASC:

End of Term Vacancy: Before the end of a member's term, the HOFC Chair will work with the HOFC and the SASC to identify members of the community to fill the upcoming vacancy. The HOF Membership will be informed of the upcoming vacancy to determine any interest in filling the vacancy, or recommendations for potential candidates. Collectively, the HOFC and SASC members will begin the vetting process of potential candidates. Once a list is determined, the HOFC Chair will contact the final candidates to assess their interest and availability to commit to the 6-year term. Those candidates interested will be voted on by the HOFC and the SASC in an ad hoc election. The replacements will require approval by the CEO and ratification by the BOD, in accordance with Section 3.2 above.

Unplanned Vacancy: If an opening occurs prior to a member's planned end of term the HOFC Chair can appoint an interim replacement with the approval of the CEO. If approved, the replacement will continue with the term of the vacating member.

Section 4. Nomination Criteria and VMAPA Core Values

All past and current members of the VMAPA organization are invited to submit nominations for the VMAPA HOF. VMAPA members are defined as all performing members (Vanguard, Vanguard Cadets, Winter Guard, Winter Percussion, Youth Brass Ensemble and Youth Percussion Ensemble; staff members (educational, administrative, design, etc.); volunteers (food crew, sewing, drivers, parents, etc.) or other significant contributors. There are two categories of nominations - Contemporary and Legacy. Nominees will be inducted into one Hall of Fame; however, the nominations will be submitted and voted on separately in these two distinct categories.

4.1 Legacy or Contemporary Category: The nominator is responsible for determining the category most appropriate for their nominee. The significant difference between the two categories is that a Legacy nominee must have been **inactive** in a principal role for a minimum of 10 years. It is not feasible to list every possible principal role applicable to the Legacy category, but some examples are director, chief executive officer, tour director, composer, arranger, designer, instructor, technician, booster club, board member, uniform coordinator, bingo manager, fleet manager, or any leadership role in a voluntary capacity within the organization. The SASC will be the final arbiter on any question of principal role to determine if the nominee is eligible for the Legacy Category.

4.2 Nomination Criteria Questions: The nomination criteria are the same for both categories. The criteria for nomination are based on the significance and impact of the nominee's contribution to the overall success of VMAPA. Nominators will be asked to provide answers to the following criteria questions:

- **ORGANIZATIONAL IMPACT**: Please describe the significant contributions the nominee has made to the VMAPA. It is important to describe (1) what the contributions are, and (2) provide context for how these contributions have made positive impacts on the organization. There are no limits to this impact. It can encompass different aspects of the organization, from competitive outcomes for a performing program to financial impacts on how the organization operates.
- **VMAPA CORE VALUES**: Please review the VMAPA core values as listed in these Guidelines and Rules. Select at least three values and describe how the nominee has been a role model for these values to other members of the organization (e.g., performing members, staff, volunteers, etc.). Consider how they inspired others during their time with VMAPA and how this extends to present and future generations.
- **IMPACT ON THE ACTIVITY**: Please describe how the nominee has elevated or affirmed the status of VMAPA with the performing arts activity with respect to their own time, place and environment.

Consider the VMAPA Core Values that were updated by the VMAPA Board of Directors in collaboration with CEO, Russ Gavin, and approved early 2025:

- **INTEGRITY** - We do the right thing, conducting ourselves both internally and externally in an ethical manner with class, respect, personal responsibility, and good stewardship.
- **EXCELLENCE** - We strive for the highest standards in all aspects of our organization, including performance, education, operations, and leadership.
- **INNOVATION** - We push artistic and educational boundaries in the performing arts and reimagine the future for improved impact both on and off the field.
- **COMMUNITY** - We foster connection and support among members, partners, alumni, and supporters facilitating shared experiences and mutually beneficial engagement.

- *INCLUSIVITY* - We celebrate and leverage our diversity, creating an environment where our differences make us a stronger, wiser, and more empathetic whole. We create opportunities for individuals from diverse backgrounds and communities to join us.
- *RESILIENCE* - We favor a growth mindset and recover from setbacks with agility, viewing challenges as an opportunity to grow, learn and innovate.

Section 5. Nomination Process and Procedures

5.1 HOF Nominators: All members of the VMAPA community, excluding members of the HOF and the SASC, can submit a nomination for the VMAPA HOF. Nominations will be accepted annually between the dates of **January 1st thru February 15th**. Prior to preparing an application packet, it is highly recommended that the nominator contacts the HOF to ascertain if the individual(s) have already been nominated. The HOF is also a valuable resource for any questions regarding the selection of a nominee, the application form or the nomination process.

5.2 Nominations for Couples: While nominations for groups (more than two) will not be accepted, nominations for couples (two persons, even if living separately, or if either or both, are deceased) will be considered as one nomination for induction to the VMAPA HOF. To nominate a couple, it is necessary that their contributions and achievements were only possible through the synergy of their combined efforts. It should be noted that if inducted, couples will receive a shared award with both names recorded on the award.

5.3 Posthumous Nominations: Individuals and couples can be nominated posthumously. It is the responsibility of the nominator to indicate this on the Nomination Application form under "Nominee Information". The nominator must also provide contact information for the closest living relative(s). If the nominee is inducted, and a relative, or appropriate organizational representative, is not available, the nominator may be asked to accept the honor on behalf of the nominee(s).

5.4 Assigning Letters of Support: The nominator is responsible for selecting three individuals who have been affiliated with the organization, know the nominee(s) and can effectively advocate the contributions and achievements of the nominee(s). When choosing the individuals, it is important to ensure the individual has not exceeded the annual limit of two letters of support per year. The nominator is responsible for assigning one area of the nomination criteria to each individual. For example, one letter should focus on Organizational Impact, a second letter on VMAPA Core Values, and the third letter on the Impact on the Activity. It is important that no letter focuses on the same topic. This focus on content should prevent redundancy of information and provide a more in-depth and broader profile of the nominee.

If the nomination is for a couple, each of the three letters of support should be written to include both individuals being nominated.

5.5 Requirements for Letters of Support:

- Letter should be addressed to the Hall of Fame Committee Chair.
- Shall not exceed two single-sided pages and may be single or double-spaced.
- Paper size should be 8.5"x 11", with all margins (top, bottom, left and right) no smaller than 1".
- Font style can be Calibri, Helvetica or Arial – regular style, size 11.
- Must be signed (digital signatures accepted) by the author attesting to the validity of the

information provided.

- Submitted to the nominator as a PDF file to be included with the application packet.

5.6 Restrictions:

- An individual may submit a total of two application packets per year. Packets that have been previously submitted and are currently within the 3-year review period are not counted as a new submission.
- An individual may write up to two letters of support per year. The two letters of support may be written for two nominees in one category or one nominee in each category. It is the responsibility of the nominator to ensure the individuals they select have not already exceeded the two letter per year limit. In the event an individual has authored more than two letters of support, only the first two letters received will be allowed. The HOFC Chair will notify a nominator impacted by this decision and request submittal of another letter of support from a different individual.
- Each letter of support must be written and signed by one individual. Multiple signatures, or embedded text from other authors, are not allowed on a letter of support.
- A nominator may not write a letter of support for their nominee(s).
- No member of the HOFC shall be allowed to submit an application packet or write letters of support while serving on the committee.
- No member of the SASC shall be allowed to submit an application packet or write letters of support while serving on the committee.

5.7 Nomination Submission: The nominator is responsible for collecting all three letters of support and ensuring each letter focuses on the assigned criteria question before submission. The application form and the three letters of support will be considered a complete application packet. The packet must be timely submitted from the Hall of Fame webpage on the scvanguard.org website:
<https://www.scvanguard.org/hall-of-fame/>.

Once submitted, an email acknowledgement of the successful receipt, along with a copy of the complete application packet is automatically sent. If this email is not received, please contact the HOFC immediately.

5.8 Incomplete Application Packets: Any packets deemed to be incomplete for any reason will be returned to the nominator, before any review is conducted, in an effort to allow the nominator an opportunity to resubmit before the February 15th deadline. If an incomplete nomination is received on the February 15th deadline, the nominator will be granted a three-day extension to remedy and resubmit the application packet.

If a nomination previously deemed incomplete is resubmitted during the three-day extension period and still remains incomplete, it will not be included in the current year's review and returned to the nominator.

If it is not possible to meet the extension deadline with a complete packet, the nominator will be asked to hold their submission and resubmit the following year. The submission of said application packet in the next year, will be counted as a new nomination submission, subject to the nominator's limit of two per year.

5.9 Number of Years for Consideration: Nominations not selected for the HOF ballot, or selected for the ballot but not inducted, in the first year of submission will be automatically resubmitted for consideration for up to a maximum of two additional years. Nominators will be notified by the HOFC that their nominee(s) was not inducted. At the time of notification, the nominator will be asked if they

would like to make any changes to the application packet before it is returned to the consideration pool. If the changes affect the application form, the nominator will need to resubmit the application form through the website during the next year's nomination period. The resubmittal would be due by the February 15th deadline and will not be counted against the annual limit.

- 5.10 Removal from Process: Once a nomination reaches the 3-year limit for consideration, the submission is removed from the process. The HOFC will inform the nominator that their nominee has been removed from the process. The nominator may choose to resubmit a new submission during the next nomination period.
- 5.11 Number of Times a Nominee can be Renominated: Individuals who have been nominated in the past, but not chosen, may be renominated as long as the nominee continues to meet the criteria for nomination. Should the nominee not meet the criteria for nomination, the HOFC Chair will notify the nominator. At this time, there is no limit to the number of renominations. The nomination should be strengthened by adding additional information before the nomination is submitted again.

Section 6. Screening and Selection Process

- 6.1 Receive, Review and Research: Once the SASC receives the application packets from the HOFC, each SASC member will have 15 calendar days to review, research and prepare their recommendations for the discussion and selection of nominees for the annual HOF ballot. The recommendations should be written and organized by category – Contemporary and Legacy.
- 6.2 HOFC Chair Responsibilities: The HOFC Chair will serve as the SASC Chair with the duties limited to ensuring that there will be a quorum at the ballot selection meeting; facilitating the meeting and breaking a possible tie vote. The remaining HOFC members may attend the SASC meeting but only as observers, they will not partake in the discussions nor vote to decide which nominees will be placed on the HOF ballot.
- 6.3 Minimum Vote by the SASC: To move to the HOF ballot, a nominee must receive at least 60% approval from the voting SASC members. Where noted, a simple majority vote is allowed and requires at least 50% approval rate from the voting members to pass.
- 6.4 Ballot Selection Meeting: The first order of business is to determine if there are any members of the SASC who need to abstain from the selection and voting process for a nominee(s) due to a conflict of interest. In the event there is a conflict of interest, the member excused from voting will not be permitted to partake in any discussions regarding said nominee(s).

During this meeting, the SASC will discuss each nomination packet beginning with the Contemporary category and come to a vote for each nominee. If the tally of the vote results with nominees achieving 60% or greater approval rating, those nominees will automatically be placed on the ballot.

Discussions will continue until the maximum numbers have been met. The maximum number of nominees for both categories shall not exceed 10 with a minimum requirement of two. Should the minimum requirement in either category not be met, the highest scoring nominees will be selected to complete the minimum requirement. Should this result in more than the minimum number of nominees being selected, due to some having the same score, a simple majority vote will be taken amongst those nominees. The Legacy category will follow the same process.

- 6.5 Unacceptable Nominee: If the SASC has determined that there is not enough information to properly vet a nominee, the insufficiencies will be documented and the application packet will be pulled from consideration for the current year. Immediately following the meeting, the HOFC Chair will inform the nominator. The nominator will determine if the submission will be edited and resubmitted the following year or pulled from any further consideration. If resubmitted in the next year, the

application packet will be counted as a new submission, subject to the nominator's limit of two per year.

If during any of the discussions, it is determined by a majority vote that a nominee does not meet the criteria for induction, the SASC will document their reasons why, and the submission will be pulled from consideration. Immediately following the meeting, the HOF Chair will notify the nominator. The nominator may request a meeting with the SASC to discuss their reasons.

If it is a unanimous decision that a nominee does not meet the criteria and should never be inducted into the VMAPA HOF, the SASC will document via a Resolution as to the reasons; and will affirm by date and signature their decision. As the CEO is involved in reaching this decision, the SASC's decision will be final. However, if at a later date new information becomes available, and the new information may impact the previous decision, the current HOF Chair may request the SASC to re-examine the circumstances which may lead to a different outcome. Any inquiries regarding said Resolution shall be directed to the HOF Chair. As Resolutions are confidential, no details shall be shared outside of the SASC meetings. All SASC Resolutions will be maintained by the VMAPA Director of Human Resources and the HOF Chair.

- 6.6 Even Number of Nominees: The SASC must select an even number of nominees for both categories to be placed on the ballot. The minimum number of nominees shall be two and the maximum number of nominees shall not exceed 10 for each category.

In the event there is an odd number of nominees selected for the HOF ballot, the SASC will collectively decide which nominee should be deferred to the following year, with a simple majority vote. In the event of a tie, the HOF Chair will vote to break the tie. The deferred nominee's application will not be subject to further review, or subsequent deferral, and will be automatically placed on the next year's ballot. When this occurs, or if any decision is made by the SASC to defer a nominee from the ballot, for any reason, an additional year will be added to that nominee's allowable time in the consideration pool.

Section 7. General Election Rules

- 7.1 Authorization and Frequency: HOF elections are authorized by the CEO and the VMAPA BOD and will be held on an annual basis. Election into the VMAPA HOF may only occur through the nomination and election process outlined in these Guidelines and Rules.

- 7.2 Election Administration: The HOF, shall prepare and distribute ballots to each voter no later than March 15th. Ballots will be sent electronically to each voter.

- 7.3 Voting Membership: The VMAPA members eligible to vote in the general HOF election will be the:

- Active members of the HOF
- Appointed members of the SASC
- VMAPA BOD, excluding Honorary Directors
- Vanguard Alumni Association Officers
- VMAPA Management Team
- CEO

Voting privileges will continue as long as the voting member remains on their respective board, committee or in their leadership position and have not violated the rules outlined below in Section 7.9, Voting Violations.

- 7.4 General Election Ballots: There is a single ballot for the general election. The ballot will have two

categories – one for Contemporary and one for Legacy candidates. Each category will have an even number of candidates up to a maximum of 10 and a minimum of two.

- 7.5 Voting Process: The voters may choose up to a maximum of half the candidates in each category. For example, if in the Contemporary category, there are eight candidates on the ballot, the voters will be asked to vote for up to four candidates. No cumulative voting will be allowed, and voters are not required to vote all of their votes. To be inducted, a candidate must achieve a minimum of 60% of the vote by the total number of voters. All voting is confidential.
- 7.6 Voting Outcomes: Selection to the HOF requires that a candidate must achieve a minimum approval of 60% of the vote by the total number of voters. In the event **no** candidates in a category achieves the required 60%, the two candidates achieving the highest voter percentage approval rate above 50% will be inducted. In the event of a tie with more than two candidates being selected, the HOF will induct those who tie for the highest number of votes.
- 7.7 Ballot Completion: Each voter will complete and return their ballot no later than 11:59 p.m. PT on March 31st. The tabulation of votes will be done confidentially.
- 7.8 Indecisive Voters: It is important to note that candidates on the HOF ballot have first been screened by the VMAPA Director of Human Resources, and then vetted and voted on by the SASC. As such, every candidate on the HOF ballot has been deemed worthy of being inducted in the VMAPA HOF by the SASC. However, if after a review of the candidates' packets, a voter finds they still have questions regarding certain candidates, it is important the voter contacts a member of the HOFC, SASC or another voting member to seek additional information. Discussion for the purposes of gaining additional knowledge of the candidates is encouraged to ensure the most educated and knowledgeable vote is cast.
- 7.9 Voting Violations: Attempting to influence any member of the Voting Membership prior to the vote, or polling voters on their confidential vote after the election, will not be tolerated from the Voting Membership or any member of VMAPA community.
- If any member of the Voting Membership is approached by another voting member with the intent to influence or poll them, it is important the HOFC Chair is immediately apprised of the situation and provided the violator's contact information. The matter will be reviewed, and depending on the outcome, the violator may lose their privilege to vote in the current election and possibly future elections.
- If a non-member attempts to influence or poll a voting member, it is important the HOFC Chair is immediately apprised of the situation and provided the violator's contact information. The matter will be reviewed and may be escalated to the CEO.
- 7.10 Certification of Results: Election results will be certified by the HOFC Chair and the CEO. The CEO will have the honor of notifying the newly-elected HOF inductees within 72 hours of the certification of the results. If it is not possible to reach a new inductee by phone within the allotted time frame, the inductee will be notified by email. Once the inductees have been notified, the HOFC Chair will inform the nominators of their nominee's induction. The HOFC will follow up with the inductees once they have all been notified. If for any reason the CEO is unable to execute this honor, the HOFC Chair will assume the responsibility.

After all notifications have been made, and the VMAPA announcement has been approved by the HOFC Chair and CEO, the VMAPA Director of Marketing will make the announcement to the VMAPA community.

Disclaimer:

These Guidelines and Rules are intended to cover the nomination, screening, selection and voting processes of the VMAPA Hall of Fame. It is our intention that this document be dynamic and continues to evolve over time to meet the needs of the organization. If while reading this document, you find any inadvertent contradictions or misunderstandings within any of the sections, or any ambiguity that requires clarification, or if you have any suggestions for areas of improvement, please document your findings and submit them to the attention of the HOF Chair, with the Subject line: *Feedback* to the following email address: hof@scvanguard.org. Thank you