



## Welcome to the GRCA Annual Member Meeting 2018!

Saturday, April 28th from 5:30 PM - 7:00 PM EST at Appel Farm Music & Arts Center - Elmer, New Jersey, USA

The Annual Member Meeting (AMM) is the most powerful forum of our organization. At this meeting, we go through the year that has passed, set the agenda for the coming year, elect directors for the Board, and vote on proposals to the GRCA.

In this guide, you will find information about how the Annual Member Meeting works. Below you will find links to all the formal documents we will address in this meeting. Please take a minute to review them before the meeting. On site, we will have a brief sit down during one of the food breaks with all the member representatives where we go over the process and look at the different documents. At the conference, we will have opportunities for Member Representatives to be briefed on the AMM.

### All the links you need:

[Member representatives - register for the AMM here!](#) - Member representatives are the people who vote on behalf of your member camp/organization at the AMM. They are also our formal contacts throughout the year if the Board needs to contact you in a formal capacity.

[Agenda](#) - with each agenda item there is a small explanation of the process for that item.

[Process for and template to use for submitting a proposal to the AMM](#) - **Deadline April 7th!**

[Bylaws](#) - this is the legal document that sets the framework of how we work (here is a version with explanations of each paragraph)

From the Nominating Committee:

[Slate of Nominees for the GRCA Board 2018-2020](#)

[Nominating committee info sheet](#)

[Nominate yourself to be on the nominating committee](#)

Slate of nominees for the Nominations Committee 2018 - 2020 - LINK WILL BE ADDED BY APRIL 27, 2018

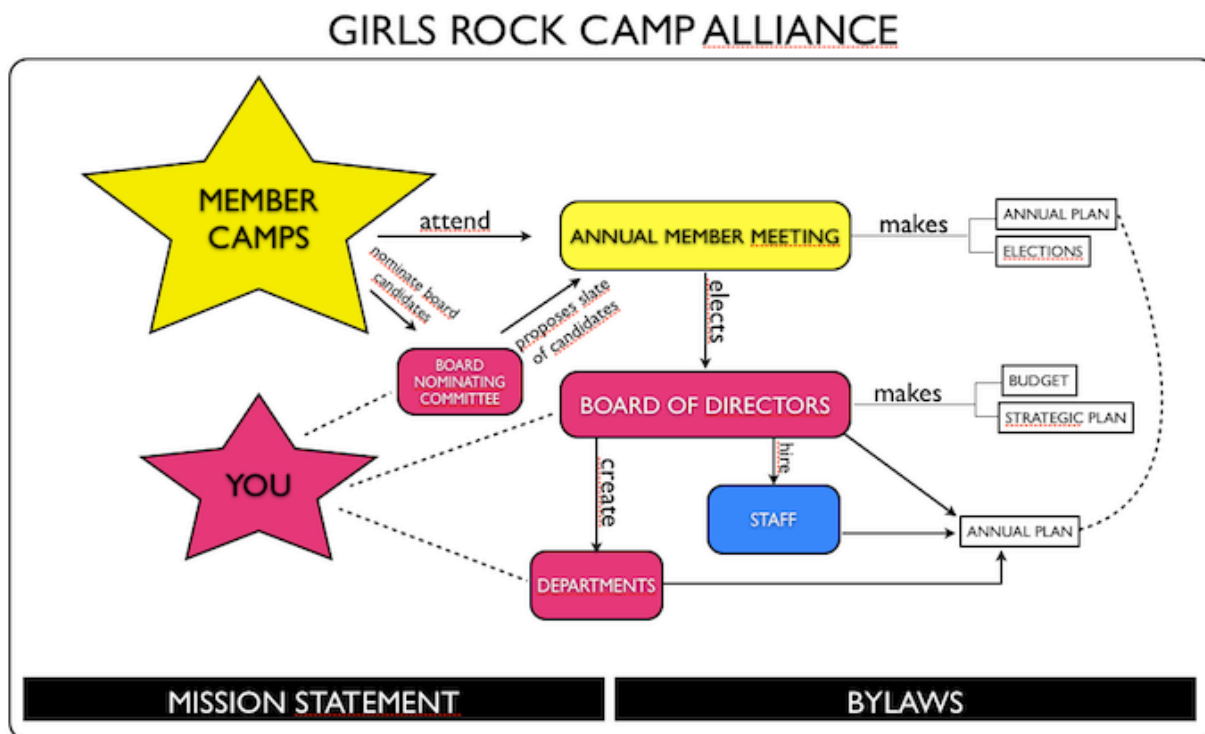
[Annual Activities Report](#) - this is a summary of what has been achieved this year

[Annual Report Finances](#) - this is an overview of how we spent our money

## AMM 2018 Guide

### Who runs the GRCA? - YOU!

Since we are a member driven organization it is our members (full member camps/organizations) who have the full formal power over the organization. When the GRCA was formed as an organization, the membership created a [mission statement, core values and a statement of diversity](#), and adopted [bylaws](#) which are the main regulating framework for GRCA. We also have other formal documents that regulate what we can do, such as the Articles of Incorporation and the document that lets us get donations that are tax deductible (our 501(c)3 status).



### Important dates

March 21st	Notice to AMM to be sent out including agenda and process for proposals
<b>April 7th</b>	<b>Deadline to leave proposals to AMM</b>
April 14th	Proposals are published with comments from the Board Nominating committee proposes slate for the election to the Board
April 21st	Deadline for member camps/organizations and committees to comment on proposals
April 25th	Comments on proposals from member camps and committees are published
<b>April 26th - 29th</b>	<b>GRCA Conference!</b> (April 27th Deadline to register for the Annual Member Meeting)
<b>April 28th</b>	<b>GRCA Annual Member Meeting</b>

## Why an Annual Member meeting and what happens there?

Since the members have the formal power in GRCA, the main event of the year is when we meet at the conference. If there was no Annual Member Meeting, the board could just keep running the show without checking in with the members at all.

At the AMM we:

- Get a report on the past year's activities and a financial report and, based on that, decide if the Board for the past year is in good standing
- Approve the Annual Plan
- Elect members to the Board of Directors - the Board's job is to run the organization the way the members have decided

## Voting procedures

Since the members of GRCA are member **organizations** and not individuals, each member organization chooses a representative who does the voting for the organization. Since it's not the representative who makes the actual decision, but just forwards the voice of the organization, there is a lot of preparation before the Annual Member Meeting. The agenda and any proposals are sent out beforehand so the organizations can decide on how to vote. The only thing that is not sent out before the meeting is the annual plan since we have chosen to create that together at the conference. At the AMM, the representative gets three slips of paper - one green (for YES), one red (for NO), and one white (for ABSTAIN). We vote by majority.

## The Member Representatives

The role of the member representatives is to represent their camp at the Annual Member Meeting by voting on behalf of their member camp/organization. The member representatives are also the main contact points for their camp/organization when it comes to formal communications between the GRCA Board and their camps/organizations during the rest of the year. The member representatives' term is one year (from conference to conference) but can be exchanged by a written notice (an e-mail) to a board representative if needed. The member representative for the coming year is submitted by your member camp/organization at conference registration or by sending an e-mail to [jen@girlsrockcampalliance.org](mailto:jen@girlsrockcampalliance.org).

In summary the responsibilities you have as a member representatives are **CRAM**:

**CONTACT PERSON** - Throughout the year you are the contact person between your member camp/organization and the board, which means you will receive emails that no one else at your camp/organization gets without you forwarding it. We hope that you will help us out by responding when the board is asking for feedback about different things and that you feel that you can come to us should you have any questions. As the contact person, please make sure that the contact info we have for you AND your camp/organization is correct and NOTIFY US of any changes.

**REPORTER (ANNUAL)**- Members are tasked with filling out a report every year in order to collect facts about our membership.

**ANNUAL MEMBER MEETING (AMM)** - Participate in the AMM and vote on behalf of your camp. Prior to the meeting you are responsible for going over the agenda and the documents it refers to with your camp and deciding on how you want to vote. Your annual report for 2017-18 can be filled out using [this form](#).

**M**EMBER DUES - Make sure your camp pays its member dues before the conference every year. Dues for 2018 can be paid using [this form](#).

## The AMM documents

Above you find all the links you need for the AMM. The [agenda for the annual member meeting](#) is the same every year. Here we explain the main parts of it a little bit more:

### Board standing

After the Board has presented the annual report och activities and finances, the membership is asked to give the Board freedom of responsibility for the past year. That means that the membership feel like everything is in order and that there is nothing to object to.

### Election of Directors

The election of Directors to the Board follows a process where the membership nominates candidates to the Board through the Nominating Committee. The Nominating Committee looks at all nominations with a perspective that the Board should have diversity and reflect the membership and then proposes a slate with people they think together represent a good mix of perspectives, experiences and skills. Alongside with their slate they also present all the names they have received as nominations. The membership can either choose to approve the full slate or deny it. If the membership denies the slate, there will instead be a vote on individuals. The membership can then vote among all the people that has been nominated to the Nominating Committee (in time - see deadlines above) and not just among the people on the slate. There can be a maximum of 15 people on the Board according to our bylaws. The terms are 2 years and staggered which means the full Board will not be changed at once.

### Any other business (proposals to the AMM)

If any of the member camps, a committee, a department or the board wants to propose something to the general membership of GRCA, this needs to be proposed at the Annual Member Meeting (AMM). In order to make sure all members are informed about and understand the proposal as well as have time to share the proposal and decide on how to vote within their organization, proposals to the AMM are to be submitted according to the procedure described below.

Decisions that needs to be made through a vote by all members are things that are fundamental to the organization, which include the changing of bylaws, mission statement, articles of incorporation, the name of the organization and any other decision that significantly would change the operations of the organization.

[Here is an example of how a proposal that follows this process could look like.](#)

Proposals to the Annual Member Meeting (AMM) are to be submitted to [exec-com@girlsrockcampalliance.org](mailto:exec-com@girlsrockcampalliance.org) in writing by **April 7th, 2018** (3 weeks before the AMM).

Two weeks before the AMM, **April 14th, 2018**, the proposals will be published with a comment or a counter proposal from the board. This will be e-mailed out to the member representatives and posted in the toolkit.

After the proposals have been published, member camps, committees and departments have until **April 21st, 2018** (one week before the AMM) to comment or leave a counter proposal.

Any comments or counter proposals from member camp, committees and departments are published **April 25th, 2018.**

To facilitate the board's administration of the proposal, please use [this template](#).