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## Bylaws of the MidWest Color Guard Circuit, Inc.

### ARTICLE I – OBJECT

- A. The object of this association is to promote color guard contests, thereby perpetuating the pageantry and effectiveness of the member units for charitable and educational purposes. The Midwest Color Guard Circuit (Circuit) is organized and operated exclusively to support or benefit organizations, which engage in or support youth activities in the performing arts, which include elements of music, choreography, and theater.

### ARTICLE II – MEMBERSHIP

- A. Any bona fide color guard of a competitive nature is eligible for membership to the Circuit. Deadline for application shall be March 1 to qualify for the current competitive season.
- B. Any new unit admitted to the membership shall be granted voting privileges after their first competitive performance.
- C. All units shall retain their voting rights for the following competitive season, provided they remain a member in “Good Standing”. To be a member in “Good Standing”, a unit must have competed during the current contest season in a Midwest Color Guard Circuit contest. As of the Championship contest, those units who did not fulfill the above requirement will no longer be considered a member in “Good Standing” and will lose their voting privileges. Units whose membership lapse will be considered for future membership as a new member.

### ARTICLE III – SURETY BOND

- A. An initial one hundred dollar (\$100.00) surety bond shall be posted prior to the acceptance of competition. This bond stays in effect year after year so as long as a unit continues to compete. In the event a unit discontinues existence, return of the surety bond may be requested. Any circuit member unit not having competed for one (1) full year and has not requested return of their surety bond, said surety bond will be forfeited and transferred to the working fund of the Midwest Color Guard Circuit.

### ARTICLE IV – DUES

- A. Dues, to be set at the September meeting by the circuit board and agreed upon by the membership in good standing, shall be assessed each unit.
- B. For current members, one hundred dollars (\$100.00) is due on or before September

30<sup>th</sup> or a twenty-five dollar (\$25.00) per month late fee will be assessed. Late fees are not applicable to scholastic units until after November 30<sup>th</sup>. The remaining balance is due on or before January 1<sup>st</sup> or prior to the first performance (or unit will not be able to compete).

- C. Units, who have paid any portion of their dues for the upcoming season and find prior to their first competition they cannot compete that season, will be reimbursed all but a fifty-dollar (\$50.00) service fee

## **ARTICLE V – ADMINISTRATION**

- A. The administration of the association shall be vested in the President, who shall have a staff of six (6) officers to be elected by the membership.
- B. The staff of officers shall be President, Vice President, Secretary, Treasurer, Contest Director, Public Relations Director, and Judges Liaison.
- C. The President may appoint a Director of Training and other positions as needed. The majority of the Board voting members will have to approve these appointments. All appointments will be non-voting positions.
- D. All officers shall be at least twenty-one (21) years of age prior to the date of their election.
- E. Elections shall be held each year at the May meeting of the Circuit.
- F. All officers shall serve concurrent terms as Directors of the Midwest Color Guard Circuit, Incorporated.
- G. In the event of death, resignation or incapacity in the office of President, the Vice President shall advance to the office of President. A special election shall be held within thirty (30) days to fill the office of Vice President. In the event of death, resignation or incapacity of the Vice President, Secretary, Treasurer, Contest Director, Public Relations Director, or Judges Liaison, a special election shall be held within thirty (30) days to fill the vacated office.
- H. The President shall appoint a nominating committee prior to the membership meeting held in the month in which the Circuit championships are held. The committee will make its recommendations at the meeting in the month in which the Circuit championships are held.
- I. The majority of all committees appointed must be non-board members.

## **ARTICLE VI – DUTIES OF THE STAFF**

- A. The President shall supervise and control all the business and affairs of the Circuit, and shall preside at all meetings of the Circuit.
- B. The Vice President shall, in the absence of the President, perform the duties of the President. He/She shall be responsible for initiating and maintaining liaisons with similar and interested parties and circuits, seek out and recruit other possible members, and perform such other duties as may be assigned by the President.
- C. The Secretary shall keep the minutes of the meetings, mail or electronically mail the minutes to the members as well as any other notices, be custodian of the Circuit records, and shall sign all records and correspondence. He/She shall keep the register of the members and their addresses and, in general, perform all duties as may be assigned by the President.
- D. The Treasurer shall have charge of, control of, and be responsible for all funds of the Circuit. He/She shall receive and give receipts for all monies due and payable to the Circuit from any source and deposit all such monies in the name of the Circuit in such banks as may be selected by the staff and, in general, perform all duties as may be assigned by the President.
- E. The Contest Director shall handle all details and phases of running a contest sanctioned by the Circuit, and will have complete charge of all arrangements. The Contest Director will be responsible to the Circuit membership through the President and, in general, perform all duties as may be assigned by the President. The Contest Director may appoint a Contest Coordinator to be approved by the Board of Directors. The Contest Coordinator will be responsible for the administration and management of all on-site aspects of running Circuit contests and shall perform all duties as may be assigned by the Contest Director. A fee per contest will be paid to the Contest Coordinator.
- F. The Public Relations Director shall publicize the Circuit and make publicity information available to all Circuit members and, in general, perform all duties as may be assigned by the President.
- G. The Judges Liaison shall work within the MWCGC Judges Guild regarding judges' assignments and quality control. He/She shall communicate the opinions, desires, and protests of the Midwest Color Guard Circuit member units to the judges association relative to judging and, in general, perform all duties as may be assigned by the President.
- H. The Director of Training shall be responsible for any and all educational needs for the Circuit. He/She will administrate the Circuit Educational Workshop and any additional clinics. He/She will be available for consultations and will administrate additional personnel to help in these efforts.

## **ARTICLE VII – MEETINGS**

- A. Meetings shall be held in the months of September, in the month in which the Circuit Championships are held, and May, and at the direction of the President and his/her staff. All Executive Board meetings shall be held directly prior to each general meeting, or at the discretion of the President.
- B. A quorum is not necessary to conduct a vote. Those units wishing to vote must be present or appoint a proxy in writing to the President prior to the meeting. Bylaw changes must be published in the minutes prior to being voted upon.

## **ARTICLE VIII – DELEGATES**

- A. Each member unit shall be allowed one (1) current delegate or an alternate whose name shall be registered at the time of application and acceptance. A change in the name of the registered delegate or alternate must be presented, in writing, to the President prior to a regularly scheduled meeting.
- B. The President shall cast a vote only in the case of a tie vote, with the exception of the election.
- C. Delegates may represent one (1) unit only.
- D. All members of the Midwest Color Guard Circuit Executive Board have one (1) vote whether they are unit connected or not. Should they be unit connected, they will have the additional vote for the unit as well.
- E. Nominating Committee recommendations and nominations from the floor shall be made at the meeting in the month in which the Circuit Championship is held.
- F. For the election of officers' vote, an official ballot made with space provided for write-in candidates signed by the President with the Circuit seal affixed. These ballots shall be handed out at the elections meeting to the named delegate or the alternate delegate.

## **ARTICLE IX – BYLAWS**

- A. The bylaws shall be reviewed every two years.
- B. The President and Secretary shall co-chair a Bylaws Review Committee. The President shall appoint three circuit members to assist the President and Secretary in the bylaws review.
- C. The President shall report on the review at the May meeting of the year of the review with by-law change proposals to be voted on after being posted in the meeting minutes.

- D. These bylaws may be amended by a majority of the members present and voting at any regular meeting of the Circuit, provided that the changes have been published in the minutes.

### **SUPERVISION:**

All Circuit contests shall be supervised by the Midwest Color Guard Circuit, Incorporated, under the competitive rules of Winter Guard International except as noted herein.

### **1.0 REQUIREMENTS FOR COMPETITION IN THE MIDWEST COLOR GUARD CIRCUIT:**

- 1.1 Paid current membership dues, fines, and posted one hundred dollar (\$100.00) surety bond.
- 1.2 A unit must submit a current roster and certificate of insurance indicating underlying limits of \$1,000,000.00 minimum for General Liability prior to their first performance of the current year. Any unit not adhering to this rule may not perform.
- 1.3 At any contest, a member of a unit may not compete in more than one unit.
- 1.4 All units appearing in finals competition shall compete in preliminary competition, except for sponsoring unit giving an exhibition (not in competition).
  - 1.4.1 An application for exemption shall be made in writing to the Contest Director for consideration by the Board of Directors one (1) month prior to the preliminary competition to be missed.
  - 1.4.2 Units receiving exemption will automatically be scheduled first in the class in the finals competition.
- 1.5 In all classes, it will be the defending Midwest Circuit Champion unit's prerogative to appear last at the Championship finals, provided they qualify for finals competition in that class.
- 1.6 Competition season shall be no longer than 14 weeks including the WGI Championships.
- 1.7 All members of any color guard competing in any scholastic class must be approved for participation by the principal of the sponsoring school. Each color guard unit shall submit a notarized form listing all approved participants of that school's color guard.
- 1.8 Each unit must be prepared to show proof of age on each performing member at any MWCGC contest. Scholastic units must be prepared to show the notarized scholastic form

## **2.0 CLASS SELECTION**

- 2.1 Competitive classes for Independent and Scholastic divisions will be offered as per Winter Guard International Rules. Additional approved divisions:
- 2.1.1 **Cadet Class** – Consisting of all members eighth grade or under as of 12:01 AM of the date of their respective competitive class finals at Circuit Championships.
  - 2.1.2 **Scholastic AA** – A local class for units not intending to go to a WGI Regional or WGI Championships.
  - 2.1.3 **Senior Class** – Color guard composed of one or more members over the age of 23 as of 12:01 AM of the date of their respective competitive class finals at the Circuit Championships.
- 2.2 It is the intent that the units compete in the same class as they would at WGI Regional and Championship contests. MWCGC also reserves the right to add classes as necessary.
- 2.3 A unit must declare their class at the beginning of the season with the option of switching classes once until March 1<sup>st</sup> and must compete in at least one contest in that new class prior to Circuit Championships.
- 2.4 Prior to March 1<sup>st</sup>, units wanting to move from one class to another may do so, but must remain in that class throughout the rest of the season, including the Championship show.
- 2.5 Any unit determined to be misclassified, could be reclassified by Board decision.
- 2.6 A Senior Class unit must declare its intentions at the beginning of the season and cannot change division during the season.

## **3.0 REQUIREMENTS FOR ENTERING MIDWEST COLOR GUARD CHAMPIONSHIP SHOW:**

- 3.1 The point system: each unit will be awarded two (2) points for each appearance on the first weekend of competition and one point for each appearance thereafter, including any one WGI Regional hosted by a MidWest Color Guard Circuit unit as one of the competitions.
- 3.2 Contest sponsors who do not compete at their own contest but do perform in exhibition earn one appearance point.
- 3.3 A prelim/finals contest is considered one appearance and receives only one

appearance point.

- 3.4 All units, regardless of distance, must compete in a total of four (4) contests to qualify to compete in the circuit championships with the following requirement or exceptions: any one WGI Regional hosted by a MidWest Color Guard Circuit unit is included as one of the competitions.
- 3.5 Units must compete in one (1) of the contests in the first two weekends. Scholastic units may request exemption from this requirement if school policies or conflicts prohibit a unit from doing so. Such request shall be made in writing to the Contest Director for consideration by the Board of Directors. Such requests must be received by the Contest Director no later than January 1 of the contest season year.
- 3.6 First year units must compete in at least two (2) circuit shows prior to championships.
- 3.7 Units from other home circuits can accumulate eligibility for MWCGC Championships at their own home circuit shows by earning one half credits per contest they appear in their own circuit. They still must appear in at least three (3) Circuit shows.
- 3.8 Extenuating circumstances regarding all exemptions must be submitted through the Contest Director for approval by the Board of Directors.
- 3.9 Circuit Board of Directors will have the final decision regarding Championship eligibility of any unit unable to meet the above requirements. Petitions are to be made to the Board in writing or electronically to the Contest Director or in person at the Board meeting.

#### **.4.0 ORDER OF APPEARANCE IN CHAMPIONSHIP PRELIMS**

- 4.1 The order of appearance in the Championship preliminary show will be determined by the point system. Units with more points will appear late in the Championship preliminary show. In case of ties, those units will be drawn for their respective positions.

#### **5.0 CONTEST ENTRY, WITHDRAWAL, AND SURETY BOND FORFEITURES**

- 5.1 Entries for a Competition must be received by the Contest Director no later than December 15 of the calendar year prior to the calendar year of the actual contest season. Units not meeting this deadline may not be scheduled for their requested contest at the discretion of the Contest Director. Assuming a contest schedule can accommodate a late entry, a unit may request late entry to a contest until Noon C.S.T. the Thursday nine (9) days prior to the Saturday of the requested contest weekend. No points will be earned if entries are received after December 15 as defined in 4.1.

5.2 Units that withdraw from a contest to which they have been accepted shall forfeit the posted one hundred dollar (\$100.00) surety bond which shall go to the show sponsor. The penalized unit will not be allowed to compete in any contest until the one hundred dollar (\$100.00) surety bond has been reposted. Only emergencies that the Contest Director considers an Act of God will exempt units from penalties and surety bond forfeitures.

5.3 Any unit that fails to meet their appearance time will be afforded their first penalty waived but will be penalized each infraction thereafter according to the current rules. Waiver of penalty does not apply to any WGI Regional or Circuit Championships.

## **6.0 MEETING OF REPRESENTATIVES**

6.1 At the discretion of the Contest Director, and at a time, prior to the contest, and at a place designated by the Contest Director, one (1) representative of each competing unit shall meet with the Contest Director and/or Chief Judge, to receive instructions and transact any business which may properly come before such a meeting.

## **7.0 RULES OF ORDER**

7.1 These Rules and Regulations of the Midwest Color Guard Circuit, Incorporated, shall be known as Rules of Order as defined in Robert's Rule.

7.2 It is the standard policy that the Contest Rules and Regulations of the Midwest Color Guard Circuit be completed not later than the September meeting. Any rule changes passed after that date would not be effective until the next contest season.

**(revised 9/08)**