



# Color Guard

## A S S O C I A T I O N

### CONSTITUTION AND BY-LAWS

#### I. Article I. OBJECTIVE

The objective of this association is to support an educational environment which fosters growth for the performers, instructors, designers and judging communities within MCCGA and to promote color guard and Percussion/Winds festivals, thereby perpetuating the pageantry activity and effectiveness for the member units.

#### II. Article II. MEMBERSHIP

- A. Any bona fide unit member of a winter guard, Percussion/Winds/winds nature is eligible for membership in the circuit.
  1. A unit must apply in writing on a form or application provided by the circuit
  2. **Registration forms and fees must be received by the second Monday in December for the upcoming season**
  3. Prior to each season, all member units must reapply in the same manner as new members.
  4. Upon reapplication, payment of current fees, and receipt of a signed entry for, stating acceptance of the MCCGA By-laws, Rules, General Contest Procedures and Policies, by the MCCGA Treasurer, a unit shall be accepted.
  5. Before any unit is granted membership or appears in a MCCGA sanctioned event, all past fees must be paid. This includes fee due to both MCCGA and to festival hosts for cancellation fees.
- B. Any new unit admitted to the membership will be permitted voting privileges at the next regularly scheduled circuit meetings.
- C. MCCGA membership is by unit, not by school or organization. However if your school or organization has more than one unit, you will receive a discount on membership fees for each unit after the first. (Percussion/Winds units will not be discounted for a Guard membership nor will Guard units be discounted for Percussion/Winds membership.)
  1. Each unit from within the organization must submit a separate application and applications must be submitted at the same time.
  2. Guards and Percussion/Winds units must submit their applications separately on their respective forms.

#### III. Article III. FEES

- A. Membership fees shall be assessed each member unit to be paid by check, school purchase order, or through PAY PAL by second Monday in December of each season. These monies will be used for the day-to-day operation of the circuit (E.g. postage, long distance circuit-related phone calls by officers, judges' training, judges' honorariums, festival operations, website, and trophies/medals for circuit championship contest).
  1. Failure to pay current fees or provide a Purchase Order by the second Monday in December may result in a unit being ineligible to participate in MCCGA festivals during the current season
  2. Any outstanding fees from previous seasons may result in loss of voting privileges.
  3. **No refunds will be issued to units beyond the first weekend of the MCCGA season.**
- B. MCCGA Festivals are sponsored by member units
  1. Entry fees are either included with Full MCCGA Membership, or paid to MCCGA the non-members.
- C. Membership Levels for both guard units and Percussion/Winds units are as follows:
  1. MCCGA Full Membership Includes:
    - a) Unlimited MCCGA festival attendance
    - b) Voting privileges at General Meetings
    - c) Online access to WGI Adjudication manual
    - d) All circuit mailings – email or postal mail
  2. If a unit should send in an entry form for the upcoming season, but still has an outstanding balance with MCCGA, postmark will be determined by payment received postmark.

#### IV. Article IV. ADMINISTRATION

- A. The administration of the MCCGA shall be vested in the President who shall have staff to assist him/her in their duties.
- B. The officers of the MCCGA, which will constitute the Board of Directors, shall include:
  1. **Executive Board**, which shall consist of the
    - a) President

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- b) Vice-president
  - c) Treasurer
  - d) Public Relations
  - e) Chief Judge (non-voting member)
  - f) Percussion/Winds Coordinator
2. **Extended Board Members**, which may consist of:
- a) The Executive Board members
  - b) Regional Coordinators/Communication Chairs
  - c) Percussion/Winds Education Director
  - d) Color Guard Education Director
3. **Color Guard Advisory Board**
- a) The Extended Board Members
  - b) Elected winter guard representatives from the previous year's divisions
4. **Percussion/Winds Advisory Board**
- a) The Extended Board Members
  - b) Elected Percussion/Winds representatives from the previous year's divisions.
5. **Full Board**
- a) All Above mentioned Board members
    - (1) The positions of President, Vice-president, Treasurer, Public Relations, and Education Director shall be elected on a staggered two-year rotating basis are considered voting members.
      - (a) President, Public Relations, and Education Director positions will be voted on in even summers
      - (b) Vice-president and Treasurer will be voted on in odd summers
    - (2) The Percussion/Winds Coordinator and Percussion/Winds Education Director shall be elected on a staggered two-year rotating basis and are considered voting members.
      - (a) The Percussion/Winds Coordinator will be voted on in odd summers
      - (b) The Percussion/Winds Assistant Director will be voted on in even summers
    - (3) The Chief Judge will be considered as an advisory position with no executive voting privileges. The President will make suggestions for the appointment of this position to be confirmed by the Executive Board annually.
    - (4) Regional Chairs shall be elected by the general membership of the region the chair is being elected to represent on an annual rotating basis and are considered voting members.
      - (a) Kansas City Chair to be elected in 2009 and every third year after
      - (b) St. Louis Chair to be elected in 2010 and every third year after
      - (c) Springfield Chair to be elected in 2011 and every third year after
      - (d) Arkansas Chair to be elected in in 2015 and every third year after
    - (5) Color Guard and Percussion/Winds Advisory Boards – The Color Guard and Percussion/Winds Advisory Boards will be comprised of four (4) Color Guard and three (3) Percussion/Winds At-Large Representatives.
      - (a) No individual may hold more than one of these positions at a time
      - (b) These positions will be elected on a yearly basis via email after the summer meeting.
    - (6) The Color Guard Advisory Board will be elected by the Representatives of the Color Guard Units and the Percussion/Winds Advisory Board will be elected by the Representatives of the Percussion/Winds Units.”
    - (7) In order to be elected to any position (Except class representative) you must have attended a meeting in the last calendar year (including the meeting that day).
- C. All officers shall be at least twenty-one (21) years of age upon election to office.
- D. All elections and voting will take place during the annual meeting.
- E. Vacancy of Office
- In the event of an office being vacated before the completion of its term, or the failure to fill that position
- 1. Nominations will be taken from the General Membership and election will be accomplished in a timely manner via email, or general meeting as determined by the Executive Board
  - 2. The newly elected officer will complete the term of the vacated office
  - 3. If the position remains vacated, the President will appoint a person for that position
- F. If a member of the Full Board believes that another member of the Full Board is not fulfilling his/her obligations fully, that member may petition for the removal of such Full Board member. If a petition is received, within three days, the President shall forward to such individual the petition. Two weeks following such petition, if another petition is received regarding the same individual, with three days, the President shall forward to all members of the Full Board the petition and allow for discussion and presentation of facts and defenses for one week. At the conclusion of that week, a vote will be made by all members of the Full Board. If two-thirds or more members vote in favor of allowing the petition, the individual will be removed from the position immediately, and the position will remain vacant until the next general meeting and elections. The President may ask another Full Board member to fill the role vacated until elections may be held.

### V. Article V. DUTIES OF THE EXECUTIVE BOARD AND THE BOARD OF DIRECTORS

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- A. The **President** shall:
1. supervise and control all the business and affairs of the MCCGA
  2. preside at all meetings of the MCCGA
  3. Make decisions regarding whether votes put to the Board of Directors will be decided by the entire Board or by the Extended Board
  4. be responsible for initiation and maintaining liaison with similar and interested parties and circuits
  5. serve on all committee organized under these By-laws as a non-voting, ex-officio member.
- B. The **Vice-president** shall:
1. in the absence of the President, perform the duties of the President
  2. act a Festival Manager or appoint a Festival Manager and oversee all MCCGA Festivals, be
  3. responsible for seeing that all Festival hosts are prepared for each Festival, and maintain and
  4. distribute the Festival manager's guide to all Festival hosts
  5. facilitate scheduling of MCCGA shows
  6. in general, perform all duties incidental to the office of Vice-president and other such duties as may be assigned by the President
- C. The **Treasurer** shall:
1. Be custodian of the MCCGA records, and shall sign all records of financial transactions and correspondences
  2. be responsible for all funds of the MCCGA
  3. receive and distribute receipts for all moneys due and payable to the MCCGA from any source and deposit all such moneys in the name of the MCCGA in such banks as may be selected by the Executive Board
  4. shall provide a formal treasurer's report at general meetings
  5. in general, perform all duties incidental to the office of Treasurer and other such duties as may be assigned by the President
- D. The **Public Relations Officer** shall:
1. keep the minutes of the meetings and see that all notices are given
  2. publicize the MCCGA and make publicity information available to all circuit members
  3. foster the growth of the activity through education and promotional endeavors
  4. appoint assistance, if necessary, to work with local media in furthering Color Guard and Percussion/Winds Pageantry and will coordinate the efforts of these assistants
  5. coordinate the Scholarship Committee
  6. in general, perform all duties incidental to the office of Public Relation Officer and other such duties as may be assigned by the President
- E. The **Chief Judge** shall:
1. be a current or former judge for MCCGA
  2. Facilitate implementation of appropriate adjudication for MCCGA Festivals
  3. See that all judges are assigned to the correct judging categories and are fulfilling their responsibilities
  4. Facilitate the use of outside judges as well as any local judging association
  5. Act as the liaison between MCCGA and other associations relating to judging issues
  6. in general, perform all duties incidental to the office of Chief Judge and other such duties as may be assigned by the President
- F. The **Percussion/Winds Coordinator** shall:
1. Supervise and control all the business and affairs of the Percussion/Winds festivals
  2. Preside at all Percussion/Winds meetings
  3. Work closely with the President of the MCCGA with regards to Percussion/Winds issues
  4. Be responsible for initiating scheduling of judges and that said judges are assigned to the correct judging categories and are fulfilling their responsibilities
  5. In general, perform all duties incidental to the office of Percussion/Winds Coordinator and other such duties as may be assigned by the President
- G. The **Percussion/Winds Education Director** shall:
1. In the absence of the Percussion/Winds Coordinator, perform the duties of the Percussion/Winds Coordinator
  2. Work closely with the MCCGA Vice-President in:
    - a) Seeing that all Percussion/Winds Festival hosts are prepared for each Percussion/Winds Festival
    - b) Act as Percussion/Winds Festival manager and oversee assigned MCCGA Percussion/Winds Festivals
    - c) In general, perform all duties incidental to the office of Assistant Percussion/Winds Coordinator and other such duties as may be assigned by the President
    - d) Coordinate all educational opportunities for MCCGA including students and instructor opportunities
    - e) Continually reach out to the MCCGA Membership and its judges to find which opportunities are desired and work to meet that need
    - f) Work with WGI and other associations to bring opportunities to MCCGA, its Membership and judges
    - g) Be a continuous resource for the Membership in answering questions regarding the rules and systems put in place by MCCGA
    - h) In general, perform all duties incidental to the office of Education Director and other such duties as may be assigned by the President
- H. The **Education Director** shall
1. Coordinate all educational opportunities for MCCGA including students and instructor opportunities

2. Continually reach out to the MCCGA Membership and its judges to find which opportunities are desired and work to meet that need
3. Work with WGI and other associations to bring opportunities to MCCGA, its Membership and judges
4. Be a continuous resource for the Membership in answering questions regarding the rules and systems put in place by MCCGA
5. In general, perform all duties incidental to the office of Education Director and other such duties as may be assigned by the President

I. The **advisory Boards** shall:

1. In general, perform all duties incidental to the office of Division Representatives and other such duties as may be assigned by the President

J. The **Regional Coordinators/Communication Chairs** shall:

1. In conjunction with the Public Relations Officer, actively recruit potential MCCGA members in their respective regions
2. In conjunction with the Education Director, proactively educate MCCGA members or potential members in their respective regions
3. Field questions from circuit members in their respective regions concerning, but not limited to:
  - a) Festival guidelines
  - b) scheduling concerns
  - c) judging concerns
  - d) circuit rules and regulations
4. Answer questions, solve problems, or make contact with the appropriate Executive Board members in order to resolve the matter
5. All communications from the circuit members should be addressed within 3 days time
6. In general, perform all duties incidental to the office of Regional Coordinators/Communication Chairs and other such duties as may be assigned by the President

## VI. Article VI. DELEGATES

- A. A unit's membership fees must be paid in full to be eligible to vote at any general meeting.
- B. Every circuit unit will provide one (1) director delegate and two (2) alternate delegates, who are season-long staff members, at the time of registration. Alternate delegates are not required if those spots cannot be filled. Only one (1) of those listed delegates will be allowed to vote at the annual meeting for that particular unit. Alternate delegates can only be changed with request from the Director to the President no less than one week in advance of general meetings.
- C. Director delegates who are directors of more than one unit (i.e. multiple units from the same school, director of a scholastic and independent unit from the same region, etc.), are permitted to cast a vote for each paid unit they are responsible for. All units represented are also eligible for early-entry performance times.
- D. In the event that no director/alternate delegates representing a unit are present and a proxy request has not been submitted, those units will not be permitted to vote at that meeting and will not be eligible for the early entry performance group.
- E. All MCCGA Board members are only permitted to vote as their unit delegate and will not receive an additional vote based on their Board status.
- F. The President of MCCGA will only cast a vote in the event of a tie.

## VII. Article VII. AMENDMENTS TO THE BY-LAWS

- A. At the MCCGA's summer meetings each year, proposals that have been submitted in writing (email or otherwise), with rationale to the President at least two weeks prior to the meeting, with no new proposals being submitted after two weeks, will be discussed. The proposals may only be amended with the agreement of the sponsor of the proposal. All By-law and Rule Changes must be submitted and voted upon prior to December 1 of each competitive season. Any rule change passed after that date would not become effective until the next Festival season
- B. The Mid Continent Color Guard Association abides by the Winter Guard International (WGI) Color Guard Adjudication Manual & Rule Book and the Winter Guard International (WGI) Percussion/Winds Adjudication Manual & Rule Book, unless otherwise noted in the MCCGA By-Laws, Rule Book, General Contest Information and Policies Statement.
- C. Grammatical and semantic changes can be made with approval of the Executive Board without a formal proposal process.