
California Color Guard Circuit

By-Laws

Approved November 2007

Article 1 - Name and Offices

- 1.1 The organization shall be known as the California Color Guard Circuit (CCGC).
- 1.2 The principal executive office shall be at 649 Enos Court in the city of Santa Clara, County of Santa Clara, California, or at such other place within the state of California as the Board of Directors shall designate.

Article 2 - Purpose

- 2.1 The purpose of the California Color Guard Circuit is to promote pageantry through the dissemination of information, training and coordination of contests for member units to instill values of good sportsmanship, social responsibility, personal esteem and respect for others.

Article 3 - Membership

- 3.1 Any bona-fide color guard or percussion unit of a competitive nature is eligible for membership to the CCGC.
- 3.2 The deadline for competitive membership is December 1st. The Executive Board may extend the deadline as they deem necessary.
- 3.3 A member unit which does not fulfill the responsibilities for work at circuit sponsored shows within 15 days written notice (responding within 5 days) as assigned by the Executive Board may be fined up to \$50.00; said money will be taken from the unit's appearance bond. The full amount of the appearance bond must be re-posted before the unit is permitted to appear in any CCGC sanctioned contests. The unit may appeal any action of this nature by the Executive Board to the full Board of Directors.
- 3.4 No staff member of a unit (director, manager, instructor, etc.) may solicit members from any other member unit between October 15 and the completion of the competitive season. During this period, marching members of any unit will not be permitted to change to another unit without permission of both unit directors and the approval of the Circuit President. If a marching member of a unit who wishes to change to another unit is unable to approval from his / her current unit director, said member may petition the Circuit President for approval. In this case, the President will appoint a committee of three (3) persons to hear the concerns of all affected parties and the render a binding decision.
- 3.5 A color guard is eligible to become an Associate Member of the CCGC for an annual fee of \$25.00. The unit will be a non-voting member who may attend meetings and will be added to the mailing roster. .

Article 4 - Eligibility

- 4.1 Units composed of members who have not reached their 23rd birthday on March 31st of any given year shall be permitted to compete in contests governed by CCGC. This age rule applies to all units except those entered in Independent World Class. Independent World Class Units may compete with members of any age. Each unit appearing in a CCGC contest shall be prepared to show proof of members' ages.
- 4.2 All members of any color guard or percussion ensemble competing in any scholastic class must be approved for participation by the principal of the sponsoring school. Each color guard or percussion ensemble shall submit a form prepared by CCGC listing all approved participants of that school's color guard or percussion ensemble.
- 4.3 No unit member shall compete in more than one unit at the same contest. A person may compete in one color guard and one percussion unit at the same event.
- 4.4 No guards may compete with less than five (5) nor more than thirty (30) members on the floor of competition at any time, including commanding officer(s).
- 4.5 No percussion unit may compete with less than six (6) members on the floor of competition at any time, including commanding officer(s) and sound board operators. There is no maximum number of members.
- 4.6 The use of taped music and/or live musical instruments for color guard is optional. Proficiency of playing shall not be judged. Musicians, sound board operators and anyone else in the competition area during a performance must be consistent with CCGC age rules.
- 4.7 Penalty: Disqualifications - Any unit violating any requirement in the ELIGIBILITY section shall be disqualified and its position and standing in the contest shall be forfeited.

Article 5 - Classification

- 5.1 The color guard classifications to be used by the CCGC are;
 - 5.1.1 Independent World Class - The most advanced programs with the most mature performers. An area where innovation and setting standards is the goal. This category is open to a unit with the membership talent, design, instructional staff and budget to place their performers at this challenging level to stimulate their growth and development throughout

world class competition.

- 5.1.2 Scholastic World Class - Those units whose membership has been approved for participation by the principal of the sponsoring school. This is the most advanced level of scholastic competition for units with the student talent, design, staff, rehearsal time and budget capabilities to produce challenging and creative programs. Students here will be challenged to extend their technical and performance base to achieve their fullest potential within programs that utilize advanced concepts of design.
- 5.1.3 Independent Open Class - Units in this area have a greater experience level. Units will be challenged to broaden their design and performance skills. Designers and instructors will be challenged to expand their programming, creative and instructional techniques.
- 5.1.4 Scholastic Open Class - Those units whose membership has been approved for participation by the principal of the sponsoring school. Units in this area have a greater experience level. Both staff and performers have the talent to grow beyond the basics exploring a higher level of design and performance techniques. There is sufficient rehearsal opportunities and funding to develop this level of competitive program to benefit students and broaden their performance skills.
- 5.1.5 Independent National AA Class – **THIS CLASS WILL ONLY BE USED WHEN DEEMED NECESSARY.** Guards in this class are at a level where their members may be moderately experienced in their equipment and movement and ready to compete on a regional and national level. In this category guards will be expected to demonstrate skills in movement and equipment handling both flags and weapon(s). Designers should present imaginative shows with sound and logical designs, setting achievable yet challenging standards for their performers.
- 5.1.6 Scholastic National AA Class - Those units whose membership has been approved for participation by the principal of the sponsoring school. Guards in this class are at a level where their members may be moderately experienced in their equipment and movement and ready to compete on a regional and national level. In this category guards will be expected to demonstrate skills in movement and equipment handling both flags and weapon(s). Designers should present imaginative shows with sound and logical designs, setting achievable yet challenging standards for their performers.
- 5.1.7 Independent National A Class - Guards in this class are at a level where their members may be young and less experienced in their equipment and movement. In this category guards will be encouraged to demonstrate skills in movement and equipment handling both flags and weapon(s). Designers should present imaginative shows with sound and logical designs, setting achievable standards for their performers.

- 5.1.8 Scholastic National A Class - Those units whose membership has been approved for participation by the principal of the sponsoring school. Guards in this class are at a level where their members may be young and less experienced in their equipment and movement. In this category guards will be encouraged to demonstrate skills in movement and equipment handling both flags and weapon(s). Designers should present imaginative shows with sound and logical designs, setting achievable standards for their performers.
- 5.1.9 Independent Regional A Class – This class is for units who are young with very limited to no experience. Guards in this class are encouraged to present shows with a high probability of success to ensure a positive, nurturing experience for its members.
- 5.1.10 Scholastic Regional A Class - Those units whose membership has been approved for participation by the principal of the sponsoring school. This class is for units who are young with very limited to no experience. Guards in this class are encouraged to present shows with a high probability of success to ensure a positive, nurturing experience for its members.

5.2 The percussion classifications to be used by the CCGC are

- 5.2.1 Independent Marching World (PIW) – These ensembles demonstrate a high degree of advanced development. World Class ensembles are trendsetters in the indoor percussion activity. Programs are unique and innovative and these components are important at this level. Some very sophisticated challenges will be placed on the performers.
- 5.2.2 Independent Marching Open (PIO) – These ensembles have intermediate experience in the indoor percussion activity. Here is where the intermediate student explores new challenges in music and movement through performance and realizes a greater sense of achievement as each more complex skill is learned.
- 5.2.3 Independent Marching A (PIA) – These ensembles are the youngest, less developed participants. Here is where the beginning student discovers the joy of performing and realizes the sense of achievement as each skill is learned.
- 5.2.4 Scholastic Marching World (PSW) - Those units whose membership has been approved for participation by the principal of the sponsoring school. These ensembles demonstrate a high degree of advanced development. World Class ensembles are trendsetters in the indoor percussion activity. Programs are unique and innovative and these components are important at this level. Some very sophisticated challenges will be placed on the performers.
- 5.2.5 Scholastic Marching Open (PSO) - Those units whose membership has been approved for participation by the principal of the sponsoring school.

These ensembles have intermediate experience in the indoor percussion activity. Here is where the intermediate student explores new challenges in music and movement through performance and realizes a greater sense of achievement as each more complex skill is learned.

- 5.2.6 Scholastic Marching A (PSA) - Those units whose membership has been approved for participation by the principal of the sponsoring school. These ensembles are the youngest, less developed participants. Here is where the beginning student discovers the joy of performing and realizes the sense of achievement as each skill is learned.

Concert Classes are for those percussion sections who wish to concentrate on the percussive element only. Instrumentation must be oriented to the performance of concert percussion. Movement is allowed in order to allow performers to change equipment or to allow for better presentation of musical performance only. One non-student conductor is allowed in the concert classes only. These are not marching/visual class.

- 5.2.7 Scholastic Concert World (PSCW) - Those units whose membership has been approved for participation by the principal of the sponsoring school. These ensembles demonstrate a high degree of advanced development. World Class ensembles are trendsetters in the indoor percussion activity. Programs are unique and innovative and these components are important at this level. Some very sophisticated challenges will be placed on the performers. See the instrumental and movement restrictions above.

- 5.2.8 Scholastic Concert Open (PSCO) - Those units whose membership has been approved for participation by the principal of the sponsoring school. These ensembles have intermediate experience in the indoor percussion activity. Here is where the intermediate student explores new challenges in music through performance and realizes a greater sense of achievement as each more complex skill is learned. See the instrumental and movement restrictions above.

- 5.2.9 Scholastic Concert A (PSCA) - Those units whose membership has been approved for participation by the principal of the sponsoring school. These ensembles are the youngest, less developed participants. Here is where the beginning student discovers the joy of performing and realizes the sense of achievement as each skill is learned. See the instrumental and movement restrictions above.

5.3 In the case of Color Guard classification

- 5.3.1 Any unit may declare themselves in any classification prior to their mandatory evaluation show. Once they have been named to a classification by the evaluation panel, the unit is strongly encouraged to compete in that class. A unit may choose to compete at a level higher than evaluated but may not compete at a lower level.

5.3.2 Once the season begins, any unit or individual can request that a unit's classification be re-evaluated and moved up to the next level. They may petition the Circuit President to have the unit's status reviewed. In these cases, the President will appoint a (5) member review committee. The committee shall be comprised of; Circuit President, Chief Judge, One Executive Board member, Director or Head Instructor of the unit in question, Director or Head Instructor of a unit or organization that would not be affected by the re-classifications. The decision of this committee shall be binding. Any re-classification must be done thirty (30) days or more prior to Circuit Championships. A unit that has been re-classified has seven (7) days to petition the re-classification committee to appeal the decision.

5.4 In the case of Percussion classification

5.4.1 Any unit may declare themselves in any classification prior to their first circuit show.

5.4.2 After the unit's first circuit contest, any unit or individual can request that a unit's classification be re-evaluated and moved up to the next level. They may petition the Circuit President to have the unit's status reviewed. In these cases, the President will appoint a (5) member review committee. The committee shall be comprised of; Circuit President, Chief Judge, One Executive Board member, Director or Head Instructor of the unit in question, Director or Head Instructor of a unit or organization that would not be affected by the re-classifications. The decision of this committee shall be binding. Any re-classification must be done thirty (30) days or more prior to Circuit Championships. A unit that has been re-classified has seven (7) days to petition the re-classification committee to appeal the decision.

Article 6 – Executive Board

6.1 The CCGC shall be governed by its Board of Directors which shall consist of the Executive Board and one appointed representative from each member unit.

6.2 The Executive Board shall be elected for a two (2) year term. The offices shall be as follows

6.2.1 President -- Shall act as the chief administrative officer of the circuit and shall preside at all circuit meetings. He / she shall appoint members and chairpersons of committees, schedule meetings as required and be responsible that the business of the circuit is carried out. He / she will also act as a focal point for Winter Guard International. All actions of the President are subject to review of the Board of Directors.

6.2.2 Contest Coordinator - Shall act as an aid to the President and assume all responsibilities of the President in his/her absence. Within the rules and

guidelines established by the Circuit By-Laws and current contest rules in use, the Contest Coordinator shall be responsible for coordination and scheduling of all circuit sanctioned shows. Duties include:

- Schedule all contests and shows.
- Establish order of performance at each contest.
- Arrange for adjudication
- Obtain publicity information from member units for dissemination to show sponsors.
- Maintain and disseminate contest rules.
- Provide show sponsors with necessary information.
- Inform show hosts as to the timeframe of which show packets should be mailed.
- Obtain proof of insurance and be contact for circuit sanctioned contests.
- Act as a focal point for all matters relating to circuit sanctioned contests.
- The Contest Coordinator may, if necessary, appoint an assistant subject to approval from the Executive Board.

6.2.3 Secretary - Shall be responsible to notify all member units of meetings assuring that notice of meeting is sent to all units at least fourteen (14) days in advance. Maintain adequate minutes of all meetings and send out said minutes of all meetings within thirty (30) days after the meeting. He / she shall maintain the official circuit by-laws and have copies available for circuit member units.

6.2.4 Treasurer -- Shall act as chief fiscal officer of the circuit. He / She shall maintain all fiscal records, receive all expenses to be paid by the circuit, be responsible for receipts and disbursement of funds, and prepare all financial statements. He / She shall present a financial report at the annual meeting of the members.

6.2.5 Parliamentarian - Shall serve as parliamentarian at all circuit meetings according to Robert's Rules of Order. He / She shall assist with the duties of other circuit officers.

6.3 No member of the Executive Board shall receive any wages but will be compensated for actual expenses subject to the authorization of the President and/or Treasurer.

6.4 The Board of Directors shall elect a Chief Judge at the annual meeting. Salary and expense allocations will be determined by the Board of Directors. Duties include:

- Assign adjudicators for all CCGC contests.
- Assure that all training programs are completed and on-going communications reflect the philosophies of WGI.
- Provide feedback to judges on application of the system.
- Provide an annual report to be submitted at the annual meeting of the Board of Directors.

Article 7 - Meetings and Voting

7.1 The Board of Directors shall have one (1) annual meeting to be scheduled between August 1 and October 31 of each year. The meeting shall be scheduled

by the President with the approval of the Executive Board. Other meetings may be called by the President if necessary. Units must be notified of any meeting at least fourteen (14) days in advance.

- 7.2 Each member unit shall be entitled to one (1) vote on the Board of Directors. Any member of the Board of Directors or Executive Board may make motions to be voted upon at any meeting.
- 7.3 Each member unit shall submit the name of one authorized voting delegate and one alternate to the Secretary. A delegate may represent only one (1) unit.
- 7.4 Should the authorized voting delegate or alternate be unavailable, a proxy must be presented, in writing, prior to the meeting.
- 7.5 A quorum of either the Board or the Executive Board shall be a simple majority of the voting membership present at any meeting at which notice has been duly given.

Article 8 - Finances

- 8.1 The fiscal year shall begin on June 1st and end on May 31. .
- 8.2 All fees shall be payable to the California Color Guard Circuit. All initiation fees, dues, and bonds must be paid in full prior to December 1. .After December 1, a \$25.00 late fee will be assessed. Any exception (i.e. financial hardship, etc.) must be approved by the Executive Board.
- 8.3 Dues for Color Guard membership shall be \$200.00 per fiscal year. This is for a single unit member. The second unit member of the same organization shall be assessed dues of \$175.00 per fiscal year. The third unit member and all other unit member's of the same organization's dues shall be \$150.00. This does include any clinic sponsored by CCGC.
- 8.4 Dues for Percussion membership shall be \$125.00 per fiscal year. This is for a single unit member. Each additional unit shall also be \$125.00. This does include any clinic sponsored by CCGC.
- 8.5 Each member shall post an appearance bond of \$50.00. If a unit withdraws from a contest without giving the Contest Coordinator written notice of at least fourteen (14) days, the sponsor may request the forfeiture of the unit's appearance bond. The Treasurer shall then pay the full amount of the bond to the sponsor and notify the affected unit of such action. The unit will not be allowed to compete in any circuit sanctioned shows until the bond has been reposted. If, after the completion of the season, a unit indicates that they will not be a member during the following season, the unit may make a written request that the appearance bond be refunded. This request must be in writing to the circuit Treasurer and must be received within thirty (30) days after the circuit championships. Any unclaimed bonds will revert to the circuit general fund.

- 8.6 Additional fees may be assessed at the annual meeting of members as voted on by the Board of Directors.
- 8.7 An inactive unit may become an Associate Member of the circuit for a fee of \$25.00. This will be a non-voting member who may attend meetings and will be added to the roster to receive all circuit mailings.

Article 9 - Circuit Sanctioned Contests

- 9.1 Any circuit member, upon approval of the Contest Coordinator, may host a show to be sanctioned by the Circuit. A \$60.00 show sponsorship fee payable to the circuit is required to host a CCGC contest.
- 9.2 All circuit sanctioned contests shall be governed by the most recent contest rules adopted by the Circuit at the annual meeting of members. These rules shall be available to the membership at the annual fall meeting (assuming the books have been received from WGI.) Any member not attending the annual meeting shall pay a fee of \$7.00 per book.
- 9.3 A unit wishing to sponsor a contest must contact the Contest Coordinator in writing. Requests will be on a first come basis after June 1. The request must include the following:
- Name of Show Sponsor
 - First, Second, and Third choice for show date.
 - Location of contest
- 9.4 Any non-voting member unit wishing to compete in a Circuit sanctioned contest will be assessed a \$60.00 contest fee, one half of which will be refunded to the contest sponsor. Non-member units will not be allowed to compete in Circuit Championships.
- 9.5 Show sponsors will provide five (5) passes to each competing unit to be honored at that contest. All circuit officers, tabulators, active judges, and one director per unit will receive a pass, from the circuit, that shall be honored at all Circuit sanctioned contests.
- 9.6 All Color Guard units must attend their mandatory evaluation
- 9.7 A unit must attend four (4) circuit sanctioned contest (not including the mandatory evaluation) to qualify for circuit championships.
- 9.8 The California Color Guard Circuit will also offer competitive opportunities for percussion groups. These groups will be directed under the rules and regulations of Winter Guard International and the California Color Guard Circuit. All of the by-laws which apply to color guard units apply concurrently to percussion units.

Article 10 - III Conduct

- 10.1 If any unit instructor, manager, judge or other staff person displays un-sportsmanlike conduct at any Circuit sanctioned event, he / she may be banned from participation at any Circuit sanctioned events for one (1) year by a simple majority vote of the Board of Directors.
- 10.2 If a marching member of any unit displays unsportsmanlike conduct at any Circuit sanctioned event, the concerns will be brought to the attention of the unit manager who in concert with the Executive Board will attempt to determine an appropriate action. If the Executive Board does not feel that the matter is being satisfactorily dealt with by the unit manager, The Executive Board may impose one or more of the following sanctions:
- The individual(s) may be barred from participation in circuit sanctioned events for up to one (1) year.
 - The unit may be penalized up to five (5) points or fined fifty (50) dollars.
 - The unit may be dropped from the circuit roster without possibility of reinstatement until the following season.

Article 11 - Amendments to By-Laws

- 11.1 Amendments to the By-Laws must be approved by a simple majority of the voting membership present at a meeting duly called as specified in Article 7, Section 1. Any proposed changes to the By-Laws must be distributed to all voting members at least fourteen (14) days prior to the meeting at which the changes are voted upon.

Article 12 - Waivers and Interpretations

- 12.1 Waivers or interpretations of any provisions of these By-Laws may be approved by a majority vote of the Executive Board. Such waiver or interpretation shall be reported to the membership at the next regular meeting.