

UWGA



Utah Winter Guard Association Constitution

Article I – Name

Our organization shall be known as the “Utah Winter Guard Association” and will be referred to as either “The Circuit”, “The Association”, or UWGA in the following document.

Article II – Purpose

Section 1. The objective of the Utah Winter Guard Association (UWGA) is to support a youth-educational organization to foster growth for performers, instructors, and designers of Winter Guard. It is the mission of the Utah Winter Guard Association (UWGA) to provide all of our units with an educationally sound competitive environment.

Section 2. We wish to build strong relationships with school administrators, band directors, unit directors, parents, and students. It is our goal to promote the winter guard in Utah, and provide opportunities for all interested parties to learn from each other as well as compete against each other in friendly and fair venues.

Section 3. It is our pledge to nurture and educate our younger units, encourage our intermediate units, and help prepare our more advanced units for competition at a national as well as local level. It is our goal to meet the competitive needs of each of our units, helping them to grow as performers, team members, and most importantly, contributing members of society who recognize the positive impact that the pageantry arts and other performing arts have on our communities.

Section 4. The UWGA is organized and operated exclusively to support and benefit the member organizations that engage in Winter Guard sponsored activities according to these guidelines. The UWGA is a non-profit organization and as such, is governed by the membership and elected Board of Directors.

Section 5. The UWGA is financed through championship registrations, ticket sales, souvenir merchandise sales, and the generosity of sponsors, benefactors, and grants.

Article III - Membership

Section 1. Any bona fide indoor unit of a competitive winter guard nature is eligible for membership upon receipt of the membership application. Membership is granted between September 1st and April 20th and entitles the unit to compete in any UWGA sponsored regular season contest AND Circuit Championships.

Section 2. To be a member eligible to participate in Circuit Championships, a unit must have competed in the current contest season in 80% pre-Championship UWGA shows and have no outstanding fees. As of the Championships show, those units who do not fulfill the above requirement will no longer be considered a

member in "good standing" and will lose their voting privileges. Any member whose membership has lapsed will be considered for future membership as a new member.

Article IV - Membership Fees

Section 1. The Board of directors will set annual dues. Membership fees are as follows:

Postmarked by December 1	\$750
Postmarked by January 1	\$775
Postmarked by February 1	\$800

Section 2. Ten percent of the annual membership dues will go to the UWGA Scholarship fund.

Section 3. UWGA will provide a current UWGA manual to all member organizations as part of their dues for that season. This manual will include all pertinent WGI rules and regulations.

Section 4. Membership Fees will be used by the Board to purchase airline tickets, provide housing, and pay fees for the EA, GE, MV, and EQ judges for all UWGA competitions and Evaluation show.

Article V – Code of Conduct

Section 1. "Good Standing" membership also encompasses behavior by a unit's staff and members as defined by the following Code of Conduct. UWGA members (staff and unit members):

- Will act in a professional manner when representing the Utah Winter Guard Association which will include all shows, competitions, or special events
- Will not use overt gestures or other actions to display displeasure with the result of a contest, such as throwing of equipment, pieces of the uniform, medals, or trophies
- Will not place inordinate or unauthorized telephone calls or emails to judges
- Will not allow disruptive behavior in the warm-up areas if shared with another unit
- Will not deface or destroy any physical property at any event without financial repercussions
- Will leave any area they use/occupy at any event as clean as they found it
- Will not physically assault any person(s)
- Will accept the decisions of officials courteously
- Will strive to be modest in victory and gracious in defeat
- Will support ALL members of ALL teams at all times
- Will contribute to the spirit of team cooperation and unity
- Will conduct themselves at all UWGA events in such a manner as to provide a good example to others

Section 2. The above actions simply will not be tolerated under any circumstances. Violations of the spirit or intent of this Code will be immediately investigated by the E-Board of UWGA to determine the innocence or guilt of the alleged perpetrator(s) of the act. If a determination of guilt is made, the penalty to be assessed by the E-Board of UWGA will depend on the severity of the incident (i.e., loss of the units' eligibility for future contests or possible expulsion from UWGA).

Section 3. The badgering of judges in a critique will not be tolerated. In the event of such conduct, the following principles will apply:

- 3.1 First Incident: The caption staff will be removed from the critique. That caption will not be represented by the Staff at the next critique and a letter of reprimand will be sent to the Principal and Band Director if a scholastic unit and to the sponsor if an independent.
- 3.2 Second Incident: The entire staff will be removed from the critique and restricted from the next critique. A letter of reprimand will be sent to the Principal and Band Director if a scholastic unit and to the sponsor if an independent.
- 3.3 Third Incident: The unit will be suspended from UWGA.

Article VI- Administration

Section 1. The administration of the association will be vested in the Circuit Administrator, who will have a staff of officers (as prescribed by the by-laws) to be elected by the membership. These officers may include the Northern Representative, the Southern Representative, the Contest Director, Secretary, Treasurer, Public Relations Director, and Education Specialist. This group will be known as the Executive Board (E-BOARD).

Section 2. All officers must be at least 20 years of age prior to the date of the election and be willing to fulfill the responsibilities as required by their elected office. No member of the E-Board shall hold more than one office. You must be a member in good standing to hold an office on the Executive Board.

Section 3. Any UWGA officer absent for three UWGA or E-BOARD meetings per term will be removed from office and another elected to fill the vacancy at the next meeting.

Section 4. A majority (5) of the members of the E-Board shall constitute a quorum at any meeting of the Board.

Section 5. No one serving on the Executive Board will receive an annual compensation for service to this organization.

Section 6. Vacancies on the E-Board shall be filled by the designation of a successor by a majority of the Executive Board and such successor shall serve for the remainder of the term.

Section 7. Any of the elected or appointed officers can be removed from office by two-thirds vote of the membership at any meeting.

Section 8. The term of the E-Board will be defined as two (2) years.

Section 9. All officers must have been a full-time staff member of an UWGA unit for a minimum of two consecutive years prior to their term.

Section 10. The E-Board shall be employed with the power to interpret and enforce all rules and regulations as set forth in the bylaws and shall further have the power to decide on all issues not specifically covered by the bylaws. The Circuit Administrator will administer the decisions of the E-Board. The E-Board shall act as an appeals Board for the membership on matters of a bylaw nature. All appeals must be submitted to the Circuit Administrator in writing and must be acted on by the E-Board within 10 days.

Article VII - Duties of the Executive Officers

Section 1. The Circuit Administrator will supervise and control all the business and affairs of UWGA and will preside at all UWGA meetings. The Circuit Administrator will also act as the Treasurer if there is no Treasurer on the E-Board.

Section 2. The Northern Representative and Southern Representative will, in the absence of the circuit administrator, perform the duties of the circuit administrator. They will be responsible for initiating and maintaining liaisons with similar and interested parties and circuits, and seek out and recruit other possible members. They will, in general, perform all duties as may be assigned by the circuit administrator.

Section 3. The Secretary will record the minutes of all meetings, read the minutes of each previous meeting to membership, maintain committee reports (if any), carry on all necessary correspondence of the Circuit, and perform such other duties as may be delegated to them by the Executive Board.

Section 4. The Treasurer will be custodian of all funds and securities of the organization and collect interest thereon, keep a record of the accounts of the Circuit, deposit all monies of the Circuit in the name of the Utah Winter Guard Association in a bank designated by the E-Board, subject to withdrawal for authorized purposes upon the signature of the treasurer or the Circuit Administrator, and perform such other duties as may be delegated to them by the Executive Board.

Section 5. The Contest Director will oversee and complete control of the tabulation process, shall handle all scheduling aspects of Circuit sanctioned contests, have charge of necessary Circuit equipment for the

operation of the contest, coordinate between the Contest Director and show host, and have final decisions in all contest related situations. The Contest Director is allowed to appoint, at their discretion, an assistant for any contest, with the approval of the Board. The Contest Director will oversee the creation, distribution, and review of show host applications. Meet with appointed show hosts prior to their show to review how the show is setup and progressing. The Contest Director will also work in conjunction with Webmaster for posting information on-line; keep in constant communication with show hosts regarding all aspects of show hosting.

Section 6. The Education Specialist will oversee the education of Director's and provide opportunities for unit's members to continue to expand their skills. In conjunction with the other Board members, the Education Specialist will oversee any and all UWGA Clinics.

Section 7. The Public Relations Director will communicate the purposes and philosophy of UWGA to the community-at-large and, specifically, to potential units, volunteers, and donors, marketing communications (including a newsletter), and public relations activities, both external and internal.

Article VIII – Operations

Section 1. Voting Eligibility

- 1.1 Any new unit added to the membership at any time will be extended voting privileges immediately.
- 1.2 All units will 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 in the current contest season in 80% of pre-Championship UWGA shows and have no outstanding fees. As of the Championships show, those units who do not fulfill the above requirement will no longer be considered a member in "good standing" and will lose their voting privileges. Any member whose membership has lapsed will be considered for future membership as a new member.)

Section 2. Election Process

- 2.1 Elections will be held every two (2) years at the Annual Spring Meeting of the Association.

Section 3. Meetings

- 3.1 An annual meeting will be held every Fall prior to the competitive season and every Spring following Circuit Championships. Additional meetings will be held at the discretion of the E-BOARD with 15-days prior notice to all Board of director (E-BOARD) delegates. If there arises an emergency situation, the Circuit Administrator may call for a discussion and vote, if need be, through email. The E-BOARD will create a listing all pertinent UWGA dates and deadlines and post this information on the UWGA website.
- 3.2 During the Spring Meeting, the election of the Executive Officers will take place. The Executive Board shall take office immediately following elections. Also during this meeting, the competition season shall be discussed and approved by quorum of the membership present.
- 3.3 At least five (5) members in good standing present shall constitute a quorum for the transaction of business.
- 3.4 Order of Business at the meetings called shall be as follows:
 - a) Meeting called to order
 - b) Reading of minutes from previous meeting
 - c) Report of Circuit Administrator
 - d) Report of Northern and Southern Representatives
 - e) Report of Secretary
 - f) Report of Treasurer
 - g) Reports of committees (if any)

- h) Old Business
- i) New Business
- j) Adjournment

Article IX - Delegates

Section 1. Each member organization must have one delegate and one alternate whose names must be registered at the time of application and acceptance. Each member organization will have only one vote and must be present to vote. A “member” is defined as a group or unit. If a school or independent unit has two teams, for example, XYZ High School has an A team and a Regional A team that school has 2 votes. In the event that an organization is located more than 100 miles away, proxy votes will be allowed.

Section 2. The Circuit Administrator will cast a vote only in the case of a tie vote, with the exception of elections in which the circuit administrator will cast a vote as a normal unit representative.

Section 3. A member organization’s fees must be paid before that school or independent organization has the right to vote.

Section 4. In the case of an electoral tie vote, the delegates must re-vote until one candidate receives more votes than any other candidate running for the same office.

Article X – Finances

Section 1. All contracts or other formal financial agreements between UWGA and other parties, within or outside the association, must have the approval of a simple majority of the Executive Board of UWGA. The written contract or agreement must be archived with the UWGA recording secretary for no less than one year after the execution/ completion date of the agreement.

Section 2. All checks drawn on the UWGA account will require two signatures.

Article XI – Amendments

The E-Board and membership may amend, revise, add to, repeal, or rescind these by-laws and /or adopt new by-laws at pleasure by a quorum (5) of the Executive Board and 2/3 vote of membership present at the annual meeting, provided that ample notice of the proposed alteration, amendment, revision, addition, repair, or rescission of the by-laws or adoption of new by-laws has been given to membership.

Utah Winter Guard Association

Bylaws

1.0 Supervision and Competition Rules

- 1.1 Contests will be supervised by UWGA under the current competitive rules of Winter Guard International (WGI) except as noted herein.
- 1.2 All units must submit an up-to-date membership application, roster list, and proof of eligibility to the association secretary prior to the first Competition Show.

2.0 Hosting an UWGA-Sanctioned Competition

- 2.1 UWGA members that wish to host a show must submit a bid form to the Contest Director by the Spring Meeting. The E-Board will then meet to choose the show sites and post them on the UWGA website.
- 2.2 UWGA members that wish to host a show must have been Directors with their UWGA unit for a minimum of two-consecutive years. In the event that no members meeting this requirement have approved facilities, this rule may be waived at the discretion of the E-Board.
- 2.3 The competition season will begin no earlier than the weekend following January 1 and extend no later than April 15.
- 2.4 The show sponsor must provide and publicize a performance order for their show based upon the previous show's final order and approved by the Contest Director.
- 2.5 All Independent programs will perform last within their respective classifications in UWGA competitions
- 2.6 Non-member units will be charged an entry fee as determined by the E-Board up to \$200. It is the show sponsor's responsibility to inform units of any additional fees.
- 2.7 It is the show sponsor's responsibility to provide judges' tapes at no additional cost to the units.
- 2.8 It is the show sponsor's responsibility to provide judges' fees, lodging, and meals out of their gate from their show.
- 2.9 Show sponsors must procure an UWGA show sponsorship guideline and procedural packet of rules and responsibilities for running/hosting a show from UWGA.
- 2.10 Non-member units will be scheduled to perform in their class, before member units, and will be "waitlisted" pending registration of UWGA member units in cases where there are participation limits. Non-member units must register directly with show hosts.
- 2.11 All member units will be allowed to sell souvenir merchandise at all UWGA-sanctioned shows for a small fee agreed upon between the show host and the unit - food items excluded as the show host can arrange for those with the revenue returning to the show host. Non-UWGA members can be charged a vending fee at the show sponsor's discretion.

3.0 Unit Classification

Independent color guard

- 3.1.1 World Class – performers demonstrate the highest degree of physical development. They are very experienced and fully trained. Programs are unique and innovative and these components are important at this level. Some very sophisticated challenges will be placed on the performers who are often over 21 years of age. When judging this class, the judge becomes the “critic” and should respect the knowledge of the instructors and designers. Dialogs should be a learning exchange between instructor and judge.

- 3.1.2 Open Class – still contains a wide range of age and some skill difference. Performers within one guard can range from 15 to 22 years of age. There is greater consistency in the range of skills and physical development. Programs are unique. A **few** individuals will demonstrate a high level of skills. Some advanced challenges will exist.
- 3.1.3 A Class - contains the widest range of age and skill difference. Performers within one guard should range from 11 to 22 years of age. A wide range of skills and physical development can exist, creating a challenging situation to evaluate. Programs are usually unique. Occasionally a **few** individuals will demonstrate a high level of skills.
- 3.1.4 Regional A Class – adjudicated on Regional A Sheets. This classification is for units with basic beginning programs, which demonstrate basic skill and levels. This class, as an Independent, will not allow students that have already graduated from high school or are over the age of 18 years old.

Scholastic color guard

- 3.1.5 World Class - highest possible caliber nationally. This classification is for units with programs that include a highly advanced level of equipment and movement technique. This class is for units who compete at the WGI World Class level nationally.
- 3.1.6 Open Class – This classification is for units whose program includes an intermediate level of equipment and movement technique. This class is for units who compete at the WGI Open Class level nationally.
- 3.1.7 A Class - Advanced caliber locally. This classification is for units whose program includes a high level of basic equipment and movement technique. (This class is recommended for those units who compete at the WGI A Class level nationally or regionally.)
- 3.1.8 Intermediate A Class – This classification is for local UWGA units whose program includes a high level of basic equipment and movement technique but are not competing nationally or regionally.
- 3.1.9 Regional A Class - adjudicated on Scholastic Regional A Sheets. This classification is for units with Basic beginning programs, which demonstrate basic skill and levels.
- 3.1.10 Regional AA Class - adjudicated on the Scholastic Regional A sheets. This classification is for units whose program includes the very beginning levels of equipment and movement technique. (This class is recommended for first and second year winter guard units or units with new or inexperienced instructors – a unit will only be allowed to compete in this classification for a maximum of two years.)

4.0 UWGA Championships

- 4.1 The Circuit Championships is hosted by the UWGA. The site of this competition will be determined by the E-Board.
- 4.2 All units must compete in 80% UWGA-Sanctioned shows to qualify for UWGA championships.
- 4.3 UWGA is responsible for all Championship judging expenses, regardless of panel size or prelims/finals situation.
- 4.4 Championships may be a prelims/finals setup.
- 4.5 UWGA will produce the UWGA Championships T-shirt. The host will be responsible for selling the shirt. Proceeds from the sale of shirts will go to the UWGA Scholarship Fund.
- 4.6 UWGA will receive all revenue from the fees and gate for Circuit Championships. The hosting site receives all revenue from concessions.
- 4.7 Each UWGA Member unit will provide volunteers for Circuit Championships. If Championships are a prelims/finals setup, each unit will provide 1 volunteer or prelims and 1 for finals. If Championships are just a finals format, each unit will provide 1 volunteer.

5.0 Bump-up Scores

- 5.1 In all Scholastic Winter Guard Classes, a review process for Promotion will be utilized if a unit receives a raw score (without implementation of penalties) that requires its promotion as determined by the E-Board and the judges. This determination will be based upon the unit's scores from two (2) consecutive shows where the unit scores in Box 4 in 3 out of 4 sections. Also taken into consideration will be the point spread between the units. Although the conversation with the unit will be centered on whether the given unit needs to be in a higher class, the ultimate power of decision lies solely with the E-BOARD and judges.
- 5.2 Units that are promoted during the regular season will be recognized by the UWGA E-Board and each member of the promoted unit will be recognized and awarded an individual reward.

6.0 Penalties

- 6.1 UWGA units will be assessed a fine, payable to the show host, of \$150 if they pull out of a competition and the show host is notified up to a week in advance of the show date. The fine will be \$250 if the unit notifies the show host less than 8 days prior to the show date. The unit will not be allowed to participate in any additional competition shows until the fine is paid.
- 6.2 UWGA will have an Emergency Clause in place for the extreme circumstances that occur on the same day as a show with approval of the E-Board.

7.0 Judges

- 7.1 The Circuit Administrator and the Contest Director will schedule all judges for each show. Their travel arrangements will be made by the Circuit Administrator and/or Contest Director and costs will be paid by UWGA from membership fees.
- 7.2 The UWGA does not possess the power to sanction a judge. Should a judge prove to be unacceptable, the Circuit Administrator and the Contest Director may choose to not schedule said judge for any additional shows.

8.0 Director's/Staff Passes

- 8.1 Each unit will be provided with one (1) Director's pass per unit. This pass is non- transferrable and is to be used only by the named Director.
- 8.2 Additional Staff passes can be purchased for a fee of \$20 each and are for current staff members only. This fee is payable to UWGA. These passes are also non-transferrable and are to be used only by the named Staff member.
- 8.3 Said passes will allow the holder to sit in the front bleachers during the competitive shows and must be displayed at all times.
- 8.4 Replacement fee for lost passes will be \$5 and payable to UWGA.

9.0 Circuit Championships

- 9.1 In a prelims/finals setup at the Circuit Championships units that do not proceed beyond the prelims will be allowed to attend Retreat and will be recognized for their participation in the season prior to the handing out of the Championship awards.