

## 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 CSPA and to promote percussions festivals, thereby perpetuating the pageantry activity and effectiveness for the member units.

## II. Article II. MEMBERSHIP

- A. Any bona fide unit member percussion nature is eligible for membership in the circuit.
  - 1. A unit must apply in writing on a form or application provided by the circuit. The registration method will be provided by the circuit by October 1<sup>st</sup>.
  - 2. **Registration must be received by December 5<sup>th</sup>.**
  - 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 CSPA By- Laws, Rules, General Contest Procedures and Policies, by the CSPA Treasurer, a unit shall be accepted.
  - 5. Before any unit is granted membership or appears in a CSPA sanctioned event, all past fees must be paid. This includes fee due to both CSPA and to festival hosts for cancellation fees.
- B. Any new unit admitted to the membership will be permitted immediate voting privileges at the next regularly scheduled circuit meetings, or emergency vote
- C. CSPA membership is by unit, not by school or organization.
  - 1. Each unit from within the organization must submit a separate application and applications must be submitted at the same time.

## III. Article III. FEES

- A. Membership fees shall be assessed each member unit to be paid by check or school purchase order by November 15<sup>th</sup>. Other payment methods may be accepted in the future and will be announced in a timely manner before the beginning of registration. 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 November 30<sup>th</sup> may result in a unit being ineligible to participate in CSPA 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
- B. CSPA Festivals are sponsored by member units
  - 1. Entry fees to festivals are paid at time of registration. In order for a member to participate at a CSPA festival, the organization must have paid the membership fee and festival entry fee.
  - 2. No discount will be granted to organizations with multiple performance units. Each unit will be responsible for a membership fee and festival entry fee.
  - 3. If a unit should send in an entry form for the upcoming season, but still has an outstanding balance with CSPA, postmark will be determined by payment received postmark.

## IV. Article IV. ADMINISTRATION

- A. The administration of the CSPA shall be vested in the President who shall have staff to assist him/her in their duties.
- B. The officers of the CSPA, which will constitute the Board of Directors, shall include:
  - 1. **Executive Board**, which shall consist of the
    - a) President
    - b) Vice-president
    - c) Treasurer
    - d) Secretary
    - e) Chief Judge (non-voting member)
  - 2. **Advisory Board**, which shall consist of
    - a) President Emeritus (non-voting member)
    - b) Vice President Emeritus (non-voting member)
  - 3. **Full Board**
    - a) All Above mentioned Board members
      - (1) The positions of President, Vice-President, Treasurer and Secretary shall be elected every two years
        - (a) Elections shall take place at the yearly meeting.
        - (b) Nominations will be due 45 days before the meeting
      - (2) The positions of President & Vice-President shall have term limits of no more than two-consecutive terms
        - (a) When a new President or Vice-President is elected, an emeritus role is created allowing that person to serve in an advisory role to the board and organization as a whole.
        - (b) This role will have no executive voting privilege and will vacate the role when again a new President or Vice-President is elected.
        - (c) After a two-year cooling-off period, a person term-limited out of the role of president or vice president may again run, but will be have a lifetime limit of four (4) terms in either role
      - (3) The President and Vice-President will have executive voting privileges.
      - (4) The Chief Judge will be considered as an advisory position with no executive voting privileges. The Chief Judge will not be beholden to the term limit guidelines
      - (5) The Treasurer will be part of the executive board and have executive voting privileges. The Treasurer will not be beholden to the term limit guidelines
        - (a) The Treasurer shall provide access to all financial accounts and information to members who make a formal request to the President. Requests shall be answered within 10 business days
      - (6) In order to be elected to any position you must have attended at least two in-person meetings 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.

... the election and voting will take place during a designated summer meeting at an agreed upon date by the Executive Board

- 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**

- A. The **President** shall:
1. supervise and control all the business and affairs of the CSPA
  2. preside at all meetings of CSPA
  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 CSPA Festivals
  3. responsible for seeing that all Festival hosts are prepared for each Festival, and maintain and
  4. facilitate scheduling of CSPA shows
  5. 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 CSPA records, and shall sign all records of financial transactions and correspondences
  2. be responsible for all funds of the CSPA
  3. receive and distribute receipts for all moneys due and payable to the CSPA from any source and deposit all such moneys in the name of the CSPA 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 **Chief Judge** shall:
1. be a current or former judge for CSPA
  2. Facilitate implementation of appropriate adjudication for CSPA 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 CSPA 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
- E. 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

**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. At this time, CSPA will not allow for a proxy to vote for proposal, or any other matters that come to a vote.
- C. The director of each registered ensemble will be the designee for vote. A replacement, full-time staff-member with the ensemble can be a replacement if requested by the director.

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

- A. Amendments can be presented to the board at any time. A vote will be taken 30 days after the presentation of the proposal to the board and the proposal being made public to members. The method of the vote will be announced at the time of the presentation to the members.
- B. The Central States Percussion 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 CSPA 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.