

CONSTITUTION AND BYLAWS
of the
OHIO INDOOR PERFORMANCE ASSOCIATION

Created May 2007
(updated October 2022)

Article I – Offices

- A. Name: The name of this corporation shall be Ohio Indoor Performance Association (aka “OIPA”, “Corporation”, “Association”, or “Circuit”).
- B. Principal Offices: The principal executive office of the Corporation shall be at the address of the current elected treasurer of the Corporation, or at such other place as designated by the Executive Board.
- C. Other Offices: The Executive Board may at any time establish other offices at any place or places, either within or without the State of Ohio.

Article II – Objective

- A. The objective of this Association is to promote color guard, ~~line-unit~~¹, percussion, and winds ensemble contests, thereby perpetuating the pageantry and effectiveness of the member units.
- B. OIPA is a non-profit, youth organization, which cultivates personal growth through competitive opportunities in an organized forum that promotes self- esteem, education, freedom of creativity, and positive life experiences for all participants.

Article III – Membership

- A. Any color guard, ~~line-unit~~¹, percussion line, or winds ensemble of a competitive or non competitive nature is eligible for membership in the Circuit. A unit must apply in writing on an application provided by the Circuit. Prior to each season, all member units must reapply in the same manner as new members. Upon reapplication and payment of current dues, a unit shall be accepted and will be considered part of the “Advisory Board”. Reapplication can only be done by members of the previous season, active or inactive.
- B. Any new unit admitted to the membership will be permitted voting privileges at the next regularly scheduled circuit meeting and will be considered part of the Advisory Board.
- C. Units that do not have an OIPA contest within 70 miles of their school by shortest GPS route, or, for independent units, registration address, can qualify for OIPA Circuit Championships by participating in two (2) OIPA contests on separate weekends, provided that they do not participate as full members in another local circuit (any circuit other than

¹ Line Units eliminated by vote at 2018 Directors Meeting.

WGI). Including State Championships which does not count as one of the two shows. (2022 Directors Meeting)²

Article IV – Dues³

- A. All OIPA member units will pay a \$25.00 registration fee and yearly dues.
- B. Dues reapplication shall be submitted by a set deadline of each year. A ten percent (10%) late charge will be added to the dues after this set deadline has passed.
- C. Amounts of dues, late charges, and fees will be discussed at the Advisory Board meeting taking place between April and June and voted on by the Executive Board at their next scheduled meeting.

Article V – Administration

- A. The “Advisory Board” will be made up of one representative from a current member unit. The representative must be at least eighteen (18) years of age. The unit must be in good standing and be current with all fees owed to the circuit.
- B. The administration of the Association shall be vested in the President, who shall have a staff of eight (8) officers that will assist him/her in the duties of the President. This will make up the “Executive Board” of the Circuit. All members of the Executive Board will come from the Advisory Board⁴.
- C. The structure of the Executive Board shall be⁵:

President

1st Vice President (*one of the two Vice Presidents must represent a Color Guard unit. The other must represent a Percussion or Winds unit.*)⁶

2nd Vice President

Treasurer

Secretary

At-Large Member

At-Large Member

At-Large Member

At-Large Member

Past President (non-voting)

- D. All Executive Board terms are one (1) year in length. All positions are elected yearly by the Advisory Board during the annual circuit meeting.

² Voted in at 2022 Directors Meeting

³ Amended with registration fee at 2016 Directors Meeting

⁴ Additional officer voted in at 2019 Directors Meeting

⁵ Structure updated and voted in at 2019 Directors Meeting

⁶ Voted in at 2021 Directors Meeting

- E. No person may serve on the Executive Board for more than four (4) consecutive years. After a fourth consecutive year, an individual must take at least one year off from serving on the Executive Board⁷.
- F. All Executive Board members shall be at least eighteen (18) years of age and of a unit who has held full membership in OIPA in the past 3 seasons and is not currently a full member of another circuit⁸.
- G. Elections shall be held each year at the regular meeting of the Association held between April and June. A nominating committee will inform and recruit candidates for the various elected positions⁹. Executive Board elections shall occur in the following order:

President
 Treasurer
 1st Vice President
 2nd Vice President
 Secretary
 At-Large Member
 At-Large Member
 At-Large Member
 At-Large Member
 At-Large Member

- H. Whenever possible, the percentage of Executive Board members should mirror the percentage of unit participation in each division (guard, percussion, winds) at Circuit Championships immediately prior to the election¹⁰.
- ~~I. Whenever possible, at least one member of the Executive Board must be new (serving their first term) to the Executive Board¹¹.~~
- J. All Executive Board members must have been a primary representative of a full member unit in good standing with the Circuit in the season preceding the election. “Good standing” means the unit has paid all show fees, attended required number of shows to qualify for championships, and does not owe the Circuit any additional fees¹².
- K. The Executive Board shall not be composed of more than one representative from any primary affiliation. If necessary, the Executive Board shall rule on primary affiliation questions brought forth by the Advisory Board.
- L. The Executive Board reserves the right to appoint regional directors, if needed, to fulfill

⁷ Voted in at 2021 Directors Meeting

⁸ Voted in at 2018 Directors Meeting

⁹ Committee voted in at 2013 Directors Meeting

¹⁰ Original policy voted in at 2010 Directors Meeting; amended at 2015 Directors Meeting

¹¹ Voted in at 2021 Directors Meeting

¹² Amended at 2016 Directors Meeting

the Executive Board¹³.

Article VI – Duties of the Executive Board

- A. The President shall supervise and control all the business and affairs of the Association. He/she shall preside at all meetings of the Association.
- B. The 1st Vice President shall, in the absence of the President, perform the duties of the President. He/she shall be responsible for initiating and maintaining liaison with similar and interested parties, and other duties as assigned by the President.
- C. The 2nd Vice President shall, in the absences of the President and 1st Vice President, perform the duties of the President. He/she shall be responsible for initiating and maintaining liaison with similar parties, as well as other duties that may be assigned to him/her by the President.
- D. A Social Media Manager will be hired for each contest. The job description and salary will be determined by the Executive Board based on need and budget. Generally, the Social Media Manager will be responsible for taking appropriate photographs of units during performances and uploading those to OIPA social media platforms¹⁴.
- E. The Executive Board shall produce a balanced budget for the upcoming season by the end of August each year. The Executive Board shall use reasonable estimates of past revenues and expenses, as well as reasonable estimates of expected revenues and expenses. One the Executive Board approves said budget, the budget shall be disseminated to the full membership.¹⁵
- F. Any action item that would have a financial impact of greater than \$500, or would result in a material impact on the operation of the Circuit, must be voted on by the Executive Board following live discussion (Zoom, telephone, in-person, etcetera). Other than in exigent circumstances, 48-hours notice must be given by the President for such a discussion.¹⁶
- G. The President & Treasurer may jointly independently approve or order an unbudgeted expenditure not to exceed \$250 without a vote from the Executive Board. No more than \$1,000 shall be spent in any given fiscal year pursuant to this Section. This discretionary budget shall be accounted for in the Executive Board's yearly budget.¹⁷
- H. The Secretary shall keep the minutes of the meetings, see that all notices are given, be the custodian of the Association records, and shall sign all records and correspondence.

¹³ Policy that President must be a member of the Advisory Board for one year prior to running for President was removed at 2011 Directors Meeting

¹⁴ Voted in at 2022 Directors Meeting

¹⁵ Voted in at 2022 Directors Meeting

¹⁶ Voted in at 2022 Directors Meeting

¹⁷ Voted in at 2022 Directors Meeting

He/she shall keep a register of the circuit members and their addresses and, in general, perform all duties incidental to the office of the Secretary and other duties that may be assigned to him/her by the President.

- I. The Treasurer shall have control of and be responsible for all funds of the Association that are received; give receipts for all fees due and payable to the Association from any source; and deposit all such monies in the name of the Association in such banks as may be selected by the Executive Board. In general, the treasurer will perform all the duties incidental to the office of the treasurer, and other duties that may be assigned to him/her by the President.
- J. The Past President shall serve for a period of one (1) year following the completion of service as Association President and act as a resource to ensure stability and continuity while conducting the business of the Corporation. The Past President shall have such other powers and perform such other duties as may be prescribed from time-to-time by the Advisory Board, the Executive Board, or the bylaws. This position is a non-voting position.
- K. The Circuit Rules and Regulations and the Circuit Bylaws created and amended by the Advisory Board may not be changed, amended or waived by the Executive Board without a full vote by members of the Advisory Board.¹⁸

Article VII – Delegates

- A. Each member unit shall be allowed four (4) delegates whose names shall be registered at the time of application and acceptance. Only one (1) of the delegates will be allowed to vote. If none of these delegates are present, the unit will not have a vote. **NO PROXY VOTES WILL BE ACCEPTED.** A different individual must represent each unit and no individual may represent more than one unit at the same time. A unit director may change the names of their delegates at any time. However, no unit may have more than four (4) delegates listed at any time. The unit director must be included as one of the four delegates.
- B. Only member units that are paid in full, are in good standing, and have participated in all required OIPA shows will have a vote at the annual meeting.
- C. All members of the OIPA Executive Board have one (1) vote whether they are unit connected or not. No additional votes for Executive Board members are awarded for serving on the Executive Board. Executive Board members are required to act as the voting delegate of their unit.
- D. For any item to pass at the Advisory Board Meeting, a majority of those present must vote in favor of the item.¹⁹

¹⁸ Voted in at 2021 Directors Meeting

¹⁹ Voted in at 2021 Directors Meeting

E. For any item to pass at an Executive Board meeting, a majority of members of the full Executive Board must vote in favor of the item.²⁰

Article VIII – Vacancies²¹

A. In the event of a vacancy in the Executive Board, the following would occur:

- President vacancy is filled by the 1st Vice President
- 1st Vice President vacancy is filled by the 2nd Vice President
- Vacancies in the office of 2nd Vice President, Treasurer, Secretary, or At Large Board positions will be filled by a Mid-Season election via online survey of membership.²²

Article IX – Meetings

A. Meetings shall be held at the discretion of the President.

B. Each year, the Circuit will hold an annual meeting following Circuit Championships but no later than July 31st and such other times as may be deemed necessary. At this meeting, officers shall be elected, and any other proper business may be transacted.

C. All notices of meetings of the Advisory Board or Executive Board shall be sent or otherwise given not less than fourteen (14) days nor more than ninety (90) days before the date of the meeting by, or at the direction of, the President. The notice shall specify the place, date, and hour of the meeting.

D. Notice of any meeting of the Advisory Board or Executive Board shall be given by electronic mail or other written communication. If any notice addressed to a member is returned marked as “undeliverable”, notice shall be deemed to have been duly given without further mailings. All meeting notices shall appear on the home page of the circuit website under the same guidelines.

E. Quorum: The presence in person of a majority of Executive Board members at any Executive Board meeting, or the presence in person of a majority of Advisory Board members at an Advisory Board meeting for which notice was duly given shall constitute a quorum for the transaction of business. The members present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.

F. Parliamentary procedures and rules for all meetings of the Executive Board and Advisory Board shall be the latest version of “Robert’s Rules of Order”, which may be temporarily suspended by a majority vote of those present at any meeting.

²⁰ Voted in at 2021 Directors Meeting

²¹ Voted in at 2011 Directors Meeting

²² Amended by vote at 2018 Directors Meeting

Article X – Amendments to the Bylaws

- A. These bylaws may be amended by a majority of the members present and voting at any regular meeting of the Advisory Board, provided that the change(s) have been submitted in writing at the immediately preceding meeting or published on the website or by a memo/email from the President.
- B. All bylaws and rule changes must be submitted and voted upon prior to January 1st of each competing season. Any rule changes after that date will not be effective until the next contest season.
- C. Once a year, at the April-June Advisory Board meeting, the Association may call for a “Ruled Congress”, at which time any rule changes for the season will be submitted, discussed, changed or altered, and voted on that day. This meeting should be a complete one-day affair with the rule changes being discussed first and then voted upon at the last part of the meeting.
- D. The association will adopt the current Winter Guard International (WGI) Rules and Regulations for Color Guard, Percussion, and Wind Units for each new season.²³

Article XI – Fiscal Year

- A. Contests. The Corporation will contract contests throughout the competitive season from January through March or April of each year. These contests will be run using approved contest rules, operating procedures, and adjudicators.
- B. Circuit Championships: The Circuit and a selected show host will sponsor a Circuit Championship to be held annually. This contest shall be conducted using approved contest rules, operating procedures, and adjudicators. This show is to be open to any unit for which a class of competition or exhibition is established.
 - 1. Any color guard or percussion unit performing at Circuit Championships must compete in at least three (3) circuit contests prior to the Circuit Championships
 - 2. A color guard or percussion unit from outside the state of Ohio may qualify for Circuit Championships by competing in at least two (2) circuit contests AND one (1) WGI-sponsored regional prior to the Circuit Championships.²⁴
 - 3. Any winds unit performing at Circuit Championships must compete in at least two (2) circuit contests prior to the Circuit Championships.²⁵
- C. Date: The Circuit Championships shall be in March or April of each year.

²³ Voted in at 2021 Directors Meeting

²⁴ Approved by vote at 2018 Directors Meeting

²⁵ Winds Class show requirement voted in at 2016 Directors Meeting

D. Location: The Executive Board shall select and announce the location of the Circuit Championships at least six (6) months prior to the date of the event.