

WINTER GUARD
& PERCUSSION
of Oklahoma
Bylaws

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I. Name of Organization

1. The name of this organization shall be Winter Guard and Percussion of Oklahoma (referred to as WGPO) and it shall be associated with Winter Guard International (referred to as WGI).
2. The mission of Winter Guard and Percussion of Oklahoma is to provide young performers with a chance to display their unique skills in regulated competitions with their peers; to provide continual education to color guard and percussion instructors; and to promote growth of the winter guard and winter percussion activities within the Oklahoma Region.

II. Officers and the Executive Board of Directors

1. The elected officers of Winter Guard and Percussion of Oklahoma (WGPO) shall be a President, a Vice President, a Secretary, and a Treasurer. These officers shall form the WGPO Executive Board of Directors. Committees and special appointments may be made by the President and approved by the Executive Board (Eboard) as needed to carry out the policies, decisions, needs and daily operations of the organization.
2. Election of officers shall be at the first circuit meeting following the WGPO Circuit Championships. Newly elected officers shall assume office following their election and shall serve for terms of two (2) years or until their successors are duly elected.

3. The **President** shall be the chief executive officer of Winter Guard and Percussion of Oklahoma and shall preside over all meetings. He/she shall appoint committees and officers with the executive board's approval and is the executive officer member of all standing committees. He/she shall oversee the representation of WGPO to other organizations such as the Oklahoma Bandmasters Association (OBA), the Oklahoma Music Educators' Association (OMEA), and the Oklahoma Secondary Schools Activities Association (OSSAA). The President is responsible for securing liability insurance for the circuit. He/she will serve as the primary membership recruiter. This office is to be elected on all ODD calendar years.
4. The **Vice-President**, in absence of the President, shall preside at all meetings of this organization. The Vice-President shall also serve as scholarship coordinator. He/she shall serve as the primary contact for the Oklahoma Bandmasters Association (OBA), the Oklahoma Music Educators' Association (OMEA) and the Oklahoma Secondary Schools Activities Association (OSSAA). The Vice-President shall also perform such other duties as usually pertained to the office, where as maybe assigned to them by the President of the Executive Board. This office is to be elected on all EVEN calendar years.
5. The **Secretary** shall keep documentation of all meetings and shall e-mail out meeting notices and agendas prior to meetings. The Secretary of the WGPO shall promptly certify to the Director of Winter Guard International the names, addresses, and telephone numbers of the newly elected officers. This person shall be the principle source of communication for all correspondence concerning WGPO. He/she shall perform such other duties as usually pertained to the office, where as maybe assigned to them by the President or the Executive Board. This office is to be elected on all EVEN calendar years.
6. The **Treasurer** shall present a budget to the Executive Board for the next fiscal year, collect all fees and monies, and disburse all monies as directed by the Executive Board and General Membership meetings. He/she shall perform such other duties as directed by the President and Vice President of the Executive Board. This office is to be elected on all ODD calendar years.
7. **Removal from office:** Any officer may be removed from office for just cause by a vote of two-thirds of all members of the general membership. Whenever there appears to be sufficient cause for such action, the President shall give the said officer immediate notice of the situation. Consideration shall be given to the facts and reasons why the office should be declared vacant. The officer shall be afforded the opportunity at such time to explain or refute the allegations brought against him/her. In the event that the general membership finds that the alleged facts to be true, the general membership shall have the power to declare such office vacant.

8. Vacancy of an office: In the event of vacancy in the office of President, the Vice-President shall become President. In the event of a vacancy in any other office, the President will nominate a replacement, which is to then be approved by the Executive Board.

9. The duties of the Executive Board shall be to manage the business and to determine the policies of the circuit; to determine the nature and content of color guard and percussion activities in conjunction with input received from competing units; to plan and pursue unit recruitment and development, to maintain an operating budget and oversee the disbursement of funds, and to perform other duties deemed necessary by the organization; not inconsistent with the ideals and objectives of Winter Guard International.

III. Membership

1. Membership Fees are based on per School District and not per School.

Guard Units

1 st Guard unit	-	\$650
2 nd Guard unit	-	\$350
Additional Guard units	-	\$250/each

Percussion Units

1 st Percussion unit	-	\$650
2 nd Percussion unit	-	\$350
Additional Guard Units	-	\$250/each

- a. All Membership fees must be paid in full prior to the unit's first scheduled competition. If payment is not received prior to the unit's first scheduled competition, they will be removed from the performance schedule for all entered contests until full payment is received. Failure to pay all membership fees also revokes all membership privileges and benefits.
- b. Membership Registration and Fees will be accepted beginning November 13th.
- c. Deadline for Registration will be December 15th. A late fee of \$100 will be assessed to any entry form submitted or received after December 15th.
- d. The final day for registration will be Friday, January 5th. All registration entries received between December 16th and January 5th will automatically be assessed the \$100 late fee.
- e. Proof of Liability Insurance documentation for Independent units must be submitted to the Treasurer by January 15th. Proof of Liability Insurance is required before an Independent unit will be allowed to perform at any and all WGPO sanctioned events.

2. An Annual WGPO Membership provides the following privileges and benefits for the upcoming winter season:
 - a. Unlimited WGPO contest participation
 - b. WGPO Championships eligibility provided the unit meets all requirements
 - c. Voting privileges at WGPO circuit meetings for the current season
 - d. Admission to WGPO educational and training clinics for the current season
 - e. All official WGPO circuit correspondence
 - f. Access to Competition Suite throughout the current season.
3. A visiting unit may compete in any WGPO contest that season, except Championships, for a fee of \$150.00 per show. They will be scored and ranked like all participating units and will receive adjudication critiques and appropriate awards if applicable. If a new, first-year unit wishes to become a full member of WGPO after competing in a contest, they will be allowed to join the circuit late. Any contest entry fees already paid that season will be applied towards the current season full membership dues. They will not be eligible to participate in Championships until all normal circuit requirements are met.
4. 1st year non-member organizations may perform exhibition ONE (1) time at any WGPO sanctioned contest for a fee of \$50.00. Payment must be received prior to the contest.
5. Non-member non-first year organizations may perform exhibition at any WGPO sanctioned contest for a fee of \$100 per contest. Payment must be received prior to the contest.
6. Seasonal Patron Memberships: Dues will be \$35.00 per person. The deadline for this membership is December 15th. Seasonal Patron Members will receive an Official WGPO name badge which will be available at the first contest and can attend all current season WGPO contests and current season Circuit Championships.
7. Independent Units must provide a certificate of insurance from an insurance group or school district, listing WGPO as an additional insured. Deadline to submit proof of insurance documentation will be January 15th. Units will not be allowed to compete until proof of insurance has been received. All scholastic units are exempt from these insurance requirements.
8. All fees due must be paid prior to a unit's first performance unless otherwise previously noted or specified.

IV. Meetings and Seminars

1. All scheduled meetings shall consist of the following order: (1) Call to order, (2) Roll Call, (3) Correspondence, (4) Officer Reports, (5) Executive Board Report, (6) Old Business, (7) New Business, (8) Announcements, and (9) Adjournment.
2. The official membership shall consist of one representative from each guard or percussion unit that is currently in good standing with WGPO. Members of the Executive board shall have a vote IF they do not have a participating unit. The Judges' Coordinator shall serve as the proxy vote for WGPOJA.
3. The WGPO Circuit Meetings will be:
 - a. The fall meeting will be held during the (2nd) Sunday in September.
 - b. The summer meeting will be held during the (2nd) Saturday in June.
 - c. Winter meetings may be held AS NEEDED during the regular WGPO competitive season. ***Exact date and times will be e-mailed, posted on the website and also posted on social media websites at least one week prior to the meeting.
4. A quorum shall consist of 25% of those units active and in good standing with WGPO.
5. If a Circuit member cannot attend the Circuit meeting, a proxy vote may be given to another Circuit member that will attend the meeting. However, each attending person may only bring the proxy votes of ONE school in addition to his or her own vote(s). The unit director requesting proxy must submit all proxy votes in writing to the secretary no later than 48 hours prior to the circuit meeting.
6. The latest edition of "Robert's Rules of Order" shall be the parliamentary authority of all matters specifically designated in this handbook.

V. Revenues

1. The fiscal year for WGPO is from July 1st, to June 30th.
2. Revenue may be derived from other resources in such a manner as may be determined by the Executive Board. Any lottery, raffle, drawing, or games of chance so approved, must not contradict any laws, customs, or traditions of the country, state or county in which the fundraising activity is to be held. The organization shall not directly or indirectly engage in any activity, which may reflect unfavorably on the good name of WGPO or WGI.

VI. Incorporation

1. If permitted by state, provincial, or national law, Winter Guard and Percussion of Oklahoma may incorporate as a non-profit organization.

VII. Disciplinary Action

1. All Participating units in WGPO must abide by the current WGI Code of Conduct. A hallmark of our activity is to promote good sportsmanship. WGPO believes that our participating members learn good sportsmanship from their fellow members of the activity including directors, staff, judges, contest workers, spectators, families and friends. The positive, professional and competitive environment that WGPO strives to create cannot exist without good sportsmanship by all WGPO participants. We must lead by example. It is the responsibility of the adults in this activity to teach and stress good sportsmanship to students. During a contest, good sportsmanship should occur at warm-up, during a performance, and at massing. It should also occur in critique, in the stands, on the WGPO website, all WGPO social media forums and in all communication between staff and judges. We (instructors and judges) must all remember to adhere to the Code of Conduct set by Winter Guard International.
2. Competitive units displaying unsportsmanlike conduct may be subject to sanctions by the WGPO Executive Board. Examples of unsportsmanlike conduct include but are not limited to:
 - a. Offensive language exclaimed by performers at a contest.
 - b. Unprofessional behavior during massing.
 - c. Booing performers, judges, or fans during score announcements.
 - d. Inflammatory or derogator posts on the website or any social media platform.
 - e. Making derogatory comments or yelling at a judge at any time.
 - f. Vandalism of any kind on school property.
3. Sanctions for unsportsmanlike conduct may include but are not limited to:
 - a. An official written warning
 - b. Removal from critique
 - c. Suspension of the corresponding unit for a certain period of time
 - d. Forfeiture of a title of ranking as determined by the WGPO Executive Board.
4. Units will be held financially liable for any destruction of school property (accidental or intentional) committed by any person(s) associated with that unit. (Staff, student, or parent).
5. Signs and noise makers of any sort are not permitted in the gym during performances, unless previously approved by the WGPO Eboard.

VIII. Changes or Additions to the WGPO Bylaws

1. These Bylaws should be reviewed annually. An amendment procedure requires a TWO-THIRD vote of those present at any regular meeting. Copies of the Bylaws should be distributed to all members of the organization annually or when changes occur.
2. Any Rules or Regulations not explicitly addressed in this document shall be those established by Winter Guard International.
3. Any changes to the Bylaws must be made at the June membership meeting.
4. The Bylaws in the most recently updated WGPO Handbook supersede any other document that pertains to the circuit.
5. Any member having new business to present to the membership must submit the proposal in writing to the Circuit President one-month prior and then the proposal must be distributed to the membership two weeks prior to the meeting in order for the proposal to be discussed. Unscheduled proposals will not be discussed at WGPO meetings.

IX. Adoption of WGI Rules and Regulations

1. WGPO has adopted the WINTER GUARD INTERNATIONAL rules and regulations for its contest rules, code of ethics, competition procedures, definitions of eligibility, and adjudication standards. The WGI rules shall work in conjunction with the WGPO rules and regulations. WGPO will utilize the score sheets and judging standards established by WGI.
2. After becoming a member of WGPO, all units will receive an electronic copy of the WGI Guard or Percussion Rule Book and agree to abide by these rules, regulations and procedures. It is the responsibility of the member units to be knowledgeable of the contents of the WGPO Handbook, the WGI Code of Conduct, the WGI Adjudication Manual and Rule Book, The WGI Procedure Manual and communicate any and all pertinent contents to fellow staff members, performers, supporters and volunteers.