WINTER GUARD & PERCUSSION of Oklahoma

Bylaws

Updated Summer 2026

www.wgpoklahoma.org

I. Organization, Purpose, and Affiliation

A. The name of this organization shall be Winter Guard and Percussion of Oklahoma (referred to as WGPO).

B. WGPO is a Circuit Partner of Winter Guard International (referred to as WGI).

C. 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, percussion, and/or winds instructors; and to promote growth of the indoor marching arts within the Oklahoma region.

D. WGPO will function as a 501(c)(3) non-profit organization.

II. Officers and the Executive Board of Directors

A. The elected officers of Winter Guard and Percussion of Oklahoma shall be:

1. President - Two year term, elected in **ODD** years.
2. Vice President - Two year term, elected in **EVEN** years.
3. Secretary - Two year term, elected in **EVEN** years.
4. Treasurer - Two year term, elected in **ODD** years.
5. Education Director - Two year term, elected in **EVEN** years.

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B. These officers shall form the WGPO Executive Board of Directors (E-Board). Each officer shall receive one Executive Board vote unless they are representing a current circuit unit, at which time they will forfeit their executive board vote. Election of the officers shall be held at a regular meeting following the WGPO Circuit Championships.

C. The duties of the Executive Board shall be:

1. Manage the business of the circuit.
2. Determine the policies of the circuit.
3. Determine the nature and content of color guard, percussion, and winds activities in conjunction with input received from competing units.
4. Plan and pursue unit recruitment and development.
5. Maintain an operating budget and oversee the disbursement of funds.
6. Perform other duties deemed necessary by the organization (not inconsistent with the ideals and objectives of Winter Guard International).

D. The duties for each officer shall be:

1. The **President** shall:
   a) Be the chief executive officer of Winter Guard and Percussion of Oklahoma and shall preside over all meetings.
   b) Appoint committees and officers with the executive board's approval, and is the executive officer member of all standing committees.

c) Oversee the representation of WGPO to other organizations.[1]
d) Serve as the primary circuit membership recruiter.

2. The **Vice President** shall
   a) In absence of the President, preside at all meetings of this organization.
   b) Serve as scholarship coordinator and serve as the primary contact for other organizations.[2]
   c) Perform such other duties as usually pertain to the office or those assigned to them by the President of the Executive Board.
3. The **Secretary** shall:
   a) Keep documentation of all meetings, and publish meeting notices and agendas prior to meetings.
   b) Promptly certify to the Director of Winter Guard International the names and contact information of the newly elected officers.
   c) Oversee all sources of communication for all correspondence concerning WGPO.
   d) Be the principal source of communication for all WGPO correspondence.
   e) Perform such other duties as usually pertain to the office or those assigned to them by the President of the Executive Board.
4. The **Treasurer** shall:
   a) 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.
   b) Present financial reports at all general membership meetings.
      (1) Summer meeting; a detailed financial statement (**footnote referencing a form-find/create one**) covering the previous seasons costs and income.
      (2) Fall meeting; a budget proposal, with input from the Executive Board and Contest Director, including estimated judges fees and travel, insurance, awards, tabulation software, equipment, promotional materials and fees, scholarships, website maintenance, tax preparation and any associated costs necessary for the continuation of the circuit operations for the upcoming season

[1] Organizations include but are not limited to Oklahoma Bandmasters Association (OBA), Oklahoma Music Educators Association (OkMEA), and Oklahoma Secondary Schools Activities Association (OSSAA).

[2] Organizations include but are not limited to Oklahoma Bandmasters Association (OBA), Oklahoma Music Educators Association (OkMEA), and Oklahoma Secondary Schools Activities Association (OSSAA).

c) Maintain all records and reporting requirements necessary to maintain WGPO's 501(c)(3) status with the IRS.
d) Perform such other duties as usually pertained to the office or those assigned to them by the President of the Executive Board.

5. The **Color Guard Education Director** shall:
   a) Coordinate and oversee the education of the guard directors of WGPO Membership.
   b) Organize and conduct various clinics throughout the year. To include, but not be limited to, design clinics, movement clinics, equipment clinics, etc
   c) Be in charge of general education for guard instructors.

E. The appointed officers of Winter Guard and Percussion of Oklahoma shall be:
   1. Parliamentarian: appointed as needed
   2. Historian: appointed as needed
   3. Marketing Director: appointed as needed

F. Appointed officers shall not receive an Executive Board vote.

G. The duties for each appointed officer shall be:
   1. The **Parliamentarian** shall:
      a) Ensure that all business meetings run in an orderly fashion
      b) Enforce the latest edition of "Robert's Rules of Order" as the parliamentary authority of all matters specifically designated in this handbook.
   2. The **Historian** shall
      a) be responsible for documenting and maintaining the organization's history, as assisted by the Secretary. This position shall be a non-voting member of the Executive board and shall be appointed as needed by the active circuit President. The duties of the Historian include, but are not limited to, the following:
         (1) in collaboration with the WGPO Webmaster, ensure the website's archives are complete and up to date. This includes end of season awards, scholarship winners, and HOF inductees.
         (2) With the assistance of the E-Board and/or WGPO Hall of Fame members, locate historical photos and records to share on the WGPO website.
         (3) Work with the Marketing Director and Education Director to promote the understanding of the history of the organization among the current membership.
         (4) Under the guidance of the Secretary, ensure an accurate and complete record of meeting minutes is maintained, making

sure to highlight important events for the historical record (e. g. the establishment of new scholarships, new classifications, etc.)

3. The **Marketing Director(s)** shall:
    a) Be responsible for promotion and marketing for the organization with guidance/support from the E-board.
    b) Maintain and oversee the use of WGPO logo/branding, as assisted by the Secretary
    c) Work with the WGPO Webmaster as to the Appearance/Image of the WGPO Website
    d) Create all promotional materials/handouts pertaining to WGPO activities, as assisted by the Secretary
    e) Confirm/coordinate all media production (photos/video, etc.) pertaining to WGPO website and activities including Photo/Video contracts for championships.
    f) Attend OBA/OMEA conventions/meetings/clinics, as assisted by the Secretary
    g) Promote WGPO Judges and Instructors Clinics, as assisted by the Color Guard Education Director, Judges' Coordinator and Percussion/Winds Coordinator
    h) Promote all events, with emphasis on WGPO championships, as assisted by Contest Director
    i) Coordinate Championship Awards presentation ceremony, as assisted by the Vice President
    j) Create, implement, solicit, and manage all corporate sponsorships, as assisted by the Treasurer

4. The Back of House (BOH) Manager shall**:**
    a) Oversee all back-of-house operations, including but not limited to indoor and outdoor warm-up areas, spectator and group parking, prop storage, tunnel and backstage traffic flow, performer first aid coordination, and finale operations.
    b) Supervise and support all back-of-house volunteers and staff throughout the event.
    c) Ensure all volunteers are stationed in their designated areas and understand their assigned responsibilities.
    d) Maintain availability to volunteers and staff while conducting periodic walkthroughs of the contest venue to monitor operations and address concerns.
    e) Coordinate appropriate breaks for volunteers throughout the event while maintaining adequate coverage of assigned areas.

f) Provide ongoing training, guidance, and site-specific information to volunteers as needed.
g) Communicate with venue staff to confirm their understanding of assigned responsibilities, operational procedures, and appropriate points of contact for emerging issues.
h) Distribute updated event schedules to venue and parking staff daily and communicate any changes resulting from weather delays, scheduling adjustments, or other circumstances.
i) Ensure all back-of-house staff and volunteers are familiar with established weather contingency plans and prepared to implement those procedures when necessary.

**Added Summer 2026*

H. The hired positions of Winter Guard and Percussion of Oklahoma shall be:

1. Contest Director
    a. The contest director shall be an employee of the circuit. Terms and pay shall be agreed to between the Contest Director and the Executive Board before the start of the fiscal year.

2. Color Guard Judges' Coordinator shall**:**

    a. The Color Guard Judges' Coordinator shall be an employee of the circuit. Terms and pay shall be agreed to between the Color Guard Judges' Coordinator and the Executive Board before the start of the fiscal year.

    b. The position shall receive **compensation per season**, reflecting responsibilities for scheduling, communication, travel coordination, and judge education.

****Added Summer 2025***

3. Percussion/Winds Judges' Coordinator

    a. The Percussion Judges' Coordinator shall be an employee of the circuit. Terms and pay shall be agreed to between the Percussion Judges' Coordinator and the Executive Board before the start of the fiscal year.

    b. The position shall receive **compensation per season**, reflecting responsibilities for scheduling, communication, travel coordination, and judge education.

****Added Summer 2025***

I. Hired officers shall not receive an Executive Board vote and are to be hired yearly by the Executive Board.
J. The duties for hired positions shall be:

1. **The Contest Director** shall:
    a) Schedule contest dates
    b) Set performance schedules for all WGPO participants
    c) Coordinate the solo/ensemble competition.
    d) Fulfill any and all duties as assigned in the Rules and Regulations Manual and those designated by WGI and the E-board.
    e) Be the link between WGPO, the contest host and the competing units during the contest season.
    f) Maintain ongoing communication and be equally open to every unit during the event.
    g) Serve as a source of information for units and contest hosts.
    h) Maintain current awareness of rules and interpretations.
    i) Assure that all contests are run in a similar manner to benefit the units.
    j) Assure competing units are aware of any conditions or problems that may arise at the area contests.
    k) Obtain permission from the E-board on all actions regarding the Contest Staff.
    l) Bring all necessary Tabulation Table equipment for the day's events, which includes, but not limited to, computers, printers, and digital recorders.
    m) Order and manage the circuit regulation plaques, banners and medals in cooperation with the circuit Treasurer.
    n) If the contest director is to be absent for a predetermined conflict or illness it is up to one of the E-board members to take over duties for the designated contest(s.)
2. Reserve Contest Director Shall:
    a) Perform all duties of contest director in accordance with the above listed criteria when then the Contest Director is required at more than one contest on the same day.

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3. Color Guard Judges Coordinator shall:
    a) Assign color guard judges as needed for each contest.
        (1) Judges' assignments and travel costs shall be presented to the Executive Board for approval before booking.
    b) Provide local judges for contest panels.
    c) Collaborate with the Color Guard Judge's Coordinator as well as the Percussion/Winds Judge's Coordinator to assign percussion judges as needed.

d) Provide WGI judges on the local contest panels when feasible and affordable in conjunction with the approved budget.
    (1) Work in conjunction with the Treasurer to ensure that judges' travel costs are kept at a minimum.
    (2) The Judges' Coordinator may NOT make any travel purchases without the expressed consent of the Executive Board.
e) When applicable, be on hand at each contest. If not, shall appoint a Chief Judge (delegate) in their absence to clarify any contest rules or regulations.
    (1) In the event that a Chief Judge is appointed for a contest, the Chief Judge shall:
        (a) Ensure all judges' materials necessary for the day's events are distributed.
        (b) Be present in the stands and performance area to view as many of the guards as possible.
        (c) Assign and adjust the judging panels as necessary due to travel problems or illness.
f) Work in cooperation with the Color Guard Education Director and Percussion/Winds Coordinator on the education and training of prospective judges to add to the local judges pool/WGPOJA

4. Percussion/Winds Judges Coordinator
    a) Oversee all percussion/winds contest issues.
    b) In collaboration with the Percussion/Winds Judges Coordinator, assign percussion/winds judges as needed for contests where percussion /winds units are competing.
    c) Be in charge of education for percussion/winds judges and instructors.
    d) Work in conjunction with the Treasurer to ensure that judges' travel costs are kept at a minimum.
    e) The Percussion/Winds Coordinator may NOT make any travel purchases without the expressed consent of the treasurer.
    f) Work in cooperation with the Color Guard Education Director and Color Guard Judge's Coordinator on the education and training of prospective judges to add to the local judges pool/WGPOJA

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K. Removal from Office
    1. Any officer may be removed from office for just cause by a vote of two-thirds of all members of the general membership.
    2. Whenever there appears to be sufficient cause for such action, the President shall give the said officer immediate notice of the situation.

a) If the Presidency is the office in question, the Vice President will assume responsibility for notification.

3. Consideration shall be given to the facts and reasons why the office should be declared vacant.
4. The officer shall be afforded the opportunity at such time to explain or refute the allegations brought against him/her.
5. 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.

L. Vacancy of an office

1. In the event of vacancy in the office of President, the Vice President shall become President.
2. 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.

III. Membership

A. Membership will consist of all winter guard, winter percussion and winter winds units that have completed the following:

1. Filled out the approved registration form for WGPO before the registration deadline.
2. Pay the fees as specified in the WGPO rules and regulations manual.
3. Completed any additional forms set forth by WGPO.

B. WGPO Membership benefits will include:

1. Unlimited WGPO contest participation
2. WGPO Championships Entry (provided all prerequisites are met)
3. Voting privileges at WGPO circuit meetings for the current season
4. Admission to WGPO educational and training clinics for the current season
5. All official WGPO circuit correspondence

IV. Meetings and Seminars

A. WGPO will hold the following meetings annually.

1. The summer meeting will be held during a weekend following the WGI Advisory Board Meeting.
2. The fall meeting will be held during the second weekend in September.
3. Winter meetings may be held AS NEEDED during the regular WGPO competitive season.
4. The WGPO Executive Board will meet at the end of the competitive season, prior to the summer break, to hold a season debrief. This meeting shall be held during the final weekend of April, assuming all WGI World Championship activities have concluded.

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B. 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
9. Adjournment.

C. The official circuit membership shall consist of one representative from each guard, percussion or winds unit that is currently in good standing with WGPO.
    1. If a Circuit member cannot attend the Circuit meeting, a proxy vote may be given to another Circuit member that will attend the meeting.
    2. Each unit representative may only bring the proxy votes of ONE school in addition to his or her own vote(s).
    3. 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

D. A quorum shall consist of 25% of those units active and in good standing with WGPO.

V. Revenues

A. The fiscal year for WGPO is from July 1st, to June 30th.

B. Winter Guard and Percussion of Oklahoma shall assess fees to members and non-members performing at WGPO contests. These fees shall:
    1. Be proposed and voted on yearly at the fall general membership meeting.
    2. Be paid by the unit(s) with a band booster check, school PO, or by an app or apps approved by the Executive Board by the start of the competitive season.
    3. Be **non-refundable** unless the unit withdraws from the circuit no later than 30 days before the first competitive contest of the season..

C. Other sources of revenue for the circuit may be approved by a majority vote of the Executive Board. The approved revenue may not:
    1. Diminish the fund raising ability of a contest host site unless approved, in writing by the contest host. (i.e. WGPO cannot sell Tshirts if the contest host is also selling Tshirts)
    2. Violate any laws, customs, or traditions of the state, county, or city in which the fundraising activity takes place.
    3. Engage, directly or indirectly, in any activity that may reflect unfavorably on Winter Guard and Percussion of Oklahoma or Winter Guard International.

VI. WGPO Scholarships

A. WGPO will offer scholarship opportunities when financially feasible. Recipients will be acknowledged at the closing of WGPO Circuit Championships.

VII. Changes or Additions to the WGPO Bylaws

A. These Bylaws should be reviewed as needed.

B. Proposed amendments to these Bylaws will adhere to the following:
    1. The proposed amendments must be submitted to the WGPO secretary at least 30 days prior to the WGPO summer meeting.
    2. The proposed amendments will be distributed to the WGPO general membership two weeks prior to the WGPO summer meeting.

C. A proposed amendment requires a TWO-THIRD vote of those present at any regular meeting to become part of the WGPO By-Laws.

VIII. Dissolution

A. Upon the dissolution of the Winter Guard and Percussion of Oklahoma circuit, any assets of the circuit, in excess of liabilities, shall be transferred and delivered to the President with the specific instructions, from the Executive Board, to disburse the assets for the exclusive benefit of student scholarships or to a charitable organization.