

Bylaws of Wyoming State Organization

WySO THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL

WYSO BYLAWS

ARTICLE I NAME

Section 1. The name of this state organization shall be Wyoming State Organization, WySO of The Delta Kappa Gamma Society International, hereinafter known as Wyoming State Organization (WySO).

Section 2. Each chapter in WySO shall be named by the state organization.

ARTICLE II OBJECT

The objectives of WySO shall be to:

- Promote the purposes, mission, and vision statement of The Delta Kappa Gamma Society International as found in **The Delta Kappa Gamma Society International Constitution** (herein after known as **The Constitution**) **Article II**.
- Act as liaison between chapter and the international organization.
- Organize Delta Kappa Gamma chapters within the state, and
- Provide leadership training for state and chapter leaders.

ARTICLE III MEMBERSHIP

Section 1. The membership of WySO shall be composed of active, reserve, honorary, and collegiate members. All membership is in accordance with **The Delta Kappa Gamma International Constitution, Article III.**

Section 2. Chapters in the state shall have full power to act in matters of chapter membership and membership records shall be kept at the chapter level.

Section 3. An individual becomes a member of the Society when she pays her dues.

Section 4. State Honorary Members

- State honorary members shall be recommended by a chapter and shall be elected by the method established by the executive board. A four-fifths (4/5) vote of approval is required.
- Induction of state honorary members may be at the state convention.

Section 5. Termination of Membership

- A complete record of membership in WySO that has been terminated shall be maintained by the state and chapter treasurer.
- Chapter treasurers shall report termination of membership, with a reason, to the state treasurer.

Section 6. Reinstatement

The chapter treasurer shall notify the state treasurer when a former member has been reinstated.

ARTICLE IV FINANCES

Section 1. Annual Dues

- The state shall have annual dues.
- The state annual dues shall be determined by a two-thirds (2/3) vote of the members at the state convention in the odd-numbered years.
- Annual dues and scholarship fee as specified in **The Constitution, Article IV and Standing Rules #4** (4.1, 4.2, 4.3) shall be paid no later than June 30 of each year. On October 1 members shall be dropped for non-payment of dues and fees.
- All dues and fees shall be collected by the chapter treasurer. State and international dues and fees shall be forwarded to the state treasurer.

Section 2. Financial Controls

- The finance committee shall submit a proposed budget annually for adoption by the executive board. The finance committee shall:
 1. Consist of the state president (ex-officio without vote), state first vice-president, two chapter presidents (appointed by the state president), state treasurer (ex-officio without vote), and a chair appointed by the state president,
 2. Meet prior to the spring meeting to prepare a budget for the following year for adoption by the executive board, and
 3. Review state convention expenditures and make recommendations to the upcoming hostess chapter's general chair at the fall meeting.
- All expense vouchers shall be signed by the state president before payment is made by the state treasurer with the exception of the state president's voucher, which shall be signed by the chair of the finance committee.
- The state shall maintain an available fund that is the operating fund and shall have a budget.
- The finance committee shall supervise expenditures from all funds & investments and shall annually review the bond of the state treasurer.
- The report of the annual financial review shall be submitted to the executive board for adoption at the fall meeting.

Section 3. Available Fund Reserve

- State organizations without a headquarters building are not required to maintain a permanent fund; but are required to maintain an Available Fund Reserve.
- An Available Fund Reserve shall be maintained.
WySO shall set aside up to twenty percent of their state organization dues until the total of the available fund reserve equals one year's operating expense. After that time the executive board may reduce or discontinue further allocations

Section 4. The scholarship Fund

1. A scholarship fund shall be maintained for the benefit of members. A chapter may maintain a scholarship fund.
2. The scholarship fee paid by a member shall be divided as follows:
 - one hundred percent (100%) to the state organization fund if the chapter does not maintain a chapter scholarship fund
 - or twenty percent (20%) to the state organization fund if the chapter does maintain a chapter scholarship fund.Eighty percent (80%) is retained by the chapter having a chapter scholarship fund.
3. Monies from such other sources may be determined by the executive board.

ARTICLE V ORGANIZATION

Section 1. The organization of WySO is in accordance with The **Constitution, Article V. Sections A,B,and C.**

Section 2. Each chapter shall conduct its business in a manner consistent with **The Constitution, Article V, Section B and WySO Bylaws.**

Section 3. Areas

- WySO shall be divided into geographic areas.
- The executive board shall define the boundaries of areas and the chapters in each area.
- The state expansion/retention committee may make recommendations to the executive board concerning the formation of new chapters and their designated areas.

Section 4. New Chapters

- The executive board shall approve the organizing of a new chapter.
- Applications of candidates for membership in a new chapter shall be screened by the sponsoring chapter.

- Rules governing the induction of new members and the installation of a new chapter shall be recommended by the expansion/retention committee and approved by the executive board.

Section 5. Coordinating Council Organization

- Coordinating councils may be organized in counties and/or cities where several chapters exist consistent with International **Standing Rule 5.11 – 5.13**.
- Coordinating councils shall meet at least once a year for the purpose of clearing prospective new members, acting on transfers, and planning activities of benefit to all members.
- Coordinating Councils must file IRS e card yearly.

ARTICLE VI OFFICERS AND RELATED PERSONNEL

Section 1. State officers shall be president, a first vice-president, a second vice-president, a secretary, area representatives (all elected), and a treasurer (the treasurer shall be appointed by the incoming president and approved by the executive board). Related personnel shall be a parliamentarian and an editor. The parliamentarian is appointed by the state president as required in **The Constitution, Article VI. Section B**. The editor is appointed by the state president.

Section 2. The officers shall perform the duties as prescribed by WySO Bylaws and consistent with **The Constitution, Article VI**.

- President
 1. Records her signature on all WySO bank accounts and investments no later than September 1 of each new biennium,
 2. Approves all vouchers before submitting them to the state treasurer for payment,
 3. Keeps in her possession the treasurer's bond, the IRS exemption form, the files of the convention minutes, the WySO Roundup, and the histories of WySO Presidents.
 4. Appoints the treasurer with the approval of the executive board so she may be installed at the convention,
 5. Visits chapters and/or assigns other chapter visitations to the first president and/or second vice-president (joint meetings for these official visits are recommended),
 6. Be responsible for providing leadership development within WySO, and
 7. Works with chapter officers and the leadership development chair in planning workshops.
- First Vice-President
 1. Serves as WySO Educational Excellence chair
 2. Assists in planning WySO workshops
 3. Receives from each chapter copies of the yearbook to be distributed to the state president.
- Second Vice-President
 1. Serves as WySO membership chair
 2. Assists in planning WySO membership workshops.
- Secretary
 1. Records the proceedings of all executive committee, executive board state meetings and convention during her biennium,
 2. Prints or uses electronic means to send a copy of the minutes to each executive board member within four weeks following the meeting,
 3. Provides for the safekeeping of all WySO official minutes and records,
 4. Assists the state president with correspondence,
 5. Receives and reports to the state president and executive board any correspondence.
- Treasurer
 1. Has her name along with that of the state president and finance chair on all checking accounts, savings accounts, and investment in any bank,
 2. Submits quarterly reports (October 1, January 1, April 1, and July 1) of each year to the members of the executive committee and finance chair on the current income,
 3. Notifies the state president and committee chair of monetary contributions to any funds, including scholarship and World Fellowship,
 4. Prepares a financial statement for the spring and fall executive board meetings with a copy for each board member in attendance,

5. Pays all bills from moneys budgeted in the year the expenses were incurred (all bills must be paid by June 15 of each year),
 6. Maintains a record of receipts, bills, and bank statements,
 7. Oversees the change of signature on all accounts after WySO election,
 8. Files IRS e card yearly,
 9. Sends a letter to chapter treasurers each fall notifying them of dues amounts and date due,
 10. Provides information necessary for a fidelity bond purchased by WySO organization, and
 11. Maintains an accurate and current membership roster.
- Area representatives
 - Represent the members of their geographical areas on the executive committee and at state meetings,
 - Accompany other WySO officers on chapter visitation in their geographical areas,
 - Serve on the WySO nominating committee, and
 - Complete other duties assigned by the WySO president.

Section 3. Terms of Office

- Officers elected by the state convention in odd-numbered years shall have a term of two (2) years, unless otherwise specified, or until a successor has been named.
- No officer, except the treasurer, may serve in the same office longer than two (2) terms in succession.
- All officers shall take office on July 1 following their election.
- The treasurer shall be approved by the vote of the executive board.

Section 4. Vacancies

- When a vacancy occurs in the office of president, the vice-president, in order shall succeed to the office of president.
- When a vacancy occurs in other elective or appointive positions, the president shall name a successor.

Section 5. Nominations and Elections

- Elections shall be by ballot and a majority of votes cast elects. If there is but one nominee for an office, the election may be by voice vote.
- Nominations for office shall be made by a state nomination committee consisting of area representatives, elected by ballot at the convention in odd-numbered years. The chair shall be the immediate past president.
- The committee shall submit the name of at least one nominee for each elective officer: president, first vice-president, second vice-president, secretary, and area representatives. The consent of the nominee must be obtained.
- The slate of officers with candidates' qualifications shall be published in the WySO Roundup issue preceding the state convention.
- After the report of the committee has been made to the convention, additional nominations may be made from the floor with the consent of the nominee.
- The nomination committee shall prepare the ballot and conduct the election.
- The nominations committee shall conduct the installation of the new officers.

Section 6. Chapter Officers

- The chapter officers, except the treasurer, shall be elected in even-numbered years by a majority vote.
- The term of each elected officer shall be two (2) years.
- No officer except the treasurer may serve in the same office longer than two (2) terms in succession.
- All officers shall take office on July 1 following their election.
- The treasurer shall be selected by the chapter executive board each biennium.
- The chapter president shall represent the chapter as a voting member of the state executive board. Chapter presidents who are unable to attend the executive board meetings shall appoint an official representative who shall have full privileges of participation.

ARTICLE VII EXECUTIVE BOARD

Section 1. State Executive Board

- The members of the state executive board shall be the elected officers, the past state presidents residing in Wyoming, and chapter presidents. The state treasurer, if under remunerative contract for her services, and the parliamentarian shall be an ex-officio member without a vote.

- The duties of the executive board shall be:
 1. To approve the treasurer upon the recommendation of the incoming state president. Qualifications and experience for the position shall be presented at the time of selection,
 2. To approve the authorization of a new chapter,
 3. To examine periodically the state's expansion/retention program to determine whether the plan in effect is the best for the future of the Society,
 4. To designate, organize, reorganize, and evaluate areas in which chapters are located,
 5. To transact any necessary or emergency business that may arise between conventions,
 6. To approve any legal transactions that relate to investment and execution of any legal document,
 7. To determine how scholarship monies will be divided among the recipients,
 8. To approve of recommendations made by consensus of the state treasurer, the scholarship committee and finance committee concerning state scholarships,
 9. To perform other duties as specified in **The Constitution**.
- Meetings of the executive board shall be held annually. Special meetings may be called by the state president with advanced notice. Meetings may be conducted electronically as long as all members may simultaneously hear and participate.
 1. Majority of the voting members of the executive board constitutes a quorum at meetings.
 2. Chapter presidents who are unable to attend the state executive board meetings may appoint an official representative who shall have full privileges of participation.
- A vote by mail, postal or electronic, is authorized when necessary.
- The members of the executive committee shall be composed of the elected state officers who will act on business delegated to it by the executive board and to take actions on matters requiring immediate action.

Section 2. Chapter Executive Board

Chapter executive board shall function in accordance to **Article VII, Section C of the Constitution**.

ARTICLE VIII COMMITTEES

State organizations and chapters may fulfill their constitutional responsibilities by establishing committees as needed in accordance with the **International Constitution, Article VIII, Section A, 2a, b, & c**.

Section 1. Standing committees shall be:

- Society Business
 1. Expansion and Retention
 2. Finance
 3. Membership
 4. Nominations
 5. Bylaws
 6. Leadership Development
 7. Communications and Publicity
- Society Mission and Purpose chapter chair,
 1. Educational Excellence
 2. Scholarship
 3. International Projects

Section 2. General Procedures

- A. All committees shall be appointed by the state president except the nominations committee.
- B. The state president shall be ex-officio of all committees except the nominations committee.
- C. Matters requiring immediate committee action may be voted upon by mail, postal or electronic, with all committee members being notified.
- D. Committee meetings shall be held with the approval of the state president, on site or electronic.
- E. Reports of work accomplished will be prepared in the format specified by Society Headquarters.
- F. Committee chair:
 1. Shall send at least two communications to chapters and the state editor each year, postal or electronic with information for the coming year.
 2. Shall submit to the state treasurer all vouchers from the committee by June 15 in order to receive compensation,
 3. Shall have on file by September 1 the name, address, phone number, and zip code of each chapter chair.
 4. Shall include the state president in all communications to chapter chair.
 5. Outgoing committee chairs shall pass on all reports and other pertinent materials from the previous biennium to the incoming chairs.

6. May conduct workshops during the state convention as needed,
7. Shall write a report, including recommendations, for the next biennium chair. A copy should be sent to the state president at least one (1) month before convention to inform her of committee business. She, in turn, shall inform the executive board of action to be taken if there is just cause.

Section 3. Duties of the Committees

A. Society Business

1. The duties of the **Expansion/Retention** committee shall be in accordance with **Article V Section 4** of these **Bylaws**. The committee shall:
 - a. Offer assistance to local chapters, when called upon, especially to provide additional assistance to chapters that are struggling.
 - b. Gather and study information concerning areas where population growth warrants an additional new chapter,
 - c. Chart and evaluate data and recommend expansion when feasible, and
 - d. Inform the state president of any organizational progress.
 - e. The chair of the committee shall serve as advisor within the area if requested by the state president.
 - f. Screen applications of candidates for membership in a new chapter if there is no sponsoring chapter.
2. The duties of the **Finance** committee shall be in accordance with **Article IV** of these **Bylaws**. The committee shall explore, review, and recommend to the executive board possible sources of non-dues revenue in accordance with the **Constitution Article VIII Section B9**.
3. The **Membership** chair shall:
 - a. Keep an up-to-date file of state presidents and state honorary members including addresses, zip codes, phone numbers, and email addresses
 - b. Inform chapter membership chair of their responsibilities to submit to the state chair a neat, legible copy listing chapter officers and committee chair with addresses, zip codes, phone numbers, and email addresses for the Directory by November 1,
 - c. Be informed of the death of members, and
 - d. Plan the necrology service for the state convention.
4. The duties of the **Nominations** committee shall be in accordance with **Article VI Section 5** of these **Bylaws**.
 - a. The committee shall submit, by September 15 of even numbered years, to state officers, chapters and members, a form for recommendation of elective officers: president, first vice-president, second vice-president, secretary, and area representatives.
 - b. The recommendations form shall include the following information: name, professional training, teaching experience, length of membership in the Society, offices held and accomplishments in chapter, state and in international, membership in other organizations, honors conferred, and qualification for the office.
 - c. The committee shall require that the above recommendations be submitted to the committee by November 15 of even numbered years.
 - d. The committee may solicit nominees if responses from the chapters are insufficient.
 - e. If possible, the committee shall select nominees from different areas in the state.
 - f. The committee shall submit, by publication deadline in odd-numbered years, the slate of nominees with a photograph and biographical information for publication in the spring issue of the WySO Roundup.
 - g. The committee chair shall report the slate of nominees to the convention without comment or motion.
 - h. The committee shall report the election results to the convention without comment or motion.
5. The **Bylaws** committee shall:
 - a. Maintain the state **Bylaws** in accordance with **The Constitution**,
 - b. Inform each chapter president of any changes to be made in chapter **Bylaws and Standing Rules** after each state and international conventions,
 - c. The year after the state convention and international conventions if changes are made to the state and international **Bylaws and Standing Rules**, the chapters **Bylaws and Standing Rules** will be updated to ascertain that they are consistent with the Constitution and the state organization bylaws and submitted to the state **Bylaws** committee for review,

d. It shall be the duty of the state **Bylaws and Standing Rules** chair to submit a current state **Bylaws and Standing rules** to the International Constitution Committee.

e. The chair shall send a current copy of the state **Bylaws and Standing Rules** to the International Constitution Committee for review.

f. The chair will make changes to the **Bylaws and Standing Rules** when necessary, making certain they have been publicized.

6. The **Leadership Development** committee is authorized to plan and conduct, in cooperation with the state president and other state officers, meetings for leadership development.

7. The **Communications** committee shall:

a. Promote organization publicity within the state,

b. Encourage chapters to publish newsletters and to send copies to the state editor, and

c. Assist the editor in preparing the state newsletter for publication if called upon.

d. The Electronic Communications, a sub-group of the Communications committee, shall consist of a web master who will design and maintain the official WySO web site linked to the international site. The web master will adhere to the International Policy for Use of Electronic Communications.

B. Society Mission and Purpose

1. The **Educational Excellence** committee shall:

a. Consist of chair who is the first vice-president and others appointed by the President,

b. Promote programs and projects for excellence in education,

c. Communicate to the chapters how to plan and assess chapter programs and to coordinate the year's program planning with all of the International Projects committees with emphasis on the international theme and focus,

d. Emphasize to chapter chair the necessity and value of member participation,

e. Recommend to chapters that music be an integral part of the chapter program,

f. Help in planning state program workshops,

g. Support the mission and purpose of the organization in accordance with the **Constitution, Article II,**

h. Inform the membership of legislation relating to women or education and recommend legislation to improve education and the status of women educators, and

i. At the direction of the president include music representatives whose function is to be responsible for music at the state convention and at other state meetings if requested.

2. The **World Fellowship** Committee shall carry out the responsibilities set forth by the Constitution. The committee members (3) shall be appointed by the president.

3. The **Scholarship** committee which consists of three (3) members appointed by the state president shall:

a. Consult with the state treasurer and the finance committee chair to determine the number and amount to be awarded by WySO scholarship(s),

b. Establish criteria for the selection of recipients,

c. Provide all application blanks and information pertaining to scholarships in state newsletter and on the state web site, and

d. Keep on file and update the names and pertinent data of each WySO scholarship recipient each biennium,

e. Keep a record of scholarship recipients according to chapter,

f. Receive from the finance committee a report of all monies,

g. Send thank-you notes for any special contributions to the scholarships fund,

h. Promote interest in and support the international scholarship.

4. The **International Projects** committee shall:

a. Distribute and publicize the materials from international,

b. Encourage chapter committees to present information about International projects in chapter meetings,

c. Suggest ways in which donations may be secured, and

d. Have a liaison to the Educational Foundation who shall be appointed by the President.

Section 4. Special Standing Committees

A. **Achievement Award** – The WySO Achievement Award committee, appointed by the state president shall:

1. Notify each member of the state executive board about nominations by November 20 of each year,
2. Screen applicant for any deviation from those guidelines,
3. Provide and send a ballot to each member of the state executive board by March 1 (the executive board shall vote, postal or electronic, for the nominee of their choice and return the ballot to the chair by March 15),
4. Present the Achievement Award in the form of a medallion/pin to one member in even-numbered years at the spring workshop and to one member in odd-numbered years at the state convention, and
5. Require chapters to use the guidelines listed below in selecting their nominees:
 - a. The nominee must be an active member.
 - b. The nominee has made an outstanding contribution to the Society on more than one level
 - c. The nominee is recognized outside Delta Kappa Gamma activities with emphasis on educational contributions and community & state service.
 - d. The nominee is to be unaware of the nomination by the chapter.
 - e. The nominee shall not be a current state president.
 - f. The nominating chapter shall submit their nominees name with an attached resume` to the state nomination committee chair by February 1 of each year. The resume` shall follow the Achievement Award nomination form and shall not exceed two 8 ½ "by 11" sheets of paper.

B. **Let Your Light Shine** -- The committee is responsible for soliciting biographies of women educators in Wyoming, contracting for the publication of those biographies, and publicizing the publication of the newest volume.

C. **The Fourth 21 Years** – This committee is responsible for securing the histories of Delta Kappa Gamma chapters in WySO and preparing them for publication.

D. **Strategic Action Planning Committee** - This committee is responsible for writing, reviewing, updating, and revising the Strategic Action Plan for WySO.

E. **Other special committees** may be appointed by the state president with the approval of the executive board as special needs arise. After submitting the final report to the president, the committee shall be dissolved.

ARTICLE IX MEETINGS

Section 1. Convention

- A. Business of the state shall be conducted biennially in odd-numbered years at a convention held at a time and place as determined by the executive board for the purpose of receiving reports, amending bylaws, electing and installing state officers, conducting rituals and ceremonies, and other business which may properly come before it.
- B. Every member who is registered may vote. A roll as specified in **The Constitution, Article IX, Section B** may be ordered.
- C. The quorum shall be a majority of those members who have registered at the convention.

Section 2. Other Meetings

- A. Workshops shall be held at least once a year for the purpose of leadership training and dissemination of Society information.
- B. Additional workshops may be held each biennium for the purpose of chapter officer training and/or to implement the purposes of the Society.

ARTICLE X ACTIVITIES

Section 1. Scholarship

The rules governing the administration of the scholarship program shall be recommended by the scholarship committee and adopted by the executive board.

Section 2. Publications

- A. A state newsletter known as the WySO Roundup shall be published at least two (2) times each year, preferably in the fall and in the spring.
- B. The state newsletter shall be delivered using electronic means.
- D. The publications of special monographs and brochures shall be approved by the state president and plans submitted to the executive board for financial approval.

Section 3. Special Funds

- A. An Available Fund Reserve shall be maintained as authorized by **The Constitution, Article IV Section d.**
- B. A scholarship fund shall be maintained as authorized by **The Constitution, Article IV, Section F 2.**
- C. Requests for special funds shall be submitted to the state finance committee and the state executive board for approval.

Section 4. Special Awards

- A. See **Article IX, 4** of these **Bylaws and Standing Rules**

ARTICLE XI PARLIMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (current edition) shall govern the proceedings of WySO and its chapters in all cases not provided for in **The Constitution** or **International Standing Rules**, the state **Bylaws and Standing Rules**.

ARTICLE XII AMENDMENTS

Section 1. The **Bylaws** may be amended at the biennial, odd-numbered year convention by a two-thirds (2/3) vote provided notice of proposed amendments shall have been published to members at least 30 days before convening the convention.

Section 2. Proposed amendments to the **Bylaws** may be submitted to the state **Bylaws** Committee by a member, a committee, a board, or a chapter.

Section 3. All proposed amendments to the **Bylaws** shall have been approved by a two-thirds (2/3) vote of the executive board before being submitted to the convention.

Section 4. WySO **Standing Rules** may be amended or rescinded at the state convention by two-third (2/3) vote.

Section 5. Revision to comply with the International *Constitution* and Standing Rules

The bylaws chair/committee is authorized to make any changes necessary to bring the bylaws into compliance with any amendments to the International *Constitution* or Standing Rules.

The bylaws chair/committee will notify the membership of the amendments at the Fall Workshop/Executive Board meeting subsequent to the convention and will notify the webmaster in writing so she may update the governing documents on the state organization website.

Section 6. The adopted amendments will take effect immediately upon adoption unless a proviso states otherwise.

ARTICLES XIII DISSOLUTION

Section 1. The state president must be notified at least 60 days prior to the vote for dissolution.

Section 2. Before a chapter dissolves:

- A. All members of said chapter must be given an opportunity to participate in a written ballot.
- B. A two-thirds (2/3) vote of all members is required.
- C. The approval of the state executive board must be obtained.

Section 3. In the event of dissolution of the state organization, the net assets of the corporation or organization shall be distributed as follows:

- A. All liabilities and obligations shall be paid and satisfied, or adequate provision shall be made thereof.
- B. The respective executive board shall determine specific procedures for liquidating the remaining assets and shall supervise the disbursements of funds.

Section 4. Dissolution shall be in accordance with the statutes of the State of Wyoming and with the **Constitution Article XIX Sections 2 and 3.**

WySO Standing Rules

1. Membership

The chapter naming a person for state honorary membership should submit **Chapter Member Application** to the executive board prior to the fall meeting.

2. Finances

- The annual dues of twenty-five dollars and the eight dollars for reserve members shall include publications.
- A one-time honorary member fee, determined by **The Delta Kappa Gamma International Standing Rules Section 4.23**, shall be paid by WySO.
- The financial review committee shall consist of three (3) members appointed by the finance committee. No member of the finance committee may be appointed to the financial review committee.
- The finance committee shall instruct the financial review committee to review the treasurer's records, to inspect the bank balances of both savings and checking accounts, to check membership statistics, to suggest improved methods in the accounting system, and to submit copies of the financial review to the state president and to the finance committee.

3. Expenditures

1. All WySO members shall use the voucher system exclusively.
2. The state president or her official representative shall be the only person to receive reimbursement for food, lodging, transportation, registration, and Society materials while attending the regional conference and the international convention during her term of office.
3. The Educational Excellence chair, Membership chair, treasurer, editor, or the president's official representative attending the international sessions for training or workshops and the regional conference or convention that follows may receive partial funding by vote of the executive board, providing the funds are available.
4. Chairs receiving training at international sessions and/or active members presenting workshops or programs may receive partial funding by vote of the executive board providing funds are available.
5. The immediate past president shall receive partial funding to attend the international regional meeting immediately following her term of office. The amount shall be set by the executive board.
6. The state president or her official representative shall receive round trip mileage, meals, and lodging while in route for official visits.
7. Chapters will pay lodging and special meals for the state president or her official representative during her official visit.
8. State officers, immediate past state president and state committee chair shall receive round-trip mileage to state official meetings
9. The state president shall be reimbursed for lodging, meals, and registration fees for state convention and other state meetings up to the budgeted amount.
10. Mileage shall be paid one-way for chapter presidents and past state presidents when attending state official meetings.
11. The mileage rate shall be established annually by a vote of the executive board.

4. Organization

1. Chapters

- a. New chapter officers shall be elected before the spring state meeting in even-numbered years so that they may attend the orientation workshops.
- b. Chapter presidents are expected to attend state meetings. If unable to attend, a chapter president should notify the state president and provide the name of her official representative.

2. Chapter Expansion/Retention

- a. The WySO Expansion and Retention committee will supply each inductee of a newly formed chapter with a song card, a membership card, and a certificate. For the new chapter, the committee will present one leather bound Official Inductee Register. Cost of the supplies shall not exceed \$25.00.
- b. The chair of the state expansion/retention committee shall submit a voucher to the state president for the cost of materials as listed above and for incidental expenses.
- c. WySO will pay the travel expenses of the state president or her official representative and one member of the expansion/retention committee for chapter visits recommended by the committee.
- d. The state president shall submit a voucher to the state treasurer for a \$50.00 gift for paraphernalia to be presented to the new chapter at the time of installation.
- e. The new chapter pays for any expenses incurred for the induction and installation unless these are paid for by the sponsoring chapter. The expenses may be paid from the chapter's share of dues that are collected.

3. Officers and Related Personnel

All elected officers and appointed personnel shall submit vouchers for office expenses each year by June 15 to the state treasurer.

4. Meetings

a. State convention

- i. The biennial state convention shall be held at a time determined by the state executive board according to **The Bylaws, Article IX, Section 1 A.**
- ii. State convention host chapters will be announced six (6) years in advance if possible.
- iii. A list of host chapters shall be published in the WySO Roundup with the year the chapters are to host.
- iv. The state convention sites shall follow an alternating rotation schedule between north and south areas when possible.
- v. If a host chapter cannot be secured in the area prescribed by the rotation schedule, the executive board shall arrange for an alternate, suitable site.
- vi. All proposed business to go before the state convention should be given to the state president at least one (1) month prior to the convention.
- vii. Items officially approved by the WySO executive committee or the WySO executive board may be sold at state and area workshop gatherings.
- viii. The convention chapter(s) shall pay for the expenses of the state president. WySO will pay for the onsite expenses of the International guest.

b. Workshops

- i. Workshops shall be held each biennium for the purpose of officer training and/or to implement the Purpose of the Society.
- ii. The leadership development chair, assisted by state officers, will plan and conduct the area workshops.
- iii. The state president shall schedule the workshop(s).

5. Areas

WySO shall be divided into two (2) geographic areas:

- a. North – Eta, Theta, Kappa, Lambda, Rho, Chi, Sigma
- b. South – Alpha, Beta, Epsilon, Upsilon, Phi, Alpha Delta,

6. Committee Chair

Committee chair have the individual responsibility of submitting reports, attending meetings, and meeting specified deadlines as authorized by WySO.

7. Projects Requiring Funds

a. A state project requiring unbudgeted funds must be presented to the executive board for approval.

i. An affirmative majority vote by the convention is required to refer the project to the chapters for approval and funding.

ii. Money received for a project shall be placed in a special fund, specifically named.

iii. Publicity on the specific project shall be sent to the chapter presidents and to the WySO Roundup for publication prior to the convention whenever possible.

b. All chairs of any WySO special projects shall notify the state president of all monetary contributions.

c. Payment from special funds shall be by voucher approved by the state president.

d. Expenditures of funds remaining from a special project shall be decided by the membership of the WySO convention.

e. Educational Awards Books shall be purchased annually and presented to the library of the state executive board's choice.

8. The Strategic Action Plan shall be reviewed and updated annually by the Strategic Action Plan Committee and the state president.

The **Standing Rules** of WySO may be amended or rescinded in accordance with provisions for amending or rescinding which are in **Article XII Section 4** of the **WySO Bylaws**.