

**Constitution and Bylaws of the
Wisconsin Association of Educational Opportunity Program Personnel (WAEOPP)
May 5, 2017**

ARTICLE 1 – NAME

The name of this Association is the Wisconsin Association of Educational Opportunity Program Personnel. The Wisconsin Association of Educational Opportunity Program Personnel (hereafter referred to as WAEOPP or the Chapter) is a chapter of the Educational Opportunity Association (hereafter referred to as the Association).

ARTICLE 2 – PURPOSE AND OBJECTIVES

The purpose of the Wisconsin Association of Educational Opportunity Program Personnel shall be to bring together into a work and study community those persons who have an active interest in or who are professionally involved in broadening accessibility to and ensuring success in formal postsecondary education. Major foci will be: 1) those elements which prepare and condition students for postsecondary educational experiences, and 2) institutional responses to the challenge of serving more diverse student populations. Although WAEOPP will have a broad base of student concern, it will be particularly concerned about those students who by reason of socio-economic station, ethnic definition, disability, military veteran status and/or restricted cultural educational experiences find themselves in a position of disadvantage with traditional mainstream American students. The WAEOPP Chapter shall seek to accomplish its purpose by:

- 2.1) Promoting research, evaluation, programmatic and fiscal planning, and training inclusive of, but not limited to, conducting workshops and seminars and generally seeking to educate the public and public officials to the concerns of WAEOPP;
- 2.2) Developing the capability to make timely and meaningful responses to issues and concerns affecting the educational resources and environment of students;
- 2.3) Encouraging the development and expansion of a communications network primarily for those persons professionally involved in educational opportunity programs and services; and
- 2.4) Engaging in the specific and general coordination of efforts with other organizations and persons having a purpose supportive of or in harmony with WAEOPP concerns.

ARTICLE 3 – MEMBERSHIP

Section 3.1 TYPES OF MEMBERSHIP

Membership in the Association is initiated through the Chapter and is subject to the review of

the Association Membership and Certification Committee. There will be no individual membership in WAEOPP apart from membership in the Association. Each membership category listed below will pay dues to the Association, thereby making one a member of the Chapter as well as of the Association. Honorary Membership and Honorary Active Professional Membership are to be bestowed by the EOA Board of Directors only and once named as an EOA Honorary Member or EOA Honorary Active Professional Member, dues will be waived.

Membership in WAEOPP will consist of eight types:

1. Active Professional
2. Associate
3. Affiliate
4. Participant
5. Institutional
6. Corporate
7. Honorary
8. Honorary Active Professional

Section 3.2 ACTIVE PROFESSIONAL MEMBERSHIP

3.2.1) Active Professional Membership is for those persons engaged at least 50% time in the administration or general operation, including counseling and instruction, of TRIO or other educational opportunity programs. Such persons must be members of the Association, must reside or work within the Chapter's borders and must pay the annual dues established by the Association's Board of Directors.

3.2.2) Each Active Professional Member is entitled to have voice and one vote, and is eligible to hold office in the Chapter and/or the Association.

Section 3.3 ASSOCIATE MEMBERSHIP

3.3.1) Associate Membership is for those persons who do not qualify for Active Professional Membership but support the purpose and objectives of the Chapter and the Association. Such persons must be members of the Association, must reside or work within the Chapter's borders and must pay the annual dues established by the Association's Board of Directors.

3.3.2) Each Associate Member is entitled to have voice and one vote, but is not eligible to hold office in the Chapter and/or the Association.

Section 3.4 AFFILIATE MEMBERSHIP

3.4.1) Affiliate Membership is for those persons who support the purpose and objectives of the Chapter and Association but are not engaged directly in educational opportunity programs and services and who would rather make their contributions in other appropriate ways. Such persons must be members of the Association, need not reside or work within the Chapter's borders, and must pay the annual dues established by the Association's Board of Directors.

3.4.2) Each Affiliate Member is entitled to have voice but no vote, and is not eligible to hold office in the Chapter and/or the Association.

Section 3.5 PARTICIPANT MEMBERSHIP

3.5.1) Participant Membership is for those persons currently enrolled in TRIO/EOP-type programs. Such persons must be members of the Association, must reside or attend school within the Chapter's borders, and must pay the annual dues established by the Association's Board of Directors.

3.5.2) Each Participant Member is entitled to have voice but no vote, and is not eligible to hold office in the Chapter and/or the Association.

Section 3.6 INSTITUTIONAL MEMBERSHIP

3.6.1) Institutional Membership is open to educational institutions and organizations having an interest in promoting the purpose and objectives of the Chapter and the Association. Institutional Members must be members of the Association, must be located within the Chapter's borders, and must pay the annual dues established by the Association's Board of Directors.

3.6.2) Each Institutional Member shall designate an individual to represent the institution in the affairs of the Chapter and the Association.

3.6.3) An Institutional Member representative is entitled to have voice and one vote, but is not eligible to hold office in the Chapter and/or the Association

Section 3.7 CORPORATE MEMBERSHIP

3.7.1) Corporate Membership in the Association shall be open to corporations, businesses, industries or agencies having an interest in promoting the goals of the Association. Corporate Members must be members in good standing with the Association and must pay the annual dues as established by the Association Board of Directors.

3.7.2) Each Corporate Member shall designate an individual to represent them at meetings of, or otherwise in connection with, the Association.

3.7.3) A Corporate Member representative may have voice but may not vote in the affairs of the Association, and may not hold office in the Association.

Section 3.8 HONORARY MEMBERSHIP

3.8.1) Nomination to Honorary Membership may be made by any Active Professional Member, Associate Member, or WAEOPP committee for consideration by the EOA Board of Directors. Honorary Membership may be conferred upon an individual, institution, organization, foundation, or business by a two-thirds vote of the Association Board of Directors in recognition of outstanding contribution to or support of the Association. Once conferred, Honorary Membership is perpetual unless or until otherwise determined by the Association Board of Directors. Honorary Members need not be members of the Chapter or the Association, nor reside in or be located within the Chapter's or the Association's borders. Annual dues are waived for Honorary Members.

3.8.2) Honorary Members are to receive recognition by annual publication of a roster of such members and by such other recognition as may be deemed appropriate by the Association Board of Directors.

3.8.3) Each Honorary Member is entitled to have voice but no vote, and is not eligible to hold office in the Chapter and/or Association.

Section 3.9 HONORARY ACTIVE PROFESSIONAL MEMBERSHIP

3.9.1) Honorary Active Professional Membership is limited to current Active Professionals in recognition of extraordinary service to the Association. Any Active Professional Member, Associate Member, Association committee, or Chapter may submit a nomination for Honorary Active Professional Membership for consideration by the Board of Directors. Once conferred, Honorary Active Professional Membership is perpetual unless or until otherwise determined by the Board of Directors. Annual dues are waived for Honorary Active Professional Members.

3.9.2) A Past President of the Association will, five years from the completion of their term, be automatically recognized with an Honorary Active Professional Membership.

3.9.3) Honorary Active Professional Members are to receive recognition by annual publication of a roster of such members and by such other recognition as may be deemed appropriate by the Board of Directors.

3.9.4) Honorary Active Professional Members are entitled to both voice and vote in the affairs of the Association and are eligible to hold office as delineated in Article 5, Section 5.1 of this Constitution and Bylaws. However, Honorary Active Professional Members who wish to hold office must reside or work within the Chapter's and/or Associations' borders.

Section 3.10 ADDITIONAL MEMBERSHIP TYPES OFFERED BY EOA

The rights of any EOA member having a membership status not listed above but offered by EOA will be allowed as detailed in the EOA Constitution.

Section 3.11 COMMITTEE SERVICE

All Chapter members, regardless of category, are eligible to serve as chairs, conveners, facilitators, or members of any Chapter committee, subject to the terms stipulated in Article 6.

Section 3.12 ASSOCIATION DUES

Annual dues for all members shall be established by action of the Association's Board of Directors.

Section 3.13 MEMBERSHIP YEAR

The membership year shall be annual (12 month) based on an approved membership application accompanied by the appropriate dues.

Section 3.14 MEMBERSHIP MEETINGS

The Chapter shall meet semi-annually during the Chapter's Spring Conference and at the Association's Annual Fall Conference, and at any other time deemed necessary by the President. Each member shall receive notice of each meeting, time and place, at least twenty-one (21) days prior to the meeting date. A quorum shall represent 25% of the membership confirmed as conference attendees. In the event that the business meeting is not held in

conjunction with the spring conference, attendance records from the most recent WAEOPP conference shall be utilized to establish a quorum.

ARTICLE 4 – THE WISCONSIN CHAPTER OF THE ASSOCIATION

Section 4.1 THE ORGANIZATION OF THE CHAPTER

In compliance with The Association Constitution, only one Chapter shall be chartered in the state of Wisconsin.

Section 4.2 AMENDMENTS TO BASIC DOCUMENTS

Amendments to the Constitution and Bylaws shall be reported in electronic and/or hard copy format to the Association Legal Concerns and Constitutional Issues Committee. Any proposed amendment must be received by first class mail and/or electronic media by the Association Legal Concerns and Constitutional Issues Committee at least 45 days before the next scheduled meeting of the Board of Directors. The Committee will present the amendments to the Association Board of Directors at least 30 days prior to a meeting of the Board of Directors. Formal adoption is effective only after approval by the Association Board of Directors.

Section 4.3 REPORTS

4.3.1) Annual Chapter Election Results. Within two weeks of the completion of the Chapter's annual elections, the President shall report the Chapter's results in writing to the Association Board of Directors.

4.3.2) Annual Chapter Reports. Thirty days prior to the Annual Meeting of the Association General Assembly, the Chapter President shall submit a written annual report to the Association Board of Directors. Annual Chapter reports shall include a summary of the Chapter's activities and accomplishments, reports or summaries of all standing and special committees, and other activities, events, and matters deemed appropriate by the Association Board of Directors.

Section 4. INVOLUNTARY DISSOLUTION OF THE CHAPTER

4.4.1) When it is deemed in the best interests of the Association to do so, action to dissolve the Chapter may be initiated by petition of 100 voting members of the Association or by recommendation of the Association Board of Directors.

4.4.2) Before final action may be taken with respect to the dissolution of the Chapter, a notice of intent to dissolve must first be passed by a majority of the members of the Association Board of Directors. The Chapter must be advised in writing of the reasons for the proposed action. The Chapter shall have until the next General Assembly of the Association (but in no case less than nine months) to effect remedial measures or otherwise bring itself into compliance with the Constitution and Bylaws of the Association.

4.4.3) A two-thirds vote of the Association Board of Directors of record shall be necessary for a recommendation to revoke the charter of the Chapter.

4.4.4) A two-thirds vote of the Association membership of record who votes shall be necessary to revoke the charter of the Chapter.

ARTICLE 5 – OFFICERS OF THE CHAPTER

Section 5.1 OFFICERS OF THE CHAPTER

5.1.1) The executive officers of the Chapter shall be President, President-Elect, Immediate Past-President, Secretary, and Treasurer.

5.1.2) All officers of the Chapter shall be elected at large from among the Active Professional and Honorary Active Professional Members of the Chapter. Elections will be administered and monitored by an outside contracted agency.

5.1.3) Newly elected officers will assume office at the close of the Chapter annual business meeting of the Association or on December 1, whichever is earlier.

5.1.4) The President-Elect shall assume the Presidency of the Chapter upon the death resignation, or impeachment of the President or upon the conclusion of the President's term. In the event of the President-Elect's death, resignation, impeachment, or ascension to the presidency, the vacancy shall be filled by a special at-large election, providing there are more than six months remaining in the normal term of office. If there is less than six months remaining in the normal term of office the position shall be titled Vice-President, and the vacancy shall be filled by a two-thirds vote of the Chapter Board of Directors upon nomination by the President. Such appointment shall be on an interim basis until the next general election of officers and shall not prejudice the election of the incumbent to a regular term or office.

5.1.5) Upon a vacancy in any office other than the Presidency, the Board of Directors will appoint a member to fill the vacancy. This appointment is to be for no longer a period of time than that which remains for the elected term.

5.1.6) Impeachment of elected officers may be effected by a two-thirds vote of The Chapter General Assembly upon recommendation of the Chapter Board of Directors or a petition of 25 voting members of the Chapter.

5.1.7) If any officer, during the course of the term of office, fails to meet the membership requirement, the officer shall forfeit the right to such office. The Chapter Board will fill the vacancy as stated above.

5.1.8) Election and terms of WAEOPP officers are defined as follows: 1) the Chapter membership shall yearly elect a President-Elect, who shall serve one year as President-Elect, one year as President, and one year as Immediate Past-President; 2) the Chapter membership shall, during odd years, elect a Secretary to a two-year term; and 3) the Chapter membership shall, during even years, elect a Treasurer to a two-year term.

Section 5.2 DUTIES OF OFFICERS

5.2.1) The President shall preside at all meetings of WAEOPP and shall be chairperson of and preside at all meetings of the Board of Directors. He or she shall nominate the chairs and

members of all committees to the Executive Board and shall be an ex-officio member of all committees. The President shall be a member of the Board of Directors of the Association and shall represent WAEOPP in that capacity. He or she shall submit a written annual report to the WAEOPP membership at the Chapter business meeting of the Association annual meeting and at each regularly scheduled meeting of the Chapter Board of Directors. A copy of the report shall be submitted to the Board of Directors of the Association. The President shall perform other duties customary to that office and such additional duties as the membership shall direct him/her to perform.

5.2.2) The President-Elect's key role is to learn the duties and responsibilities of the WAEOPP Presidency during their year of service. The President-Elect shall perform the duties of the President in the event of a short-term absence of the President. The President-Elect chairs the Membership and Certification Committee.

5.2.3) The Immediate Past-President shall serve as an advisor to the President and the President-Elect. The Immediate Past-President serves as a member of the Special Concerns and Affiliations Committee.

5.2.4) The Treasurer shall assure the proper receipt and expenditures of funds in accordance with the directives established by the Board of Directors. The Treasurer shall submit an annual fiscal report at the Chapter business meeting of the Association annual meeting. The Treasurer shall submit up-to-date fiscal reports at all membership and Board of Directors' meetings. The Treasurer shall serve on the Chapter Spring Conference Committee to handle all fiscal matters related to the event. The Treasurer shall perform the duties customary to the office.

5.2.5) The Secretary shall take minutes of all membership meetings, Board of Directors, and Executive Committee meetings and shall submit such minutes electronically and/or in writing for approval. The Secretary is also responsible for maintaining the Chapter's archival records generated during his/her term of office. The Secretary shall perform the duties customary to the office.

Section 5.3 COMPENSATION AND EXPENSES OF OFFICERS

No elected or appointed officers of the Chapter shall receive any compensation for services to the Chapter. Necessary travel expenses of any elected or appointed official in the conduct of Chapter affairs may be paid from Chapter funds upon approval of the Board of Directors.

Section 5.4 VACANCIES IN OFFICE

Officers who have unexcused absences from two (2) consecutive meetings will be asked to resign from the Board of Directors. The Board of Directors will appoint a member to fill the vacancy, except as already explained in 5.1. This appointment is to be for no longer a period of time than that which remains for the elected term.

ARTICLE 6 – BOARD OF DIRECTORS

Section 6.1 COMPOSITION

The Board of Directors shall include the President, President-Elect, Immediate Past-President,

Secretary, Treasurer, and two (2) Members-at-Large.

Section 6.2 FUNCTION

The Board of Directors shall have full authority to conduct the affairs of The Chapter during the interim period between meetings of the Membership. Such authority must remain within the provisions of this Constitution and Bylaws and must not conflict with or reverse decisions, actions, or policies established by the Membership.

Section 6.3 MEETINGS OF THE BOARD OF DIRECTORS

6.3.1) The Board of Directors shall meet prior to each meeting of the Membership. Additional meetings of the Board of Directors may be called by the President, or by two members of the Board of Directors upon notification to the President. The President shall notify each board member of the date, time and location of the meeting at least five (5) days prior to each Board of Directors meeting.

6.3.2) Two-thirds of the Board of Directors shall constitute a quorum at any official meeting of the Board of Directors.

6.3.3.) The President shall serve as chairperson and preside at meetings of the Board of Directors. In the President's absence, the President-Elect shall preside.

6.3.4) Each member of the Board of Directors is entitled to one vote when present at a Board of Directors meeting. Only members of the Board of Directors are entitled to vote. At no time is voting by proxy by any member of the Board of Directors permitted, nor may a representative be substituted for the President or President-Elect/Vice President.

Section 6.4 MEMBERS-AT-LARGE

6.4.1) The Chapter membership shall yearly elect, to a one-year term, two (2) Members-at-Large.

6.4.2) The Members-at-Large must hold Active Professional Membership status in the Association and the Chapter. The Members-at-Large shall forfeit the right to such office if they fail to meet the membership requirement during the course of the term of office.

6.4.3) The Members-at-Large will assume their place on the Board of Directors at the close of the annual business meeting of the Association or on December 1, whichever is earlier.

6.4.4) The Members-at-Large have full voting rights and serve on or chair committees as requested.

6.4.5) Upon a vacancy of a Member-at-Large position, the Board of Directors will appoint a member to fill the vacancy. The appointment is to be for no longer a period of time than that which remains for the elected term.

6.4.6) Members-at-Large who have unexcused absences from two (2) consecutive meetings will be asked to resign from the Board of Directors. The Board of Directors will appoint a

member to fill the vacancy. The appointment is to be for no longer a period of time than that which remains for the elected term.

ARTICLE 7 – THE GENERAL ASSEMBLY (ANNUAL MEETING)

Section 7.1 AUTHORITY, TIME, AND PLACE OF MEETING

The supreme authority of the Chapter shall be the General Assembly. The General Assembly shall meet annually at a time and place fixed by the Board of Directors. Written notices setting forth the place, date and time of the meeting must be sent by first class mail and/or electronic media to the addresses of record of all members at least 30 days before the meeting is held.

Section 7.2 MEMBERSHIP AND VOTING ELIGIBILITY

7.2.1) All categories of the Association membership are allowed to participate in General Assembly meetings as stipulated in Article 3 of this Constitution.

7.2.2) Only Active Professional, Associate, Institutional, and Honorary Active Professional members are permitted to vote on business of the Chapter.

7.2.3) At each meeting of the General Assembly the Membership and Certification Committee shall certify the eligible voting members.

Section 7.3 QUORUM

The WAEOPP General Assembly meetings are traditionally held during the annual Association conference and the Chapter conference. Therefore, a quorum shall be calculated through confirmation of the total number of eligible voting members attending the respective conference. A quorum shall represent 25% of the eligible voting membership confirmed as conference attendees.

ARTICLE 8 – BUSINESS AFFAIRS

Section 8.1 POLICIES, PROCEDURES, AND PRACTICES

Except as otherwise provided for in this Constitution and Bylaws, the Board of Directors shall maintain the Policies, Procedures and Practices Manual to govern the general operations of the Chapter. The Policies, Procedures and Practices Manual shall be approved by the Board of Directors and may be amended by action of the Board of Directors. It shall be the collective responsibility of the Chapter officers to oversee the Policies, Procedures and Practices Manual to ensure that it remains current.

Section 8.2 FINANCIAL AFFAIRS

Except as otherwise provided for in this Constitution and Bylaws, the Board of Directors shall maintain a Financial Affairs Manual to govern the general financial operations of the Chapter. The Financial Affairs Manual may be amended by the Board of Directors and submitted to the Membership for ratification. The Finance Committee shall be responsible for maintaining the Financial Affairs Manual to ensure that it remains current.

Section 8.3 SEVERABLE OR TRANSFERABLE

No member shall have any severable or transferable interest in the property of the Chapter.

Section 8.4 CONTROL AND MANAGEMENT

All Property of the Chapter shall be subject to the control and management of the Board of Directors. Any accumulation or disposal of property except upon dissolution of the Chapter must be approved in advance by the Board of Directors.

Section 8.5 DISPOSAL UPON DISSOLUTION

Upon dissolution of the Chapter, none of its property shall be distributed to any of the members and all such property shall be transferred to such other organization or organizations as the Board of Directors shall determine to have purposed and activities most nearly consonant with those of the Chapter provided that such other organizations shall be exempt under Section 501 (c) (3) or the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

Section 8.6 APPROPRIATION OF CHAPTER FUNDS

No appropriations of Chapter funds shall be made except pursuant to the authority of the Board of Directors and as otherwise stipulated in the Financial Affairs Manual.

Provided funds are available, The Chapter may employ persons whose titles, duties, and remuneration shall be determined by the Board of Directors. Such employees may be under bond for such amounts as may be determined by the Board of Directors. Necessary expenses of any such employee may be paid from Chapter funds under policies established by the Board of Directors.

Section 8.7 CONFLICT OF INTEREST

A conflict of interest, or the appearance of such, occurs when there is a divergence between an individual's private, personal relationships, or interest and his/her professional obligations to the Chapter such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal benefit, gain, or advantage.

8.7.1) Each member of the Board shall fully disclose to the Board of Directors any possible conflict of interest pertaining to a matter being considered by the Board. Any member of the Board having a conflict of interest on any matter may answer pertinent questions for other Board members, but shall not be counted in determining the quorum for the vote, and shall abstain from voting on the matter.

8.7.2) Any member of the Association/Chapter shall fully disclose to the membership any possible conflict of interest pertaining to a matter being considered by the membership. Any member of the Association/Chapter having a conflict of interest on any matter may answer pertinent questions for other members, but shall not be counted in determining the quorum for the vote, and shall abstain from voting on the matter.

8.7.3) A roll call vote shall be conducted on any matter to which such conflict of interest pertains. The minutes of the meeting involving any such situation shall reflect that a full

disclosure was made, the status of a quorum, and the abstention from voting.

ARTICLE 9 – COMMITTEES

Section 9.1 EXECUTIVE COMMITTEE

9.1.1) The officers of the Chapter shall constitute the Executive Committee.

9.1.2) The Executive Committee shall, between meetings of the Board of Directors, have all the powers and duties that the Board of Directors may be lawfully delegated. The Executive Committee cannot modify any action taken by the Board of Directors.

9.1.3) The President shall call such meetings of the Executive Committee as the business of the Chapter may require or as requested by three members of the Executive Committee. The time and place of such meetings shall be fixed by the President. Notice thereof shall be given to all members of the Executive Committee at least 7 days prior to the meeting unless a majority vote of the members of the Executive Committee establishes cause and waives this requirement.

9.1.4) A majority of the Executive Committee shall constitute a quorum at any duly called meetings of the Committee. Minutes of such meetings shall be distributed to all members of the Board of Directors within 10 days of the meeting by first class mail and/or electronic media. A vote to ratify actions of the Executive Committee shall be taken at the next meeting of the Board of Directors.

Section 9.2 APPOINTMENT OF COMMITTEES

The President shall nominate the chairs and members of all standing committees and special committees as may be needed to conduct the activities of the Chapter. Their appointment shall be subject to confirmation by the Board of Directors.

Section 9.3 STANDING COMMITTEES

The Association and each of its Chapters shall have the following standing committees, which shall be established as per the provisions of Article 9, Section 9.2 of this Constitution and Bylaws.

9.3.1) Membership and Certification – It is the responsibility of the Membership and Certification Committee to actively promote membership in the Association and Chapter and to generally determine membership class and eligibility for purposes of participation in Chapter activities. The Membership and Certification Committee shall certify to the Board of Directors the names of eligible voters and shall also be responsible for monitoring and tallying votes when necessary. The President-Elect shall serve on this committee. The Chapter President-Elect shall also serve on the Association’s Membership and Certification Committee.

9.3.2) Research and Evaluation – The responsibility of the Research and Evaluation Committee shall include, but not be limited to, the research, evaluation, and planning related to the Chapter’s purposes and goals delineated in Article 2 of this Constitution and Bylaws. This committee shall propose or present relevant evaluation models, and initiate research focused on the development of Chapter-wide data regarding students, TRIO/Educational

Opportunity Programs and related matters. The Research and Evaluation Committee will also perform such evaluations as are necessary and appropriate in concert with Chapter conferences, workshops, and related matters, such as those developed by the Professional Development and Annual Conference Committees. Otherwise, the Research and Evaluation Committee will address the priorities established by the Board of Directors .

9.3.3) Special Concerns and Affiliations – The responsibility of the Special Concerns and Affiliations Committee is to ensure the input and affiliation of the Chapter with other organizations, which have purposes supportive of or in harmony with the Chapter’s concerns and objectives. The Special Concerns and Affiliations Committee shall be chaired by a member of the Board of Directors and shall include at minimum the Immediate Past President. One member must be designated to represent the Chapter at the Association level.

9.3.4) Legislation and Education – The committee shall specifically address itself to the purpose and objectives of The Chapter through the monitoring of federal, state, and local legislation, policies, and rules and regulations as they pertain to TRIO/EOP and related programs and services. This committee will be responsible for initiating relevant research, developing position statements, and initiating calls to action to the membership. Additionally, the committee will be responsible for dissemination of information and matters pertaining to the establishment, governance, monitoring, funding, and persistence of TRIO/EOP and related programs and services. One member must be designated to represent the Chapter at the Association level.

9.3.5) Scholarships – This committee shall be responsible for disseminating EOA/WAEOPP scholarship information and application materials. Nominations will be screened and finalists selected. One member must be designated to represent the Chapter at the Association level.

9.3.6) Public Relations and Communications – The responsibility of the Public Relations and Communications Committee is to encourage publication related to and supportive of Association/Chapter philosophy and goals. The committee shall announce and promote Association/Chapter events, collaborate with the Technology Committee to market the Association/Chapter’s message through various forms of media; publicize participation in student opportunities; and assist with marketing Association/Chapter institutes and conferences.

9.3.7) Professional Development – This committee shall be responsible for developing and/or disseminating information concerning professional development, training, and advancement activities and opportunities, which contribute to the competency, status, and image of the Chapter members. The committee plans and conducts the annual WAEOPP Spring Conference. The President, Treasurer and Secretary are de facto members of this committee. One member must be designated to represent the Chapter at the Association level.

9.3.8) Finance – This committee shall be responsible for monitoring all fiscal matters pertinent to WAEOPP activities and for recommending an annual budget for approval to the Board of Directors. The President is an ex officio member of the committee. The Treasurer and President-Elect are also members of the committee.

9.3.9) Nominations/Elections – This committee shall be charged with the responsibility of seeking nominations for the Chapter Board of Directors and carrying out the election process by first class and/or digital media. All Chapter Presidents and Presidents-Elect must be elected to members of the Board of Directors during the period between Annual Meetings of the General Assembly.

9.3.10) Technology – The responsibility of the Technology Committee is to provide technology support, management and maintenance for the Chapter, to maintain the WAEOPP online systems and website with incorporated emerging technologies, and to ensure the dissemination and availability of WAEOPP publications/updates, pertinent documents, event information and membership information.

Section 9.4 SPECIAL COMMITTEES

Task-oriented special committees may be established from time to time as the President and the Board of Directors see fit. Such committees will operate within the purposes and objectives of the Chapter, shall be specifically charged, and, if not specifically listed within this Constitution and Bylaws, shall be automatically dismissed upon completion of their task.

9.4.1) Annual Conference – The responsibility of the Annual Conference committee is to coordinate all aspects of planning, implementing and evaluating the Annual Conference. On the occasion when the conference is organized jointly with one or two other state chapters, the committee shall ensure the Chapter is well-represented in all aspects of the conference planning process.

9.4.2) Strategic Planning and Development – The responsibility of the Strategic Planning and Development committee is to look comprehensively at the Chapter's current conditions and to determine its best strategic directions, in collaboration or consultation with the Board of Directors.

9.4.3) Legal Concerns and Constitutional Issues – The responsibility of the Legal Concerns and Constitutional Issues committee is to manage the processes of revising and amending the Chapter's constitution; either in part or in its entirety. The committee shall advise the Board of Directors regarding resolutions brought forth by members of the Chapter as well as on issues and concerns requiring adequate constitutional interpretation. The Parliamentarian will be a committee member.

9.4.4) McNair/Student Support Services Annual Retreat – The responsibility of the McNair/Student Support Services Annual Retreat committee is to secure and schedule a graduate school training program for participants in McNair Scholars and Student Support Services programs. The retreat will provide participants with opportunities to network, learn about graduate school and the standard application process, ask questions, and share their research experience with peers.

9.4.5) TRIO Achievers/Alumni – The responsibility of the TRIO Achievers/Alumni committee is to obtain nominations and select the annual Chapter TRIO Achievers Award recipients. In

addition, this committee shall establish and maintain a database of Wisconsin TRIO alumni.

ARTICLE 10 – CHAPTER RECORDS

Section 10.1 CURRENT RECORDS

10.1.1) The Chapter records shall include all current records, documents, reports, correspondence and related written information pertaining to Chapter business. To include: minutes of all meetings, all Committee reports and supporting documents, the Chapter Financial Affairs Manual, the Chapter Policies, Procedures and Practices Manual, and such other documents and written records which are customary and used by the Board of Directors and the General Assembly.

10.1.2) The Chapter Secretary is responsible for maintaining all such records. At the conclusion of the term of office, the Secretary is responsible for submitting to the Chapter Archives all appropriate Chapter records which were generated during the term. The Board of Directors shall maintain a permanent location for the archives.

Section 10.2 ARCHIVAL RECORDS

10.2.1) The Chapter archival records shall include the Chapter Constitution and Bylaws: The Chapter Articles of Incorporation; minutes, resolutions, and voting records of General Assembly Meetings; Board of Directors meeting minutes, reports, and operations manuals and guides; Annual Reports of the Board of Directors; records of agreements and arrangements with other organizations and individuals, committee reports; financial records and reports, tax records, and auditors' reports; reports of conferences, workshops, and seminars; lists of awardees, honorees and related recognitions; the Honorary Membership roster; appointments of any kind which are considered permanent; Chapters' Annual Reports and related materials; and such other documents, records, and information as are directed by the Board of Directors.

10.2.2) All records and documents normally associated with the archives of an organization shall be gathered and maintained in the Chapter Archives. The maintenance of the Archive shall be the responsibility of the Chapter Secretary.

10.2.3) The Board of Directors shall make whatever arrangements are appropriate and necessary to facilitate the proper storage, maintenance, and security of Chapter records and documents.

ARTICLE 11 – RULES OF ORDER

Section 11.1 ROBERT'S RULES OF ORDER REVISED

The current edition of Robert's Rules of Order (by Sarah Corbin Robert, et al) shall be the parliamentary authority for all proceedings of the Chapter unless otherwise specified in this Constitution and Bylaws. Robert's Rules of Order may be suspended by two-thirds vote of those members present at a meeting of the Membership and/or the Board of Directors.

Section 11.2 PARLIAMENTARIAN

The President may appoint a Parliamentarian who shall serve at all General Assembly Meetings and, as required, at meetings of the Board of Directors. The Parliamentarian may serve as a member of the Legal Concerns and Constitutional Issues Committee.

ARTICLE 12 – CONSTITUTIONAL AMENDMENTS

Section 12.1 INITIATION

Proposals to amend this Constitution and Bylaws may be initiated by the Board of Directors, a standing or special committee, or any Active Professional Member. Proposals must be submitted in writing or electronic media to the Board of Directors.

Section 12.2 APPROVAL BY MEMBERSHIP

This Constitution may be amended by electronic voting and/or U.S. mail and affirmative vote of at least two-thirds of the eligible members voting. An independent firm shall be used to distribute, collect, and tabulate responses from the membership, and shall report the results to the Chapter Board of Directors.

Approved November 1995, Amended November 1999, Amended June 2006, Amended February 2017, EOA Approved May 5, 2017