



Wyoming Music Educators Association

501(c)(3)
Not-for-Profit

Public Compliance Policies

Sept 2020 Update

*Music Education in Wyoming:
Music for Learning, Music for Life*



All policies of the Wyoming Music Educators Association are under biennial review of the Executive Committee, with revision approval of the whole of the Executive Board.

Signed compliance statements of *Conflict of Interest*, *Anti-Trust*, and *Written Information Security* are collected from each officer at the first meeting of the fiscal year. These statements are maintained for the term of office and kept on file with the WMEA Secretary.

WMEA Board Policies	Approval	Current Revision
Anti-Trust	August 2, 2014	<i>September 8, 2018</i>
Code of Ethics, Duty of Care	September 13, 2008	<i>September 8, 2018</i>
Confidentiality/Conflict of Interest	September 13, 2008	<i>September 8, 2018</i>
Disclosure	September 13, 2008	<i>September 8, 2018</i>
Document Retention/Destruction	September 13, 2008	<i>September 8, 2018</i>
Email Use	September 18, 2019	<i>September 18, 2019</i>
Investments	September 13, 2008	<i>September 8, 2018</i>
Meeting Minutes and Archives	September 13, 2008	<i>September 8, 2018</i>
Whistle Blower	September 13, 2008	<i>September 8, 2018</i>
Written Information Security	August 2, 2014	<i>September 8, 2018</i>



Anti Trust Policy

Approved, August 2, 2014

Revised September 8, 2018

Statement

The Wyoming Music Educators Association (WMEA) is a not-for-profit organization. The association is not organized to and may not play any role in the competitive decisions of its members or their officers or appointees, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The association provides a forum for exchange of ideas in a variety of settings including its annual meeting, educational programs, committee meetings, and board meetings. The WMEA Executive Board recognizes the possibility that the association and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the WMEA Executive Board's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the WMEA Executive Board also recognizes the severity of the potential penalties that might be imposed on not only the association but its members as well, in the event that certain conduct is found to violate the antitrust laws. Should the board members or their appointees be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to three years as well as fines up to \$350,000 for individuals and up to \$10,000,000 for the association, plus attorney fees. Given the severity of such penalties, the WMEA Executive Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

Policy

In order to ensure the Wyoming Music Educators Association and its members, officers, and appointees comply with Antitrust Laws, the following principles will be observed:

- The association or any committee, section, region, or activity of the association shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore, discussions and exchanges of information about such topics will not be permitted at WMEA meetings or other activities.
- There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.

- There will be no discussions about allocating or dividing geographic or service markets for any single private or public interest.
- There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation, unless it is false, misleading, deceptive, or directly competitive with WMEA products or services.
- There will be no discussions about discouraging entry into or competition in any segment of a exhibit, sales or vending, associated with WMEA.
- There will be no discussions about whether the practices of any member, actual or potential competitor, or other person, are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the WMEA Policies and Procedures.
- Certain activities of the association and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies.
- Speakers at committees, educational meetings, or other business meetings of the association shall be informed that they must comply with the association's antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the association or its legal counsel.
- All meetings of the association will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.

During informal discussions at the site of any WMEA meeting, all participants are expected to observe the same standards of personal conduct as are required of the association in its compliance of the antitrust policy.

Any questions regarding the meaning or applicability of this policy, as well as any concerns regarding activities or discussions at WMEA Executive Board or WMEA General Assembly meetings, should be promptly brought to the attention of the President or Executive Director.

WMEA Executive Board Statement of Adherence to Anti-Trust Policy

I understand my responsibility as a member of the WMEA Executive Board, to comply in all respects with federal and state antitrust laws. If I become aware of a potential violation of this policy, I will immediately disclose all information to the WMEA President and/or Executive Director. I understand that, when in doubt, disclosure is recommended.

NAME (please print) _____

BOARD POSITION _____

TERM OF OFFICE _____

SIGNATURE _____ DATE _____

Signed and dated copies of the Anti-Trust Policy compliance statement for each member of the Executive Board remain on file with the WMEA Secretary during each term of office.

Code of Ethics, Duty of Care

Approved September 13, 2008

Revised September 8, 2018

Service on the Executive Board of the Wyoming Music Educators Association is an important honor and responsibility. The membership of the association relies on the board to act in its best interests, to be knowledgeable about and proactive on the issues facing music education, to study the questions before the board and to base decisions on reliable information, to be good stewards of the resources of the association, and to be honest and trustworthy in all actions.

To assure the trust and ethical expectations of the members of the Wyoming Music Educators Association, The Executive Board members of WMEA affirm the policy as stated herein.

Code of Ethics

In all matters, the Executive Board of the Wyoming Music Educators Association is committed to observing and promoting the highest standards of ethical conduct in the performance of their duties. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall abide by the following:

Accountability

- Faithfully abide by the articles of incorporation, Policies and Procedures, and policies of the association.
- Exercise reasonable care, good faith, and due diligence in governing and managing affairs of the association.

Professional Excellence - Integrity

- Maintain a professional level of courtesy, respect, and objectivity in all matters and activities.
- Strive to uphold those practices and assist other members of the board in upholding the highest standards of conduct.

Personal Gain – Self-Dealing

- Exercise the powers invested for the good of all members of the association rather than for personal benefit.

Equal Opportunity – Diversity

- Ensure the right of all members to access benefits and services without discrimination on the basis of culture, geography, religion, socio-economic status, or political affiliation.
- Ensure the right of all members to access benefits and services without discrimination on the basis of the association's volunteer make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation, or disability, in accordance with all applicable legal and regulatory requirements.

Collaboration and Cooperation

- Respect the diversity of opinions as expressed or acted upon by the association's board, committees, and membership, and formally register dissent as appropriate.
- Promote collaboration, cooperation, and partnership among association members.

Duty of Care

In all matters affecting the Wyoming Music Educators Association, Executive Board members pledge to abide by the following:

- Act in good faith and exercise best efforts in the performance of stated duties.
- Faithfully prepare for discussions and decisions that affect the association by reading information in advance and strive to be knowledgeable on issues of importance to the association.
- Be responsible for disseminating information to constituents.
- Make decisions based on factual data rather than unsubstantiated opinions.
- Make decisions based on what is in the best interest of all members of the association, rather than any one group, individual, or special interest.
- Be honest in doing the work of the association and in speaking on behalf of the association and its leadership in order to foster trust among association members and the public.
- Respect fellow board members and the members of the association, acknowledging differences of opinion, providing for open and respectful discussion, and making decisions only after listening to all points of view and all available data.
- Publicly support the majority decisions made by the Executive Board.
- Support and encourage participation in all association programs including endorsed programs.



Confidentiality, Conflict of Interest

Approved September 13, 2008

Revised September 8, 2018

Principles and practices of the Wyoming Music Educators Association provide guidance and direction for effective governance. Members of the Executive Board are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of the Wyoming Music Educators Association. Board members pledge to accept this code as a minimum guideline for ethical conduct.

Confidentiality

I will respect the confidentiality of sensitive information known to board service and used for the purposes of governance and management. I will not disclose, beyond its intended scope, any information that is marked, designated, or treated as confidential by the board, officers, or members and which I receive as an officer or appointee of the Wyoming Music Educators Association. This includes student transcripts as protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), which ensures privacy of educational records. I understand that my obligation to maintain confidentiality extends indefinitely beyond my term of office.

Conflict of Interest

I acknowledge that all Wyoming Music Educators Association information, programs, research, services, and methods of operation are developed by WMEA for all members, and as a board member I am obligated to pass on this information to my constituencies. Therefore I will not expropriate for myself, my business, or another organization, any information I receive as a result of my position on the board of the Wyoming Music Educators Association prior to disseminating this information to my constituents. I will not create any program that is in direct competition with a WMEA program including the Annual Conference, or any other programs that the association may develop in the future. I will openly declare any actual or perceived conflict of interest that may result from my taking part in discussion or decision making on an issue before the association while having business, professional, or personal interests that could bias my decisions. I further acknowledge that the WMEA Executive Board has the sole responsibility for determining whether my interests constitute a conflict and if so, what the remedy will be.

Any potential conflict of interest that could result in a direct or indirect financial or personal benefit to a board member must be disclosed in good faith or known to the Executive Board or Executive Committee authorizing a contract or other transaction. All questions as to whether a conflict of interest exists shall be resolved by a vote of the Executive Board in which the interested individual may not vote.



Board Policy

Disclosure Policy

Approved September 13, 2008

Revised September 8, 2018

The WMEA Information Disclosure Policy is intended to ensure that information concerning WMEA operational activities is made available to the public in the absence of a compelling reason for confidentiality. The principal element of the WMEA approach to information disclosure, public awareness, and transparency is the identification of a standard package of documents that track programs and operations of the Wyoming Music Educators Association. To the extent that much of this documentation is already available to the public as matter of practice, the following policy codifies such practice.

The following package of documents is available for public inspection at www.wyomea.org:

- Form 990
- Annual Financial Statements
- Executive Documents of the Association
- State of Wyoming Annual Report
- Code of Ethics, Confidentiality, Conflict of Interest Policy
- Disclosure Policy
- Document Retention and Destruction Policy
- Investment Policy
- Meeting Minutes and Archives Policy
- Whistleblower Policy
- WMEA Music Industry Directory

Records of interest to the association and provided for inspection (www.wyomea.org) by the membership but not made public are:

- WMEA Board Meeting Minutes
- WMEA Annual Budget

Records of interest to the association and provided for inspection by the membership but not made public (pass protected website) are:

- WMEA Membership Roster with Personal Contact Information



Document Retention and Destruction Policy

Approved September 13, 2008

Revised September 8, 2018

The WYOMING MUSIC EDUCATORS ASSOCIATION (WMEA) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements including W.S section 17-19-1601 (2007). Records and documents outlined in this policy include paper, electronic files (including emails), and voice mail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities. Email and electric correspondence shall be saved as a hard copy for permanent records.

Any board member of WMEA or any other person who is in possession of records belonging to WMEA who is uncertain as to what records to retain or destroy, when to do so, or how to destroy them, may seek assistance from association president or Executive Director.

In accordance with State and Federal laws, WMEA shall not knowingly destroy a document with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of any department, agency of the United States or in relation to or contemplation of such matter or case. If an official investigation is under way or even suspected, document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, WMEA has the following document retention policy:

PERMANENT RECORDS

- Organizational Documents (Articles of Incorporation, Bylaws and Policies ad Procedures, Tax Exempt Application, Letter of Determination)
- Minute Books and By-Laws
- Audit records and reports
- Capital investment records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.
- General cash and checking legers
- Chart of accounts
- Correspondence (legal and important matters only)
- Financial statements-end of year (other months optional)
- Form 990 and supporting documents
- Insurance records
- Contracts
- Journals
- Tax returns and worksheets, Revenue Agents' Reports and other documents relating to determination of income tax liability
- Trademark registrations

SIX TO SEVEN YEARS

- Accounts payable
- Accounts receivable ledgers and trial balances
- Bank Statements
- Expense Records
- Inventories of products, materials, and supplies
- Invoices from vendors
- Purchase orders
- Purchase Receipts
- Sales records
- Contracts for Services

TWO TO THREE YEARS

- General Correspondence
- Insurance policies that have expired
- Internal audit working papers
- Miscellaneous internal reports

ONE YEAR OR LESS

- Bank reconciliations (keep one year)
- Correspondence of unimportant nature with members, clinicians, or vendors
- Duplicate deposit slips
- Requisitions

WMEA record/document destruction shall comply with all applicable Wyoming and Federal laws and will follow the retention guidelines stated above. All non-required documents bearing the association name, account name or numbers, and/or any other private information of the association shall be shredded and bagged for refuse collection.

WMEA archival records and document locations:

President – Historical Board Manuals, State Conference Reports

Secretary – Minutes, By-Laws/Policies

Executive Director – Financial Records, Business Records, Conference Records



Email Use Policy

Approved, September 18, 2019

Overview

Electronic email is pervasively used in almost all industry verticals and is often the primary communication and awareness method within an organization. At the same time, misuse of email can post many legal, privacy, and security risks, thus it's important for users to understand the appropriate use of electronic communications.

Purpose

The purpose of this email policy is to ensure the proper use of Wyoming Music Educators Association (WMEA) email system and make users aware of what WMEA deems as acceptable and unacceptable use of its email system. This policy outlines the minimum requirements for use of email within the WMEA.

Scope

This *Email Use Policy* applies to all WMEA officers and chairs assigned (or given access to) an association email by position (e.g. officer@wyomea.org).

Policy

- 1) **Emails Are For Association Use Only** – Any personal use of the association email is strictly prohibited. Officers and Chairs are expected to follow the WMEA Confidentiality and Data Protection Guidelines. E-mail messages should be treated as formal business documents, written in accordance with the WMEA guidelines. E-mail creates a permanent and documented communication and must not be treated casually.

Emails sent through wyomea.org:

- a. May be used to communicate with Wyoming music educators, current or prospective members, and partners.
 - b. May be used to log in to purchased software that officer has legitimate access to.
 - c. May be used to give officer email address to people met at conferences or other association events for association business.
 - d. May be used to sign up for newsletters, platforms, and other online services that will help officers with their association performance or professional growth.
- 1) **Emails Are Association Property** – All association email is the property of WMEA. That is, any email that is sent, received, created, or stored through wyomea.org may be reviewed for cause by the Executive Committee or by demand of legal action.
 - 2) **Association Network and Security**
 - a. Be suspicious of unknown links or requests sent through email or text messages.
 - b. Avoid opening attachments and clicking on links when content is not adequately explained (e.g. "Watch this video, it's amazing.")
 - c. Be suspicious of click-bait titles.
 - d. Check email and names of unknown senders to ensure they are legitimate.

- e. Look for inconsistencies or style “red flags” (e.g. grammar mistakes, capital letters, excessive number of exclamation marks.)
- f. Do not respond to requests for personal or sensitive information via email, even if the request appears to be from a trusted source.
- g. Encrypt any proprietary or sensitive information sent via email.

3) What is NOT Allowed

Emails sent through wyomea.org:

- a. May not be of a personal nature, or deal with subjects other than directly related to WMEA.
- b. May not be used to harass or make threats, nor be offensive or disruptive in nature.
- c. May not include language or images related to race, gender, age, sexual orientation, pornography, religious or political beliefs, national origin, or disability.
- d. May not intentionally spam other people’s emails.

4) Receipt of Inappropriate Email

Report the receipt of any inappropriate email with prohibited content to the executive director. Restrict this to prohibited content as listed, not general spam emails.

5) Retaining Emails

All email messages (whether in electronic form or printed) with an ongoing legal, compliance, association, or project value (considered a “business record”) should be retained in accordance with the association’s policies and applicable retention schedules. Project related email, particularly critical project email, such as milestone progress or scope changes should be retained for the duration of the project and evaluation period. Retain emails of substance for the duration of your office. Assigning email to folders is at the discretion of the officer. Trash any conversational or inconsequential emails and/or email threads that do not create historical documentation on an ongoing basis.

6) Etiquette

Preferred protocols in communication:

- a. Subject – Create a clear, direct subject line for every email.
- b. Salutations – Use professional greetings and salutations.
- c. Signature line – Officers are encouraged to create an email signature that exudes professionalism and represents our association well.
- d. Signature Template:
 [Officer Name]
 [WMEA Title]
 Wyoming Music Educators Association
 www.wyomea.org
 [Phone Contact]
- e. Reply all – Limit replies to those who need to know the information being conveyed to respect others’ time and inbox capacity.
- f. Forwarding – In general, don’t forward emails without permission, or at least to review the content that will be forwarded to avoid sending sensitive information.
- g. Responding – Officers should respond to emails, both internally and externally, within a reasonable timeframe.

7) Consequences of Noncompliance

Officers who knowingly breach the email policy, including using an association email address to send confidential data without authorization, sending offensive or inappropriate emails to members, colleagues, or partners, or using association email for an illegal activity, will be subject to disciplinary action up to and including removal from office and immediate suspension of access to association information.

Procedure and Practice

1) Transfer to Incoming Officer

- a. Outgoing officers should share the email and Dropbox log-ins by April 1st.
- b. The email password will be changed immediately prior to the May board meeting.
- c. The new officer will be provided log-in credentials.
- d. On initial log-in, the new officer will be prompted to change their wyomea email password.

2) Personalization

- a. Officers are welcome to personalize their email with their:
 - i. Name
 - ii. Photo
 - iii. Phone number
- b. All officers should include the WMEA Admin email as the recovery email address:
 - i. wyomea@gmail.com

3) Dropbox

- a. Officer wyomea.org email is also the Dropbox access for the WMEA board materials.
- b. Dropbox log-in and password will be emailed to the officer's wyomea email address.
 - i. A consistent password will be used for all WMEA Dropbox access, and changed annually.
 - ii. Executive Director will determine and send out Dropbox password change immediately following the May board meeting.



Board Policy

Investment Policy

Approved September 13, 2008

Revised September 8, 2018

The purpose of the Wyoming Music Educators Association Investment Policy Statement is to prescribe a prudent and acceptable investment philosophy and define investment management procedures and long-term goals for the association. This is not a contract. This policy reflects current status and philosophy regarding the investment portfolio for the WMEA. These policies shall be reviewed and revised biennially to ensure that they adequately reflect any changes related to the WMEA portfolio or capital markets.

Overview

Wyoming Music Educators Association, a Nonprofit Corporation in the State of Wyoming
IRS 501 (c)(3) Not-for-profit designation

Authorized Investment/Financial Committee is the acting Executive Committee:

President, President-Elect, Past-President, Secondary Vice President, Secretary
(Executive Director is ex-officio, non-voting.)

Authorized Signers: Executive Director and President in rotation
(Begins with President Elect for 6-yr time of rotation.)

Purpose

The purpose of the WMEA is expressed in the mission statement, “to further the advancement of music education in Wyoming through public and private instruction, and encourage lifelong appreciation of and involvement in music.” The mission is dependent on promoting professional development, service, advancement of knowledge, and association leadership. It is the Executive Board’s duty to implement fiscal responsibility in support of the association mission.

Specific Objectives

WMEA shall have a goal of establishing and maintaining funds in a reserve account at an amount equal to two year’s operating budget.

- a. These amounts shall be considered as a “rainy day” fund for emergencies.
- b. The operating budget adopted each year should be balanced to avoid having to use reserves for normal annual operations.
- c. The reserve account shall be in the form of an interest-bearing certified deposit or money market account through the banks holding the principal checking account.

WMEA shall maintain additional accounts in an investment portfolio of assets above and beyond the reserve account with the goal of achieving a long-term return. The return shall be gained by investing funds in interest-bearing certified deposit or money market accounts at two or more banks.

The Executive Committee upon recommendation from the Executive Director shall determine the duration of investment maturity.

At the end of each budget year, the Executive Committee shall recommend the disposition of any extra revenues in the operations account.

Time Horizon:

For purposes of planning, the WMEA time horizon is in excess of TEN years.

Risk Tolerance

Given the relationship between risk and return, and funds available for investment, WMEA rates its risk factor as **LOW**. The WMEA recognizes that higher returns involve some volatility and is unwilling to tolerate declines in the value of the investment portfolio at this time.

Asset Allocation

The WMEA shall maintain a checking account with adequate monthly balance to cover budgeted expenses for the association to be maintained at **Bank of the West**, and carry a year-end balance of at least \$8,000.00 for the start of the next fiscal year.

The WMEA shall maintain a reserve in the form of certified deposits or money market accounts equal to one year's operating budget to be maintained at **Bank of the West**.

The WMEA shall maintain investment funds in the form of interest bearing certified deposits or money market accounts of varying amounts and duration to achieve the highest rate of interest at **ANB Bank** and **Bank of the West**.

The WMEA shall maintain a checking account at the **ANB Bank** under the name of WMEA Scholarship Fund.

The WMEA shall maintain a savings account at the **ANB Bank** under the name of WMEA Executive Director's Fund in the amount of two year's stipend, minimum.

Interest earned on the investment accounts shall be rolled-over to increase the reserves and not considered as available for operations. No guarantees can be given about future performance and this Investment Policy Statement shall not be construed as a guarantee of investment performance.

Duties and Responsibilities

ANB Bank and **Bank of the West** are expected to manage the WMEA funds in a manner consistent with the Investment Policy Statement and in accordance with State and Federal law.

The **WMEA Executive Board** shall be responsible for:

1. Overseeing the portfolio of assets.
2. Defining investment objectives and policies.
3. Directing the Executive Director to make changes in investment policy and to oversee recommendations with regard to policy, guidelines, objectives, and specific investments on a timely basis.
4. Reading and understanding the information contained in the financial reports and investments of the Portfolio.

Audit Committee

The Audit committee of *President Elect, Past President, one of the Vice Presidents as appointed by the President*, is responsible for reviewing the internal audit and audit report, as presented by the State Executive Director.

External Accountant

The Executive Director is responsible for an independent CPA's review of the statements and footnotes of the internal audit to ensure compliance with generally accepted accounting principles (GAAP) and to render an opinion on the fairness of the financial statements. The audit report issued by the CPA expresses an opinion about whether the financial statements present fairly the financial position, operating results, and cash flows in accordance with generally accepted accounting principles (GAAP). The accountant's review is prepared in conjunction with tax form preparation.

Review

The Executive Director performs inquiry and analytical procedures that provide the accountant with a reasonable basis for expressing limited assurance that there are no material modifications that should be made to the financial statements in order for them to be in conformity with generally accepted accounting principles (GAAP)

Compilation

A compilation of information is presented in the form of a financial statement of information that is the representation of account management without undertaking to express any assurance on the statements. It is a cursory review of the association's financial operations.

Current

On an ongoing basis, monthly and to-date statements of financial status are prepared by the Executive Director. Current statements included organizational and operations income and expense records, assets on account and total asset to-date.



Board Policy

Meeting Minutes and Archives

Approved September 13, 2008

Revised September 8, 2018

The Wyoming Music Educators Association Minutes shall be recorded at every meeting of the WMEA Executive Board and at all committing meetings. They shall reflect the actions taken at the meeting and serve to protect the association. The secretary shall also prepare an action log for permanent documentation of consent actions pursuant to W.S. section 17-19-821 (2007).

It is the policy of the WMEA that no person, other than an authorized officer of the Executive Committee, may audio or video-recording the meetings of the board without consent of the President. Any audio or video recording will be destroyed (erased) upon approval of the meeting minutes.

Minutes are a legal recording of the meeting. Minutes are not a recording of side conversations or a reminder document for leaders or board members. Minutes are to be approved at the next convened meeting of the board. As policy, the following guidelines are in place for the secretary or appointee responsible for recording the minutes.

Preparing to Take Minutes

Review previous minutes to identify the preferred format and depth of detail.

- If the secretary will not be present, determine before the meeting *an appointee* to be responsible for writing the minutes.
- Arrive in a timely matter to be set up and ready.
- Have adequate materials available to take complete notes.
- Sit where all conversation can be heard.
- Circulate a *sign-in sheet* to identify *all* attendees at the meeting, including guests.

Recording at the Meeting

The minutes shall encapsulate meeting discussions and actions taken.

Recording Practices:

- Record *who is in the room* (members, guests, etc.) As more people arrive, it should be noted either at the start of the minutes or throughout. Include the location of the meeting, including facility name, city and the date.
- Preferably, *do not tape record minutes*. However, if a recorder is used, or if a volunteer brings a recorder, it shall be noted in the minutes. Recordings shall be erased upon approval of the minutes at the next meeting.
- *Record motions exactly as they are stated*. If they are unclear, clarify *before* the vote is taken. *All motions must be recorded in the minutes, no matter their outcomes. The name of the person making the motion and second is not necessary to record.*
- Record the *outcome of every motion* – whether or not it was passed, amended, tabled, withdrawn, or failed by a vote or for lack of a second.
- Lengthy *discussions* should not be recorded in detail.
- *Self-serving remarks that protect the organization* should be included.

- Record *discussion points that benefit the organization*. Items that reflect positively on the organization and confirm the mission.
- *Note recesses or breaks*. Also the time of the final adjournment.
- Note the date and location for *the next meeting*.
- Identify the name of the *person recording the minutes* at the bottom of the last page.
- *Typos and errors* are not acceptable in minutes; correct all mistakes prior to adopting the official legal document to be kept permanently.

Meeting Practices:

Questions of Order shall be deferred to the Secretary or designee.

- Procedural Rules are used to maintain order at all meetings.
- All persons must be recognized by the President before speaking.
- Time limits may be established for certain subjects.
- Rules of Order for motions and procedures should be adhered to at all times.

After the Meeting – Distribution, Retention

For greater accuracy, transcribe notes into official minutes as soon as possible.

- Regardless of the acting note-taker, the *elected secretary* must review the draft *before distribution*. Include the word “draft” on each page of the minutes in the footer or as a watermark so as not to be confused with the final approved copy.
- The name of the elected secretary shall be identified at the bottom of the last page with a signature line included. The *secretary shall sign the minutes* and that original copy shall remain on file in the archives, permanently.
- *Distribute minutes within 30 days* of a meeting. Distribute by e-mailing as a digital attachment, save as a PDF file rather than a word processing file.
- Minutes are *distributed to the entire board or committee*, whether or not persons missed the meeting.
- *Retain original* in a “minutes folder” or secure archival file folder
- *Attachments are not recommended*. If the President wants ancillary information distributed, do so separately from the minutes (do not attach) so additional information is not added to the legal document.
- *Number the pages* and use a *footer or header* to identify the association’s name and meeting date on every page.
- Upon approval of the minutes, *discard any taped recordings* as well as the note taking sheets used to create the minutes.
- Add a *reference note on bottom of the last page* indicating to whom the minutes are being distributed and the date of distribution.
- Prepare an *executive-summary* of the minutes but keep it separate from the official minutes. The executive summary may include delegated work, deadlines, and commitments or any other relevant information for the Executive Committee.
- Distribute the executive summary, clearly labeled as such, to the Executive Committee.



Board Policy

Virtual Meeting Participation

Approved 5/1/2020

Expectations

- Minimize all potential distractions, such as rattling papers or background noise, which may hinder your effective communication.
- Whenever possible, mute your microphone except when actually speaking, and minimize any unnecessary noise in the vicinity of your microphone. Everyone hears any ambient noise in your space.
- Ensure confidentiality of virtual board meetings. Meetings should only be seen or heard by members of the WMEA Board and guests invited by the President.
- Participants of a virtual meeting who are not current Board members should be introduced as they join the meeting, even when that portion of the meeting has not been designated as confidential.
- All participants in a virtual meeting should identify themselves when speaking.

Details

Meeting via Zoom

- Participants will be in a "waiting room" prior to approval to join the meeting, so be patient.
- Once in, please use "Gallery View" which may be accessed in the upper right corner of your Zoom screen. You may be asked to switch to "speaker view" or observe a Shared Screen during a meeting.
- You may want a second device to view documents.
- Generally, keep yourself muted unless you are going to speak.
- Stay onscreen in live video unless your Internet connection poses a problem or you need to excuse yourself from the meeting, briefly.

Roll Call

- Attendance is taken by a call of the roll as conducted by the Secretary.
- Roll Call takes place immediately following the Call to Order by the President.
- Following Roll Call, the President will introduce any guests.
- The President will also introduce any guests who join the meeting at a latter point.

If you Wish to Speak

- Click on "Participants" at the center bottom of the screen.
- Click on "Raise Hand" button on the lower right of screen.
- Lower your hand by clicking the same button.
- On a mobile device it's a hand icon at the bottom left corner of the screen. The icon will turn blue.
- The President will call on you in the order you raise your hand.
- The President may determine specified time for questions.

Using Chat

- Open the chat window by clicking on “Chat.”
- Select “everyone” if you wish for your remark to be public to the group, or select an individual to whom you wish to converse.
- Links and other information will be posted via chat.

Make a Motion

- In order to make a motion, raise your hand to be recognized and speak.
- Say your name and then your motion. For example... “DB Cooper, here, I move that...”
- For the sake of clarity, state your full motion without the use of the “so moved” informality.
- If you are going to second, say your name and then that you second. For example... "This is Davy Jones, and I second the motion."
- And of course, remember to un-mute before you speak!

Votes

- Any item requiring a vote may take place through the "chat" by direct vote or voting link function.
- When a vote is prompted by direct vote, click in the chat - the host will enter the vote topic.
- You type in Yay or Nay, as you deem appropriate.
- Make certain your chat function is set to "everyone."
- An informal vote may take place using the “reactions” icons. If the President requests a “thumbs up approval,” use the thumb icon.
- If a private or complex vote is required, you will be redirected to Formsite with a link to the chat window. You will need your NAFME ID# for this type of vote.

Recording

- Meetings will be recorded and held until the draft minutes are created.
- The chat will also be saved for purposes of the vote record.



WMEA Whistle Blower Policy

Approved September 13, 2008

Revised September 8, 2018

The Wyoming Music Educators Association is committed to high standards of ethical, moral, and legal business conduct. In adherence to federal, state, and local laws and/or regulations, including business ethics policies, WMEA has voluntarily adopted a Whistleblower Protection Policy. Pursuant to this policy, any member who becomes aware of any violation of federal, state, or local law or regulation should immediately report the violation to the Past President to allow the organization to investigate and, if applicable, correct the situation or condition. This policy provides an avenue for members to raise concerns and protect members from reprisals or victimization for reporting. This whistleblower policy is intended to offer protections if a member raises concerns regarding association member activities, including but not restricted to:

- unlawful activity;
- activities that are not in line with association policy;
- incorrect financial reporting; or
- any other activities that constitute serious improper conduct.

Safeguards

Harassment or Victimization - Harassment or victimization will not be tolerated.

Confidentiality - Every effort will be made to apply appropriate regard for confidentiality as stated in the Confidentiality Policy.

Anonymous Allegations - This policy encourages members to put their names to allegations so that appropriate follow-up questions and investigation may take place. Such investigation may not be possible without the identified source of the information. Concerns expressed anonymously will be explored appropriately, but consideration will be given to:

- the seriousness of the issue raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

Bad Faith Allegations - Although the member is not expected to prove the truth of an allegation, the member should be able to demonstrate to the person contacted that the report is being made in good faith. If any member reports in good faith what the member believes to be a violation of the law and/or financial wrongdoing, it is the Association's policy that there will be no retaliation taken against the member. Allegations made in bad faith may result in disciplinary action.

Procedure: 1. Process for Raising a Concern

Reporting- The whistleblower procedure is intended for serious and sensitive issues. Such concerns, including those relating to unethical or illegal conduct may be reported directly to the association Executive Past-President. If the Executive Past-President is involved in or is believed to be involved in

the matter being reported, members may make a report to the Executive President-Elect. The Association will conduct an investigation and take appropriate action within a reasonable period of time and no more than 90 days. Such complaints will be held in confidence to the extent the needs of the investigation permit.

Timing - The earlier a concern is expressed, the easier it is to take action.

Procedure: 2. How the Report of Concern Shall be Handled

The action taken by association in response to a report of concern under this policy will depend on the nature of the concern. The Executive Committee shall receive information on each report of concern and follow-up information on actions taken.

Initial Inquiries - Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved without the need for investigation.

Further Information -The amount of contact between the complainant and the person or persons investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from or provided to the person reporting the concern.

Members with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the Executive Past-President.



Board Policy

WMEA Written Information Security Policy

Approved, August 2, 2014

Revised September 8, 2018

PURPOSE

The purpose of the Wyoming Music Educators Association written information security policy (WISP) is to create effective administrative, technical, and physical safeguards for the protection of personal information of members and constituents.

For purposes of this WISP, “personal information” is defined as:

- First name and last name or first initial and last name in combination with any one or more of the following data elements that relate to such individual:
 - Social Security number.
 - Driver's license number or state-issued identification card number.
 - Financial account number.
 - Credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a financial account.
- Personal information shall not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.

The Association shall maintain security on member and other constituent information based on:

- Requirements of state and federal statutes.
- Contractual obligations to members and other constituents.
- Protecting the reputation of the association among members and constituents.

POLICY STATEMENT

It is the policy of the Wyoming Music Educators Association to maintain security over member and constituent information, especially but not limited to information known as “Personal Identity Information” (PII). This policy is binding on all segments of the association, including WMEA and regional district affiliates.

1. The Association will maintain two levels of security on basic member and constituent information.
 - a. The membership database will be open to qualified association officers.
 - b. The information may be used internally for association business.
 - c. The information may be disseminated if it meets the following criteria:
 1. Members who “opt out” are not included in any lists.

2. Only name, phone, email, and postal address may be shared.
3. The nature, scope, duration, and frequency of use are limited.
4. Lists are never shared or sold to outside entities.
- d. Breaches of this class of information will be handled by the Executive Director.
2. Information under the category of PII will be maintained separately with strictly controlled access.
 - a. This information will be handled according to the law, and not shared with outside entities.
 - b. Breaches of this class of information shall be handled by the Past President and reported as required by law.

DATA SECURITY COORDINATOR

The Wyoming Music Educators Association has designated the *Past President* to implement, supervise, and maintain the WISP. This designated officer (Data Security Coordinator) is responsible for the following implementation and training of the WISP.

- Evaluating the effectiveness of the WISP and the ability to implement and maintain appropriate security measures.
- Conducting an annual training session on the elements of the WISP for all board members who have access to personal information. *All attendees at such training sessions are required to certify their attendance at the training and their familiarity with our requirements for ensuring the protection of personal information.*

INTERNAL RISK MITIGATION

To guard against internal risks to the security, confidentiality, and/or integrity of any electronic, paper, or other records containing personal information, and evaluating and improving, where necessary, the effectiveness of the current safeguards for limiting such risks, the following measures are mandatory and are effective immediately:

- Access to records containing personal information shall be limited to those board members whose duties, relevant to their job description, have a legitimate need to access said records, and only for this legitimate association-related purpose.
- Written and electronic records containing personal information shall be securely destroyed or deleted at the earliest opportunity consistent with association needs or legal retention requirements.
- A copy of the WISP will be distributed to each current board member and to each new board member on the beginning date they take office. Every officer shall have the responsibility for acknowledging in writing, by signing the attached sheet, that he/she has received a copy of the WISP and will abide by its provisions.
- Exiting officers, by end of term or resignation, must return all records containing personal data, in any form, in their possession at the time of exit. This includes all data stored on any portable device, and on any device owned directly by the exiting officer.
- The Data Security Coordinator or his/her designee shall ensure that access to personal information is restricted to approved and active user accounts.

EXTERNAL RISK MITIGATION

- Firewall protection, operating system security patches, system security software including, anti-virus, anti-malware, and Internet security and all software products shall be reasonably

- up-to-date and installed on any computer that stores or processes personal information.
- Personal information shall not be removed from the association premises in electronic or written form, absent legitimate off-site business needs and use of reasonable security measures, as described in this policy.

DAILY OPERATIONAL PROTOCOL

Recordkeeping: WMEA will only collect personal information of members and constituents that is necessary to accomplish our legitimate association business transactions or to comply with any and all federal and state and local laws.

Permanent Records: WMEA does not maintain personal, financial information in any form of permanent storage.

- Records containing personal information shall be assigned to an appropriate secured storage location, in the residence or office of the supervising officer, while in use.
- Financial information shall be used for a specific transaction and then redacted, expunged or otherwise eliminated in a manner consistent with the WISP.

Disposal of personal information:

- Paper documents containing personal information shall be either redacted or shredded as to ensure personal data cannot practicably be read or reconstructed.
- Electronic media and other non-paper media containing personal information shall be erased as to ensure personal information cannot practicably be read.

Authorized Users: Access to electronically stored records containing personal information shall be limited to those officers having a personal and unique login to access said records.

Electronic Storage: Electronic records containing personal information shall be stored or transported on electronic devices that are password protected. Personal information may only be transmitted electronically through encrypted data. The only exception shall be where there is no reasonable risk of unauthorized access or it is technologically not feasible to encrypt data.

Third Party Service Provider: Any service provider or individual that receives, stores, maintains, processes, or otherwise accesses any file containing personal information must meet the accepted privacy standards for business practice.

Breach of Data Security

Board members are encouraged and invited to advise the Data Security Coordinator of any activities or operations that appear to pose risks to the security of personal information. If the Immediate Past President is involved with these risks, board members are encouraged and invited to advise the WMEA President.

WMEA Executive Board Written Information Security Policy

I understand my responsibility as a member of the WMEA Executive Board to comply in all respects with WMEA Written Information Security Policy. If I become aware of a potential violation of this policy, I will immediately disclose all information to the WMEA President and/or Executive Director. I understand that when in doubt, disclosure is recommended.

NAME (please print) _____

BOARD POSITION _____

TERM OF OFFICE _____

SIGNATURE _____ DATE _____

Signed and dated copies of the Written Information Security Policy compliance statement for each member of the Executive Board remain on file with the WMEA Secretary during each term of office.

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WMEA Written Information Security Policy, Training Certification

Training conducted by the Past-President for:

President, Executive Director, President-Elect, Membership Chair

I understand my responsibility as a member of the WMEA Executive Board with access to personal information. I certify that I have received training on the elements of the WISP, and I am familiar with all requirements for ensuring the protection of WMEA personal information.

NAME (please print) _____

BOARD POSITION _____

TERM OF OFFICE _____

DATE OF TRAINING _____

SIGNATURE _____ DATE _____

Signed and dated copies of the Written Information Security Policy compliance statement for each member of the Executive Board remain on file with the WMEA Secretary during each term of office.