



Wyoming Music Educators Association

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

Articles of Incorporation By-Laws

Jan 2020 Revision

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



Organizing and Governing the Association

Wyoming Music Educators Association

Articles of Incorporation

(7th revision – 1/21/2020)

ARTICLE I: NAME

- 1.0 The name of the Organization shall be the WYOMING MUSIC EDUCATORS ASSOCIATION. The organization's registered office is 1740 Dell Range Blvd, Suite H-146, Cheyenne, WY 82009.

ARTICLE II: PURPOSE

- 1.0 It shall be the purpose of this organization to promote music education in Wyoming schools as an integral part of the general and special education of children and youth, and to continually strive to raise the music standards in every Wyoming community.
- 1.0 This association is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. All funds, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes.
- 2.0 The Wyoming Music Educators Association (WMEA) shall serve as the official state affiliate of the National Association for Music Education (NAfME).

ARTICLE III: LIMITATIONS

- 1.0 No part of the net earnings of the association shall inure to any member of the association, except as reasonable compensation for services actually rendered to the association, or allowed by the association as deemed reasonable for authorized expenditures incurred on behalf of the association in accordance with the Policies and Procedures.
- 3.0 The association shall not carry on any activities not permitted by organizations exempt from federal income tax under 501(c)(3) of the Internal Revenue Code.
- 4.0 The association shall not lend any of its assets to any officer or director of the association, or guarantee to any person the payment of a loan by an officer or director of this organization.

ARTICLE IV: MEMBERSHIP

- 1.0 The association shall have a voting membership. Any supervisor, teacher or director of any general music class, band, orchestra, or vocal group connected with any public or private school/studio, industrial school, university, college, or conservatory shall be eligible for membership in this organization, whether active or retired.
 - 1.1 Any person with an interest in Music Education shall be eligible for a non-voting associate membership.

ARTICLE V: DIRECTORS

- 1.0 There shall be an Executive Board consisting of State Elected Officers, the President from each District, Appointed Officers, and an Executive Director.
 - 1.1 The association's state elected officers shall be: President, President Elect, Past President, Secretary, Band Vice President, Choir Vice President, Orchestra Vice President, Elementary Vice President, Secondary Vice President, and In-Ovations Vice President.
 - 1.2 The association's appointed officers shall be: WMEA *Windsong* Editor, Chairs of Advocacy, Collegiate Membership, Marching Band, Membership, Music in Our Schools Month (MIOSM), Music Industry, Research, Retired Membership, Society for Music Teacher Education, Technology, and Wyoming Jazz Educators.
 - 1.3 The association's designated operations officer shall be the appointed position of Executive Director.
- 2.0 Each District shall elect a President for a two-year term of office and other officers deemed necessary to conduct district business.
 - 2.1 The Districts having representation on the Executive Board are: Northeast District, North Platte District, Southeast District, Southwest District, North Big Horn Basin District, and South Big Horn Basin District.
- 3.0 The WMEA President shall not vote except to break a tie.
- 4.0 The Executive Board and the Appointed Officers shall each have one vote.
- 5.0 The Executive Director shall serve in a non-voting capacity.
- 6.0 All vacancies and other appointments shall be filled by the President, subject to the approval of the Executive Committee, with the exception of the Executive Director.
- 7.0 Officers and Board members shall serve for two years from the May Board Meeting of the year they are elected or appointed, with the exception of the Executive Director.

- 7.1 Officers shall be elected in the following order: Even numbered years: President Elect, Secondary Vice President, Band Vice President, In-Ovations Vice President. Odd numbered years: Secretary, Choir Vice President, Orchestra Vice President, Elementary Vice President.
- 7.2 The Executive Director shall be appointed by the Executive Committee through application and interview, to serve an ongoing term contingent upon an annual review and evaluation.
- 8.0 Any position on the Executive Board shall be declared vacant when the member leaves the state.
- 9.0 The WMEA Board may remove any Elected Officer, for cause, by two-thirds (2/3) vote of all Directors then in office, at any regular or special meeting of the Board.
- 9.1 A statement of the reason or reasons shall have been mailed by Registered Mail to the Officer proposed for removal at least thirty (30) days before any final action is taken by the WMEA Board.
- 9.2 This statement shall be accompanied by a notice of the time when, and the place where, the WMEA Board is to take action on the removal.
- 9.3 The Officer shall be given an opportunity to be heard and the matter considered by the Board at the time and place mentioned in the notice.
- 9.4 District officers may be removed only by the members their own district.

ARTICLE VI: DEBT OBLIGATION

- 1.0 No member, officer, or director of this association shall be personally liable for the debts or obligations of this association, nor shall any property of the members, officers or directors be subject to the payment of the debts or obligations of this association.

ARTICLE VII: MEETINGS

- 1.0 The Executive Board shall hold at least three regular meetings each year at the call of the President. There shall be at least one General Assembly business meeting each year, normally during the WMEA State In-Service Conference.
- 2.0 The management and affairs of the organization shall be at all times under the direction of the Executive Board, whose operations of governing shall be defined by the association's Articles of Incorporation, Bylaws, and Policies and Procedures.

ARTICLE VIII: DUES

- 1.0 Annual dues shall be paid by each member of the association. Only members who are in good standing with WMEA shall be permitted to vote on association matters or to hold office in the organization.

- 2.0 The amount of state dues may be changed by a majority vote at any open meeting of the General Assembly or by ballot if deemed necessary by the Executive Board. An apportioned amount of each member's dues shall be retained by the office of NAFME (National Association for Music Education), making each an active member of the Northwest Division of NAFME as well as an active member of NAFME itself.
- 3.0 Associate membership dues shall be the same as state membership dues. Music dealers who advertise in the *Windsong* automatically become Associate members. This is a non-voting membership, which entitles said members to receive all publications of the organization.

ARTICLE IX: AMENDMENT PROCEDURES

- 1.0 No item of the Articles of Incorporation may be changed except at a regular open meeting of the Association or by ballot of the membership if considered necessary by the Executive Board.
- 2.0 Amendments to the Articles of Incorporation shall be brought before the WMEA General Assembly after presentation in open meeting of the WMEA Executive Board at three separate meetings. The President or Secretary shall announce at each reading whether it is the first, second, or third reading.
- 3.0 A majority of the ballots cast is required to amend the Articles of Incorporation.

ARTICLE X: VOTING PROCEDURES

- 1.0 The Past President shall put forward officer nominations for voting consideration of the membership. At the State Conference General Assembly meeting, the Past President shall present two candidates, whenever possible, for each state office, except the office of President. Nominations may also be taken from the floor at the General Assembly.
- 2.0 A ballot of all members in good standing shall be conducted by the Executive Director, or by a representative appointed by the President, by March 1st. The newly elected officers shall take office at the May Executive Board meeting of that year.
- 3.0 Any state officer, with the exception of President and President Elect, may be reelected by submitting his or her name to the Past President and by receiving a majority of the ballots cast.

ARTICLE XI: PUBLICATIONS

- 1.0 The official publication of the Wyoming Music Educators Association shall be the WMEA journal, the *Windsong*.
- 2.0 The official website of the Wyoming Music Educators Association shall be the www.wyomea.org.

ARTICLE XII: DISSOLUTION

- 0.0 Upon dissolution of the Wyoming Music Educators Association, all remaining assets shall be distributed to the WMEA Music Scholarship Fund to be administered by the Trustee Department of the bank holding this scholarship fund.

WYOMING MUSIC EDUCATORS ASSOCIATION
BY-LAWS
(14th revision – 1/21/2020)

SECTION 1 – MEMBERSHIP AND DUES

- 1.0 Active Membership – Any person eligible for membership in NAFME may become a member of the Association upon payment of the annual dues. Active members whose dues are fully paid shall have the privilege of voting. State dues of \$21.00 may not be changed without consent of the WMEA State General Assembly.
- 2.0 Retired Membership – Retired membership is open to any person who has retired from teaching upon payment of the annual dues. Annual dues shall be set at one-half of national Active Membership dues. No state dues are required. Retired members are entitled to full active status.
- 3.0 Collegiate Membership – Any regularly enrolled college student may become a collegiate member of a C-NAfME chapter in Wyoming upon payment of the annual dues as determined by NAFME. Collegiate members are entitled to full active status with the exception of voting or holding elected office.
- 4.0 Introductory Membership – A one-year introductory membership shall be open to graduating collegiate chapter members who are entering their first year of music teaching and qualify for NAME introductory membership. Introductory dues are one half of regular annual dues.
- 5.0 Associate Membership – Any firm, institution, or school desiring to contribute to the support of WMEA may become an associate member upon payment of the annual dues as determined by the Executive Board.

SECTION 2 – MEETINGS

- 1.0 Regular meetings of the Executive Board of WMEA shall be called by order of the President, a minimum of three times per year.
 - 1.1 September Board meeting, the second Saturday in September.
 - 1.2 State Conference Board Meeting.
 - 1.3 May Board Meeting, the second Saturday in May.
- 2.0 At least one General Assembly meeting of the membership shall take place during the annual State Conference.
- 3.0 Additional Executive Board meetings and committee meetings may be called at the discretion of the President.
- 4.0 For the purpose of records, the secretary or a representative appointed by the President, is an ex officio member of all standing and ad hoc committees.
- 5.0 All District Presidents shall hold two meetings each year.

SECTION 3 – GOVERNANCE

- 1.0 Governance of the association shall be vested in the EXECUTIVE BOARD, consisting of Executive Officers, Appointed Chairs, and an Executive Director. The executive authority for the affairs of the Association shall be vested in the President in consultation with the Executive Board. All members of the Executive Board must be Active or Retired members of WMEA.

- 2.0 Officers are elected by the general membership for two-year terms.
 - 2.1 PRESIDENT – Oversees all activities of the association.
 - 2.2 PRESIDENT ELECT – Assistant to the President.
 - 2.3 PAST PRESIDENT – Advisory to the President.
 - 2.4 SECRETARY – Records: prepare and archive all meeting minutes.
 - 2.5 BAND, CHOIR, AND ORCHESTRA VICE-PRESIDENTS – Select, manage and coordinate all things having to do with the All-State performing groups.
 - 2.6 ELEMENTARY, SECONDARY and IN-OVATIONS VICE PRESIDENTS – Select, plan and schedule clinic sessions and clinics for the All-State Conference.
 - 2.7 DISTRICT PRESIDENTS – Coordinate and oversee all District level music events.
- 3.0 The WMEA Executive Committee shall select the Executive Director for appointment to the Board.
 - 3.1 EXECUTIVE DIRECTOR
 - 3.1.1 Oversees the budget, income and expenses, and invested funds.
 - 3.1.2 Oversees policies and procedures, contracts, forms, and the website.
 - 3.1.3 Serves as the Executive Officer for the association.
 - 3.2 Following the internal audit, the Executive Committee shall conduct an annual evaluation and review of the Executive Director.
 - 3.3 Based on material presented by the Executive Committee, the Executive Board shall take a vote of retention or removal at the September board meeting.
 - 3.4 The Executive Director’s term shall be concluded by voluntary resignation or by recommendation of the Executive Committee.
- 4.0 The WMEA President shall select the Appointed Officers for two-year terms. All appointments may be extended at the discretion of the President.
 - 4.1 ADVOCACY CHAIR – information and liaison with NAFME.
 - 4.2 COLLEGIATE MEMBERSHIP CHAIR – promote college student involvement.
 - 4.3 MARCHING BAND CHAIR – all aspects of the event.
 - 4.4 MIOSM CHAIR – all aspects of the event.
 - 4.5 MEMBERSHIP CHAIR – all aspects of regular membership.
 - 4.6 MUSIC INDUSTRY CHAIR – liaison with retail industry in Wyoming.
 - 4.7 RESEARCH CHAIR – share innovations and developments in research.
 - 4.8 RETIRED MEMBER CHAIR – 25-year and retirement acknowledgments.
 - 4.9 TEACHER EDUCATION CHAIR – liaison between WMEA and UW.
 - 4.10 TECHNOLOGY CHAIR – shares innovations and developments in technology.
 - 4.11 WYOMING JAZZ EDUCATORS CHAIR – liaison to the board.
 - 4.12 WINDSONG EDITOR – creates, edits, and produces the association journal.
- 5.0 EXECUTIVE COMMITTEE – consisting of the President, President-Elect, Past President, Secretary, and Secondary Vice President. Serves as the finance committee, monitors and implements policy and procedure, and recommends updates to the Policies and Procedures. The Executive Director serves as a non-voting ex-officio member of the Executive Committee.
- 6.0 AUDIT COMMITTEE – consisting of President-Elect, Past-President, and either Elementary or IN-Ovations Vice President, as appointed by the President. Reviews the in-house audit prepared by the Executive Director, prior to the September board meeting. The audit is conducted by the Executive Director and presided by the Past President.
- 7.0 All officers may serve consecutive terms except President and President Elect.

SECTION 4 – OPERATIONS AND BUDGET

- 1.0 The Wyoming Music Educators Association shall maintain an operating budget to meet the financial obligations of the State Conference and costs associated with the normal operation of business of the association.
- 2.0 The WMEA shall create income through dues, advertising, conference registration fees, grants, gifts, and donations.
 - 2.1 Dues shall be reviewed annually at the state conference board meeting.
 - 2.2 The State Executive Director shall report changes in dues to the national NAFME office by March 15.
 - 2.3 Dues shall be assessed as follows:

Active	national - \$100	state - \$21	total - \$121
Retired	national - \$50.00	state - \$0	total - \$50.00
Introductory	national - \$50.00	state - \$10.50	total - \$60.50
Collegiate	national - \$30	state - \$0	total - \$30
- 3.0 The WMEA Executive Board shall vote on approval of the proposed budget for the following year at the May board meeting, having been revised and/or approved by the Executive Committee as presented by the Executive Director.
- 4.0 The WMEA shall develop and maintain reserve funds in interest bearing accounts and operational funds in checking accounts, held at banks approved by the Executive Committee and in compliance with the WMEA Investment Policy.
- 5.0 Real expenses related to the operation of the association shall be reimbursed to members of the Executive Board. Reimbursement shall only be made with original receipts and signed reimbursement forms. Reimbursable items include but are not limited to:
 - 5.1 Postage and mailing costs.
 - 5.2 Duplication of materials, including conference registration.
 - 5.3 Stationary and/or specialty paper.
 - 5.4 Phone and Fax.
 - 5.5 Refreshments at meetings.
 - 5.6 Memorial flowers or gifts.
 - 5.7 Organization awards.
 - 5.8 Office supplies directly related to the business of WMEA.
- 6.0 The WMEA shall reimburse costs related to officer travel if the budget allows for such expenditure.
 - 6.1 Officer travel required to attend regional and national meetings shall be reimbursed.
 - 6.2 Officers must submit accurate and complete records of travel, actual receipts and a signed reimbursement form.
 - 6.3 President Travel to the Northwest Conference and all Northwest Division and National meetings as recommended and/or required by the office.
 - 6.3.1 WMEA shall reimburse all expenses not covered by NAFME, including airfare or mileage, hotel, meals (as per the GSA allowance) and any other costs (i.e. subway, taxi, bus) required to complete officer obligations.
 - 6.3.2 WMEA shall reimburse all conference expenses not covered by the President's school district, including airfare or mileage, hotel, meals (as per the GSA allowance) and any other transportation costs (i.e. subway, taxi, bus) required to attend the conference.
 - 6.4 President-Elect travel to all Northwest Division and National Assembly meeting during tenure.

- 6.4.1 WMEA shall reimburse all expenses not covered by NAFME, including airfare or mileage, hotel, meals not to exceed limit as per the GSA allowance, and any other transportation costs (i.e. subway, taxi, bus) required to complete officer obligations.
- 6.5 Executive Director travel to all WMEA meetings, the WMEA conference, NW Division, and annual Council of State Executive's meetings and National Assembly.
 - 6.5.1 WMEA shall reimburse all expenses not covered by NAFME, including airfare or mileage, hotel, meals not to exceed limit as per the GSA allowance, and any other transportation costs (i.e. subway, taxi, bus) required to complete officer obligations.
- 6.6 Other Officer travel shall be reimbursed by approval of the Executive Board and within the budget allowance.
- 7.0 The Executive Board shall reserve the right to authorize purchases or reimbursements as deemed appropriate and reasonable in the course of doing business as the *Wyoming Music Educators Association* and within the limit of the funds on account.
- 8.0 State Conference expenses shall be limited by the approved budget for the fiscal year.
 - 8.1 The Executive Director shall oversee the income and expenses of the State Conference.
 - 8.2 Conference fees shall be commensurate with the needs of the conference and the association to procure competent clinicians. Pre-registration and onsite registration fees shall be assessed as follows:
 - 8.2.1 Active Member fee – \$65/\$85
 - 8.2.2 Retired Member fee – waived
 - 8.2.3 Nonmember Guest fee – \$65/\$85, to be restricted to:
 - 8.2.3.1 Non-member spouse
 - 8.2.3.2 Non-member bus driver
 - 8.2.3.3 Non-member All-State chaperone
 - 8.2.4 Collegiate Member fee – \$30/\$50
 - 8.2.5 Collegiate Non-member fee - \$50/\$70
 - 8.2.6 Non-member fee – \$205/\$225
 - 8.2.7 First Year Teachers fee – waived
 - 8.2.8 Banquet Fee - \$35.00
 - 8.2.9 Elementary Luncheon Fee - \$15.00
 - 8.3 Each Vice-President in charge of contracting clinicians for the State Conference sessions shall operate within the adopted budget finances.
 - 8.3.1 The Executive Committee shall recommend to the Executive Board the division of monies between Elementary, Secondary, and In-Ovations Vice-Presidents for the hiring of Conference Clinicians.
 - 8.3.2 The clinician budget shall include clinician fees and all related expenses.
 - 8.3.3 The honorarium clinician fees shall be \$200 per session, with a recommendation of four sessions, not to exceed five sessions.
 - 8.3.4 Fee or compensation considerations beyond the recommended amounts, but within the limits of the approved budget, are subject to approval by the Executive Board.

- 8.4 A Vendor Fee shall be assessed to all exhibitors for the State Conference. Exhibitors may purchase spaces in accordance with their needs and the room limitations of the exhibit area.
 - 8.4.1 A “space” is determined to be an area, 8 ft. deep x 10 ft. wide
 - 8.4.1.1 One space - \$80
 - 8.4.1.2 Two spaces - \$150
 - 8.4.1.3 Each additional space - +\$50
 - 8.4.2 Each space includes one long table and two chairs.
 - 8.4.3 Electricity will be made available upon request.
 - 8.4.4 Vendor fees are nonrefundable, except under emergency or catastrophic circumstances, upon which the Executive Board may elect to refund.
- 9.0 WMEA shall provide complementary banquet tickets to award winners, guest honorarium clinicians, honor group directors, WHSAA dignitaries, school district superintendents and spouses, site building principal and spouse, and activities director and spouse.
 - 9.1 Invitations to the local dignitaries are to be extended by the host site chair.
 - 9.2 Invitations to the award winners, and the WHSAA Commissioner and Secretary are to be extended by the WMEA President.
 - 9.3 Invitations to the honorarium clinicians and honor group directors are to be extended by the Executive Director
- 10.0 WMEA shall support and maintain a scholarship fund.
 - 10.1 A scholarship shall be awarded to a pre-service teacher in the name of the *Kuhn-Parsons Memorial Scholarship*.
 - 10.2 The scholarship shall be awarded annually, when qualified applicants are presented.
 - 10.3 The scholarship shall be funded in the amount of \$1,000.
 - 10.4 WMEA shall make regular public announcements in the journal and other statewide public forums to solicit donations for the scholarship fund.
- 11.0 WMEA shall award professional development grants.
 - 11.1 Two grants shall be awarded annually, when qualified applicants are presented, one in the May and one in the September.
 - 11.2 Each grant shall be funded in the amount of up to \$500.
 - 11.3 Grants are contingent upon available funds as determined by the Executive Committee.
- 12.0 WMEA shall pay and/or reimburse costs related to the collegiate representative to the Collegiate Advocacy Summit.
 - 12.1 The Executive Director shall solicit applications from the collegiate membership.
 - 12.2 The successful applicant, selected by the President and President-Elect, shall be fully funded to attend the summit.
 - 12.3 A collegiate representative is contingent upon funds as determined by the Executive Committee.
- 13.0 The WMEA *Windsong* shall generate funds through advertising.
 - 13.1 Advertising opportunities shall be available to any interested business or institution whose focus of operation is in keeping with the WMEA mission.
 - 13.2 Advertisers may purchase the following in the *Windsong*:
 - one-quarter page - \$50
 - one-half page - \$70
 - full-page - \$90
 - 13.3 Advertisers may purchase a stamp advertisement on the website homepage:
 - \$50/ three months – limited to three advertisers per month

- 14.0 The WMEA shall oversee and manage all aspects of the audition procedures, materials, fees, and structure of the All-State Band, Choir, and Orchestra performing groups.

SECTION 5 -- ORDER OF BUSINESS

- 1.0 All meetings convened by the Executive Board shall use the current Revised Roberts Rules of Order.
- 2.0 The President shall preside over all matters of business, discussion, and action. If the President is unable to complete his/her duties, the Past President shall preside.
- 3.0 The Secretary shall be the “officer of the day” to apply Rules of Order or settle disputes regarding procedure.
- 4.0 The meeting shall be conducted as follows:
 - 4.1 Roll Call – may be read aloud or collected in sign-in format.
 - 4.2 Minutes of the preceding meeting – must be provided in written format, may be read aloud at President’s discretion.
 - 4.3 Executive Director’s Report – including treasurer’s report, which must be read aloud and provided in written format.
 - 4.4 Reports of Vice-Presidents – must be provided in written format.
 - 4.5 Reports of District Presidents – must be provided in written format.
 - 4.6 Reports of Appointed Chairs – must be provided in written format.
 - 4.7 Old and Unfinished Business.
 - 4.8 New Business.
 - 4.9 Items for the good of the order.
 - 4.10 Meeting Dates.
 - 4.11 Adjournment.
- 5.0 WMEA shall not create “consent agenda” items.

SECTION 6 – VOTING

- 1.0 A quorum (51%) of the sitting board membership is required to act upon matters of policy.
 - 0.1 In all matters requiring a vote, members holding more than one position on the board may only execute one vote.
 - 0.2 No board member may hold more than one elected or two appointed positions in any single term of office.
 - 0.3 Number of person’s holding office is the total for quorum calculation.
 - 0.3.1 Only filled positions are considered members of the board when determining quorum.
 - 0.3.2 Members holding two board-appointed positions are counted as one attending member when confirming quorum attendance prior to policy actions.
- 2.0 Action on procedural matters may be decided upon by majority vote of attending board members.
- 3.0 The President does not vote except in the case of a tie.
- 4.0 The WMEA board does not allow proxy voting.
 - 4.1 If an appointed chair or district president is unable to attend a board meeting, a qualified attendee may be granted general allowance to attend the meeting for information purposes only.

SECTION 7 – POLICY AND PRACTICE

- 1.0 WMEA shall maintain a *Policy Action Log* of all proceedings by vote, transpired through board activity.
 - 1.1 The record will reflect:
 - 1.1.1 Date of the action.
 - 1.1.2 Motion presented.
 - 1.1.3 Action Taken.
 - 1.1.4 Class of Action.
 - 1.2 The Secretary will maintain said log, and provide updates to the board following each meeting.
 - 1.3 The Secretary will provide an updated log for inclusion in the Board Manual.
- 2.0 The WMEA Executive Board shall operate within the constraints of adopted policies set forth by the board and defining the operations of the association. These policies include but are not limited to: Code of Ethics, Confidentiality, Disclosure, Document Retention, Archives, Whistle Blower, Anti-Trust, and Written Information Security.
- 3.0 The WMEA Executive Board shall operate within the constraints of current and approved contracts, forms, and guidelines as set forth by the board and defining the practices of the association. These documents include but are not limited to: the Executive Board Manual, Contracts, Officer Forms, and Operations Manuals of State Host Site, Conference Vice Presidents, and All-State Vice Presidents.

SECTION 8 – CALENDAR

- 1.0 The fiscal year of the Wyoming Music Educators Association shall begin July 1.
- 2.0 The President and other elected officers, District Presidents, and Appointed Chairs shall assume their responsibilities during the May meeting of WMEA.
 - 2.1 New board members shall attend a 30-minute orientation prior to the May board meeting.
 - 2.2 Outgoing board members shall assist and tutor incoming board members on position description and responsibilities prior to the May meeting.
- 3.0 WMEA shall be in compliance with the WHSAA approved calendar dates for all music related activities and events.
- 4.0 WMEA shall maintain a public calendar of all activities and events provided by the WMEA President and maintained in the board manual and on the website.
- 5.0 WMEA Officers shall abide by all required documentation, procedures, postmarks and entry deadlines, and any and all specific parameters outlined in the Duties of Executive Board Officers and Chairs.

SECTION 9 – COMPENSATION

- 1.0 The Executive Board, in compliance with the Federal tax regulations for 501(c) (3) organizations, shall approve all compensations or stipends to officers or appointees.
- 2.0 A stipend shall be awarded as compensation of duties to the following:
 - 2.1 Journal Editor in the amount of \$3,000 paid in three installments of \$1,000 per issue. Paid after each issue is published.

- 2.2 Executive Director in the amount of \$8,000 paid in four installments of \$2000. Paid September 30, December 30, March 30, and June 30.

SECTION 10 – AMENDMENTS TO BY-LAWS

- 4.0 Proposals for amendment or addition to the By-Laws may originate in the Board or in the Districts. A proposed amendment to the By-Laws or a new By-Law shall be ratified upon approval by two-thirds (2/3) of the members of the Executive Board present and voting at a meeting of the Board. A quorum is required.
- 5.0 WMEA shall undergo an annual review and updates to the By-Laws after the September board meeting. Board actions resulting in changes in By-Laws shall be presented by the President, and ratified upon approval by two-thirds (2/3) vote of the members of the Board present and voting at the January or May meeting of the Board. A quorum is required.
- 6.0 The By-Laws may be amended by a ballot vote, as presented in writing by the Executive Committee. The proposed amendment shall be declared ratified upon approval by two-thirds (2/3) of the Board members voting by ballot. A quorum response is required.