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WYOMING CHAPTER OF ASPIRE

OPERATING GUIDELINES

1 **PREAMBLE**

2 The Wyoming Chapter of ASPIRE Operating Guidelines shall be established
3 specifically for those TRiO and similar program staff and participants affiliated with a
4 Wyoming TRiO or similar program who are paid members of ASPIRE, Inc.

5 These Operating Guidelines shall be subordinate to, and shall not conflict
6 with, the Bylaws and Operating Guidelines of ASPIRE Inc. and in no way imply the
7 establishment of a legal corporation or entity separate from ASPIRE Inc. There shall
8 be no monetary gain or fiscal identity for the Wyoming Chapter of ASPIRE separate
9 from ASPIRE Inc. as specified in these guidelines.

10 These Operating Guidelines shall describe the policies, procedures, and
11 general practices of the Wyoming Chapter of ASPIRE. These Operating Guidelines
12 may include, but are not limited to: rules of procedure regarding expenditures; rules
13 of procedures for conducting meeting and business; establishment of specific
14 responsibilities of officers.

15 These Operating Guidelines may be waived for a specific period of time by a
16 simple majority vote of the Wyoming Chapter of ASPIRE membership at any regular
17 or special meeting of the Wyoming Chapter of ASPIRE.

18 **ARTICLE I – ASSOCIATION NAME**

19 The name of this association shall be “Wyoming Chapter of ASPIRE,”
20 hereafter referred to as “Wyoming ASPIRE” or the “Chapter.”

21 **ARTICLE II – MISSION AND GOALS**

22 Section A – Mission Statement

23 To provide advocacy for student accessibility to and success in formal
24 secondary and postsecondary education, focusing on students who are first-
25 generation and low-income.

26 Section B – Vision Statement

27 Section C – Goals

28 1. To provide an association and forum which will strengthen the
29 professionalism, expertise, and competency of TRiO and similar project personnel
30 through education, training, communication, information sharing, political awareness,
31 and technical assistance.

32 2. To facilitate the exchange of information between TRiO and similar projects
33 and project personnel in Wyoming ASPIRE, ASPIRE Inc., the Council for
34 Opportunity in Education, and the U.S. Department of Education.

35 **ARTICLE III – MEMBERSHIP**

36 Membership in Wyoming ASPIRE is automatically granted to those TRiO and
37 similar program staff and participants affiliated with a Wyoming TRiO or similar
38 program who are paid members of ASPIRE, Inc. Membership types, rights, and
39 obligations will be consistent with those of ASPIRE, Inc.

40 **ARTICLE IV – CHAPTER OFFICERS**

41 Section A - Definition

42 The officers of the Chapter shall be: a) the President; b) Past-President in
43 odd-numbered years or President-Elect in even numbered years; c) Secretary; d)
44 Treasurer; and e) Member-at Large. Officers shall be elected in accordance with
45 these Operating Guidelines. Elected officers shall assume office at the second state
46 meeting held during the Regional ASPIRE Conference in the year of their election.

47 Section B – Past-President

48 1. The Past-President shall act in an advisory capacity for one (1) year after
49 his/her term as President and shall have the right to vote on the Executive Board.

50 Section C – President

51 1. The President shall be the chief elected officer of the Chapter and shall
52 chair all meetings of the Chapter.

53 2. The president shall be the chairperson for the Executive Board and shall,
54 with the advice and consent of the Executive Board, make all appointments for
55 special and/or standing committees. The President shall be an ex-officio member of
56 all such committees.

57 3. The President shall have the authority to represent the Chapter in all
58 matters pertaining to the Chapter between meetings of the ASPIRE Inc. Executive
59 Board. Such authority must remain within the provisions of these Operating
60 Guidelines and shall not conflict with decisions, actions, or policies established by
61 the Executive Board or the Chapter membership. The President may delegate such
62 authority when necessary.

63 4. The President shall be elected for a two (2) year term and shall assume the
64 office of Past-President the year following his/her term as President.

65 5. The President shall act as Wyoming ASPIRE’s representative to the
66 regional ASPIRE Inc. Board by attending meetings and speaking for the Wyoming
67 ASPIRE Membership.

68 6. The President shall assist the Past-President or President-Elect in
69 organizing an agenda for two state meetings, the first to be held at the ASPIRE
70 conference and the second to be held in the spring. These meetings will provide a
71 venue to inform the membership on national, regional, and state issues and to
72 provide professional development.

73 7. With the Past-President or President-Elect, the President shall organize the
74 Wyoming ASPIRE committees, and maintain regular contact with the committee
75 chairs.

76 8. The President shall distribute information to the membership as it is passed
77 down from ASPIRE Inc. and the Council for Opportunity in Education.

78 9. The President shall meet with the President-Elect or Past-President,
79 Secretary, Treasurer, and Member-at-Large as needed.

80 10. In the event of a tie vote among the Executive Board, the president’s vote
81 will be the deciding vote.

82 11. The President shall be the chairperson of the State Initiative Committee
83 *and the state strategic plan.*

84 Section D – President-Elect

85 1. The President-Elect shall be elected for a one (1) year term and shall
86 assume the office of President the year following his/her term as President-Elect.

87 2. In the event that the President-Elect is unable to complete his/her term in
88 office, an election will be held to fill this position within sixty (60) days.

89 3. The President-Elect shall attend the ASPIRE Leadership Development
90 Institute as part of the Regional ASPIRE Conference.

91 Section E – Past-President or President Elect

92 1. The Past-President or President-Elect shall serve with the same powers
93 and authority as the President in the absence of the President. The Past-President
94 or President-Elect will assume the Presidency for the remainder of the presidential
95 term in the event of the resignation or incapacitation of the President. The Past-
96 President or President-Elect shall be an ex-officio member of all committees and
97 shall be a member of the Executive Board.

98 2. The Past-President or President-Elect shall assist the President in
99 organizing an agenda for two state meetings, the first to be held at the ASPIRE
100 conference and the second to be held in the spring.

101 3. With the President, the Past-President or President-Elect shall organize
102 Wyoming ASPIRE committees and maintain regular contact with the committee
103 chairs.

104 4. The Past-President or President-Elect shall assist the President as
105 needed.

106 5. The Past-President or President-Elect shall be the chairperson of the
107 Development Committee.

108 6. *The Past-President shall be responsible for review of the operating guide*
109 *lines of Wyoming ASPIRE and bring forward ratifications by the spring meeting*
110 *following their term as president.*

111 7. The Past-President or President-Elect shall meet with the President,
112 Secretary, Treasurer, and Member-at-Large as needed.

113 Section F – Secretary

114 1. The Secretary shall have the reporting responsibilities for all Executive
115 Board meetings. The Secretary shall be a voting member of the Executive Board.

116 2. The Secretary shall serve a term of two (2) years and shall be elected in
117 odd numbered years.

118 3. The Secretary shall keep minutes of all Chapter and Executive Board
119 meetings and distribute copies to the membership in a timely manner.

120 4. The Secretary shall maintain a file of all Wyoming ASPIRE, ASPIRE Inc.,
121 and Council for Opportunity in Education correspondence.

122 5. The Secretary shall make reports to the membership, the ASPIRE Inc.
123 Executive Board, and the Council for Opportunity in Education, as needed.

124 6. The Secretary shall coordinate the state communications network.

125 7. The Secretary shall meet with the President, Past-President or President-
126 Elect, Treasurer, and Member-at-Large, and Treasurer as needed.

127 Section G – Treasurer

128 1. The Treasurer shall be responsible for the receipt and expenditure of all
129 funds in accordance with such polices as are established by the Executive Board
130 and as are set forth in the ASPIRE Inc. Bylaws and Operating Guidelines. The

131 Treasurer shall maintain appropriate and accurate financial records and shall be
132 prepared at any time to surrender such records and monies to the Executive Board
133 or the succeeding Treasurer. The Treasurer shall be a voting member of the
134 Executive Board.

135 2. The Treasurer shall serve for a term of two (2) years and shall be elected
136 in even numbered years. One individual may not hold the office of Treasurer for
137 more than two (2) consecutive terms, or four years.

138 3. The Treasurer shall keep records of memberships paid to ASPIRE Inc. and
139 consult with the Chapter Membership Committee chairperson prior to Chapter
140 meetings to insure that records are accurate.

141 4. The Treasurer shall keep records of all income from fundraisers and
142 expenses incurred, and report to the Executive Board at Executive Board meetings,
143 and to the membership at each Chapter meeting.

144 5. The Treasurer shall maintain regular contact with the Development
145 chairperson.

146 6. The Treasurer shall meet with the President, Past-President or President-
147 Elect, Secretary, and Member-at-Large as needed.

148 Section H – Member-at-Large

149 1. The Member-at-Large shall serve a term of two (2) years and shall be
150 elected in odd numbered years.

151 2. The Member-at-Large shall be the chairperson of the Membership
152 Committee. *The main function of the membership committee is member recruitment.*

153 3. The Member-at-Large shall meet with the President, Past-President or
154 President-Elect, Secretary, and Treasurer as needed.

155 *The member at large should have a good understanding of: a) the total*
156 *number of Full-Time Professional and/or Educational Opportunity Staff persons that*
157 *exist in your state; and b) the number of state/chapter members on the official roster*

158 Section H – Vacancies

159 Vacancies shall be filled by appointment of the Executive Board following
160 such procedures as are deemed appropriate for the circumstances, except as
161 provided for in Article VI – Elections.

162 **ARTICLE V – EXECUTIVE BOARD**

163 Section A – Function

164 The Executive Board shall have the authority to conduct the affairs of the
165 Chapter between meetings of the membership as a whole and as otherwise
166 provided for in the Operating Guidelines. Such authority must remain within the
167 provisions of the Operating Guidelines, and must not conflict with the decisions,
168 actions, or policies established by the membership as a whole.

169 Section B – Composition and Election of Members

170 The Executive Board shall be comprised of five (5) members – President,
171 Past-President or President-Elect, Secretary, and Treasurer, and Member-at-Large.

172 Section C – Meetings

173 The Executive Board shall meet no less than three (3) times per year.
174 Meetings of the Executive Board may be held more often as necessary at the
175 request of the Executive Board and shall be conducted according to such rules and

176 procedures as are deemed appropriate by the Executive Board. Minutes of
177 Executive Board meetings shall be distributed to the membership. Four (4)
178 members of the Executive Board shall constitute a quorum sufficient to conduct
179 business.

180 **ARTICLE VI – ELECTIONS**

181 Section A – Date

182 Election of officers shall take place annually at the spring Wyoming ASPIRE
183 meeting or on such date as determined annually by the Executive Board.

184 Section B – Nominations/Elections

185 1. The President shall appoint a chairperson for the Elections Committee.

186 2. The Chairperson may ask for no more than three volunteers to be
187 members on the committee.

188 3. The Elections Committee shall establish a nominating procedure and shall
189 confirm that all nominees are Professional members of ASPIRE Inc.

190 4. The Elections Committee shall ascertain the willingness of the nominees to
191 be candidates and to serve.

192 5. The Elections Committee shall prepare a ballot with the names of the
193 nominee(s) for each office to be filled.

194 6. Chapter members will receive an electronic ballot at least ten (10) days
195 prior to the spring meeting. Officers will be announced at the spring meeting and
196 need not be present to accept their positions.

197 Section C – Voting Eligibility

198 Only Professional and Associate members of ASPIRE Inc. are eligible to vote
199 and shall have one vote each.

200 **ARTICLE VII – ASSOCIATION MEETINGS**

201 Section A – Meeting Times

202 Meetings of the Chapter shall be held at such times as determined by the
203 Executive Board. An agenda, including items that will require a vote, shall be sent to
204 membership no less than one week prior to the meeting. The items addressed
205 during the meeting shall not be limited to those listed on the agenda.

206 Section B – Quorum

207 One-fourth of the eligible voting members of the Chapter present shall
208 constitute a quorum at any regularly called meeting of the chapter requiring a vote.

209 Section C – Special Meetings

210 The President, at the request of the Executive Board, shall be empowered to
211 call special meetings of the Chapter as are deemed necessary.

212 **ARTICLE VIII – COMMITTEES**

213 1. The Chapter shall establish such standing and special committees as are
214 necessary for the purpose of furthering the goals and objectives of the Chapter.

215 2. Each committee shall be chaired by a Professional member of ASPIRE Inc.
216 appointed by the President.

217 3. Standing Committees for Wyoming ASPIRE include, but are not limited to:

218 a. State Initiative – chaired by the President

219 b. Membership – chaired by the Member-at-Large

220 c. TRiO Day

- 221 d. Elections *Member-at-large*
- 222 e. Development –chaired by the Past-President or President-Elect
- 223 f. *Scholarship (delete)*
- 224 g. Alumni-
 - 225 *Annual Alumni events and functions*
 - 226 *Alumni database and website with links to COE Alumni*
 - 227 *facebook and the national alumni association*
- 228 h. Public & Governmental Relations – chaired by the President
 - 229 *Produced radio or television stories by the state chapter*
 - 230 *Number of articles published*
 - 231 *Formal media plan or kit*
- 232 i. *Wyoming ASPIRE website committee*
- 233 j. *Leadership Development*
 - 234 *Board trainings*
 - 235 *Emerging leaders (not offered by state-but by region)*

236 **ARTICLE IX – AMENDMENTS**

237 Section A – Amendments Procedures

- 238 1. Officers of Wyoming ASPIRE may propose to the membership
- 239 amendments to the Operating Guidelines as necessary to ensure the orderly,
- 240 efficient, and effective operation of Wyoming ASPIRE.
- 241 2. Proposed amendments may be approved by a simple majority vote of the
- 242 Wyoming ASPIRE membership at any regular or special meeting of Wyoming

243 ASPIRE. The date of amendments shall be identified by month and year and shall
244 be indicated after each amendment.

245 3. The Operating Guidelines shall not conflict with decisions or actions of
246 ASPIRE, Inc. and shall supplement, but not supersede, the ASPIRE Inc. Bylaws.

247 **ARTICLE X – DISSOLUTION OR FINAL LIQUIDATION**

248 On dissolution or final liquidation of Wyoming State Chapter, the Chapter
249 (after paying or making provisions to pay all debt, obligations and liabilities) shall
250 make adequate provisions to transfer, convey, or distribute all remaining assets of
251 the Chapter to one or more of the following categories of recipients, as determined
252 by the Wyoming ASPIRE State Chapter upon majority vote:

253 1. A nonprofit organization or organizations, which may have been created to
254 succeed Wyoming ASPIRE Chapter, as long as such organization or each of such
255 organizations shall then qualify as an organization exempt from federal income
256 taxation under Section 510 (a) of such Code as an organization described in Section
257 170 (c) (2) and 510 (c) (3) of such code;
258 and/or

259 2. A nonprofit organization or organizations having similar aims and
260 objectives as Wyoming ASPIRE State Chapter and which may be selected as an
261 appropriate recipient of such assets, as long as such organizations, or each of such
262 organizations shall then qualify as an organization exempt from federal income
263 taxation under Section 501(a) of such Code as an organization described in Section
264 170(c) (2) and 501(c) (3) of such Code.