** QUAD STATE INSTRUCTORS, INC.**

 **BYLAW and OPERATING RULES**

 **PART A ~ BYLAWS**

**ARTICLE I - NAME**

Section 1. This organization shall be known as the Quad State Instructors Incorporated, referred to herein as the "Association." The principle office and place of business is located at 8525 Douglas, Suite 48, Urbandale, Iowa 50322.

.

Section 2. The Association is organized and operated according to these Bylaws. Operating rules may be adopted from time to time by the Executive Board which serve as guidelines for the management of the organization.

**ARTICLE II - MISSION STATEMENT**

Section 1. The mission of the Quad States Instructors is to collaborate, promote and continuously identify best practices in safety and risk management that will provide its members the tools and resources necessary to effectively enhance their individual organization and community safety programs. All Quad State Instructor conferences, committees and projects are organized around the fundamental value of increasing safety awareness and education through a variety of trainings, discussions and presentations from experts in the safety field.

**ARTICLE III - MEMBERSHIP**

Section 1. Active Member. To be eligible for active membership, a person shall be currently holding a position or be knowledgeable in job training, safety education or safety program administration with one or more operating utility systems at the time of or prior to membership. Only Active Members in good standing and who have paid the membership fee shall be eligible to hold office and to vote on issues involving Association policies or operations at official business meetings of the Association.

Section 2. Organization membership. To be eligible for an Organization membership, the Organization shall be an electric utility or is associated with the electric utility industry which does not have a Safety Coordinator or someone holding a similar position. Organization members are not eligible to hold office or to vote on issues involving Association policies or operations at official business meetings of the Association. During the membership of an Organization representatives of the Organization will be granted access to the Association’s website.

Section 3. Applications for membership shall be submitted to the Membership Committee. Applications shall be acted on by the Executive Board upon consideration of the recommendations of the Membership Committee. An applicant shall be eligible to participate as an Active Member upon approval by the Board and payment of the membership fee. New Organization and Active Members shall be reported on at the Annual Meeting following granting of member status.

**ARTICLE IV – FEES AND CONFERENCE CHARGES**

Section 1. No initiation fee shall be charged upon acceptance of membership.

Section 2. The Host Committee shall establish budgets for conferences and the registration fees shall, insofar as is practicable, be sufficient to cover the expenses expected to be incurred by the Association. The budget shall not include funds collected as membership fees as authorized in Section 3 of this Article. All attendees, except the current Treasurer, of the meeting shall pay full registration regardless whether attending all or part of the meeting.

Section 3. The Executive Board shall determine and establish, each year, the amount of an annual membership fee to be paid by each Active and Organization Member to meet the expenses of the Association.

**ARTICLE V - OFFICERS**

Section 1. Officers shall be: President, Vice-President, Secretary and Treasurer.

Section 2. By virtue of their office, the Officers shall be members of the Executive Board.

Section 3. The Treasurer shall be an active member in good standing and shall be appointed by unanimous vote of the Executive Board and shall serve for a six (6) year term or until removed from office by two-thirds vote of the Executive Board. The Treasurer may also be removed from office by resignation, by death or by a two- thirds majority vote of the members attending the Annual Meeting. The vote to remove the Treasurer from office will be sent by secret ballot.

Section 4. The terms of office of the Officers shall start following their election at the Annual Meeting during which they were elected. The Treasurer’s term of office shall commence upon selection by the Executive Board. The Past-Secretary with assistance from the newly elected Secretary shall complete the minutes of the entire annual meeting.

Section 5. The Officers, other than the Treasurer, shall be elected by and from the Active Members of the Association for a one-year term of office.

Section 6. Removal of Officers. Any Officer may be removed by the Executive Board whenever, in its judgment, the best interests of the Association will be served thereby. In addition, any Active Member of the Association may request the removal of an Officer. The Officer shall be informed in writing of the request at least ten (10) days prior to the Association’s Annual Meeting at which the request will be considered and the Officer shall have an opportunity at the meeting to be heard. In the event the Board does not remove such Officer, the question of the request for removal shall be considered and voted upon by the Active Members by a two- thirds majority vote of the members attending the Annual Meeting.

**ARTICLE VI - EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the Officers. It shall be fully empowered and authorized to conduct the general affairs and business of the Association in carrying out the policies and directives of the membership.

Section 2. The President shall appoint the members of all standing temporary and special committees and shall designate the chair of each. The President shall also determine the number of Active Members to serve on any committee, provided the size of the committee has not otherwise been determined.

Section 3. Three Officers shall constitute a quorum for the action of business by the Executive Board.

Section 4. Whenever the President deems it necessary in conducting the operations of the Association to obtain an official action by the Executive Board at times when it is not practicable or economically feasible to call the Board into session, the President may present the items of business to the Board members by mail or electronic mail. Their votes, returned to the President by mail or electronic mail, shall constitute an official action of the Board. Such actions shall be made a part of the record in the minutes of the Executive Board.

Section 5. By virtue of incorporation, the Registered Agent for Quad State Instructors, Inc. will be designated by the Executive Board. The Registered Agent or designee shall be the custodian of all pertinent records, documents and official correspondence of the Association.

**ARTICLE VII - VACANCIES**

Section 1. In the event that an Officer of the Executive Board is unable to fulfill the duties and obligations of his/her office because he/she is no longer an Active Member, or for other reasons, the President shall declare that a vacancy exists and may appoint an Active Member in good standing to fill the vacancy until the next Annual Meeting, when an election shall be held to fill the unexpired term. Nominations shall be made separately to fill each vacancy and candidates shall be voted upon separately by secret ballot of the Active Members present at the Annual Meeting. The candidate receiving the most ballots shall be elected.

**ARTICLE VIII - DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the Association and at meetings of the Executive Board according to Roberts Rules of Order. The President shall perform all duties that are incidental to the office of President and Chief Executive Office of the Association and as are properly and appropriately required.

Section 2. The Vice- President, in the absence or incapacity of the President shall exercise all of the powers and perform all of the functions of the President.

Section 3. The Secretary shall be responsible for the drafting of minutes of meetings of the Members and of the Executive Board, for seeing that all notices of official meetings are properly prepared and sent. The Secretary shall ensure that all pertinent records, documents and official correspondence of the Association be forwarded at the end of their term to the Website Committee Chair for archiving. The Secretary, in general, will perform all duties incident to the office and such other duties as may, from time to time, be assigned by the President and/or the Executive Board. The Secretary must provide the minutes of each meeting to the Website Committee Chair for posting by August 1 and March 1 following their respective meetings.

Section 4. The Treasurer shall be responsible for custody of all funds and financial records of the Association, for the receipt of such funds and authorized disbursement of them and shall conduct such banking business for, and in the name of the Association, as may be consistent with its general fiscal operations. Transactions drawn on the Association account shall be approved by an Executive Board member and the Treasurer. Each transaction shall have a receipt with the name of the purchaser, description of the purchase and the purchaser's signature. The Treasurer shall prepare and report on the financial operations of the Association at such times as he/she shall be directed by the President and/or Executive Board. The Treasurer shall present to the membership a report of the previous year's financial status at the Annual Meeting. It is the duty of the Treasurer to compile, update and provide a copy of the current membership roster with addresses and phone numbers to the Membership Committee after the winter and annual meeting by March 1 and August 1. The Treasurer shall, in addition, perform such other duties, from time to time, as may be assigned by the President and/or Executive Board. The Treasurer has authorization to seek outside assistance to file IRS 990 form and Iowa State Tax forms as needed and to pay the taxes found due.

 The Treasurer shall be responsible for the care and maintenance of the Quad State Instructor’s computer containing the accounting program and peripheral equipment. Any upgrades or replacements of software or equipment shall be done with the consensus of the Executive Board.

**ARTICLE IX - ELECTIONS**

Section 1. The Chair of the Nominating Committee established pursuant to Article X, shall call a meeting of this Committee in advance of the Annual Meeting of the Association for the purpose of nominating candidates to fill existing and expected vacancies. The Committee will consider suggestions and recommendations from Active Members in nominating candidates to fill existing and expected vacancies and shall nominate one or more candidates for each vacancy to be presented for consideration and election by the Active Members at the Annual Meeting.

Section 2. The President or presiding officer of the Annual Meeting shall also call for nominations to be made from the floor by active members.

Section 3. Nominations shall be made separately to fill each vacancy and candidates shall be voted upon separately by secret ballot of the Active Members present at the Annual Meeting. The candidate receiving the most ballots shall be elected.

**ARTICLE X - STANDING AND SPECIAL COMMITTEES**

Section 1. The Nominating Committee and its Chair shall be appointed annually and shall consist of three Active Members, to be appointed by the President, no later than ninety (90) days before the next Annual Meeting.

Section 2. The Bylaws & Rules Committee should consist of not less than three (3) nor more than five (5) Active Members, appointed annually by the President to serve for a period of one year. The Committee shall have responsibility for drafting proposed changes in the Bylaws and Conference Operating Rules, as such changes may be deemed necessary.

Section 3. The Awards Committee should consist of not less than three (3) nor more than five (5) Active Members, appointed annually by the President to serve for a period of one year. This committee shall handle awards, recognitions and memorials as requested by memberships.

Section 4. The Host Committee should consist of at least one member from the Host State and shall have responsibilities for handling all local arrangements for the Annual Meeting and Association conferences.

Section 5. The Generation and Transmission Committee should consist of not less than three (3) nor more than five (5) Active Members, appointed annually by the President to serve for a period of one year. The committee shall be responsible for G&T activities that may be planned in addition to or in lieu of other Association agenda items. This committee shall report to the membership as requested on current G&T concerns and planned action related to loss control, safety and job training.

Section 6. The Standards and Government Regulations Committee should consist of not less than three (3) nor more than five (5) Active Members appointed annually by the President to serve for a period of one year. The committee will have responsibility for updating the membership about the latest changes or proposed national regulation and standards. This committee shall be prepared to recommend action by the membership and their associations regarding these matters.

Section 7. The Membership Committee should consist of not less than three (3) nor more than five (5) Active Members appointed annually by the President to serve for a period of one year. The committee will have responsibility for reviewing retirements, new membership applications, the current membership roster and recommending action to the President for the Active Member designation as detailed in Article III of these Association Bylaws.

Section 8. The Project Committee should consist of not less than three (3) nor more than five (5) Active Members appointed annually by the President to serve for a period of one year. The committee will have responsibility for major projects of the Association as assigned by the President to sustain multiple projects. All project subcommittees will report to the Project Committee Chair.

Section 9. The Website Committee should consist of not less than three (3) nor more than five (5) Active Members appointed annually by the President to serve for a period of one year. The committee is responsible for overseeing the content and function of the Association's website. The committee works closely with the Association’s Officers and members of the various committees to insure content is accurate and current.

Section 10. The President is authorized and empowered to establish such special committees as the President may deem necessary and appropriate or as may be directed by the Executive Board or by official action of the Active Members. The President shall advise the members appointed to a special committee, (1) the name of the person designated to serve as Chair, (2) the purposes, duties and responsibilities of the special committee and, (3) the approximate length of time the special committee is expected to function.

**ARTICLE XI - CONFERENCE PLANNING**

Section 1. The Executive Board and the Host Committee shall have the responsibility for planning the Annual Meeting and Association Conferences.

**ARTICLE XII – ANNUAL AND OTHER BUSINESS MEETINGS**

Section 1. The Association shall hold no fewer than a business meeting in the winter and a business meeting in the summer during which the Association shall also convene its Annual Meeting.

Section 2. The Operating Rules may be reviewed and amended by a majority vote of the Executive Board.

Section 3. Annual Meeting. The date, time, and place of the Annual Meeting of the Members shall be determined by the Executive Board, shall be designated in the Notice of the Meeting and shall be convened for the purpose of electing Officers, reviewing and passing upon reports for the previous fiscal year, and transacting such other business as may come before the meeting. Written notice, which includes email, of the Annual Meeting shall be provided to Active Members at least 30 days before the date of the Annual Meeting. Failure to hold the Annual Meeting at the designated time shall not work a forfeiture or dissolution of the Association.

 The order of business at the Annual Meeting of the members of the Association shall be as follows:

1. Call of the roll;
2. Reading of the Notice of the Meeting or the waiver of notice of such meeting;
3. Presentation and reading of unapproved minutes of previous meetings of the Active Members and the taking of necessary action thereon;
4. Presentation and consideration of, and acting upon, reports of Officers and Committees;
5. Election of Officers
6. Unfinished business;
7. New business; and
8. Adjournment.

2

 The determination of the location and the dates on which the following year’s Annual Meeting is to be held and such other items of business as may be directly related to planning for the next Association Conference shall also be determined before the close of the Annual Meeting.

Section 4. Additional business meetings of the Membership may be held at such other times as deemed necessary by the Executive Board or as agreed to by a majority vote of the Active Members upon sufficient notice.

Section 5. A quorum for the transaction of official business at the Annual Meeting and additional business sessions held by the Association shall consist of 20% of the Active Members.

Section 6. There shall be no voting by proxy and no suspension of the rules to allow for proxy voting except to comply with Article XV, Section 2.

**ARTICLE XIII - AMENDMENT OF BYLAWS**

Section 1. Pursuant to Iowa Code section 504A.12 these Bylaws may be altered, amended or repealed by affirmative vote of not less than 51% of the active members present and voting at any regular or special meeting, providing there is a quorum per Article XII, Section 6.

Section 2. The Operating Rules may be amended by the Executive Board during any official business meeting upon an affirmative vote of the Board.

Section 3. Any changes to the Bylaws shall cause the Bylaws to be amended. Bylaw changes must be posted before the Annual Meeting. The Secretary shall incorporate the changes as approved by the Executive Board and shall send the updated Bylaws for publication on the Association’s Website, along with notice to all Active Members by August 1.

**ARTICLE XIV - THE LEROY M. VANDERPOOL AWARD**

Section 1. This award should be given annually at the annual meeting of the Association, to an Active Member, meeting the criteria stated below.

Section 2. The award, to be called the Leroy Vanderpool Recognition award, will consist of a traveling–type plaque, an individual plaque, and a donation of $500 to the recipient's charity of choice.

Section 3. The final screening of the nominees will be made by the Recognition and Awards Subcommittee made of 1.) the last three (3) award recipients. 2.) If the last three award recipients are unable to participate, the President shall appoint the remaining committee members. The third year recipient shall be the chair of the subcommittee. The subcommittee shall consist of: First Chair–third year recipient, Second Chair – second year recipient, Third Chair – first year recipient.

.

Section 4. The following criteria are recommended for the award.

 Does the nominee –

1. Have the respect of his fellow instructors?
2. Inspire the respect of their peers and co-workers?
3. Have the confidence of their peers and co-workers?
4. Have a good technical understanding of their job?
5. Demonstrate the ability to act as a leader?
6. Set a good example for safety?
7. Demonstrate the ability and willingness to teach the craft to others?
8. Participate actively in groups or associations?
9. Help create a good image for the Quad State Instructors Group?
10. Consistently try for self-improvement beyond the require-ments of their job?
11. Show a high degree of professionalism and competency in whatever their job may be?

Section 5. The applicant nominations shall be submitted in letter format addressing each of the recommended criteria to the First Chair of the Recognitions and Awards subcommittee.

Section 6. Applicant nomination letters shall be submitted to the Recognition and Awards subcommittee no later than April 30th of each year.

**ARTICLE XV - VOLUNTARY DISSOLUTION OF ASSOCIATION**

Section 1. To initiate action for dissolution of the Association, the Executive Board must adopt a resolution recommending such dissolution and direct that the questions of dissolution be submitted to a vote at a regular Annual Meeting or special meeting of the Active Members. Written or printed notice stating that the purpose, or one of the purposes of such meeting is to consider the advisability of dissolving the Association must be given to each member entitled to vote at such meeting.

Section 2. A resolution to dissolve the Association must be adopted upon receiving at least two-thirds (2/3) of the votes of the Active Members present or presented by proxy.

Section 3. Upon adoption of such resolution by the Active Members, the Association must cease to conduct its affairs except as may be necessary for the proper winding up of the Association's affairs, including such steps as may be proper and prudent for the paying of all creditors, collecting all sums due the Association and such related activities as may be deemed necessary in the circumstances and are in accordance with applicable statutes.

Revision Dates:

|  |  |  |
| --- | --- | --- |
| 11/24/8601/15/9201/14/9301/10/94 01/12/95 06/06/9709/11/00  | 01/27/0506/16/0502/04/0801/14/1001/13/1101/15/1506/11/15  | 06/16/1606/13/19 |
|  |  |  |

Resident Agent

Director of Safety

Iowa Association of Electric Cooperatives

8525 Douglas, Suite 48

Urbandale, IA 50322

(515) 276-5350

**PART B**

**OPERATING RULES**

1. Annual membership fees of $75.00 shall be due and payable on or before January 1 for the following year. A $10.00 late fee is required if not paid by January 1. If dues go unpaid for 2 consecutive years, the membership is considered cancelled and a new application will be required.
2. The fiscal year of the Association shall be from January 1 through December 31.
3. The Annual Dues notice for the coming year shall be mailed to all members no later than November 1st.
4. All Officers and Committee Members shall serve without reimbursement from Quad States Instructors, Inc., except the Treasurer, whose conference registration fee and lodging will be reimbursed. The Treasurer’s travel expenses will be reimbursed at coach rate if flying, or at the current IRS mileage rate if driving. The waived fees and reimbursements of the Treasurer’s expenses shall apply to the semi-annual Quad States meeting (normally held in January and June of each year) and do not apply to the meeting held in conjunction with the annual NUTSEA conference.
5. The Host Committee shall send Winter and Annual Conference programs to all members at least 45 days prior to the opening of the Conference.
6. Except as waived by the officers of the Quad State Instructors, Inc., there shall be three meetings of the organization per year, with a business meeting held at each of these. These meetings include the annual conference, held in June, second meeting normally held in January and the third meeting held in conjunction with the NUTSEA conference.
7. New member membership fees of $100.00 will accompany the new member's application at the time the application is submitted. This fee includes $25.00 for a Quad State Instructors, administrative fees and $75.00 for annual dues. Checks shall be made payable to Quad State Instructors, Inc. and submitted to the Treasurer.

Revision Dates:

01/24/86 01/10/94 01/27/05 06/11/15

01/01/91 01/12/95 06/16/05 06/13/19

01/15/92 06/6/97 01/15/15

**PART C**

**HOST COMMITTEE**

1. **SUGGESTED OUTLINE FOR HOSTING QUAD STATE MEETING:**
2. Invitation:

A request should be submitted to the board of directors no later than the meeting prior to your invitation date.

1. Date of Meeting:

The date is usually decided by the host following the By-Law guidelines of the Quad State Instructors, Inc.

1. Acceptance of Invitation:

Vote by majority rule of membership.

1. Suggested Meeting Dates:

Third week in January for winter meeting.

Second week in June for spring meeting.

A breakfast meeting is also conducted during the *NUTSEA Annual Conference.*

1. **AFTER INVITATION IS ACCEPTED:**
2. Confirm Dates With Hotel:
3. Meeting room for about 40 people, Tuesday through Friday morning.
4. Request for Hospitality Room. (Room that will handle about 40 people; can usually get this room complimentary. Need this room from Monday through Friday morning.)
5. Reserve a block of about 30 rooms to be held in Quad State's name until about one to two weeks prior to the meeting date.
6. Ask for special rate for sleeping rooms and reservation information to be distributed to all members and guests with the program.
7. Make necessary arrangements for all A/V equipment including flip charts.
8. Meeting Rooms and Meals:
9. Hospitality Room:

The host committee is in charge of all decisions concerning refreshments. A non-committee member should not make a purchase expecting to receive reimbursement without prior approval.

Underwriters may be used for any portion of the conference at the discretion of the host.

1. Banquets (Dinner Meeting):

Monday and Thursday evenings for number planning to attend. Meals may be underwritten by sponsors.

Assuring the final count incorporates all attendees including guests, the treasurer should provide this number to the host no less than 14 days before the meeting.

1. Luncheons:

Luncheons are optional and may be underwritten by sponsors.

1. Refreshment Breaks:

Food is optional Tuesday through Thursday and may be underwritten by sponsor.

1. Program Content
2. A designated representative member of the host state shall seek ideas for topics at the prior meeting.
3. Host reserves the right to select topics and program schedule to meet their specific needs.
4. The agenda should include time for committee work.
5. Program Host is responsible for:
6. Confirming program presenters.
7. Communicating program information to all Quad State active and associate members (work with Quad State Treasurer for contact information).
8. Announcing dates no later than the prior meeting, and distributing the final programs no later than 45 days prior to meeting date.
9. Setting registration fee:

See Quad State treasurer to reference Quad State Expense report which shall be updated by host following each meeting.

There are certain fixed costs and meeting expenses. One way to determine the registration fee is:

Fixed Cost: Banquet

Luncheons

Coffee breaks

Meeting Expenses: Guests - Non-member presenters

Rental of meeting room, if applicable

Paid guest speakers, etc.

Conference expense

Printing and Postage

Example: Banquet - $30.00 each $ 30.00

Two luncheons @ 10.00 ea $ 20.00

7 coffee breaks @ $5.00 $ 35.00

**Total** fixed cost each $ 85.00

Registration fee is calculated as follows:

Guest speaker $ 800.00

Guest speaker 1000.00

(round trip airline) 352.00

9 Banquet guests @ $30 270.00

Conference room 775.00

Rental A/V Equipment 400.00

Work Room 400.00

**Total**meeting expenses $ ***3997.00***

Fixed expense $ 85.00

 Meeting expense ($ ***3997.00*** / 35 = $114.20) $ 114.20

 $ 199.20

Thus, the registration fee was set at $200.00

**C. PRE-REGISTRATION:**

Registration fees can be paid at time of registration, but the host state may want number of attendees from each state to confirm plans to their meeting

Revision Date 06/11/15

**PART D**

**MEMBERSHIP COMMITTEE**

**ORGANIZATIONAL STRUCTURE**

Bylaws and Operating Rules

A copy of the Bylaws and Operating Rules of the organization can be found in Exhibit A.

Year End

The organization operates on a fiscal year with the year beginning January 1st.

Tax Status

The organization is exempt from income tax under Section 501 (C) (6) of the Internal Revenue Code which allows exemption for organizations formed and operated exclusively for educational purposes.

Officer Compensation

All officers and committee members shall serve without compensation.

**MEMBERSHIP FEES**

Amount Payable

Annual membership fees are $75.00 for existing members and $100.00 for new members. The fees are due and payable on or before January 1st. A $10.00 late fee is assessed if dues are not paid by January 1.

Annual membership fees are $250.00 for Organizational memberships. The fees are due and payable on or before January 1st. A $10.00 late fee is assessed if dues are not paid by January 1.

Notices

1. The annual dues notices shall be sent to members no later than November 1st.
2. Second notices should be sent to current members that have not paid their dues as of January 15th.

Forms to be included with the notices are:

* Membership Renewal Form for existing members
* Membership Application Form for prospects
* Honorary Membership Application Form
* And Associate Membership Form if applicable.

**MEMBERSHIP RECORDS**

Membership Roster

* The Treasurer is responsible for maintaining a membership roster using the information on the Membership Renewal and Membership Application forms received from members, associate members, and/or honorary members. The membership roster is to be completed and sent to the website chair for posting by March 1 and August 1, following the winter and Annual conference. The Treasurer shall send the names and addresses of any applying new members to the current Chairs of Membership/Website Committees.
* Prospective members must be approved by the Membership at the winter or Annual meetings prior to being included in the membership roster.

**ORDER PROCESSING**

All payments for manual/materials orders are sent directly to the Treasurer. When a Model Safety Program manual order form is received, the Treasurer, shall forward the order to the appropriate vendor.

**MEETINGS**

* There shall be at least two meetings per year, with a business meeting held at each of these, in addition to the Annual Conference held in June of each year.
* The host committee shall send an Annual Conference program to all members at least 45 days prior to the conference.

Registrations

Meeting registration payments shall be made payable to Quad State Instructors, Inc. Meeting registration payments should be sent to the Treasurer, and the registration data only forwarded to the host state.

**STATIONARY AND ENVELOPES**

* If any officer needs Quad State Instructors, Inc. stationary or envelopes for Quad State business, they can be ordered through the Treasurer.

Members hosting the next meeting can obtain stationary, envelopes and labels upon request from the treasurer. The Quad State Instructors, Inc. logo is available from the treasurer if needed by the host state.

**PART E**

**WEBSITE COMMITTEE**

The Website Committee will work with the officers of Quad State Instructors to provide timely information to the membership. The Website Committee will maintain and update the Archive of Records for the organization.

**WEBSITE CONTENT**

* The Website Committee will meet at least annually to review/revise and develop content for the organization’s website.
* The Website Committee will work with the host entity, Wyoming Tribune Eagle, Cheyenne, WY 82001 (307) 634-3361, to insure content is secure and available for members to access.
* The Website Committee will assist the membership and officers when posting information to the website.

**PROGRAM SHARING**

* Program content from the winter or Annual meetings should be sent to the Website Committee Chair in advance of the meetings.
* The Website Committee will work with members and presenters to make sure content is edited and formatted in such a way that it can be accessible via the website. The Website Committee Chair will have editorial privilege to assure documentation meets Quad State standards for publication.

  **ARCHIVE OF RECORDS**

* The Website Committee Chair is responsible for the archiving/digitization of records provided. The Website Committee Chair shall make sure there is a backup of electronic records.
* The Website Committee Chair will advise the Website Committee and Executive Board of any suspicious website activity for mitigation.

 **MEMBERSHIP**

* The Website Committee Chair will review membership records and provide access based on membership status and category.
1. Full access shall be granted to members in good standing.
2. Limited access shall be granted to Honorary and Associate Members.

Revision Dates:

 1/13/11 06/11/15 06/16/16 06/13/19