

W.O.E.A. - RETIRED POLICY DOCUMENT

Adopted June 2007

Amended November 2012

I. ORGANIZATIONAL VOTES and/or ENDORSEMENTS on behalf of WOE-R

When WOE-R is invited or obligated as an organization to one vote as a member of another organization (in example; credit union), the following procedure shall be followed:

- A. The WOE-R member receiving the invitation/notification/ballot shall immediately notify the Chairperson and make arrangements for delivering the material to the Chairperson.
- B. Upon notification, the Chairperson shall arrange the following:
 - 1. The membership may be informally polled at a meeting immediately following receipt of the information providing for the vote.
 - 2. The Executive Committee (officers and committee Chairpersons) shall be notified as soon as possible to attend a meeting to discuss the issue(s).
 - a. All pertinent Information shall be distributed to the Executive Committee members.
 - b. Full discussion of the issue(s) shall be held.
 - 3. A vote shall be taken at this Executive Committee meeting to determine the final vote of the association, (WOE-R).
- C. The vote of WOE-R shall be cast by the Chairperson/or Chairpersons designee as the official representative of WOE-R.
 - 1. The vote shall be cast according to the directions included with the ballot.
 - 2. A copy of the voted ballot and all pertinent information shall be made and kept by the WOE-R Secretary with the minutes of the Executive Committee for one year.
- D. The membership shall be informed of the results of the vote of the Executive Committee in the first subsequent newsletter.

II. When schools are closed, or there is an Advisory about road conditions, the WOE-R meeting is cancelled.

III. If a deposit is required for reservation, and the Association forfeits the deposit money for a NO-SHOW, the member also forfeits their deposit.

- A. Any member who does not show for a meeting after making a reservation should make arrangements to obtain materials from the meeting.

IV. New members retiring during the school year shall be contacted by the membership committee and shall receive:

- A. a welcome letter,
- B. a copy of the most recent newsletter,
- C. And a first-year membership form.

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- V. WOE-R dues year is September 1 thru August 31. Dues are due by September 1 or by the first scheduled meeting of WOE-R in September. Dues must be current to have voting privileges.
- VI. Distribution of Guidelines and Policies
 - A. When guidelines and policies are adopted they will be made available to the current membership.
 - B. Each new WOE-R member shall be provided a copy of the current WOE-R Guidelines, Policy Document and Job Descriptions.