

e. Judging Strike System: Public Speaking Events

While completing final registration on Thursday, each coach shall receive a comprehensive list of all public speaking events judges available for the preliminary rounds of competition in public speaking events. Each coach may strike five (5) judges or 10% of the pool, whichever is smaller, thereby precluding those judges struck from judging any contestant from that particular school during the 2nd, 3rd and 4th preliminary public speaking events. There is no strike system in operation during round one of the public speaking events.

During the "ballot verification period" for public speaking events preliminary rounds, each coach may strike and additional three (3) judges from a newly developed list which represents those judges available for public speaking events, semifinal and final rounds.

It is the responsibility of the coach to check the event postings to insure against any possible tab room error in the event of assignment of a "struck" judge. This check by the coach must be made prior to the round starting and the coach must notify the Tournament Director before the round begins so that an acceptable replacement (i.e. a judge who has not been struck) can be sent. Once a round has begun, even if with a "struck" judge, then the round will proceed. No make-up round will be scheduled.

All public speaking events judge strike sheets will be held in confidence by the tournament staff.

No "blanket" strikes pertaining to all individuals from a given school or geographic area will be allowed.

f. Judge Strike System: Congress

Each school, which has Congress competitors, will be allowed one Congress judge strike. If it is not possible to honor all these strikes, a preferential system will be used. That is, the judges with the least number of strikes will be used. All student congress judge strike sheets will be held in confidence by the tournament staff.

g. Judge Strike System: Public Forum Debate

Preliminary Round of Public Forum Debate: While completing final registration on Thursday, each coach participating in debate shall receive a comprehensive list of public forum debate judges available for public forum debate preliminary rounds. In the event that a sufficient judge pool exists (as determined by the Tournament Director), each coach may strike five (5) public forum debate judges or 10% of the public forum debate judging pool, whichever is smaller. In the event that a sufficient judge pool does not exist to permit five (5) or 10%, then each coach may strike three (3) public forum debate judges or 5% of the public forum debate judging pool. This strike system is intended to preclude those judges struck from judging debaters from that particular school during all six public forum debate preliminary rounds. This procedure applies only to the public forum debate preliminary and, by extension, into public forum debate quarterfinal rounds.

Quarterfinals of Public Forum Debate: During the "ballot verification period" for public forum debate preliminary rounds, each coach may strike an additional three (3) judges from a newly developed list which represents those judges available for the forum debate quarterfinal round. This new series of strikes shall be added to those judges previously struck for forum debate preliminary rounds so that judges on the combined list shall be precluded from judging forum debate debaters from that particular school during the quarterfinal round. Judges who heard teams in the preliminary rounds, provided that they aren't struck, are eligible to judge them again in the quarterfinal round.

Semifinals of Public Forum Debate: Coaches are expected to be prompt if they wish to avail themselves of this procedure. The tournament staff will prepare a list of judges for each public forum debate; each coach may strike one judge, and alternately continue striking as needed, until the panel is constituted. Previous strikes, during the preliminary and quarterfinal rounds, no longer apply. Judges who heard teams in previous rounds are eligible to judge them in the semifinal round.

Finals of Public Forum Debate: Coaches are expected to be prompt if they wish to avail themselves of this procedure. The tournament staff will prepare a list of judges for the final public forum debate; each coach may strike one judge, and alternately continue striking as needed, until the panel is constituted. Previous strikes, during preliminary, quarterfinal and semifinal rounds, no longer apply. Judges who heard teams in previous rounds are eligible to judge them in the final round. In terms of semifinals and finals, should a coach not wish to strike a judge or should a coach not be in attendance at the conference, the tournament staff has the right to strike a judge for that coach.

It is the responsibility of the coach to check the event postings to insure against any possible tab room error in the event of assignment of a "struck" judge. This check by the coach must be made prior to the round starting and the coach must notify the Tournament Director before the round begins so that an acceptable replacement (i.e. a judge who has not been struck) can be sent. Once a round has begun, even if with a "struck" judge, then the round will proceed. No make-up rounds will be scheduled. All public forum debate strike sheets will be held in confidence by the tournament staff.

No "blanket" strikes pertaining to all individuals from a given school or geographic area will be allowed.

h. Judge Strike System: Cross-X and L-D Debate

Preliminary Rounds of Cross-X and L-D Debate: While completing final registration on Thursday, each coach participating in debate shall receive a comprehensive list of all debate judges available for debate preliminary rounds. In the event that a sufficient judge pool exists (as determined by the Tournament Director), each coach may strike five (5) debate judges or 10% of the debate judging pool, whichever is smaller. In the event that a sufficient judge pool does not exist to permit five (5) or 10%, then each coach may strike three (3) debate judges or 5% of the debate judging pool. This strike system is intended to preclude those judges struck from judging debaters from that particular school during all six debate preliminary rounds and includes both debate divisions. This procedure applies only to the debate preliminary and, by extension, into debate quarterfinal rounds.

Quarterfinals of Cross-X and L-D Debate: During the "ballot verification period" for debate preliminary rounds, each coach may strike an additional three (3) judges from a newly developed list which represents those judges available for the debate quarterfinal round. This new series of strikes shall be added to those judges previously struck for debate preliminary rounds so that judges on the combined list shall be precluded from judging debaters from that particular school, both debate divisions, during the quarterfinal round. Judges who heard teams in the preliminary rounds, provided that they aren't struck, are eligible to judge them again in the quarterfinal round.

Semifinals of Cross-X and L-D Debate: Coaches are expected to be prompt if they wish to avail themselves of this procedure. The tournament staff will prepare a list of judges for each debate; each coach may strike one judge, and alternately continue striking as needed, until the panel is constituted. Previous strikes, during the preliminary and quarterfinal rounds, no longer apply. Judges who heard teams in previous rounds are eligible to judge them in the semifinal round.

Finals of Cross-X and L-D Debate: Coaches are expected to be prompt if they wish to avail themselves of this procedure. The tournament staff will prepare a list of judges for the final debate; each coach may strike one judge, and alternately continue striking as needed, until the panel is constituted. Previous strikes, during preliminary, quarterfinal, and semifinal rounds, no longer apply. Judges who heard teams in previous rounds are eligible to judge them in the final round.

In terms of semi-final and finals, should a coach not wish to strike a judge or should a coach not be in attendance at the conference, the tournament staff has the right to strike a judge for that coach.

It is the responsibility of the coach to check the event postings to insure against any possible tab room error in the event of assignment of a "struck" judge. This check by the coach must be made prior to the round starting and the coach must notify the Tournament Director before the round begins so that an acceptable replacement (i.e. a judge who has not been struck) can be sent. Once a round has begun, even if with a "struck" judge, then the round will proceed. No make-up rounds will be scheduled. All debate strike sheets will be held in confidence by the tournament staff.

No "blanket" strikes pertaining to all individuals from a given school or geographic area will be allowed.

i. Judges' strike list forms

Potential interpretation events judges will be listed on the interpretation events strike sheet. Potential public speaking judges and controversy debate judges will be listed on the public speaking strike sheet. Potential cross-x and L-D debate judges will be listed on the debate strike sheet.

14. Entry Deadline

The entry deadline will be stipulated in the State Tournament Brochure which will be mailed to all schools five weeks in advance of the tournament. The entry deadline will be a "postmark" date two weeks prior to the start of the State Tournament. It is the responsibility of the school's director of forensics to adhere to this deadline. The Tournament Director will notify those schools for whom he does not have entry form by the "postmark" deadline.

In the event that entries are received from schools which are "postmarked" after the entry deadline, but before one week prior to the State Tournament, then those schools shall not be eligible for Sweepstakes awards.

In the event that entries are received from schools which are "postmarked" one week prior to the State Tournament, then those schools shall not be permitted to enter or participate in the State Tournament.

After the expiration of the entry deadline, schools who are entered in the State Tournament will be allowed to change, correct, update, or otherwise modify their State Tournament entry form provided that they promptly notify the Tournament Director by phone or in writing two days prior to the State Tournament. Two days prior to and through the day of registration, only name changes or substitutions will be allowed. It is the responsibility of the high school coach to update any corresponding fee assessment, based on changes made after the entry deadline, with the Wyoming High School Activities Association office.

Any "drops" occurring at registration will be charged the appropriate cancellation fee as indicated in Section 8.3.3.A.3. No "additional" entries will be permitted at registration.

In general, high school coaches are expected to be extremely conscientious in regard to the State Tournament entry forms and the additional information which they are required to submit. They should insure the accuracy of their school's entry in the State Tournament.

15. Time Limits

Cross- Examination Debate:

Aff.	8 min. constructive speech	Neg.	8 min. constructive speech
Neg.	3 min. cross-x period	Aff.	3 min. cross-x period
Neg.	8 min. constructive speech	Neg.	5 min. rebuttal speech
Aff.	3 min. cross-x period	Aff.	5 min. rebuttal speech
Aff.	8 min. constructive speech	Neg.	5 min. rebuttal speech
Neg.	3 min. cross-x period	Aff.	5 min. rebuttal speech

Each cross-x debate team will be allowed five (5) minutes of preparation time without penalty.

Lincoln-Douglas Debate:

Aff.	6 min. constructive speech
Neg.	3 min cross-x period
Neg.	7 min. constructive speech
Aff.	3 min. cross-x period
Aff.	4 min. rebuttal speech
Neg.	6 min. rebuttal speech
Aff.	3 min. rebuttal speech

Each Lincoln-Douglas debater will be allowed four (4) minutes of accumulated preparation time without penalty.

Public Forum Debate:

Speaker 1 Team A - 4 min.	Speaker 1 Team B - 4 min.
Cross-fire - 3 min.	
Speaker 2 Team A - 4 min.	Speaker 2 Team B - 4 min.
Cross-fire - 3 min.	
Summary Team A - 2 min.	Summary Team B - 2 min.
Grand Cross-Fire - 3 min.	
Final Focus Team A - 2 mins.	Final Focus Team B - 2 mins.

Each Controversy debate team will be allowed two (2) minutes of accumulated preparation time without penalty.

Oratory (Memorized): Orations must not be less than five (5) nor more than ten (10) minutes.

Extemporaneous Speaking: Extemporaneous speeches must not be less than five (5) nor more than seven (7) minutes.

Memorized Dramatic Interpretation	Presentations must not be less than five (5) nor more than ten (10) minutes
Memorized Duet Interpretation	
Memorized Humorous Interpretation	
Manuscript Poetry Interpretation	

It is the responsibility of the student to adhere to the time limits. Timekeepers in extemporaneous speaking and debate will be instructed to notify the judge as to the actual speaking time for each speech.

16. Sweepstakes

The high school with the largest accumulated total of sweepstakes points in each class is the winner in that class.

The point system to determine the sweepstakes winners in each class is as follows:

	Humorous Drama, Poetry Extemp. Oratory, Duet	Lincoln-Douglas Debate Public Forum Debate	Cross- Exam Debate	Student Congress
Placing:				
1st	7	7	14	7
2nd	6	6	12	6
3rd	5			5
4th	4			4
5th	3			3
6th	2			2
Semifinals only*	1	5 (3rd place)	10 (3rd place)	1**
Quarter-Finals only*		2 (5th place)	5 (5th place)	
*Not advancing	**Super Congress participants not ranked			

The presentation is memorized, and the focus is off stage and not to each other. The use of a manuscript is not allowed. Those using a manuscript will be disqualified.

5) Manuscript Poetry Interpretation

a. Time Limits

Presentations of manuscript poetry interpretation must not be less than five (5) nor more than ten (10) minutes, including introduction.

b. Introduction

The interpreter in manuscript poetry interpretation should preface the reading by a few brief remarks to establish a personal contact with the audience and to help them achieve a receptive mood and frame of mind for the material to be read. A dry, formal statement of biographical data should be avoided.

c. Standards

The material presented may be a single poem, a cutting from a longer poem, or a group of related short poems (e.g., contrasting themes by one poet or the same theme as dealt with by different poets). The selection or selections should be from works of literary merit. The literature must have been published (i.e. "published for distribution and sale"). Material should be thoroughly studied and analyzed, carefully practiced and prepared. The interpreter should remember, however, that the student is interpreting the author's work to the audience, not impersonating or directly presenting it.

A contestant may not use the same selection that he or she has used in any previous competitive season. A contestant may not use material from manuscript poetry interpretation in any other prepared event at the State Tournament. A contestant may not substantially change the content of the manuscript poetry interpretation in subsequent rounds at the State Tournament.

d. Delivery

In manuscript poetry interpretation, the material should be read from a book or manuscript. Some form of script must be used.

Interpreting aloud is essentially speech and should have the same conversational communicative quality as good speaking or good acting. The interpreter does not act out the character or characters involved, but by changes in voice and in poise, facial expression and modified gesture, SUGGESTS the character and gives the audience an indication of attitude and frame of mind for the material being presented.

It is suggested that the reader have the materials to be read in a neat folder or notebook, easy to hold and handle, or a book, provided it can be easily handled. Loose paper, clippings, etc. should be avoided.

6) Memorized Humorous Interpretation

a. Time Limits

Presentations of memorized humorous interpretation must not be less than five (5) nor more than ten (10) minutes, including introduction.

b. Introductions

The interpreter in memorized humorous interpretation should preface the presentation by a few brief remarks to establish a personal contact with the audience and to help them achieve a receptive mood and frame of mind for the material to be presented. A dry, formal statement of biographical data should be avoided.

c. Standards

Selections for memorized humorous interpretation presentations will be essentially of a light or amusing nature with the interpreter endeavoring to create a mood of enjoyment and gaiety. Material for memorized humorous interpretation must be published (i.e. "published for distribution and sale") and may be a short story or a cutting from a short story, a personal essay, a single incident or a cutting from a novel, biography, speech, or a prose or poetry play. It is recommended that all selections be obtained from the works of a writer of recognized stature NOT from a "declamation agency" or a recording.

Material should be thoroughly studied and analyzed, carefully practiced and prepared. The interpreter should remember, however, that the student is interpreting the author's work to the audience not impersonating or directly presenting it.

A student may not use the same selection that he/she has used in any previous competitive season. A contestant may not use material from Humorous Interpretation in any other prepared event at the State Tournament. A contestant may not substantially change the content of his or her memorized humorous interpretation in subsequent rounds at the State Tournament.

d. Delivery

In Memorized Humorous Interpretation, the material must be presented from memory. No manuscript or notes are allowed.

Those using a manuscript will be disqualified.

Interpreting aloud is essentially speech and should have the same conversational communicative quality as good speaking or good acting. The interpreter does not act out the character or characters involved, but by changes in voice and in poise, facial expression and modified gesture, SUGGESTS the character and gives the audience an indication of attitude and frame of mind for the material being presented.

C. Debate

Responsibilities of debaters reading evidence

- A. Each debater is responsible for the validity of all evidence they read in the debate.
- B. In all rounds debaters shall orally deliver during each round complete citations for each piece of evidence introduced to include the name or the author, qualifications, complete source title and complete date. Lack of a full citation shall void any effect of that piece of evidence in the round.
- C. When presenting evidence from electronically retrieved sources, the debaters must orally deliver the complete citations as is standardized by the Modern Language Association (MLA). In addition, if the information is from an "on-line" source, the debater shall have - upon request of an evidence challenge - the complete electronic address.
- D. Should two or more quotations be used from the same source, the complete citation need be given only for the first piece of evidence used from that source.
- E. Either no internal ellipsis (ellipses occur after the first word of the quotation and before the final word) may be used in evidence cited on a card, or ellipsis may be shown on cards if the original source or a photo copy is present. The evidence may be read in ellipses form, but the entirety of the evidence must be available in one of the two ways cited.
- F. Personal letters or telegrams shall not be admissible as evidence.

Responsibilities of debaters challenging evidence

- Indictments or protest of the validity of evidence must be made on substantive grounds. A challenger must have either the original source or a photo copy of the source being cited, or:
 - A challenger must demonstrate that reasonable search has not been able to locate the source - photo copies of relevant pages in Book in Print, Reader's Guide, or P.A.I.S.
- or:
 - A challenger must prove that they have not been able to locate an electronic source, service, publication, etc.

The use of laptop computers shall be allowed in policy debate competition, as outlined in the NFL National Tournament Manual effective on the first of January immediately preceding the State Meet. Additionally,

- A. There will be no network usage in rounds, either wired or wireless. It is the responsibility of the contestant to insure that only the resources resident on the computer prior to the beginning of the round are accessed and used for the duration of the entire round.
- B. Wired connections (Ethernet or phone) during rounds of competition are not permitted.
- C. Computers or other electronic devices may not be used to receive information from any source (coaches or assistants included) inside or outside the room in which the competition occurs. Internet access, use of e-mail, instant messaging, or other means of receiving information from sources inside or outside the competition room are prohibited. (This does not prohibit non-electronic communication between debate partners during prep time.)
- D. Sanction: Contestants found to have violated provisions A – B above shall forfeit the round of competition and receive zero points. Contestants found to have violated provision C above shall be disqualified from the tournament and shall forfeit all rounds. At the Wyoming State Tournament the Executive Committee shall make the final decision concerning disqualification. At local tournaments using the state rules, the tournament director may disqualify a team for such violation.
- E. Availability of Evidence: Contestants electing to use computers shall have the responsibility to promptly provide a copy of any evidence read in a speech for inspection by the judge or opponent. Printers may be used. Evidence may be printed in the round or produced electronically, but must be provided in a format readable by the opposing team and the judge.
- F. Contestants electing to use computers are responsible for providing their own computers, batteries, extension cords and all other necessary accessories. Tournament hosts shall not be responsible for providing computers, printers, software, paper, or extension cords for contestants.
- G. Because public speaking decorum remains an important element of debate, all debaters are expected to stand at the front of the room facing the judge while speaking.
- H. Contestants choosing to use computers and related equipment accept the risk of equipment failure. No special consideration or accommodations, including no additional prep time or speech time, will be given by judges or contest directors should equipment failure occur.
- I. By choosing to use computers in the round, debaters are consenting to give tournament officials the right to search their files. Debaters who do not wish to consent should not use computers in the round.

Penalties for use of nonexistent evidence or evidence which seriously distorts the intention of the original source.

Definitions

1. A "Serious distortion" exists when evidence itself contains added or deleted word(s) which do not clarify, but - in fact - change the position of the author with respect to the issues in question.

2. "Nonexistence evidence" means that:
 - a. Reasonable search is unable to produce the original source and/or the team reading the evidence is unable to provide the original source or a photo copy of the relevant pages.
 - b. The evidence cited is not located in the original source cited.
Typographical errors in citation will not automatically result in the evidence being labeled nonexistent, if the debater(s) reading the evidence can produce the correct information.

Penalties

1. An infraction of serious distortion or fabrication of debate evidence rules shall result in the disqualification of the offending debater(s) from the tournament.

1) Cross- Examination Debate

a. Entries and General Procedures

A cross-examination debate team consists of two members. Each team shall be prepared to debate both negative and affirmative sides of the resolution.

Each debate team will debate six preliminary rounds, generally three affirmative and three negative (although not necessarily in alternating order).

All debates at the State Tournament will be judged on a win-loss basis and all debaters will be rated on a speaker-point scale.

Team members may switch cross-exam periods or rebuttal speeches, but not both.

Please see Section 8.3.3.A.13.h for information concerning the "Judge Strike System" for Cross-Examination Debate.

Debate postings and ballots shall not show the school name.

b. Preliminary Round Pairings

Preliminary Round Pairings -- Rounds 1, 2: These rounds will be "preset" in advance of the tournament. They will be matched numerically, completely at random. No attempt will be made to avoid intra-district pairings. The draw system will insure that teams from the same school will not meet each other. Within any given debate division, no school shall meet the same school twice during the first two rounds. As a general rule, each team will end the second round having had one affirmative and one negative. Byes, if necessary, will be at random.

Preliminary Round Pairings -- Round 3: This round will be power-matched high-high (similar records insofar as possible) based on the results of the first two rounds. A team may debate any side in round three. Byes, if necessary, will go at random to a team in the lower one-third of the field from a school not having previously received a bye.

Preliminary Round Pairings -- Round 4: This round will be power-matched high-low within brackets based on the results of the first three rounds. A bracket is operationally defined as the win-loss record as apportioned into approximately one-quarter, or one-third, or one-half the field. Side constraints apply to this round so that, as a general rule, each team will end the fourth round having had two affirmatives and two negatives. Byes, if necessary, will go at random to a team in the lower one-third of the field from a school not having previously received a bye.

Preliminary Round Pairings -- Round 5: This round will be power-matched high-high (similar records insofar as possible) based on the results of the first four rounds. A team may debate any side in round five. Byes, if necessary, will go at random to a team in the lower one-third of the field from a school not having previously received a bye.

Preliminary Round Pairings -- Round 6: This round will be power-matched high-low within brackets based on the results of the first five rounds. A bracket is operationally defined as the win-loss record as apportioned into approximately one-quarter, or one-third, or one-half the field. Side constraints apply to this round so that, as a general rule, each team will end the sixth round having had three affirmatives and three negatives. Byes, if necessary, will go at random to a team in the lower one-third of the field from a school not having previously received a bye.

In addition to the above, the following rules shall apply for the preliminary rounds:

- During the preliminary rounds, no teams from the same school shall compete against each other.
- During the preliminary rounds, no team shall compete against the same team which it has competed against in previous preliminary rounds at this tournament.

c. Elimination Round Pairings

Teams will advance to octafinals or based on the results of the six preliminary rounds. These criteria will determine, in rank order, which teams shall advance to qualifying rounds:

1. won-loss record
2. strength of opposition throughout all preliminary rounds (total wins of opposition)

3. cumulative team ranks (low is best)
4. cumulative team speaker points (high is best, drop high-low)

The break-point for qualifying for subsequent qualifying rounds will be announced at the ballot verification period for debate; the teams qualifying for quarterfinals will also be announced at that time.

When the number of Cross-Examination Debate teams is 44 or more, elimination rounds will begin in round seven with octafinals, allowing 16 students bracketed high-low in eight brackets. In the event that there is an odd number (i.e 11, 13, 15), the Cross-X debate team with the best record would receive a bye. All other elimination rounds will follow the rules and the schematic bracket, 8.3.3.C.1.c for cross-examination debate.

The following schematic is the bracket for quarterfinals:



This bracket may be broken if two teams from the same school are scheduled to meet in the quarterfinals. Should the bracket have to be broken, the smallest possible shift in relative position should occur. Should three teams (or more) from the same high school advance to the semifinal rounds, then a conference shall be held with the coach involved to determine the best way to proceed.

d. Standards

Debate is regarded as competitive oral persuasion. Debaters are not attempting to solve a social problem, but rather to convince the judge of the desirability or undesirability of the particular solution set forth in the proposition debated.

2) Lincoln-Douglas Debate

a. Entries and General Procedures

A Lincoln-Douglas "team" shall consist of one member prepared to debate both negative and affirmative sides of the resolution.

Each L-D debater will debate six preliminary rounds, generally three affirmative and three negative (although not necessarily in alternating order).

All L-D debates at the State Tournament will be judged on a win-loss basis and all L-D debaters will be rated on a speaker point scale.

Please see Section 8.3.3.A.13.h for information concerning the "Judge Strike System" for Lincoln-Douglas Debate.

Debate postings and ballots shall not show that school name.

b. Preliminary Round Pairings

Please see Section 8.3.3.C.1.b. for the preliminary round pairing system which applies to both Cross-Examination Debate and Lincoln-Douglas Debate, and Public Forum Debate.

c. Elimination Round Pairings

Please see Section 8.3.3.C.1.c. for the elimination round pairing system which applies to both Cross-Examination Debate and Lincoln-Douglas Debate. In addition to those provisions, these criteria shall determine, in rank order, which L-D debaters shall advance to octafinals or quarterfinals:

1. win-loss record
2. strength of opposition throughout all preliminary rounds (total wins of opposition)
3. cumulative speaker points (high is best, drop high-low)

When the number of Lincoln-Douglas Debate participants is 44 or more, elimination rounds will begin in round seven with octafinals, allowing 16 students bracketed high-low in eight brackets. All other elimination rounds will follow the rules and schematic bracket (See 8.3.3. c.1.c) for cross-examination debate. In the event that there is an odd number (i.e. 11, 13, 15), the debater with the best record would receive a bye.

d. Standards

Debate is regarded as competitive oral persuasion. Since students participating in Lincoln-Douglas Debate are speaking to an audience/judge, they should be encouraged to develop a direct and communicative delivery. The statement of the L-D topic is intended as a resolution of value rather than policy. This value orientation should result in an emphasis on logic, analysis, theory, and philosophy while eliminating "plan" arguments.

3) Public Forum Debate

a. Entries and General Procedures

A Public Forum Debate team shall consist of two members. Each team shall be prepared to debate both pro and con sides of the resolution.

Each public forum debate team will debate six preliminary rounds. Sides for all rounds will be determined by the flip of a coin with the winning side determining either which side of the resolution they will defend, or where they will go first or last in speaking order. The other team will then choose from the remaining option of its side or whether to go first or last. In no instance, including the meeting of two teams for the second time, will sides be determined by any other method than by the flip of a coin between the two teams debating.

Please see Section 8.3.3.A.13.g for information concerning the "Judge Strike System" for Public Forum Debate,

b. Preliminary Round Pairings

Please see Section 8.3.3.C.1.b for the preliminary round pairing system which applies to Cross-examination Debate, Lincoln-Douglas Debate, and Public Forum Debate. The only exception to the pairing of Public Forum Debate is that sides debated will not be a criterion for pairing Public Forum Debate.

c. Elimination Round Pairings

Please see Section 8.3.3.C.1.b for the elimination round pairing system which applies to Cross-examination Debate, Lincoln-Douglas Debate, and Public Forum Debate. In addition to those provisions, these criteria shall determine, in rank order, which Public Forum Debate teams shall advance to octafinals or quarterfinals:

1. Win/loss record
2. Strength of opposition throughout all preliminary rounds (total wins of opposition)
3. Ranking points of the four debaters
4. Quality rating of the two teams

When the number of Public Forum Debate teams is 44 or more, elimination rounds will begin in round seven with octafinals, allowing 16 teams bracketed high-low in eight brackets. All other elimination rounds will follow the rules and schematic bracket (See 8.3.3.c.1c) for cross-examination debate. In the event that there is an odd number (i.e. 11, 13, 15), the public forum debate team with the best record would receive a bye.

d. Standards

Debate is regarded as competitive oral persuasion. Controversy debaters are encouraged to focus upon a social problem defined monthly by the National Forensic League. Because this event attempts to model media debate, judges may be active coaches who teach in a classroom or are community judges, but may not include judges who have college debate experience,

D. Student Congress

1. General Philosophical Statement

Student Congress (StuCo) should be viewed as one of the most exciting events in State competition, combining the very best of debate, extemporaneous speaking, and oratory. As well, it is desirable to maintain much of the decision-making processes in the hands of the competitors while continuing to ensure a high degree of competition.

The setting, as the dialogue between the participants, should be as formal as possible to maintain the demeanor of the house. Dress, actions, and conversation, therefore, should be consistent with and conducted as if it were taking place in the Congress of the United States.

StuCo (Student Congress), as in any democratic society, finds parliamentary procedure rooted in three principles: 1) the will of the plurality decides action and procedure; 2) the rights of the minority to address the assembly and otherwise participate are to be protected; and 3) the rules exist to serve the organization and are equally applicable to all of the membership.

2. Entries

Student Congress participants may double enter in any other event at the State Tournament so long as the other event is not in the same time schedule conflict pattern. The intent is that the student would be able to compete in both events without being absent for any aspect of the competition in either event.

EXCEPTION: Student Congress participants may NOT double in both Student Congress Patterns.

Procedure and guidelines for the participation in this event can be found in the NFL handbook. No NFL procedures or guidelines will be used at the State Tournament if they are in conflict with Student Congress procedures specifically stated in this document.

3. Number of Sessions

There will be one (1) organizational session, four (4) preliminary sessions and two (2) super congress sessions at the State Tournament. (Super Congress Sessions contingent upon having appropriate number of entries.)

4. Structure

Experience has demonstrated that a house with too many members will be unmanageable and not provide students the opportunity to fully participate. Conversely, a house with too few students will not offer sufficient interaction to make the competition worthwhile. NFL advises that the optimum membership in a house of a student congress is 20. Whenever possible during the course of the year but particularly during the State meet, this rule should be considered as inviolate as practical.

Student Congress participants will be informed as to which legislation will be debated in their house as soon as possible after the final split is determined

The formula Base of Three will be used. Coaches will be able to place up to three of their competitors within a given house, depending on the number of houses needed for student congress.

5. Organization

Each participant entered in Student Congress may submit one, and only one, Bill or Resolution. The Bill or Resolution must be properly typed on 8 1/2" x 11" white paper. All Bills and Resolutions received with the entry forms will be duplicated by the Tournament Director (or his/her staff) to be distributed to all schools entered in Student congress (one set of Bills/Resolutions per individual Student Congress participant). The clerk shall ensure the Bills/Resolutions are mailed to all schools at the same time to avoid any inherent advantage, and to do so as soon as possible following the deadline date.

Bills or Resolutions which are not submitted with the official entry forms and which are "late," i.e. submitted after the entry deadline, will not be accepted for duplication or distribution by the Tournament Director. If "late" bills or resolutions are accepted for addition to the agenda order, they may be added only to the bottom of the agenda order, after all the pre-submitted bills have been debated. Sufficient copies of "late" Bills and Resolutions must be provided by each school. The tournament staff will not duplicate "late" Bills or Resolutions at the site of the State Tournament.

Students who pre-submit Student Congress legislation with their State Tournament Registration will be guaranteed an authorship speech when the legislation comes to the floor, prior to the application of other parliamentary or procedural rules.

A Bill is an enumeration of specific provisions which, if enacted, will have the force of law. A Resolution is simply a generalized statement expressing a conviction. A Resolution will generally center debate on the broad principles of the concept; A bill is more apt to concentrate on the merits of the specific provisions it contains. Although they are not necessary, a Resolution may have "Whereas" clauses, but a Bill never has them.

The most repetitive offenses in legislation are the lack of line numbers, lack of penalties when required, initiation date, and the misunderstanding of the intent of what a bill and resolution does and doesn't do and confusing the two.

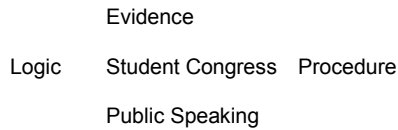
6. Parliamentarian's Duties and Obligations

A parliamentarian shall be used for all sessions of an assigned house. That Parliamentarian may not have students from his or her school as members of that given house.

All houses will operate much more effectively and efficiently if the Parliamentarian does not fear to intervene in order to head off potential problems. This should not be construed to mean that the parliamentarian should run the session, rather that he/she should have a firm hand on the reins to avoid a runaway congress. The parliamentarian should not be "rushed" into making a hasty or improper decision. After all, his/her decisions are final and should be made after due deliberation. The parliamentarian's guide should be the NFL Handbook and Robert's Rules of Order, tempered by common sense and a desire to see the session run as an orderly function. When the Parliamentarian is in doubt or the issues are clouded to the degree resolution cannot be attained without undue delay in the proceeding, the issue should be resolved by unrestrained debate of the participants; however, the Parliamentarian shall make this decision at his/her sole discretion and may elect to hear arguments from both sides of the issue for so long as it may take him/her to make a decision. Addresses to the problem by the members to the Parliamentarian shall not be counted as a speech and shall be considered by neither the judges nor the Parliamentarian in ranking the student.

Each school, which has congress competitors, will be allowed one parliamentarian strike. If not possible to honor all the strikes, the parliamentarian with the fewest strikes shall be used.

7. Judging Criteria in General



As the figure above would indicate, there is a hierarchy of criteria upon which to help in the selection of the best legislator. Evidence to substantiate the assertions of the speaker or questioner, for instance, has a greater primacy over analogy, and much more than mere opinion. In like manner, discernible flaws in logic during debate and the use of parliamentary procedure are also distinguishing features. As well, one cannot afford the luxury of ignoring the fact that StuCo is, after all, a public speaking event and the students' perceptive parliamentarian and judges will need to be extremely vigilant to observe shifts of strength during any given session.

One should clearly see the relationship of a superior speaker and his/her ability as related to the legislation within a structural framework of evidence, analysis and logic, extension and development of the issues, speaking ability, and leadership. Speakers who do nothing more than state the obvious or offer redundant arguments should be discouraged, although this should not preclude development of the issues. As well, one should not neglect assaults and justifications during the two-minute examination period which tests the extent of the speaker's knowledge and the questioner's ability to construct a foundation for later speeches or to later denigrate the position of the author or speaker. Elections of the best speakers, legislation and chair by the membership of the houses are done in conjunction with an independent parliamentarian and judges, however, this does not obviate the need for "political" activities and interaction of the members; indeed, it enhances this necessity. The officials should be acutely aware and sensitive to the "floor work" occurring in the chambers during the session.

8. Judges Duties and Obligations

One judge will be assigned for each session for each house that has fewer than 14 members. Two judges will be assigned for each session for each house that has 14 or more members

Individual judges will consider the results of one or two rounds as the needs of the congress and the availability of a judging pool dictates. A ballot should be completed by the judge for all members of the given house judged, whether the participants spoke during the session or not. Judges are requested not to confer with others about their decisions, reasons for ranking, individual likes or dislikes, or reasons for decisions with students, coaches, or each other until all rounds of congress have been completed. Completed scoring sheets by the judges will be given only to the congressional monitor to avoid an impression of collusion.

The judges will rank the highest scoring or the best participants. The ranks given will be one through seven (one being first place) at the end of each session. All other members of the session shall receive an eighth place. In the event of a tie after the cumulating of both sets of scores (if two judges are used) both members shall receive the higher rank and the next one will be skipped.

Each School which has congress competitors will be allowed one Congress judge strike. If it is not possible to honor all these strikes, a preferential system will be used. That is, the judges with the least number of strikes will be used.

All student congress judge strike sheets will be held in confidence by the tournament staff.

9. Membership Voting

Following the fifth session of Congress, the Parliamentarian shall make available, in no particular order, his/her top seven preferences for overall best speaker. The membership will individually rank these one through seven. The Parliamentarian and the fifth session judge or judges will tally these preferences. These totals will determine the membership's ranking of these seven students. This membership ranking is then multiplied by five, so that the voted ranking of the membership will weigh the same as that of the judges from all five sessions. In the final membership vote all participants not receiving a rank of 1-7 will be ranked 8

In the event of a tie, the Parliamentarian's preference will be added. If the tie is still not broken, the judges' preference will be added. If still not broken, the judges' preference will be added.

The parliamentarian will not reveal his or her ranks to the membership. The ranking ballot used by the parliamentarian should have "Parliamentarian" clearly marked on it. This ranking shall only be used to break a tie.

At the end of all sessions, the judges' rankings from each session will be added together, along with the membership ranking times five. Final placement will be determined by the lowest total cumulative score receiving first place, etc., on to the highest total receiving last place. In the event of a tie, the parliamentarian's preference will prevail. The top ten ranked legislators from the given conflict pattern will then advance to super congress. If only one house is in session during the preliminary rounds within a conflict pattern, the top ten legislators will advance to super congress. If two houses are in session during the preliminary rounds within a conflict pattern, the top five legislators will advance to super congress from each house. If three houses are in session during the preliminary rounds within a conflict pattern, the top three legislators will advance to super congress from each house.

10. Tab Room

At the end of all preliminary sessions the judges' rankings from each session will be added together, along with the membership ranking times five. Final placement will be determined by the lowest total cumulative score receiving first place, etc., on to the highest total receiving last place. These final results will have the tab room staff determine those legislators who advance to super congress. The same procedure will be used to determine the top six legislators in Super Congress.

11. Best Legislation:

Nominations for Best Legislation will be taken from the floor at the end of the last session by the Parliamentarian, but will not number more than five. After balloting, the top two will be selected by the body.

The tab room will tabulate the top winners of best legislation from each house. The authors of the best legislation from each house will be recognized during the awards program.

12. Best Chair

The Parliamentarian will nominate not more than three exceptional members of the congress for Best Chair. The body shall then make their will known by ballot.

The tab room will tabulate the top winner of best chair from each house. The best chair from each house, including super congress, will be recognized during the awards program.

13. Super Congress

- a. The top ten (10) best legislators from both student congress patterns will advance to Super Congress. No more than twenty (20) legislators will advance to Super Congress.
- b. All bills for Super Congress at State would be generated from the previous year's NFL national super congress. Any bills, which had been discussed, that are similar to the NFL national super congress bills will be eliminated by the tournament director. Bills to be discussed in Super Congress will be mailed with the informational state tournament packet prior to registration.
- c. A new parliamentarian and three judges will be appointed for Super Congress.
- d. Two sessions of super congress will be held during the last day of the state forensic meet.

Following the end of the Super Congress sessions, the Parliamentarian shall make available, in no particular order, his/her top seven preferences for overall best speaker. The membership will individually rank these preferences one through seven. The Parliamentarian and the Super Congress session judges will tally these preferences. These totals will determine the membership's ranking of these seven students. This membership ranking is then multiplied by three, so that the voted ranking of the membership will weigh the same as that of the judges from the Super Congress session.

In the event of a tie, the Parliamentarian's preference will be added. If the tie is still not broken, the judges' preference will be added.

The parliamentarian will not reveal his or her ranks to the membership. The ranking ballot used by the parliamentarian should have "Parliamentarian" clearly marked on it. This ranking shall be used only to break a tie.

At the end of the Super Congress sessions, the judges' rankings from the session will be added together, along with the membership ranking times three. Final placement will be determined by the lowest total cumulative score receiving first place, etc., on to the highest total receiving last place. In the event of a tie, parliamentarians preference will prevail.

- e. Semifinal points will be awarded to non-ranked Super Congress participants.

8.4.0 STATE DRAMA TOURNAMENT

8.4.0 ELIGIBILITY:

Prior to arrival at the tournament, any attending school must have on file in its principal's office a list that has been approved by the member school's principal verifying that each student has been found academically eligible to participate (cast, crew, assistants, model, responsible student, etc.).

8.4.1	FEE SCHEDULE:	
	Registration Per School	75.00
	Proscenium Play	42.00 Per Entry
	Arena Plays	42.00 Per Entry
	Group Performance Art	42.00 Per Entry
	Monologue	12.00 Each Monologue
	Duet Scene	12.00 Each Scene
	Scenic Design	12.00 Per Individual Entry
	Costume Design	12.00 Per Individual Entry
	Make-up Contest	12.00 Per Individual Entry
	Original Script	12.00 Per Individual Entry
	Publicity	12.00 Per Individual Entry
	Lighting Design	12.00 Per Individual Entry

8.4.2 **ATTENDING:**

Schools that wish to observe the various performances are encouraged to attend the tournament. These schools will only be charged a school registration fee of \$35.00.

8.4.3 **CHOICE OF MATERIAL:**

It is strongly recommended that Directors use good judgment in selection of the play or material that is high school appropriate. Judges may be offended and students may pay a consequence for this choice. (Please refer to the WHSAA Guidelines)

Plays presented may be either a one-act play or a scene or scenes from a longer play. If a cutting from a longer play is used, the selection should be relatively self-contained and self-explanatory and should not require either knowledge of the entire play or an extended narrative introduction.

If an introduction is used it will count as part of the 30 minute time limit

8.4.4 **ENTRIES:**

- * Each school may enter two of these three categories.
- There will be NO high school student directed plays allowed in the competition.
- * LIMITATION: Any combination of six entries per school

A school may bring any combination of the above categories

All technical entries must adhere to the exact description of components in each designated category. Any entry failing to meet this requirement will be disqualified.

Acting entries per schools are:

Category	# of Entries
Proscenium	1 *
Arena	1 *
Group Performance Art	1 *
Dramatic Monologues	1 - 2
Humorous Monologues	1 - 2
Dramatic Two Person Scenes	1 - 2
Humorous Two Person Scenes	1 - 2

Technical entries per school are:

Category	1st Year	2nd Year	3rd Year	4th Year
Real Make-up	1 - 2	1 - 2	Unlimited	Unlimited
Fantasy Make-up	1 - 2	1 - 2	Unlimited	Unlimited
Scenic Design	Unlimited	Unlimited	Unlimited	Unlimited
Costume Design	Unlimited	Unlimited	Unlimited	Unlimited
Publicity	Unlimited	Unlimited	Unlimited	Unlimited
Lighting	Unlimited	Unlimited	Unlimited	Unlimited

Original Scripts:

Category	# of Entries
Monologues	1 - 6 *
Two Person Scenes	1 - 6 *
One Act Plays	1 - 6 *

Each school must submit a number list to the State Drama Competition Tournament Director by the last Friday of October. This list does not require student names. It gives the State Drama Tournament Director the number of entries in each category so he/she may begin a basic schedule.

Each school must submit Official Entry Forms, Competition Sign-up Sheets, Registration Forms and Scholarship Audition Sheets to the State Drama Tournament Director / Scheduler **AND** the WHSAA by the SECOND WEDNESDAY OF NOVEMBER. **ALL** paperwork **MUST be returned as per the DEADLINE CHECKLIST in the registration packet.**

Student Conduct: Students need to attend performances, not hanging around performance areas, halls or lobby. It must be quiet around all performance areas at all times. Impress on your students how to behave in a theater. NO BOOM BOXES ARE ALLOWED ANYWHERE!

Rules of WHSAA apply at all times. Students must wear nametags at all times except during performances. Nametags are to be provided by each school for the State Drama Tournament.

8.4.40 LEVEL OF COMPETITION:

Students wishing to compete in any level in any technical category at the State Drama Tournament may enter at any level, however, once a student has competed at a specific level the student may not repeat or retreat to a lower level. Level 4 may be repeated for a student's four years of high school. The level at which a student enters a category will be left to the coach's discretion.

8.4.41 PROSCENIUM PLAY:

Performance Area: The host school will provide a floor plan of the performing area, a lighting plot, available props, and sound limitations. Do not assume what is available. Schools may wish to transport their own props.

Time Limit: There is a 30 minute limit. Plays must not go overtime. At 30 minutes lights will be cut to half. At 31 minutes lights will black out and the play will be stopped.

Royalties: Must be paid before performance and a proof of payment must accompany the coach to the tournament and be turned in at registration.

Critiques: Refer to evaluation form included in your registration packet for performing guidelines. An oral critique between the judges, director, and actors will follow the performance.

Set-Up And Strike: There is a 10 minute time limit for setting up and a 10 minute time limit allowed for the strike. Strike should occur prior to the critique, and includes all clean up of the performance area. These times are not to be exceeded. This time will not be included with the 30 minute performance time limit.

Programs: Each school is responsible to bring a minimum of ten programs and make sure each judge receives a program. Refer to program example in the registration packet.

8.4.42 ARENA PLAY:

This is a play performed in the round.

Performance Area: The host school will provide a floor plan of the performing area, a lighting plot, available props, and sound limitations. Do not assume what is available. Schools may wish to transport your own props.

Time Limit: There is a 30 minute limit. Plays must not go overtime. At 30 minutes lights will be cut to half. At 31 minutes lights will black out and the play will be stopped.

Royalties: This must be paid before performance and a proof of payment must accompany the coach to the tournament and be turned in at registration.

Critiques: Refer to evaluation form included in your registration packet for performing guidelines. An oral critique between the judges, director, and actors will follow the performance.

Set-up and Strike: There is a 10 minute time limit for setting up and a 10 minute time limit allowed for the strike. Strike should occur prior to the critique, and includes all clean up of the performance area. These times are not to be exceeded. This time will not be included with the 30 minute performance time limit.

Programs: Each school is responsible to bring a minimum of ten programs and make sure each judge receives a program. Refer to program example in the registration packet.

8.4.43 GROUP PERFORMANCE ART:

This is a presentational art.

Material: Any type of literature may be used, a single piece of literature or an assemblage of many different pieces of literature centering around a theme.

Performance: Off stage focus, focus toward the audience, rather than looking directly at the other characters is used. Movement is suggestive, symbolic and stylized rather than representational and realistic as in conventional acting. The stage pictures should result in an ensemble presentation in which the interpreters are a continual part of each scene. The literature should suggest ensemble dress; however, this is not a main focus. Interpreters should use their suggestive portrayal of the character(s) and not make-up or costume. Suggested the ensemble remain small, 8-10 interpreters. Scripts may be used in a representational manner.

Performance Area: The host school will provide a floor plan of the performing area, a lighting plot and available props. Do not assume what is available. Schools may wish to transport their own props.

Royalties: Must be paid before performance and a proof of payment must accompany the coach to the tournament and be turned in at registration. However, if the performance is an original creation or a blending of a variety of material no royalties will be necessary.

- Critiques:** Refer to evaluation form included in the registration packet for performing guidelines. An oral critique between the judges, director, and actors will follow the performance.
- Set-Up And Strike:** There is a 10 minute time limit for setting up and a 10 minute time limit allowed for the strike. Strike should occur prior to the critique, and includes all clean up of the performance area. These times are not to be exceeded. This time will not be included with the 30 minute performance time limit.
- Programs:** Each school is responsible to bring a minimum of ten programs and make sure each judge receives a program. Refer to program example in the registration packet.

8.4.44 MONOLOGUES:

This must be a cutting from a play, an original creation, screen play, or a published monologue book. The actor must portray only one character. Scenes should be blocked for proscenium.
Monologues are divided into two categories: Dramatic and Humorous

Performance Area: A classroom area is used for performance.

Time Limits: There is a 4 minute maximum with no minimum. Performers will be visually warned at 4 minutes and verbally cued to stop at 4.30.
The time will begin after the introduction.

Introductions: Performers need only to state their name, title of monologue and school.

Royalties: No payment required.

Critiques: Refer to evaluation form included in the registration packet for performing guidelines. The same adjudicators will judge all monologues. Oral critiques will follow a group of performers.

Set-Up And Strike: Set up is limited to one minute, and includes all clean up of the performance area.

Programs: Each school is responsible to bring a minimum of ten programs and make sure each judge receives a program. Refer to program example in the registration packet.

Furniture: The host site will provide: 1 table, 2 chairs, and 1 bench. Each school is responsible for bringing their own hand props. Set up is limited to one minute.

8.4.45 TWO-PERSON-SCENES:

Two person scenes are divided into two categories: Dramatic and Humorous.
Must be a cutting from a play, an original creation, screenplay or a published scene book. Each actor of the two-person scene must portray only one character. Scenes should be blocked for proscenium.

Performance Area: A classroom area is used for performance.

Time Limits: There is an 8 minute maximum with no minimum. Performers will be visually warned at 8 minutes and verbally cued to stop at 8.30. The time will begin after the introduction.

Introductions: Performers need only to state their name, title of work and school.

Royalties: No payment required.

Critiques: Refer to evaluation form included in the registration packet for performing guidelines. Oral critiques will follow a group of performers.

Set-Up And Strike: Set up is limited to one minute, and includes all clean up of the performance area.

Programs: Each school is responsible to bring a minimum of ten programs and make sure each judge receives a program. Refer to program example in the registration packet.

Furniture: The host site will provide: 1 table, 2 chairs, and 1 bench. Each school is responsible for bringing their own hand props. Set up is limited to one minute.

8.4.46 SCENIC DESIGN:

One scene design per contestant may be entered.

It is suggested designers use graphic standards (USITT) for all scenic designing. Inquire with your industrial arts teacher for a guideline book. Design may be computer generated or hand drawn. Floor plan display and model display base may not exceed 28" x 38". All drawings, models and drafting should be executed in the same scale. Designers may be interviewed to defend designs. Research notebook should contain: A collection of information showing careful and diligent investigation or experimentation aimed at the discovery and development of the practical design rationale. (Information beyond the script.) Research should be based on the requirements needed for the specific level of entry.

- 1st year - Floor plan - mounted or matted with mat board or foam core board. Attach design concept form (see Registration packet) to lower right hand corner facing out to the viewer. Research folder or notebook showing materials and information used in research.
- 2nd year - Floor plan - mounted or matted with mat board or foam core board. Attach design concept (see Registration packet) to the lower right hand corner facing out to the viewer. Research folder or notebook showing materials and information used in research.
 Rendering or Model - Model needs to be of the set (platforms, flats, etc.) on the stage floor not a model of the theatre physical plant. Rendering needs to be a perspective image created in a color media and matted, size may not exceed 18" x 24".
- 3rd year - Floor plan - mounted or matted with mat board or foam core board. Attach design concept (see Registration packet) to the lower right hand corner facing out to the viewer. Research folder or notebook showing materials and information used in research.
 Rendering or Model - Model needs to be of the set (platforms, flats, etc.) on the stage floor not a model of the theatre physical plant. Rendering needs to be a perspective image created in a color media and matted, size may not exceed 18" x 24". Front elevations of the design should be created in any color media, mounted on mat board or foam core board.
- 4th year - Floor plan - mounted or matted with mat board or foam core board. Attach design concept (see Registration packet) to the lower right hand corner facing out to the viewer. Rendering or Model - Model needs to be of the set (platforms, flats, etc.) on the stage floor not a model of the theatre physical plant. Rendering needs to be a perspective image created in a color media and matted, size may not exceed 18" x 24". Research folder or notebook showing materials and information used in research. Front elevations of the design should be created in any color media, mounted on mat board or foam core board. Rear elevations of the design should be drafted in scale and mounted on mat board or foam core board.

Critique: Refer to evaluation form included in the registration packet for guidelines.

8.4.47 COSTUME DESIGN:

Entries: Single student entry only

Each costume design must be individually matted. Maximum mat size (outside measurement) may not exceed 16" x 20". Designs need a face, it may be simple cross. Hair is important, especially if you are doing a period show. Figures should not appear to be floating. A simple line for grounding is acceptable. One character per plate, unless you want to include a rear view or detailed accessories. Hats, gloves, shoes, etc. Material swatches must accompany each design. Swatches should be attached to the design so the judge can see and feel the materials. The swatches should be proportional with the largest piece of material being the material used the most in the design and decreasing to the smallest swatch being the material used the least in the design. Be sure to remember to include the swatches of trim material. The costume design should be labeled with a minimum of the character name and play. This labeling may occur within the design itself or a separate typed label. It is suggested the artist sign all designs.

Research notebook should contain: A collection of information showing careful and diligent investigation or experimentation aimed at the discovery and development of the practical design rationale. (Information beyond the script.) Research should be based on the requirements needed for the specific level of entry.

1st Year: Three costume plates of any single or multiple characters.

These must be three different costumes.

Attach design concept (see registration packet) to the lower right hand corner facing out to the viewer.

2nd Year: Six costume plates of any single or multiple characters.

These six must be different costumes.

Attach design concept (see coach's packet) to the lower right hand corner facing out to the viewer.

3rd Year: Six costume plates of any single or multiple characters.

These must be six different costumes.

Attach design concept (see coach's packet) to the lower right hand corner facing out to the viewer.

Costume chart - what each character wears and when (Chart should fold and be placed in the portfolio/folder/notebook).

Portfolio/folder/notebook with research materials to show process of designing the show (8 1/2" x 11", should be able to hang with costume plates).

4th Year: Design the full show - every character every costume, with a minimum of twelve costume plates.

These must be twelve different costumes.

Attach design concept (see coach's packet) to the lower right hand corner facing out to the viewer.

Costume chart - what each character wears and when (Chart should fold and be placed in the portfolio/folder/notebook).

Portfolio/folder/notebook with research materials to show process of designing the show (8 1/2" x 11", should be able to hang with costume plates).

Critique: Refer to evaluation form included in the registration packet for guidelines.

Display: Contestants are encouraged to bring constructed costumes of her/his design if mannequins are available. These costumes will not be judged nor will it affect the critique process.

8.4.48 MAKE-UP:

Make-up is divided into two categories: realistic and fantasy (non-realistic).

Realistic is defined as a human face, which may have natural or inherited deformities or injuries. Example: injuries include bruises, cuts, scars, burns, wounds, etc.

Fantasy (non-realistic) is defined as a human face, which has been transformed into something non-human. Example: animal, inanimate object, alien, mythical creatures, and horror, etc.

Artist should be prepared to verbally defend design choices. The individual character design is based on the designer's character concept not on the genre of the play. The character must be from an existing stage play.

Entry Limitations: Each school may enter a maximum of two 1st year entries in real and a maximum of two 1st year entries in fantasy, maximum of two 2nd year entries in real and a maximum of two 2nd year entries in fantasy. 3rd and 4th year entries are unlimited.

Application: Students must provide all of their own make-up. All prosthetics must be student made and can be created before the competition. (Prosthetics - A three dimensional, artificial substitute for an added part of the facial features.)

Design: The student must work from a completed Character Design/Analysis Form, which includes two parts, (1. The Make-up Design Worksheet. 2. The Make-up Analysis Worksheet), which will be provided in the registration packet.

Oral Critiques: Critiques will follow application times.

REAL MAKE-UP

1st year: Completed straight make-up may enhance facial structure or correct any facial imperfections, (ie: - birthmark, acne, mole). Make up design is for one actor or model (the age of the character is not to exceed 19 years of age), full front and profile, artist MUST use the character design/analysis form provided in the registration packet. Artist cannot use prosthetics or applied facial hair. Apply make-up to a model or self. Application time will be one hour.

2nd year: Completed aged (50 years or older). Make-up design for one character, full front and profile, artist MUST use the character design/analysis form provided in the registration packet. The artist may use prosthetics and/or apply facial hair. Apply make-up to a model or self. Application time will be one and one-half hours.

3rd year: Completed corrective or straight make-up design for one character, (may be any age), full front and profile. Artist MUST use the character design/analysis form provided in the registration packet. Place paperwork in an 8 1/2" x 11" folder/portfolio, including a list of materials used, a minimum of five reference images which pertain to the design for a make-up morgue (image reference collection). The artist may use prosthetics and/or apply facial hair. Apply make-up to a model or self. Application time will be one and one-half hours.

4th year: Completed corrective or straight make-up design for one character, (may be any age), full front and profile. Artist MUST use the character design/analysis form provided in the registration packet. Place paperwork in an 8 1/2" x 11" Folder/portfolio, including list of materials used, a minimum of ten reference images which pertain to the design for a make-up morgue (image reference collection) and five photographs showing the application process taken prior to the tournament. The artist may use prosthetics and/or apply facial hair. Apply make-up to a model or self. Application time will be one and one-half hours.

FANTASY MAKE-UP (non-realistic)

1st year: Completed make-up design for one character, full front and profile. Artist MUST use the character design/analysis form provided in the registration packet. Artist cannot use prosthetics and/or apply facial hair. Apply make-up to a model or self. Application time will be one hour.

2nd year: Completed make-up design for one character, full front and profile. Artist MUST use the character design/analysis form provided in the registration packet. The artist may use prosthetics and/or apply facial hair. Apply make-up to a model or self. Application time will be one and one-half hours.

3rd year: Completed make-up design for one character, full front and profile. Artist MUST use the character design/analysis form provided in the registration packet. Place paperwork in an 8 1/2" x 11" folder/portfolio, including a list of materials used, a minimum of five reference images which pertain to the design for a make-up morgue (image reference collection). The artist may use prosthetics and/or apply facial hair. Apply make-up to a model or self. Application time will be two hours.

4th year: Completed make-up design for one character, full front and profile. Artist MUST use the character design/analysis form provided in the registration packet. Place paperwork in an 8 1/2" x 11" folder/portfolio, including list of materials used, a minimum of ten reference images which pertain to the design for a make-up morgue (image reference collection) and five photographs showing the application process taken prior to the tournament. Apply make-up to a model or self. The artist may use prosthetics and/or apply facial hair. Apply make-up to a model or self. Application time will be two hours.

8.4.49 PUBLICITY

Use of images should not violate copyright laws.

Team Size: Single student entry only!

Display: Students need one self supporting display board (such as foam or mat), for all elements of their publicity displays, which may not exceed 24" x 30".

- 1st Year: Advertising poster may not exceed 11" x 17".
Attach design concept form (see Registration packet) to the lower right hand corner facing out to the viewer.
- 2nd Year: Advertising poster may not exceed 11" x 17".
Attach design concept form (see Registration packet) to the lower right hand corner facing out to the viewer. Program Design (a copy of the completed program).
Design one of the following visual advertisements: Ticket, Postcard or Table Tent.
- 3rd Year: Advertising poster may not exceed 11" x 17".
Attach design concept form (see Registration packet) to the lower right hand corner facing out to the viewer. Program Design (a copy of the completed program).
Design two of the following visual advertisements: Ticket, Postcard or Table Tent.
News Release (use a professional news release format).
- 4th Year: Advertising poster may not exceed 11" x 17".
Attach design concept form (see Registration packet) to the lower right hand corner facing out to the viewer. Program Design (a copy of the completed program).
Design all of the following visual advertisements: Ticket, Postcard and Table Tent.
News Release (use a professional news release format).
Radio announcement in production form (Audiocassette or CD with recording must be submitted).
If any other format is submitted the contestant must provide the proper listening device.
Audiocassettes or CD's: Should be attached to the back of the display.
Television ads may be displayed but will not be judged.

8.4.495 LIGHTING

Team Size: Single student entry only!

- 1st year: Floor plan with lighting areas identified (large area as well as special areas).
Floor plan should be mounted on a display board may not exceed 28" x 38".
Attach design concept form (see Registration packet) to the lower right hand corner facing out to the viewer.
- 2nd year: Floor plan with lighting areas identified (large area as well as special areas).
Floor plan should be mounted on a display board may not exceed 28" x 38".
Attach design concept form (see Registration packet) to the lower right hand corner facing out to the viewer.
Instrument schedule placed in an 8 1/2" x 11" notebook or portfolio.
- 3rd year: Floor plan with lighting areas identified (large area as well as special areas).
Floor plan should be mounted on a display board may not exceed 28" x 38".
Attach design concept form (see Registration packet) to the lower right hand corner facing out to the viewer.
Instrument schedule placed in an 8 1/2" x 11" notebook or portfolio.
Lighting plot should be an overlay to the floor plan.
- 4th year: Floor plan with lighting areas identified (large area as well as special areas).
Floor plan should be mounted on a display board may not exceed 28" x 38".
Attach design concept form (see Registration packet) to the lower right hand corner facing out to the viewer.
Instrument schedule placed in an 8 1/2" x 11" notebook or portfolio.
Lighting plot should be an overlay to the floor plan.
Lighting cue sheets placed in an 8 1/2" x 11" notebook or portfolio.

8.4.5 ORIGINAL SCRIPTS:

Team Size: Single student entry only!

Students may enter the competition under any of the following three categories:
(All three categories will be judged separately.)

1. Original Monologue - Material written to be performed by only one person.
2. Original Two Person Scenes - Material written to be performed by only two people.
3. Original one-act play - Materials written to be performed by a cast of whatever number required.

Limitations on original scripts: Each school will be allowed a total of six script entries. A school will be able to submit entries in any category up to a total of six (example - 2 One Acts, one mono, 3 Two Person Scenes or 1 One Act, 5 monologues.)

Criteria: Length of each script must adhere to the already existing rules found in each category. Material must be original and not an adaptation of an already existing piece of literature. The student must mail one clean copy, NO FAXES, postmarked to the judge as dated on the Deadline Check List in the registration packet. The script should be typed in an accepted play-script format which includes cover page (including the category the writer is entering), cast list with character description and stage directions. For a guide to format choices, consult a play writing text.

Critique: Plot development, structure, character/relationship development, use of language and action, and theatrical merit. No performance of any script entered in this competition will be considered in the adjudication of this award. The competition was developed so that acting can be judged on the merit of acting, and writing on the merit of writing.

8.4.6 STATE DRAMA SCORING AND AWARDS

Awards will be presented at the end of the competition at a general assembly.

Sweepstakes Trophy: Schools must enter six of the eleven competitive areas, one entry must be either Arena, Proscenium or Group Performance Art, in order to be eligible for sweepstakes. The highest place for each team in each of the eleven competitive areas will be recorded. Then the six lowest scores of the eleven competitive areas will be added to determine the sweepstakes award. In monologues, technical and original script competitive areas, where a school may have multiple entries, only one score from each competitive area will count toward sweepstakes. Trophies will be awarded in the following areas: 1A/2A, 3A, and 4A. Sweepstakes winner and runner-up trophies will be awarded for each division.

Arena, Proscenium, and Group Performance Art - Team Score: Three judges are assigned to these events. The team score is calculated by taking the average of the three judges' scores. First, second, and third place trophies will be awarded in each category.

Arena, Proscenium and Group Performance Art- All State/Honorable Mention: Each actor is evaluated individually by each of the judges. When a student receives a recommendation from one judge they receive Honorable Mention; when they receive two or more recommendations they are then awarded All State Honors.

Monologues and Two-Person Scenes - Team Score: These two events are judged by two judges with the team score coming from the average of the two scores. Medals will be awarded for first, second and third place in humorous monologues, dramatic monologues, humorous two-person scenes and dramatic two-person scenes.

Monologues and Two-Person Scenes - All State/Honorable Mention: Each actor is evaluated individually by each of the judges. When a student receives a recommendation from one judge they receive Honorable Mention; when they receive two recommendations they are then awarded All State Honors.

Technical Areas - Team Score: Medals will be awarded for first, second and third place in each technical category at each level of competition. Each technician's design is judged by one judge.

Technical Areas - All State: All State Medals will be awarded to the technicians that excel in their area of competition. The judge judging the event will decide awards. No Honorable Mention in Tech areas.

Original Scripts - Team Score: One judge judges each category prior to the actual days of competition. Medals will be awarded for first, second, and third place in one act writing, monologue writing, and two-person scene writing.

Original Scripts - All State: All State Medals may be given at the discretion of the judge. No Honorable Mention in Tech areas.

8.5.0 WYOMING ASSOCIATION OF STUDENT COUNCILS CONSTITUTION

PREAMBLE

Section 1. It shall be the purpose of the Wyoming Association of Student Councils to provide Wyoming high school students with an opportunity to develop responsible leadership, to promote unity cooperation, and communication.

ARTICLE I

Section 1. Membership in this association shall be open to the student councils of all public, private, and parochial senior high schools in the state. School membership is obtained by the payment of the membership fee and a letter to the Executive Board.

ARTICLE II

Section 1. The officers shall be President, Vice-president, and Secretary.

Section 2. The term of office shall be one year, beginning the day following the annual state convention.

ARTICLE III

Section 1. It shall be the duty of the President to:

- Preside at all meetings of the association and the Executive Board.
- Represent the association at all public occasions.
- Serve as ex-officio member of all committees.
- Appoint all necessary committees with the approval of the Executive Board.

Section 2. It shall be the duty of the Vice-president to:

- Perform the duties of the President in the absence of the President.
- Oversee the activities of all committees.
- Perform all duties delegated to him/her by the President.
- Serve as Chairperson of the Process Committee.

Section 3. It shall be the duty of the Secretary to:

- Keep minutes of all meetings at the annual convention.
- Keep minutes of each Executive Board meeting.

- c. Conduct all correspondence of the association and beginning in December and proceeding through October (excluding June, July, and August) the Secretary shall publish a monthly newsletter.
- d. He/she shall be responsible for keeping records of all ideas received for the availability of the member schools.
- e. Preserve, as directed, all records of the association.

ARTICLE IV. ELECTION OF OFFICERS

- Section 1. Nominations for office must be presented in writing to the Executive Board two weeks before the date of registration of the annual WASC Convention.
- Section 2. Each candidate for office must be a junior or sophomore and an official delegate to the annual convention. The delegates must have permission and a letter of recommendation from their sponsors and principals to run for office.
- Section 3. Election of officers shall take place during the annual convention. Voting shall be by written, secret ballot. Each official delegate shall have one vote; unofficial delegates shall have no vote. Election shall be by simple plurality. Officers shall be installed at the last general session of the annual convention.
- Section 4. Specific election procedures will be established by the Executive Board and sent to member schools at least one month prior to the annual convention.

ARTICLE V. MEETINGS

- Section 1. There shall be an annual fall convention of member schools at a time and place to be decided by the Executive Board on the basis of bids submitted within the districts.
 - a. The number of official delegates which each school may send shall be as follows: Schools of 99 students or under, one; 100-199, two; 200-299, three; 300-399, four; 400-499, five; 500 and above, six.
 - b. Each member school may send no more than six unofficial delegates to the annual convention.
 - c. State officers, committee chairpersons and workshop presenters may be registered without counting as a school's official or unofficial delegates. The school is responsible for the registration fee.

ARTICLE VI. FINANCES

- Section 1. Each member school shall pay an annual fee by the first of November to the association, which in turn shall pay all bills. Such fees shall be made payable to the WYOMING ASSOCIATION OF STUDENT COUNCILS, in care of the WHSAA.
- Section 2. Each member school sending delegates to the annual state convention shall pay an additional convention fee to be determined by the host school with the approval of the Executive Board.
- Section 3. WASC dues are used to pay all routine expenses of the association, to pay expenses of the Executive Board incurred on official business and to assist in sending official state delegates to the National Conference of Student Councils.

ARTICLE VII. EXECUTIVE BOARD

- Section 1. There shall be an executive board made up of the student officers and three faculty sponsors elected by the faculty of the member schools' councils, one of which shall be designated as director of the Executive Board.
- Section 2. The term of office for each faculty sponsor on the Executive Board shall be three years. One new faculty sponsor shall be elected each year for a three year term.
- Section 3. All faculty sponsors are eligible to succeed themselves.
- Section 4. Failure of any member student or faculty to comply with responsibilities given to him/her as a member of the Executive Board may result in his/her expulsion. A two-thirds majority vote of the Executive Board shall be required for the removal of a member. Any faculty adviser vacancy shall be filled by the remaining faculty advisers. Student offices shall be filled by the appointment of the President with the advice of the Executive Board.
- Section 5. Duties of the WASC Executive Director:
 - a. Perform the role of the advisor of the Executive Board.
 - b. Assume general direction over all activities of the association.
 - c. Publicize association activities in papers, magazines, and by personal appearance.
 - d. Conduct the sponsors' meeting at the state convention.
 - e. Coordinate all association activities and assist student officers in doing their work.
 - f. Assume responsibility for the coordination of the summer leadership program sponsored by the WHSAA.
 - g. Turn over all records to the Executive Board at the expiration of the term of office.
- Section 6. The Commissioner of the WHSAA shall be an ex-officio member of the Executive Board. He shall be empowered to receive and disburse monies of this association under authorization of the Executive Board and shall perform such other duties assigned by that committee.

ARTICLE VIII. AMENDMENTS

- Section 1. This Constitution may be amended at any annual state convention of the WYOMING ASSOCIATION OF STUDENT COUNCILS or by two-thirds ratification of the member councils at any time during the year.
- a. The proposed amendments and this Constitution shall be distributed among the delegates upon registration at the annual convention or by correspondence.
 - b. The amendment is ratified by a two-thirds vote of the official delegates assigned to each school.

ARTICLE IX. BYLAWS

- Section 1. The membership fees:
- a. All schools classified as Class 1A schools shall pay a fee of \$15.
 - b. All schools classified as Class 2A schools shall pay a fee of \$20.
 - c. All schools classified as Class 3A schools shall pay a fee of \$25.
 - d. All schools classified as Class 4A schools shall pay a fee of \$30.
- Section 2. The business of the association shall be conducted under standard rules of parliamentary procedure.
- Section 3. Amendments to the Bylaws may be made by a simple majority of the annual convention or ratification by majority of the member schools any time during the year.
- Section 4. There shall be three standing committees. They shall be the Constitution and Bylaws Revisions Committee, the Process Committee, and the Convention Evaluation/Planning Committee.
- a. The Constitution and Bylaws Revisions Committee shall be responsible for reviewing and revising the Constitution and Bylaws.
 - b. The Process Committee shall be responsible for organizing the committees which will serve at the WASC Convention. The committee will also determine which committee topics submitted by member schools shall become justified committees at the WASC Convention. They shall be responsible for sending committee results to the national congressmen and other dignitaries they see fit.
 - c. The Convention Evaluation/Planning Committee shall be responsible for evaluating the WASC Convention and offering suggestions for improvement. They shall take part in planning the WASC Convention for the following year, as designated by the Executive Board.
- Section 5. The responsibilities of the committee chairs shall be to communicate all committee activities to the WASC Vice-President, call at least two meetings per year, and solicit additional members for their committee as designated by the Executive Board. They shall attend Executive Board meetings as requested by the Executive Board.
- Section 6. All unofficial delegates shall be allowed to vote during the General Business Session.
- Section 7. Each Region of the state will have it's own reporter that will correspond with the state officers, and will be able to correspond with other schools as a representative of the WASC officers.
- a. The regions are defined as the Northeast, Northwest, Southeast, Southwest, and Central.
 - b. If persons are interested in Regional Reporter an essay no longer than 500 words will be submitted to the Executive Board, who will review each applicant on his/ her experience, ability, ideas, and involvement. Also a letter of recommendation from both their Student Council Sponsor and their Student Council President should also be sent to the WASC Executive Board prior to the WASC convention. The decision of the board will be given at the closing of the convention.
 - c. The term of office will be one year, beginning the day following the annual state convention.
 - d. The duty of this Regional Reporter will be to correspond with the other schools in this region about the activities, projects, programs, etc.
 - e. This information will be sent to the WASC Secretary in a timely fashion to be used in the monthly newsletter.

8.6.0 WYOMING ASSOCIATION OF DECA (WyADECA)

8.6.1 OVERVIEW

Distributive Education Clubs of America (DECA) is a co-curricular, student centered organization specifically designed to provide activities that will motivate secondary/post secondary students to learn marketing competencies that will prepare them to become skilled, employable workers in the field of marketing.

The purpose of DECA is to provide learning opportunities to marketing education students through goal-oriented chapter activities. The focus of these activities is always upon developing greater understanding and appreciation of marketing, merchandising, and management. These activities contribute to occupational competence by promoting greater understanding and appreciation for the responsibilities of citizenship in our private and free enterprise system.

Any student enrolled in a marketing education instructional program anywhere in the United States, the four U.S. territories, and Canada can be a member of DECA. The Wyoming Association of DECA is one of 57 "State Associations" of the international organization. The organization is non-profit, non-political, and totally student oriented. Each chapter elects its own student officers, and the local instructor serves as chapter advisor. The state elects student officers for each division, and is under the leadership of the state advisor.

8.6.2 GOALS

- To develop leadership characteristics

- To develop self-confidence and self-acceptance
- To develop a greater understanding of our free, competitive enterprise system
- To further develop occupational competencies needed for careers in marketing, merchandising, and management
- To develop high ethical standards in personal and business relationships
- To develop effective international relationships
- To develop a greater awareness of career opportunities in marketing
- To develop greater proficiency in communication
- To develop greater appreciation of the responsibilities of citizenship
- To develop a healthy competitive spirit
- To develop social and business etiquette

TAG LINE

"Developing Future Leaders for Marketing and Management"

COLORS

Blue and Gold

EMBLEM

The official DECA emblem is a diamond shaped design with a wrapped package in the center. Each point of the diamond signifies a working part of the organization. The four points are: Vocational Understanding, Civic Consciousness, Social Intelligence, and Leadership Development.

The wrapped package symbolizes a "job well done" achieved through cooperation of school officials, students, parents, and business people working together.

8.6.3 CREED

I believe in the future which I am planning for myself in the field of Marketing and Management and in the opportunities which my vocation offers.

I believe in fulfilling the highest measure of service to my vocation, my fellow beings, my country and my God, that by so doing I will be rewarded with personal satisfaction and material wealth.

I believe in the democratic philosophies of private enterprise and competition, and in the freedoms of this nation, that these philosophies allow for the fullest development of my individual abilities.

I believe that by doing my best to live according to these high principles I will be of greater service both to myself and mankind.

8.6.4 CONFERENCES

There are two types of conferences in which WyADECA participates, in leadership development conferences and career development conferences.

Leadership development conferences are held in the fall for the purpose of developing leadership skills among DECA officers and members. In late September or early October a State Officer Leadership Development (SOLD) Conference is conducted by the state officers and state advisor for the newly elected chapter officers and their advisors. The Western Region Leadership Conference offers an opportunity for state and chapter leaders of WyADECA to further develop their skills with leaders from thirteen other state associations of DECA.

Career development conferences are held on a state and national level, and offer an opportunity for DECA members to compete against one another while demonstrating their competence in their chosen marketing, merchandising, and management career area. The State Career Development Conference (SCDC) is held in February or March, and is conducted by the state officers and state advisor with the help of the host chapter advisor(s). The 29 competitive areas are comprised of 59 competitive events which are judged by business people with expertise in the appropriate career area. Qualifiers from each of the 57 state associations are eligible to compete at the National Career Development Conference (NCDC) in late April or early May.

8.6.5 COMPETITION

It should be emphasized that competitive events are only one of the many phases of the total DECA program of student activities and that DECA competitive events are only one of the strategies used in assisting in the development of the competencies needed in preparing for and advancing in marketing, merchandising, and management careers.

It is believed that competitive events are congruent with sound educational practices and enhance educational purposes. Therefore, DECA competitive events are learning activities designed to evaluate students' development of essential competencies needed for entry and/or advancement in the field of marketing. The DECA Competency Based Competitive Events Program facilitates effective integration of DECA as an integral part of the total marketing education instructional program.

DECA's Competency Based Competitive Events effectively measure the students' proficiency in those skills identified by occupational practitioners as essential to success in a given occupation. The competencies evaluated are selected from a list of "tasks" validated by industry representatives.

Students who are participants in these competitive events are not informed in advance of which competencies will be evaluated, but, should be prepared to have their performance evaluated in regular marketing education instructional areas including human resources, economic principles, marketing and business principles, finance, promotion, mathematics, communications management, pricing, distribution, marketing information management, risk management, product/service planning, purchasing, and selling. A typical competitive series would include a written comprehensive exam together with two "activities" or demonstration/role-playing events. Participants receive recognition for achievement in each event and in the series as a whole. The WyADECA program of competitive events includes the following areas:

8.6.51 Individual Series Events:

1. Advertising and Display Services Marketing
2. Apparel and Accessories Marketing - Master Employee Level
3. Apparel and Accessories Marketing - Supervisory Level
4. Finance and Credit Services Marketing
5. Food Marketing - Master Employee Level
6. Food Marketing - Supervisory Level
7. Full Service Restaurant Management
8. General Marketing - Master Employee Level
9. General Marketing - Supervisory Level
10. General Merchandise Retailing - Master Employee Level
11. General Merchandise Retailing - Supervisory Level
12. Hospitality and Tourism Marketing
13. Quick Service Restaurant Management
14. Vehicles and Petroleum Marketing

8.6.52 Individual Written Events:

1. Apparel and Accessories Marketing
2. Entrepreneurship
3. Finance and Credit Services
4. Food Marketing
5. General Merchandise Retailing

8.6.53 Individual Participating Events:

1. Entrepreneurship Participating
2. Individual Free Enterprise
3. Fashion Merchandising Promotion Plan
4. Fashion Selection and Presentation

8.6.54 Chapter Projects:

1. Creative Marketing Research Project
2. Learn and Earn Project
3. Chapter Free Enterprise Project
4. Public Relations Project
5. Civic Consciousness Project
6. Chapter Award of Excellence

8.6.6 THE CONSTITUTION OF THE WYOMING ASSOCIATION OF DISTRIBUTIVE EDUCATION CLUBS OF AMERICA

ARTICLE I. NAME

Section 1. The official name of this association shall be the Wyoming Association of Distributive Education Clubs of America.

ARTICLE II. PURPOSE

- Section 1.
- a. To provide the Chapter members with a means of learning about occupational opportunities in the field of marketing and distribution and their significance to the community life.
 - b. To provide a means of integrating the Marketing Education program with other school groups through cooperative service projects, social events, and recreational activities.
 - c. To develop a respect for education in marketing, merchandising and management which will contribute to occupational competence.
 - d. To promote understanding and appreciation for the responsibilities of citizenship in our free, competitive enterprise system.
 - e. To develop future leaders in marketing.

ARTICLE III. MEETINGS

Section 1. At least one state meeting shall be held each year.

Section 2. All meetings shall be conducted under procedures of Roberts Rules of Order.

Section 3. A quorum shall consist of the official delegates in attendance at the state meeting.

ARTICLE IV. OFFICERS

- Section 1. The officers of this association shall be the President, Vice-president, Secretary, Historian, and Editor.
- a. Any school having a DECA Chapter which is a member of the Wyoming Association of Distributive Education Clubs of America, can provide candidates for President, Vice-president, Secretary, Historian, and Editor.
 - b. The Executive Secretary of WyADECA or a designee shall serve as Treasurer.
 - c. The host chapter shall elect a Conference Chairperson to help preside over the State Career Development Conference (SCDC) with the aid of the state President.
- Section 2. Election of Officers.
- a. Election of state officers as outlined above shall be held by the member students in each local chapter designated as being voting delegates at SCDC.
 - b. These elections should be held during the time of the SCDC meeting and the names submitted to the Executive Secretary, or a designee.
 - c. The Executive Secretary, or designee will see that the names of the officers will be distributed to each chapter throughout the state.
 - d. The state officers who have been elected during the SCDC meeting shall be installed at the close of the Awards Ceremony at said meeting.
- Section 3. The advisor of the association shall be the Executive Secretary, or a designee.
- Section 4. There shall be an Advisory Committee which shall consist of the local chapter sponsors, the Executive Secretary, and appointees. The Advisory Committee may appoint special committees as the need arises.
- Section 5. In the event the President is unable to serve the full term of office, the Vice-president will be President.
- Section 6. In the event the Vice-president is unable to serve the full term of office, the opposing candidate for Vice-president during the last state election shall assume the office of Vice-president.
- Section 7. In the event the Secretary, or the Historian, or the Editor is unable to serve, the opposing candidate for the office during the last state election shall assume the office.
- Section 8. All replacement officers will take state office with the final approval of the WyADECA Executive Committee and the Executive Secretary.

ARTICLE V. MEMBERSHIP

- Section 1. Chapter membership in this organization shall be determined by the following provisions:
- a. The chapter will be part of an organized Marketing Education and/or Multi Occupations program.
 - b. All chapter members should study and understand the State Constitution of the Wyoming Association of Distributive Education Clubs of America.
 - c. The local chapter should have submitted whatever information is required by the State Advisory Committee for the operation of the Wyoming Association of Distributive Education Clubs of America.
 - d. All WyADECA members shall abide by the current rules and regulations as signed by the members for all WyADECA assemblages. All chapter members shall be enrolled in a Marketing Education and/or Multi Occupations Program.
- Section 2. Local representation in the State Association.
- a. Each chapter shall elect two (2) official voting delegates to the state conference of the Wyoming Association of DECA.
 - b. Only these official voting delegates will be permitted to vote on issues concerning the Wyoming Association of Distributive Education Clubs of America.
- Section 3. Post-Secondary Members
Students enrolled in marketing, management, merchandising and ME teacher education programs will be affiliated members of WyADECA. They will be governed under the rules and regulations of WyADECA and either the DEC division or the collegiate division.
- Section 4. Honorary Members
- a. Adults who have made outstanding contributions to the Marketing Education program shall be eligible for honorary membership.
 - b. The number of honorary memberships granted in any one year shall not exceed one for each ten members.
 - c. Honorary members shall be exempt from payment of dues.
- Section 5. Professional Members
Professional members shall consist of adults who are actively involved in the advising of Wyoming DECA Chapters or the State Association.

ARTICLE VI. CHARTER

- Section 1. Granting the Charter
- a. Whereupon all the requirements as stated in Article V, Section 1, having been met, a charter will be granted to a local chapter.

- b. The Charter is to be signed by the State President, the State Secretary, and the Executive Secretary.
- c. Local chapter charters shall be awarded at the annual state meeting.

Section 2. Revocation of Charter.
The charter of any local chapter may be revoked upon receipt of evidence that the chapter is infringing upon the constitution.

ARTICLE VII. EMBLEM, COLORS AND TAG LINE

Section 1. The emblem of the Wyoming Association of Distributive Education Clubs of America shall be the same as that used by the National Association of the Distributive Education Clubs of America.

Section 2. The colors of this association will be blue and gold, blue representing the sky and reaching upward, and gold representing prosperity.

Section 3. The tag line of this association will be "Developing Future Leaders for Marketing and Management."

ARTICLE VIII. AMENDMENTS

Section 1. This constitution may be amended by joint approval of the Executive Board (High School State Officers) and the Advisory Committee (WyMEA) with permanent ratification by the official voting delegates at the annual SCDC meeting of the Wyoming Association of the Distributive Education Clubs of America.

Section 2. Only such amendments shall be made as are in keeping with this constitution and the purposes for which this association is organized.

ARTICLE IX. BYLAWS

Section 1. This association shall adopt such rules, regulations, and bylaws, from time to time, as it finds necessary to conduct business of the association properly.

Section 2. Dues shall be \$6.00 per member per year.
 a. The National dues (\$4.00) will be sent to the Distributive Education Clubs of America. Two dollars (\$2.00) will remain in the state as state club dues. All dues are non-refundable.
 b. These dues should be paid to the person designated by WyADECA no later than November 1, each year. To be eligible for national events, dues must be paid prior to March 1.

Section 3. Membership cards will be issued for the state and national associations upon evidence that requirement for membership has been met.

**8.7.0 FUTURE BUSINESS LEADERS OF AMERICA
WYOMING STATE CHAPTER OF FUTURE BUSINESS LEADERS OF AMERICA**

8.7.1 PHILOSOPHY

The Future Business Leaders of America organization is designed to bridge the gap between the classroom and the business world by giving members the opportunity to learn, firsthand, about the business community. FBLA programs, services, and activities have been designed to provide competent, aggressive business leadership, foster an understanding of American business enterprise, help students establish career goals, encourage scholarship, promote efficient financial management, and develop character and self-confidence.

8.7.2 PURPOSES

The purposes of FBLA are to assist youth and young adults enrolled in business and business-related programs to develop vocational competencies and a sense of civic responsibility. FBLA is designed to be an integral part of the business curriculum. The specific purposes of this organization are:

- develop competent, aggressive business leadership
- strengthen the confidence of students in themselves and their work
- create more interest in and understanding of American business enterprise
- encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- develop character, prepare for useful citizenship, and foster patriotism
- encourage and practice efficient money management
- encourage scholarship and promote school loyalty
- assist students in the establishment of occupational goals
- facilitate the transition from school to work

8.7.3 MEMBERSHIP

Active members shall be students in grades 7-12 participating in or who have participated in a business or business-related program and who accept the purposes of FBLA, subscribe to its creed, demonstrate willingness to contribute to good school-community relations, and possess qualities for employment. Active members will hold unified membership in a local, state, and national FBLA organization. State dues are \$3.00 and national dues are \$5.00. Each local chapter may set their own fee for dues if they wish. Business educators serve as local chapter advisers.

8.7.4 STATE FALL LEADERSHIP CONFERENCE

This conference is held annually, shortly after the beginning of the school year, in a designated city in Wyoming. It is attended by students interested in being active FBLA members. The one-day program generally includes speakers and workshop sessions on leadership development. State events for the coming year are discussed. The conference is designed to get chapters acquainted with the state organization and to get activities and enthusiasm activated for the new year.

8.7.5 NATIONAL FALL LEADERSHIP CONFERENCE

The conference is an annual event sponsored by the national organization and held in one of the states in the Mountain-Plains region; Wyoming, Colorado, North Dakota, South Dakota, New Mexico, Oklahoma, Texas, Kansas, Nebraska. This conference includes informative meetings, workshops, and speakers which can provide many new ideas on programs for meetings, fund raising, and promoting FBLA in the local communities. Local chapters are encouraged to attend to further their leadership skills and knowledge of the national FBLA organization.

8.7.6 STATE LEADERSHIP CONFERENCE

This conference is held annually in the spring in a designated city in Wyoming. Local FBLA chapters are represented by those who attend as state officers, observers, or participants in the competitive events. Along with the competitions, participants are encouraged to attend workshops, listen to guest speakers, and participate in the campaigning of state officers. The conference concludes with an Awards Program where the state winners are announced for each competitive event and the new state officers are installed.

All participants in the competitive events must be members of an active local chapter which is in good standing with both the state and national organizations.

8.7.7 STATE OFFICERS' TRAINING SESSION

This training session is held for state officers and their advisers annually prior to departing for the National Leadership Conference. The training session is an opportunity for the newly-elected state officers to formulate the goals and objectives for Wyoming FBLA for the coming year. Specific workshops and sessions to help the officers fulfill their duties and responsibilities are offered throughout the session.

8.7.8 WINNERS' CAMP

This half-day conference is held one day prior to leaving for the National Leadership Conference. The conference is organized for the purpose of giving the state winners (national competitors) a last chance to prepare for national competition.

8.7.9 NATIONAL LEADERSHIP CONFERENCE

The National Leadership Conference is held annually in late June or early July in a designated city in the United States. State chapters send their representatives for national competition. Along with the competition, there are workshops, speakers, and campaigning for national office. The conference concludes with the Awards Program where the national winners are recognized and the new national officers are installed.

8.8.0 WYOMING FFA ASSOCIATION, INC.

The Wyoming FFA Association is a resource and support organization that does not select, control or supervise local chapter or individual member activities except as expressly provided for in the Wyoming State FFA constitution, bylaws, or policies.

CONSTITUTION AND BYLAWS (Revised April, 2006)

CONSTITUTION

ARTICLE I. NAME AND PURPOSES OF THE ASSOCIATION

Section A The name of this organization shall be the Wyoming FFA Association, Inc. Members are hereinafter referred to as the "FFA". The letters "FFA" may be officially used to designate the organization, its chapters or members thereof.

Section B The purposes for which this Association is formed are as follows:
1. To develop competent, aggressive, agricultural leadership.
2. To create and nurture a love of rural and urban life.
3. To strengthen the confidence of young people in themselves and their work.
4. To create more interest in the intelligent choice of agricultural programs and establishments in agriculture.
5. To encourage members in the development of individual agricultural programs and establishments in agriculture.
6. To encourage members to improve the home and its surroundings.
7. To participate in worthy undertakings for the improvement of agriculture.
8. To develop character, train for useful citizenship, and foster patriotism.
9. To encourage and practice thrift.
10. To participate in cooperative effort.
11. To encourage improvement in scholarship.
12. To provide and encourage the development of organized recreational activities.

ARTICLE II. ORGANIZATION

- Section A The Wyoming FFA Association, Inc. is a State Association of affiliated local chapters in schools having organized instruction in agriculture education under the provisions of National Acts.
- Section B Collegiate chapters may be established in two or four year institutions where agriculture courses are taught. Membership shall be opened to students enrolled in agricultural courses, or who are pursuing career objectives in the industry of agriculture.
- Each collegiate chapter shall be chartered by and maintained under the authority of the State Association.
- All activities of the collegiate chapter of FFA shall be in harmony with the purpose, principles and ideals of the FFA organization.
- Activities for FFA collegiate chapter members shall be based upon the needs and interests of its members.
- Collegiate chapter members shall pay State and National FFA dues.
- Section C Members of local chapters shall meet, organize, and adopt a constitution not in conflict with State or National Constitutions, elect officers, pay State and National dues, set up a Program of Activities and then apply to the State Secretary for membership in the State Association. After this application has been approved by the Executive Committee the members of the local chapter may then be known as Future Farmers of America or FFA members.
- Section D Local FFA chapters shall be organized only in schools where systematic instruction in agriculture education is given under the provisions of National Acts.
- In case any local chapter is not in good standing with a State Association at the time of opening of a state convention, the delegates in state convention shall have the power, upon recommendation of the state governing body, to withdraw the charter and refuse such chapter official representation at the state convention. When such action is taken, the chapter in question and members thereof shall be denied the regular privileges of the state association. Upon meeting the requirements for good standing, a chapter may be reinstated by action of the state governing body, not earlier than 10 days after the closing date of the state convention during which it was not in good standing.
- In case a local department of agriculture education in which a chartered chapter of FFA is located is discontinued, the chapter so involved may be permitted to operate officially for a period not to exceed 36 months from date of the discontinuance of the department, providing proper supervision and guidance can be given to the chapter work by a person having the approval of the local school administrator and the State Advisor. Local charters must be surrendered to the State Advisor at the end of the 36 months' period of a local department of vocational agriculture is not again in operation in the school at that time.
- More than one chapter may be chartered in a school where deemed appropriate by the State Executive Committee.

ARTICLE III MEMBERSHIP

- Section A Membership in this Association shall be active, alumni, collegiate and honorary.
- Section B Active membership ... Any student who is regularly enrolled in agriculture education is entitled to become an active member of any chartered FFA Chapter.
- To retain membership during high school, the member must be enrolled in at least one agriculture education course during the school year and/or follow a planned course of study for an agricultural occupation which includes a supervised agriculture experience program, the objective of which is establishment in an agricultural occupation. Members may retain their active membership until November 30, following the fourth National FFA Convention after graduating from high school. State and National dues must be paid by December 31 of the current school year. If a chapter does not pay dues by December 31, they will not seat Official Delegates at the next State FFA Convention.
- NOTE:** For members inducted into the Armed Forces, use the rule found in the official FFA Manual.
- Section C Alumni Membership ... Following the termination of active membership status, a member is encouraged to become an alumni member.
- Section D Collegiate Membership ... Collegiate membership may include students enrolled in agricultural courses and former active members of chartered local chapters who are enrolled in a two or four year institution having a collegiate chapter.
- Section E Honorary Membership ... Farmers, school superintendents, principals, members of board of education, chapter advisors, teachers, staff members in agricultural education, businessmen, and others who are helping to advance agriculture education and the FFA, and who have rendered outstanding service, may be elected to honorary membership by a majority vote of the members present at any regular meeting or convention.
- Honorary membership shall be limited to the Honorary Chapter Farmer Degree in the local chapter and Honorary FFA Degree in the State Association.

ARTICLE IV. EMBLEM

The National Emblem of the Future Farmers of America is significant and meaningful in every detail. Used by members in all recognized units of the organization, it is made up of five symbols: The owl, the plow, and the rising sun, within a cross section of an ear of corn, which is surmounted by the American Eagle. Upon the face of the emblem appear the words, "Agricultural Education", and the letters, "FFA".

The owl is the symbol of wisdom and knowledge; the plow is the symbol of labor and tillage of the soil; the rising sun is emblematic of progress and the new day that will dawn when all farmers are trained and have learned to cooperate; the cross section of an ear of corn represents common agricultural interests since corn is native to America and grown in every state; and the eagle is indicative of the national scope of the organization.

ARTICLE V. ACTIVE MEMBERSHIP DEGREES AND PRIVILEGES

Section A There shall be five degrees of active membership based on individual achievement. These are: Discovery FFA Degree, Greenhand FFA Degree, Chapter FFA Degree, the State FFA Degree and the American FFA Degree. The National Organization shall set the minimum qualifications for each degree. The Discovery FFA Degree is intended for use in state associations and local chapters where middle school membership is offered. Receipt of this degree is not necessary in order to obtain the Greenhand FFA Degree or subsequent degrees.

Section B Discovery FFA Degree

To be eligible to receive the Discovery FFA Degree from a chapter, the member must meet the following minimum requirements:

1. Be enrolled in agriculture education class for at least a portion of the school year while in grades 7-8.
2. Have become a dues paying member of the FFA at local, state and national levels.
3. Participate in at least one local FFA Chapter Activity outside of scheduled class time.
4. Have knowledge of agriculturally related career, ownership and entrepreneurial opportunities.
5. Be familiar with the local FFA Chapter Program of Activities.
6. Submit written applications for the degree.

Section C Greenhand FFA Degree

On meeting the following minimum qualifications, the Greenhand FFA Degree may be conferred by the Chapter:

1. Be regularly enrolled in an agricultural education/agri-business course and have satisfactory and acceptable plans for a program of supervised farming and/or other agricultural experience.
2. Learn and explain the FFA Creed, Motto and Salute.
3. Describe the FFA emblem, colors and symbols.
4. Explain the proper use of the FFA jacket and blazer.
5. Have satisfactory knowledge of the history of the organization.
6. Know the duties and responsibilities of FFA members.
7. Personally own or have access to Official FFA Manual.
8. Submit written application for the Degree for chapter records.

Section D Chapter Farmer Degree

On meeting the following minimum qualifications, the Chapter Farmer Degree may be conferred by the chapter:

1. Must have received the Greenhand Degree.
2. Must have satisfactorily completed at least one semester of instruction in agriculture education, have in operation an improved supervised farming and/or other agricultural experience program and be regularly enrolled in an agriculture education class.
3. Have satisfactory knowledge of the local constitution and of the local program of activities.
4. Satisfactorily participated in at least three official functions in the chapter program of activities.
5. Have earned at least \$150 through personal efforts from a Supervised Agriculture Experience Program in agriculture production and/or agri-business, or worked 50 hours (other than scheduled class time) in the case of Directed Laboratory Experience in agriculture or agri-business.
6. Demonstrate ability to effectively lead a group discussion for 15 minutes.
7. Demonstrate five parliamentary procedure abilities.
8. Demonstrate progress toward achievement of an Agricultural Proficiency Award on the local level.
9. Have a satisfactory scholastic record in agricultural courses taken.
10. Submit application for the Degree for chapter records.
11. Meet other requirements as established by the chapter and/or State Association.

Section E State FFA Degree

On meeting the following minimum qualifications, the State Farmer Degree may be conferred by the State Association:

1. Have received the Chapter Farmer Degree and have been an active FFA member for at least two years (24 months).
2. While in high school, must be enrolled in at least the second year of instruction in an agriculture education course for an agricultural occupation; if out of high school, must have completed the equivalent of two full years of systematic secondary school instruction, 360 hours in addition to a supervised program.

3. Have earned and productively invested at least \$4000 through personal efforts from supervised farming and/or other agricultural experience programs, or have worked (other than class schedule time) at least 2,000 hours in the case of directed laboratory experience program, or a combination thereof. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.
4. Demonstrate leadership ability by:
 - a. Performing ten parliamentary procedure activities.
 - b. Giving a six minute speech.
 - c. Serving as an officer and/or committee chairman, or a participating member of a major committee.
5. Has demonstrated competency in an agricultural occupation and has a satisfactory scholastic record as certified by the agriculture education instructor and principal or superintendent.
6. Participate in the planning and completion of chapter Program of Activities.
7. Participate in five FFA Activities above the chapter level.
8. Any member of the Wyoming FFA Association that meets the minimum requirements for the State FFA Degree and their advisor verifies their application and project and the member receives a satisfactory evaluation from the State Officers visiting the project then those members shall receive their State FFA Degree upon approval by the delegates of the State Convention.
9. Student must demonstrate significant growth and progress in the scope and applied practices of their project.
10. Student candidates for the State FFA Degree will be required to submit \$25 with their application to secure three years of active FFA membership, which will commence the year after they graduate from high school. The membership package shall include State and National dues for the three-year period, will be collected by the regional agriculture teacher chairperson, and the dues assessment will be submitted to the State FFA Advisor by the 15th of March in the year the degree is received.

Section F American FFA Degree

On meeting the following qualifications, the American Farmer Degree may be conferred by the National Organization:

1. Must have the State FFA Degree and have been an active member of the FFA continuously for at least 36 months, and have a record of satisfactory participation in the activities of the local chapter and State association.
2. Must have satisfactorily completed the equivalent of at least three years (540 hours) of systematic secondary school instruction in a agriculture education program or have completed at least two years (360) hours of systematic secondary instruction in an agriculture education program plus at least one year of post secondary agriculture career preparation or have completed the program of agriculture education offered in the school last attended.
3. Must have earned and productively invested at least \$7500 or have earned and productively invested at least \$1500 and worked
 1. 2,250 hours in excess of scheduled class time. Any combination of hours times 3.33 plus dollars must be equal to or greater than the number 9,000. Hours used for the purpose of producing earnings reported as productively invested income shall not be duplicated as hours of credit to meet the minimum requirements for the degree.
4. Show outstanding ability as evidenced by personal leadership and cooperation in student, chapter, and community activities and have a satisfactory scholastic record certified by the local school superintendent or principal.
5. Must have graduated from high school at least twelve months prior to the National Convention at which the degree is to be granted and have in operation a top quality supervised agricultural experienced program in production or agri-business and have maintained records to substantiate this, as well as, comprehensive planning, managerial, and financial expertise.

Section G Selection of American FFA Degree From Wyoming

1. All American FFA Degree applicants from the Wyoming FFA Association meeting the minimum requirements and having their project verified by their chapter advisor and one additional advisor, shall submit their completed applications to the Wyoming FFA State Advisor and/or Wyoming FFA State Executive Secretary no later than May 15 of the application year. Applications must be postmarked no later than May 15 of the application year. All completed and verified American FFA Degree applications shall be submitted to the National FFA Organization.

Section H Selection of National Officer Candidate, Star Farmer Candidate, Star Agri-businessman Candidate

1. The selection of the National Officer Candidate, the Star Farmer Candidate and Star Agri-businessman Candidate shall be made by a six member committee as follows:
 - a. One representative from each FFA region in the State of Wyoming making a total of six representatives.
 - 1) each of the above representative committee members must hold the State FFA Degree.
 - 2) must be at least 25 years of age.
 - b. Shall have one member selected at large. This representative shall:
 - 1) hold the State FFA Degree
 - 2) be an active FFA member
 - 3) not be a present state officer
2. Selection of the National Officer candidate will be made after the list of American FFA Degree recipients has been finalized by this committee.

3. Each candidate shall be interviewed by the committee during the selection process.
 - a. The interview will be based on a format developed by the selection committee.
 - b. This score will help candidate designation.

ARTICLE VI. OFFICERS

Section A The officers of the Wyoming FFA Association, Inc. shall consist of a President, Vice-president, 2nd Vice-president, 3rd Vice-president, Secretary, Treasurer, Reporter, Sentinel, Parliamentarian, and Advisor.

These officers shall be elected annually from the successful candidates for State FFA Degree during the conference their degree was conferred and the next annual conference following. No more than two officers may be nominated from a chapter each year and the officer must attend school in the State of Wyoming. They shall be elected by a majority vote of the delegates present at a regular State Convention of FFA. The officers shall perform the usual duties of the respective offices. Each local chapter shall be entitled to two delegates in the State Convention, who shall represent the local chapter in transacting the business of the convention. The State Director of Agricultural Education shall be the State Advisor of the Wyoming FFA Association, Inc.

No State Officer shall be eligible for more than one term of office beginning with the 1989-90 State Officer Team.

Section B The Executive Committee of the Wyoming FFA Association, Inc. shall consist of the state officers. This committee shall perform the usual duties of an Executive Committee, review and approve receipts and disbursements and be responsible for the welfare of the association. In case of vacancies in the state officers' positions, it shall be the duty of the Executive Committee to appoint officers to fill these positions.

Section C Wyoming State FFA officers will participate at local chapter functions if requested by the local chapters. The local chapters will pay the officers expenses to these functions.

ARTICLE VII. MEETINGS

Section A A meeting of the State Convention of FFA will be held annually and at least 45 days prior to the meeting of the National convention of FFA, at such time and place as may be determined by the Executive Committee.

Section B Fifty-one percent of active chapters present at the state convention shall constitute a quorum.

ARTICLE VIII. DUES

Section A Membership dues in the State Association shall be fixed by the State Executive Committee subject to approval by a majority vote of the delegates present at the State Convention of FFA.

Section B Dues will include national and state dues, FFA New Horizon subscription and other assessments approved by the delegate body at state convention. Ten percent will be added to the amount of dues submitted after January 1. State dues \$6.00 per member.
National dues \$5.00 per member combining for a total of \$11 per member. The \$5 assessment for the foundation will be eliminated in 2006-07.

Section C The dues of any local chapter shall be fixed by a majority vote of the membership of that chapter.

ARTICLE IX AMENDMENTS

Section A Amendments to the State Constitution or Bylaws shall be submitted in writing by any chapter to the State Executive Committee 45 days prior to the annual State Convention of the Wyoming FFA Association, Inc. The State Executive Committee shall submit these suggested amendments to the delegate in State Convention with their recommendations. Amendments may also be introduced during the convention with the approval of two-thirds vote of the delegates present, provided they represent a quorum.

Section B In order to secure flexibility, bylaws may be adopted at regular Executive Committee meetings or during annual state conventions, to fit the needs of the State Association, providing they are not in conflict with the state or national bylaws.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Wyoming FFA Association in all cases to which they are applicable and in which they are not inconsistent with this constitution and bylaws, any special rules of order the Wyoming FFA Association may adopt, and any statutes applicable to this organization that do not authorize the provisions of this constitution and bylaws to take precedence.

BYLAWS

ARTICLE I THE DUTIES OF STATE OFFICERS

Section A President
It shall be the duty of the President to preside over all meetings of state convention of FFA and over all meetings of the Executive Committee. The President shall call one meeting of the state convention each year. The President shall appoint all committees and may serve as an ex-officio member of these committees. These duties are as specified in the Official FFA Manual.

- Section B Vice-president
The Vice-president shall assume all the duties of the President in the event that office becomes vacant.
- Section C Secretary
The Secretary shall perform the duties common to such office, such as keeping record of the meetings of the state convention and Executive Committee, one copy of which is to be filed with the Advisor, the other in the Secretary's file, and such other duties as instructed to perform by the Executive Committee.
- Section D Treasurer
The Treasurer shall be responsible for collecting dues from the chapters and making an annual report of all State Association monies collected and disbursed during the current term of office. The Treasurer shall keep correct and complete books and transactions, and shall perform other such duties as may be prescribed by the Executive Committee.
- Section E Reporter
The duties of the Reporter shall be to handle beneficial publicity, to collect news from the chapters when a newsletter is to be published, and to report to the Executive Committee of work done during the year.
- Section F Sentinel
The duties of the Sentinel shall be to set up and care for the meeting room, paraphernalia and equipment, to attend the door during meetings, and to welcome visitors. The Sentinel is in charge of candidates for degrees during initiations.
- Section G Parliamentarian
The Parliamentarian shall assist the President in the transaction of business in an orderly manner. This individual shall answer all questions of parliamentary procedures and ensure that the will of the majority prevails and that the rights of the minority are protected. The Parliamentarian shall make sure that democracy is maintained both in theory and in practice.
- Section H Advisor
The Advisor is a member of the Executive Committee and an ex-officio member of all committees. It is the duty of this individual to advise the Executive Committee and to appoint committees on matters of policy, meetings, programs and finances. The Advisor shall issue charters to local chapters, in accordance with the State Constitution. All chapter charters must be signed by the State President, Secretary, and Advisor. This individual shall review all applications for the State FFA Degree and work with the Executive Committee in the selection of those to be recommended to the voting delegates.
- Section I Method of Electing State Officers
A nominating committee shall be appointed by the Executive Committee to study and interview the candidates for state offices and place in nomination the names of candidates for various offices who shall be elected by a majority vote of official delegates present.
- Section J Methods of Issuing Charters to Local Chapters
The Secretary of the local chapter of FFA shall submit with the application for charter the following information:
1. Copy of proposed constitution and bylaws.
 2. Copy of charter program of activities.
 3. List of all members of chapter.
 4. Name, grade and address of each officer.
 5. Certification that state and national dues have been paid.
- Application for charter shall be signed by president, secretary and advisor.
Suspension of charter is at the discretion of Executive Committee.

ARTICLE II PROCEDURE FOR CHOOSING CANDIDATES FOR STATE FFA DEGREE

1. Any member of the Wyoming FFA Association that meets the minimum requirements for the State FFA Degree and their advisor verifies their application and project and the member receives a satisfactory evaluation from the State Officers visiting the project then those members shall receive their State FFA Degree, upon approval by the delegates of the State Convention.
2. Application forms for State FFA Degree shall be forwarded to the chapter advisors upon request.
3. Completed applications for the State FFA Degree shall be submitted to regional committees for acceptance no later than the date specified by the State Association or as directed by the State Advisor.
4. All applicants must pass a written examination about FFA with a score of 70 percent, as given by the visiting State Officers.
This test must be taken without regard to such tests taken and passed in previous years.

ARTICLE III COMMITTEES

1. Nominating Committee
2. Auditing Committee
3. Program of Activities Committee
4. Awards Committee
5. Resolutions Committee
6. American FFA Degree Selection Committee
7. Constitution Committee

Nominating Committee shall select and place in nomination candidates for various state offices.

The Auditing Committee shall audit the books and a report made to the convention by the State Treasurer.

Program of Activities Committee shall set up the annual objectives of the Association and report to the delegate assembly.

The Awards Committee shall study and review applications for the various awards and report their selections to the Executive Committee.

The Resolutions Committee shall be responsible for the review of all resolutions, with a recommendation of DO PASS or DO NOT PASS to the delegate body at State convention.

The American FFA Degree Selection Committee shall select the National Officer Candidate, Star American FFA Degree Candidate, and Star Agri-Business Candidate. Refer to the constitution Article V (five), Section F II A, II B, and II C, for committee make up.

The Constitution Committee shall be responsible for reviewing the State Constitution in order that our document is consistent with the National Constitution. Any changes or modifications must be voted on by the Official Delegates at the State Convention.

The State Advisor is an ex-officio member of all committees.

8.9.0 FAMILY CAREER COMMUNITY LEADERS OF AMERICA

APPROVED BYLAWS – as of December 20, 2001

ARTICLE I NAME, SPONSORS, MISSION STATEMENT, AND PURPOSES

SECTION 1 NAME

The organization shall be known as the Wyoming Association of Family, Career, and Community Leaders of America. The name Family, Career, and Community Leaders of American shall only be used by the State Association and Chapters. The letters FCCLA may be officially to designate the State Association, the Chapters, or members thereof. The Wyoming Association of FCCLA will affiliate with the National Association of FCCLA.

SECTION 2 SPONSOR

The sponsor of the Wyoming Association shall be the family and consumer science division of the State Department, an integral part of the family and consumer science program, under the guidance of a coordinator, who shall serve as State Advisor.

SECTION 3 MISSION AND PURPOSES

- A. The mission of Family, Career, and Community Leaders of America is to promote personal growth and leadership through family and consumer science education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through:

Character development, creative and critical thinking, interpersonal communication, practical knowledge and vocational preparation.

- B. Organized instruction relating to the mission is a part of the family and consumer science education program in the schools. The purposes of the organization shall be as follows:

1. To provide opportunities for self development and preparation for family living and for employment.
2. To strengthen the function of the family as a basic unit of society.
3. To encourage democracy through cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To provide opportunities for decision making and for assuming responsibility.
7. To prepare for the multiple roles of men and women in today's society.
8. To promote family and consumer sciences, family and consumer careers, and related occupations.

ARTICLE II ORGANIZATIONAL STRUCTURE

SECTION 1

The Wyoming Association shall consist of affiliated chapters.

SECTION 2

The Wyoming Association of Family, Career, and Community Leaders of America shall consist of all chapters within the state boundaries of Wyoming. As used herein, the term "State" shall be interpreted to apply to the Wyoming Association.

SECTION 3

A chapter may be affiliated in junior and senior high schools, public and private, in which family and consumer sciences instruction is offered. The chapter shall be composed of students possessing the qualifications of membership.

- A. Organization. A chapter may be organized whenever, if in the judgment of the teachers, students, and administrators, it would be advantageous to do so.
- B. Annual affiliation shall be made through the local chapters on forms provided by the National Organizations. The application, together with the state and national affiliation dues for each chapter member, list of officers, and names of members, shall be sent to the National Office with a copy sent to the state office.
- C. Certificates. A newly formed chapter shall be issued a certificate of affiliation through the State Association upon submitting state and national membership dues and required information to the State Office.
- D. Membership cards shall be provided annually by the National Organization for each member and shall be distributed through the local chapter.

SECTION 4 MEMBERSHIP QUALIFICATIONS

- A. Active members. Any student enrolled in family and consumer sciences and family and consumer sciences related occupations classes through grade twelve or previously enrolled for one semester shall be eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold office, to make motions, and to vote.
- B. Wyoming Honorary Membership. Any individual who had rendered outstanding service to the Wyoming Family, Career, and Community Leaders of America by advancing its purposed shall be eligible for honorary membership in the Wyoming Association. Honorary members shall be elected by a majority vote at a joint meeting of the Executive Council and the Advisory Council. Honorary members have the privilege of attending all meetings of the organization but shall have no vote.
- C. Local Honorary Membership. Honorary membership in local associations may be given by local chapters in accordance with their bylaws.
- D. Non-discrimination. Membership in Family, Career, and Community Leaders of America will not be denied to a student because of the student's race, sex, nationality, or religion.

ARTICLE III DUES, FISCAL YEAR, BUDGET, AND AUDIT

SECTION 1 DUES

The state and national dues for each active member shall be forwarded annually by each chapter to the National Directors office. Chapters must be affiliated with the State Association by February 1 to be eligible to attend the State Meeting.

- A. The amount of national dues for active members shall be determined by the National Executive Council and the National Board of Directors, subject to approval o the voting delegates at a national meeting.
- B. The amount of state dues for active members shall be determined by the State Executive Council and Advisory Council, subject to approval of the voting delegates at a state meeting. A two thirds (2/3) majority vote will be required at the State Meeting before any increase can be made. Such dues shall be made in addition to national dues.
- C. The amount of chapter dues shall be determined by chapter members. These shall be in addition to national and state dues.

SECTION 2 FISCAL YEAR

The fiscal year shall be July 1 through June 30

SECTION 3 BUDGET

The budget shall be prepared and submitted by the Financial Advisor for the approval of the Executive Council. It will be completed and dispensed to chapters throughout the state before the Fall Meeting.

SECTION 4 AUDIT

The financial statement of income and expenditures shall be audited annually.

ARTICLE IV ASSETS

SECTION 1 DISSOLUTION OR LIQUIDATION

Upon final dissolution or liquidation of the Wyoming Association and/or a Chapter of Family, Career, and Community Leaders of America, and after the discharge or satisfaction or all outstanding obligations and liabilities, the remaining assets of the Wyoming Association and/or the Chapter shall be used by their respective boards in accordance with the purposes of the Wyoming Association or be transferred to a qualified exempt organization within the meaning of Section 501 (c) (3) of the Internal Revenue Service Code of 1986

ARTICLE V STATE AND NATIONAL OFFICERS

SECTION 1

The Wyoming Association shall elect officers, one from each district and/or two from at large, who shall be members of the Executive Council. A committee of one adult, who is the advisor of the current State President, along with the current State officers, and up to seven nomination committee applicants will elect the ranks of President, Vice President, Secretary, Treasurer, Parliamentarian, and Publications Director. The committee will be selected through applications received by the Wyoming Executive Council before the State Meeting. Delegates must not have any candidates running from their chapter and they must be a voting delegate from their chapter for the state Meeting. In years that the State Presidents advisor has a candidate running, the distinction shall go the next State Officer Advisor in line that does not have a candidate running.

SECTION 2 QUALIFICATIONS

State officers shall have the following qualifications:

- A. The candidate must currently be an active member in an affiliated chapter at the school where registered.
- B. The candidate must have completed a minimum of one year of family and consumer sciences or family and consumer sciences related subjects on the seventh grade level or above.
- C. The candidate must have a GPA of 2.5/4.0 or above.
- D. The candidate must have shown leadership ability in responsibilities at the chapter or district level.
- E. The candidate must receive approval of the chapter.
- F. The candidate is required to abide by the Wyoming High School Athletic Associations standards of conduct.

SECTION 3 DUTIES

- A. The president shall preside over all business meetings of the organization and of the Executive Council; appoint, after consultation with the state Advisor, the chairperson and members of all Executive Council committees; and be a member ex-office of all committees.
- B. The vice-president shall assist the President at any meeting of the state Executive Council or of the State Association. In the absence of the President, the Vice President will perform the duties deemed necessary by the Executive Council. The vice-president will also serve as a National Committee Member.
- C. The Secretary shall keep the minutes of all State Meetings and meetings of the Executive Council and shall report to the delegates assembled in a State Meeting the membership status of the organization.
- D. The Treasurer will work closely with the State Management Team Treasurer to serve as a liaison between the State Executive Council and the student membership. The Treasurer will present a financial report at the State Meeting.
- E. Parliamentarian
 - a. Shall see that order is maintained in accordance with Robert's Rules of Order, Newly Revised during meetings of the Executive Council and business meetings.
 - b. When bylaws, amendments, and other business of the organization must be presented to the voting delegates, the Parliamentarian shall assist in conducting the meeting.
 - c. The Parliamentarian will represent Wyoming's vote at the National Leadership Meeting. In those years in which Wyoming is represented on the National Officer At-large Nominating Committee, the parliamentarian will also serve as a committee member.
- F. The State Publications Director shall be responsible for reporting the news of chapters and their members within the state to the chapters through the State Newsletter and/or the State Web Site. The newsletter will be published three times a year with copies sent to all affiliated chapters, and/or the Web Site will be updated three times a year. The state Publications Director shall also be a member of the National Connection Team and receive training at the National Meeting.
- G. All State officers shall represent the districts at meetings, assist with the meetings of their district, and participate as members of the Executive Council.
- H. The National Officer(s) will serve as a liaison(s) between the state and national organization. The Officer(s) will report any national news or issues to the state organization.

SECTION 4 TERM OF OFFICE

State Officers shall serve for one year, until their successors are elected and installed or until their resignation has been approved.

SECTION 5 STATE OFFICER VACANCIES

Appointments for vacancies shall be made by the President of the Management Team, the state Advisor, and the state Officer Team. If the members of the council decide that major accomplishments have been met (i.e.; national meeting attended, regional meeting completed, etc.), the State Officer Team shall assume the responsibilities of the office.

SECTION 6 WYOMING NATIONAL OFFICER CANDIDATE(S)

- A. The Wyoming National Officer Candidates(s)
 - a. Officer Candidate(s) must meet the officer qualifications as written in the National Bylaws.
 - b. Prospective candidates will first be evaluated by the State Executive Council. The State Executive Council will select a maximum of four individuals from the prospective candidates. These four individuals will then be presented to the voting delegates, who will choose two Wyoming National Officer Candidates.
 - c. The Wyoming National Officer Candidate receiving the greater number of votes may run for the National Office of his or her own choice.

- B. The candidate chosen must be able to travel with the chapter advisor whenever or wherever requested by the State or National Offices
- C. The Wyoming National Officer(s) will serve on the State Officer Team and the Wyoming Executive Council.

ARTICLE VI NOMINATIONS AND ELECTIONS

SECTION 1 NOMINATIONS

- A. Each chapter shall have the privilege of nominating two candidates, one for at-large and one for district, but no chapter shall have more than two State Officers.
- B. Nominations from chapters shall be mailed to the State Advisor as requested prior to elections. A list of officer candidates, along with qualifications shall be made available by the state Association to the voting delegates within the district prior to the State Meeting. Nomination forms shall be used exactly as sent from the State Advisor.
- C. State Officer write-in candidates must run at large and have completed the appropriate forms provided by the State Advisor. These forms shall be made available to voting delegates upon arrival to the state Meeting Registration. The State Officer Candidates must provide enough copies for each chapter attending the State Meeting.

SECTION 2 INTRODUCTION OF CANDIDATES

The State Officers shall present the State Officer Candidates to the voting delegates at the State Meeting

SECTION 3 ELECTION OF OFFICERS

The officers shall be elected by secret ballot annually at the State Meeting. In order for a candidate to be elected as a State Officer, he/she must receive at least a two thirds (2/3) majority vote. One candidate from each district and two from at-large receiving the highest number of votes for office shall assume office at the close of the State Meeting. All candidates will run for a State Office, one of whom will be elected by the state to represent each district. The candidates who are not elected to each district will be considered at-large candidates. The two who receive the most votes will be elected into office. If a district or districts should have no candidates, the at-large candidates receiving the most votes shall represent the districts with no State Officer. The remaining at-large candidates shall be considered at-large State Officers to compose a State Officer Team of six.

ARTICLE VII STATE MEETING

SECTION 1 STATE MEETING

The time and place of the State Meetings shall be determined by the Executive Council. The purpose of the meeting shall be to elect officers, to hear the reports of officers and committee chairpersons, to promote the program of work, and to transact other business of the organization. The Advisory Board may vote for district meetings in any one year in lieu of the State Meeting.

SECTION 2 DELEGATES

- A. Voting Delegates. Each chapter is entitled to two (2) voting delegates
- B. Each chapter shall be entitled to send to the state meeting other members unless a quota system is set by the Advisory Board.

SECTION 3 VOTING

The privilege of making motions, debating, and voting shall be limited to the accredited voting delegates and the State Officers. The privilege of discussion may be extended to the non-voting representatives upon the consent of the voting delegates.

SECTION 4 QUORUM

Voting delegates from two thirds (2/3) of the chapters shall constitute a quorum unless in an emergency, when the Executive Council shall declare a smaller quorum.

ARTICLE VIII STATE OFFICER TEAM

SECTION 1 MEMBERSHIP

The elected State Officers shall compose the State Officer Team. The State Officers' Advisors shall serve as consultants.

SECTION 2 DUTIES

The State Officer Team shall:

- A. Serve on the State Executive Council by helping the Council to determine policies and procedures as they affect the state Association and program.
- B. Determine the business to be brought before the delegates at the state Meeting.
- C. Conduct other business as shall be necessary to facilitate the progress of the organization.
- D. Plan the program, direct, and preside over the state Meeting.
- E. Be responsible for planning and promoting the state Program of Work and projects.
- F. Serve as official representatives of the State Association at chapter FCCLA meetings and other state and local meetings of organizations and agencies.

ARTICLE IX MANAGEMENT TEAM

SECTION 1 MANAGEMENT TEAM

- A. The Management Team shall consist of one advisor from each district to serve on the Executive Council.
- B. The District Advisor shall work closely with the District Officers and the District Representative in an advisory capacity to the Executive Council and work closely with the State Officer and District Officers from that District.

ARTICLE X STATE EXECUTIVE COUNCIL

SECTION 1

The Executive Council shall be composed of:

- A. The State Officer Team.
- B. One chapter advisor from each district who shall be elected to the Management Team.
- C. The advisor to the President currently in office.
- D. The advisors to the State and National Officer(s) will serve as ex-office members.
- E. The State Advisor shall be a member of the state vocational family and consumer sciences program staff who is qualified in family and consumer sciences discipline and shall function as the administrative officer of the state Association.
- F. Every three years, a member will be selected who will be either (1) the head of a family and consumer sciences department, (2) a family and consumer sciences teacher/educator, or (3) a family and consumer sciences representative from the University of Wyoming.
- G. Any other person(s) deemed necessary by the Executive Council shall be appointed for a one year term.
- H. The State Advisor and the state Financial Advisor will serve as staff for the Executive Council.
- I. Any member of the Management Team who is unable to attend a business meeting of the Management Team may notify the President of the Management Team in writing regarding their vote. The president shall have the authority by proxy to vote for the absent member.

SECTION 2

The Executive Council shall serve as the legal governing board and shall develop policies of the organization and provide for the administration of such policies including the general management and business of the organization.

SECTION 3 DUTIES

- A. Determine the procedure for selecting officers and for transacting necessary business in case of an emergency.
- B. Determine policies and procedures.
- C. Work cooperatively with the state Advisor on the function of the organization.
- D. Evaluate and select a maximum of four National Officer Candidates to present to the voting delegates.
- E. Help determine the place, time, and kind of meetings above the chapter level and determine the business to be brought before the state Association.

SECTION 4 MEETINGS

The State Executive Council shall meet a minimum of two times per year. The time, place, and agenda shall be determined by the Executive Council.

ARTICLE XI STATE COMMITTEES

Special committees may be appointed. The function of these committees shall be determined by the state Advisor and the President to carry out the work of the organization and to develop materials to aid in strengthening the state, district, or chapter programs.

ARTICLE XII DISTRICTS

SECTION 1 DISTRICT

There shall be four designated districts in the state composed of counties as follows:

DISTRICT I Big Horn, Washakie, Park, Hot Springs, and Fremont Counties

DISTRICT II Teton, Sublette, Lincoln, Uinta, Sweetwater, and Carbon Counties

DISTRICT III Sheridan, Johnson, Campbell, Crook, Weston, and Niobrara Counties

DISTRICT IV Natrona, Converse, Albany, Platte, Goshen, and Laramie Counties

SECTION 2 DISTRICT ORGANIZATION

Applications may be submitted to the state Advisor for reorganizing districts of for a chapter or chapters to leave one district and join another for more efficient work. The request shall be reviewed and action taken by the state Executive Council.

SECTION 3 DISTRICT OFFICERS

There will be one (1) District Chairperson for each District.

SECTION 4 QUALIFICATIONS

The District Officers shall meet the following requirements:

- A. The candidate must currently be an active member in an affiliated chapter at the school where registered
- B. The candidate must have completed a minimum of one semester of family and consumer sciences course.
- C. The candidate must have a scholarship rating of average or above.
- D. The candidate must have shown leadership ability in responsibilities at the chapter level.
- E. The candidate must receive the approval of the chapter.
- F. The candidate is required to abide by the Wyoming High School Athletic Associations standards of conduct.

SECTION 5 NOMINATIONS AND ELECTION OF OFFICERS

- A. Each chapter in the district may present candidates for one (1) open office. The voting delegates in the district shall elect one (1) candidate to represent the district as Chairperson. The elected chairperson shall assume office immediately following the State Meeting. Nomination forms are to be completed following the directions in the Wyoming handbook.
- B. In the event of an opening or unfilled office, the state Executive Council may choose to fill the position with an equally qualified nominee. Priority shall be given to a previously nominated candidate.

SECTION 6 MEETINGS

District Meetings shall be held at the time and place designed by chapter advisors in the district according to the current state plan for meetings. A district meeting shall be held during the State Meeting for the purpose of presenting officer candidates and transacting any necessary business. A district advisor shall be elected each year at the State Meeting and shall be responsible for organizing the district meetings cooperatively with the district officers.

SECTION 7 QUORUM

Voting delegates from two thirds (2/3) of the certified chapters within the district shall constitute a quorum. Each chapter shall have two (2) voting delegates.

ARTICLE XIII ADMINISTRATION – STATE, DISTRICT, AND CHAPTER

SECTION 1 STATE ASSOCIATION

- A. The State Consultant to Family and Consumer Science Education shall give general guidance to the program.
- B. The Management Team shall work with the state Advisor and the Executive Council.

SECTION 2 DISTRICTS

The District Advisors shall be members of the state Management Team and shall be the Administrative Officers of their districts.

SECTION 3 CHAPTERS

- A. The Local Advisor shall be the family and consumer science teacher in the school in which the chapter is established and shall be the Administrative Officer in the local chapter.
- B. A Local Advisory Board of Chapter Parents may be selected by the chapter to help give guidance.

SECTION 4 BYLAWS

State and chapter bylaws shall be adopted by the respective groups to govern the transaction of business provided such bylaws shall be in harmony with those of the National Organization.

ARTICLE XIV PUBLICATIONS

SECTION 1

There will be an official publication of the state Association. Copies of each issue shall be forwarded to each affiliated chapter. Additional copies shall be forwarded to the State Officers, members of the state Management Team, and to such other persons as the State Advisor shall deem proper.

SECTION 2 OTHER PUBLICATION

Such other publications as are deemed proper shall be published.

ARTICLE XV EMBLEM

The emblem of the Wyoming association of Family Career and Community Leaders of America shall be that designated by the National Office.

ARTICLE XVI PERSONAL GROWTH ACHIEVEMENT

SECTION 1

The growth of individual members of Family Career and Community Leaders of America may be recognized through awards presented for individual progress in a National Program. Participation in this program shall be optional for all members. The National Programs are:

- A. Career Connections
- B. Membership Quest
- C. F.A.C.T.S.
- D. Financial Fitness
- E. Families First
- F. Community Service
- G. Stop The Violence

SECTION 2

Guidance for members working on the "Power of One" program is at the local chapter level.

SECTION 3

Members may elect to complete projects in any area at any time and may do any number of these projects.

ARTICLE XVII PARLIAMENTARY AUTHORITY

SECTION 1 PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the Wyoming Association of Family Career and Community Leaders of America in all cases to which they are applicable and when they are not inconsistent with the bylaws. These bylaws may be amended at the annual State Meeting by a two thirds (2/3) majority vote of the voting delegates present.

SECTION 2

The amendments shall be proposed by:

- 1. The chapter or district
- 2. The State Executive Council
- 3. The State Management Team
 - A. Proposed amendments shall be received by the State Advisor sixty days prior to the state Meeting.
 - B. Notice of the proposed amendments shall be sent to the chapters thirty days prior to the State Meeting.
 - C. The proposed amendments shall be in accordance with the National Bylaws.

**8.9.9 ART
WYOMING SECONDARY ART EDUCATOR'S ASSOCIATION**

MISSION STATEMENT

To promote quality education in art for Wyoming students through the advancement of a secondary state art symposium, teacher in-service, communication and professional development.

CONSTITUTION

ARTICLE I NAME

This organization shall be known as the Wyoming Secondary Art Educators' Association.

ARTICLE II PURPOSES

It shall be the aim of this association to promote and sustain and in all reasonable ways further the effort and studies of those interested in the advancement of art education in the State of Wyoming. This objective shall at all times support and enable creative art expressions and shall make these expressions available in the quality and quantity needed to develop and bring to the forefront the study, imagination, and creative ability of Wyoming school children.

It shall be the purpose of this association to sponsor and promote exhibits and to develop interest in art within the environs of the State of Wyoming and to publicize this program abroad and in our nation.

ARTICLE III MEMBERSHIP

Membership will include dues paid by Secondary Art Educators of Wyoming (voting membership).

Individuals professionally interested or engaged in activities concerned with, or related to secondary and higher art education are eligible for associate membership (no voting privileges).

Membership shall date from receipt of dues by the Treasurer and shall be renewed each year.

ARTICLE IV ORGANIZATION AND GOVERNMENT

Section 1 Officers. The officers of the W.S.A.E.A. shall be President, President-elect, Secretary and Treasurer.

Section 2 Term of Office. The term of office of the officers will be one year.

Section 3 Elections. Elections shall be held every year at the Spring meeting of WSAEA or mailed ballot at a time designated after the Spring meeting.

ARTICLE V MEETINGS

Meetings of the membership shall be held in the Fall of each year and during the Spring, at the Wyoming High School Art Symposium. Both locations will be selected by the membership in attendance at the previous meeting.

Special meetings of the Officers may be called by the President or requested by a majority of the Officers.

ARTICLE VI AMENDMENTS

Proposed amendments shall be submitted in writing and introduced from the floor by the sponsor. They shall be circulated to the membership, and may be adopted at the next business meeting of the Association by a two-thirds majority of the members present and voting.

BYLAWS

ARTICLE I DUTIES OF OFFICERS

Section 1 President. The President shall preside at all meetings of the Officers and at the general business meetings of the membership of the WSAEA. The President shall appoint a nominating committee prior to the Fall meeting or open nominations at the Fall meeting for the President-elect to enable the smooth functioning of the election of officers in the Spring.

Section 2 President-elect. The President-elect shall assist the President and shall assume the duties of the President in the event of absence, resignation, or removal from office.

Section 3 Past-president. It shall be the duty of the Past-president to attend the meetings of the officers to give encouragement in the development of effective state organization.

Section 4 Secretary. As Secretary, keep a record of the minutes of each business meeting and each meeting of the Officers. He/she shall have custody of all records of the Association. He/she shall attend to all correspondence, communications, and posting of notices. A record of all correspondence shall be kept.

Section 5 Treasurer. As Treasurer, be responsible for the collection of dues and other income and have charge of the Association's financial records and funds. He/she shall be responsible for the disbursement of the funds of the Association and shall keep a financial record thereof. Upon completion of the term of office or upon resignation, he/she shall have aforesaid records audited and presented to the membership if the membership desires.

ARTICLE II COMMITTEES

Committees shall be appointed by the President to fulfill and promote the needs and functions of this organization as deemed necessary by the President and Officers.

ARTICLE III MEMBERSHIP DUES

The dues for all classes of membership in the Association shall be recommended by the Officers and approved by a two-thirds majority vote of the members. Dues are payable at the spring or fall meeting.

ARTICLE IV ELECTIONS

Section 1 Election shall be held during the business meeting of this Association in the Spring from nominations prepared by the nominating committee. The new officers shall assume their duties at the Spring meeting.

ARTICLE V FISCAL AND ADMINISTRATIVE YEAR

The fiscal and administrative year shall extend from the Spring WSAEA meeting until the following year's Spring meeting.

ARTICLE VI RULES OF ORDER

Robert's revised Rules of Order shall be the authority on all questions of procedures not otherwise covered in the Constitution and Bylaws of the WSAEA. If deemed necessary, the President shall appoint a Parliamentarian.

ARTICLE VII DISILLUSIONMENT

In the event that WSAEA dissolve all monies and property will be donated to a non-profit arts organization in Wyoming selected by the Board of Directors.

STANDING RULES

Any and all bills shall be itemized and bear the signature of the purchaser and designate the project purchased for.

8.9.10 WSAE SCHOLARSHIP

The WSAE Scholarship is administered through the WSAE organization. The WSAE Scholarship committee will be the determining body of accepted applications and scholarship recipients based on the WSAE Scholarship application process. The application and rules are included in the annual symposium packet.

If a student is unable to attend the symposium with their school group it is the responsibility of the parent to assure the student's attendance at the allotted scholarship interview time.

8.10.0 WYOMING ASSOCIATION OF SkillsUSA

ARTICLE I CONSTITUTION AND BYLAWS
TITLE

Section 1. The official name of this organization shall be the Wyoming Association of SkillsUSA.

ARTICLE II PURPOSES

Section 1. The purposes of this organization are:

- To unite in a common bond all students enrolled in trade, industrial, technical, technology and health occupations education.
- To develop leadership abilities through participation in education, vocational, civic, recreational and social activities.
- To foster a deep respect for the DIGNITY OF WORK.
- To assist students in establishing realistic career goals.
- To help students attain a purposeful life.
- To create enthusiasm for learning.
- To promote high standards in trade ethics, workmanship, scholarship and safety
- To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process.
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of their mutual interdependence.
- To create among students, faculty members, patrons of the school and persons in business and labor a sincere interest in and esteem for trade, industrial, technical, technology and health occupations education.
- To develop patriotism through a knowledge of our Nation's heritage and the practice of Democracy
- To develop leadership for the local chapters
- To provide a clearinghouse for information and activities
- To provide recognition and prestige through an association of local chapters.

ARTICLE III ORGANIZATION

Section 1. Wyoming Association of SkillsUSA, is an association of local chapters within the State of Wyoming operating in accordance with a charter granted by National SkillsUSA.

Section 2. State Organization
The Wyoming Association is an organization of affiliated local SkillsUSA chapters located within the State of Wyoming which have received charters from the National Association.

Section 3. Local SkillsUSA Chapters
Local SkillsUSA chapters affiliated with the Association may be established in all High School and College/Technical schools and educational institutions within the State of Wyoming which provide systematic instruction in career, trade, industrial, technical and health-related education and occupations. The activities of each local SkillsUSA chapter are encouraged to be conducted as an integral part of the instructional program of career, trade, industrial, technical and health-related education provided by the applicable school or educational institution. Each local high school SkillsUSA chapter affiliated with the Association shall have an advisor who shall be a staff member of the applicable school or educational institution who teaches a course relating to career, trade, industrial, technical or health education and/or occupations. Each local college/technical SkillsUSA chapter affiliated with the Association shall have an advisor who shall be a staff member of the applicable school or educational institution.

Section 4. A chapter is defined as a group of students, high school or college enrolled in Career and Technical Education Program.

1. Payment of SkillsUSA dues and submitted official rosters by the National SkillsUSA deadline
2. Elected officers
3. Adopted a Constitution which aligns with the State constitution
4. Have a calendar of events
5. Have a chapter advisor(s)

These requirements must be met to receive affiliation by the state office.

Section 5. Issuance of Charters
Local schools within the State of Wyoming shall contact the State Director in order to receive information about becoming a chapter. The Association shall issue a charter to the local SkillsUSA chapter upon verification of registration and payment of chapter members. Upon issuance of the charter, the local SkillsUSA chapter shall become an affiliated chapter of the Association. Members of the local SkillsUSA chapter shall meet, organize and adopt chapter Bylaws which shall not conflict with these Bylaws or the Constitution and Bylaws of the National Organization

Section 6. To sustain state affiliation of local chapters, the local chapter must maintain:

1. A copy of the local Constitution and By-laws. This should be reviewed annually. If any changes are made a copy of revisions needs to be sent to the state office.
2. Submission of Membership roster and dues to the National office by the designated deadline
3. Maintain a calendar of events or activities for the coming year.

If the local chapter Constitution is found by the State Board of Directors to be in conflict with the state or national Constitution, or (2) if the local chapter fails to meet the membership deadlines, the chapter will no longer be consider affiliated.

ARTICLE IV MEMBERSHIP

Section 1. Each local chapter shall be open for membership to, high school or college students enrolled in Career Technical, Industrial Technology, trade, industrial, and technical or health occupations education. Membership is open to all, regardless of race, color, religion, sex, national origin, or handicap.

Section 2. Wyoming SkillsUSA shall recognize members through a chartered chapter and post-secondary students through a chartered chapter or direct membership.

Section 3. Classes of membership which will be recognized by Wyoming SkillsUSA are:

Active Members –Any high school and college student who is currently enrolled in a career technical, trade, industrial, or health occupations education or who has been enrolled in such a program or course within the current school year, shall be entitled to become an active member of his or her locally chartered SkillsUSA chapter or through direct membership. All active members shall be entitled to participate in competitive events and attend programs sponsored and organized by the Association in accordance with guidelines and procedures adopted by the Board of Directors, and shall be entitled to vote at local SkillsUSA chapter meetings. Active members shall annually pay applicable State and National Dues.

Professional Members – persons associated with or participating in the professional development of SkillsUSA as approved by Wyoming SkillsUSA: Such members shall include chapter advisors, teachers, instructional aides, educators and supervisors, and also business and industry professionals shall be members of this division. Professional members will pay dues as established by Wyoming SkillsUSA but members will be ineligible to serve as a national voting delegate or hold national office.

Alumni Members – former active SkillsUSA members who wish to continue to support SkillsUSA.

Section 4. A membership year shall be from September 1 through August 31, inclusive.

Section 5. Dues
Membership in local SkillsUSA chapters affiliated with the Association shall be determined on an annual basis. Membership in said local SkillsUSA chapters shall be granted only to those individuals who have fully paid all applicable State and National dues. Each local SkillsUSA chapter shall be responsible for remitting all State and National dues for its members in accordance with applicable procedures adopted by the National Organization and the Board of Directors.

Section 6. The SkillsUSA Board of Directors shall have power to revoke the membership of any member due to:

1. Violation of the code of conduct established by SkillsUSA
2. Violation of school or district policies.

The loss of membership can only take place after a hearing, during which the student will be allowed to present their case.

ARTICLE V MEETINGS

Section 1. State Conference
A State Leadership and Skills Conference shall be held each year and this shall be the official annual meeting of Wyoming SkillsUSA. The purpose of the Annual Wyoming Leadership and Skills Conference shall be to elect or appoint officers of the Association, to conduct competitive events, to conduct certain business of the Association and to provide leadership and career development training to participating members. Active members of local SkillsUSA chapters affiliated with the Association shall be entitled to attend the Wyoming Leadership and Skills Conference upon payment of the applicable registration fee which shall be determined annually by the Board of Directors.

Section 2. Other Conferences
The Association may organize and conduct other conferences at the Regional or State level within the State of Wyoming pursuant to policies and procedures established by the Board of Directors. The purpose or purposes of any such additional meeting or conference may be to conduct competitive events, to provide leadership and skills training to members of local SkillsUSA chapters affiliated with the Association or for any other purpose deemed appropriate by the Board of Directors. The time, date and place of any additional meeting or conference shall be designated by the Board of Directors. The Board of Directors shall provide notice of any such additional meeting or conference to all local SkillsUSA chapters affiliated with the Association in the manner required by law.

Section 3. National Leadership and Skills Conference (NLSC)
The Association shall be represented by voting delegates at each Annual National Leadership and Skills Conference. The number of voting delegates representing the Association at any Annual National Leadership Conference shall be determined in accordance with policies and procedures established by the National Organization. The Board of Directors shall select active members of local SkillsUSA chapters affiliated with the Association to represent the Association as voting delegates at the Annual National Leadership Conference in any manner the Board deems appropriate.

ARTICLE VI STATE OFFICERS

Section 1. The officers of Wyoming SkillsUSA shall be a president, a vice president, a secretary, a treasurer, a parliamentarian, a reporter and a historian.
Qualifications:

1. Each officer must be an active member in good standing of a local SkillsUSA chapter affiliated with the association. Experience as a chapter officer is preferred.
2. State officer candidates shall have at least one full school year remaining in a secondary or post-secondary career technical program.
3. The candidate must complete and submit an application by the deadline date to the Wyoming SkillsUSA State Director.
4. Candidates must complete the SkillsUSA Leadership Test and pass with an 80% or higher. This test is given at the State Leadership and Skills Conference.
5. Candidates will be interviewed during the Wyoming SkillsUSA State Leadership and Skills Conference by an appointed team of persons that have extensive experience with SkillsUSA.

Section 2. Terms
State officers shall hold office for a term of one year, or until their successors are elected/appointed, and their term of office shall begin with the officer training session held prior to the beginning of school. Students may serve more than one term, but must complete the process outlined in Section 1 each year.

Section 3. Vacancies
A vacancy in the office of president shall be filled by the vice president.
A vacancy in a state office other than that of president shall be a qualified SkillsUSA member, appointed by the State SkillsUSA Director (or any other representative of the Association designated by the Board of Directors).

Section 5. Removal of an officer
The Board of Directors or the State Director shall the power to remove a SkillsUSA state officer from office for any of the following reasons:

1. Conduct unbecoming a SkillsUSA officer.
2. Failure to attend mandatory meetings unless excused.
3. Failure to carry out the duties of their office.
4. The state BOD can meet and dismiss a state officer without cause as outlined by the SkillsUSA Code of Conduct.

This action can take place only after a hearing at which the member or chapter would be allowed to present their case.

OFFICES

Section 6. President.
The President shall preside at all meetings of the Association, including all business meetings and delegate assemblies held during the Association's Annual State Leadership and Skills Conference. Except as otherwise provided in these Bylaws, the President shall appoint the members of all committees and may serve as an ex officio member of all committees. The President shall contact the state director on a monthly basis. The President shall contact all local chapters assigned on a monthly basis. The President shall fulfill all other duties as directed by the Board of Directors and the State SkillsUSA Director.

Section 7. Vice President.
In the absence of the President, the Vice President shall perform the duties of the President, and when so acting, shall have all the power of and be subject to all the restrictions upon the President. The Vice President also shall assist the President in promoting and developing SkillsUSA and the Association. The Vice President, in cooperation with the rest of the officer team, shall develop and implement a plan for increasing membership at High School institutions. The Vice President shall be responsible for all travel arrangements for the state

officer team. The Vice President shall contact the President on a monthly basis. The Vice President shall contact all assigned local chapters on a monthly basis, and shall fulfill all other duties as directed by the Board of Directors and the State SkillsUSA Director.

- Section 8. Secretary.
The Secretary shall keep accurate minutes of all business meetings and delegate assemblies held during the Association's Annual State Leadership and Skills Conference and all other meetings and conferences sponsored by the Association and, in general, perform all duties incidental to the office of Secretary. The Secretary shall contact the Vice President on a monthly basis. The Secretary shall contact all assigned local chapters on a monthly basis, and such other duties as from time to time may be assigned to him or her by the State SkillsUSA Director and the Board of Directors.
- Section 9. Treasurer.
The Treasurer shall account for all expenses of the State Officer team. The Treasurer shall contact the Vice President on a monthly basis. The Treasurer shall contact all assigned local chapters on a monthly basis. The Treasurer shall fulfill all other duties as directed by the State SkillsUSA Director and the Board of Directors.
- Section 10. Reporter.
The Reporter shall communicate regularly with representatives of the media to promote the activities and accomplishments of the Association and its members. The Reporter shall contact the Vice President on a monthly basis. The Reporter shall contact all assigned local chapters on a monthly basis. The Reporter shall fulfill all other duties as directed by the State SkillsUSA Director and the Board of Directors.
- Section 11. Historian.
The Historian shall be responsible for compiling and maintaining materials and records relating to the accomplishments and history of the Association and its members. The Historian shall contact the Vice President on a monthly basis. The Historian shall contact all assigned local chapters on a monthly basis. The Historian shall fulfill all other duties as directed by the State SkillsUSA Director and the Board of Directors.
- Section 12. Parliamentarian
The Parliamentarian shall advise the President on the orderly conduct of business in accordance with these Bylaws and the current edition of Robert's Rules of Order, Newly Revised. The Parliamentarian shall contact the Vice President on a monthly basis. The Parliamentarian shall contact all assigned local chapters on a monthly basis. The Parliamentarian shall fulfill all other duties as directed by the State SkillsUSA Director and the Board of Directors.
- Section 13. State SkillsUSA Executive Director.
The State SkillsUSA Executive Director shall, in general, be responsible for the overall growth and curriculum development of the Association, and shall oversee and coordinate the Association's activities and programs. The State SkillsUSA Executive Director, among other things, shall serve as a liaison between the Board of Directors and the Wyoming Department of Education. In addition, the State SkillsUSA Executive Director may perform those duties and responsibilities as assigned by the Board of Directors in cooperation with the Wyoming Department of Education.
- Section 14. State SkillsUSA Executive Secretary.
The State SkillsUSA Executive Secretary, if required by the Board of Directors, shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The State SkillsUSA Executive Secretary shall have responsibility for all funds of the Association; the receipt of all monies due and payable to the Association from any source whatsoever; the deposit of all such monies in the name of the Association in such banks, trust companies, or other depositories as shall be selected by the Board of Directors; and, in general, shall perform all the duties as from time to time may be assigned to him or her by the Board of Directors.

ARTICLE VII STATE BOARD OF DIRECTORS

- Section 1 Powers and Duties
The management of the affairs, funds and property of SkillsUSA Wyoming shall be vested in the SkillsUSA Wyoming Board of Directors, which shall pursue policies and principles in accordance with the provisions of the Wyoming Association of SkillsUSA, Inc.'s certificate of incorporation, these by laws and applicable law.
- Section 2 Membership
The board shall be made up of 11 members that are:
Chapter Advisors
CTE Curriculum Directors
Representatives of WACTE
Representatives from business or industry
Persons affiliated with the school district or system

Appointments to the board shall be made without regard to race, color, religion, sex, national origin, handicap, or age.

The State Director and Executive Secretary are non-elected/non-voting officers that are also on the board. This board shall have the right to make official Wyoming SkillsUSA policy, is the final authority in the formulation of SkillsUSA policy and shall make final determination of any discrepancies under this constitution. All chapters will receive notification of changes in policy.

- Section 3 Term
Board members shall serve a term of three years. Each will serve a staggered term to maintain consistency of established board.
- Section 4 Chairperson
The Board of Directors shall annually choose a Vice-Chairperson. The Chairperson and Vice-Chairperson shall each serve a one-year term. Unless the Board determines otherwise, the Vice-Chairperson shall assume the duties of the Chairperson upon the expiration of the Chairperson's term. The Vice-Chairperson also shall assume the duties of the Chairperson in the Chairperson's absence. All candidates for Vice-Chairperson must have a minimum of two years remaining in his or her term on the Board.
- Section 5 Duties
It shall be the duty and function of the State Board of Director to conduct business pertaining to the students they serve. The responsibilities of the BOD shall include, but shall not be limited to the following:
- a. Maintaining general direction and control over the affairs of the Wyoming SkillsUSA, and ensuring that established policies are enforced.
 - b. Establishing and developing policies for the sound management and operation of Wyoming SkillsUSA.
 - c. Provide advice and direction to the State Director to carry out the policies, curricular programs and goals of Wyoming SkillsUSA and to ensure the financial viability of Wyoming SkillsUSA.
 - d. Consult with the State Director and officers to plan and coordinate competitions, conferences and other activities of Wyoming SkillsUSA
- Section 6 Vacancies
Should there be a vacancy of a board member, the position will be filled by appointment from the majority of the remaining board members. A Board member appointed to fill a vacancy shall serve for the un-expired term of his or her predecessor in office.
- Two consecutive absences from the Wyoming Association of SkillsUSA board of directors meeting without reasonable cause, as determined by the President and Vice President shall constitute a member's tacit resignation.
- Section 7. Regular Meetings.
The State Board of Directors shall hold at least two meetings. One shall take place in the fall and a second meeting in advance of the State Leadership Conference. The Board of Directors shall be empowered to call special meetings with the approval of the State SkillsUSA Director.
- Section 8. Special Meetings.
Special meetings of the Board of Directors may be called by, or at the request of, the State SkillsUSA Director, the State SkillsUSA President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Wyoming, as the place for holding any special meeting of the Board of Directors called by them.
- Section 9. Quorum.
A majority of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.
- Section 10. Manner of Acting.
The act of a majority of the Directors present at a meeting where a quorum exists shall be the act of the Board of Directors, unless the act of a greater number is required by law or these Bylaws.
- Section 11. Compensation.
Directors shall not receive any stated salaries for their services but, by resolution of the Board, Directors may be reimbursed for certain expenses.
- Section 12. Non-Liability of Directors.
The Directors shall not be liable for the debts, liabilities or other obligations of the Association.
- Section 13. Action Without Meeting.
Any action which may be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing or by e-mail, setting forth the action so taken, shall be acknowledged by all of the Directors entitled to vote with respect to the subject matter thereof.
- Section 14. Telephone Conference.
Directors may participate in a meeting through the use of conference telephone or similar communications equipment so long as all Directors participating in such meeting can hear one another. Participation in a meeting pursuant to this Section shall constitute presence in person at the meeting.

ARTICLE VIII FINANCES

- Section 1. Dues
Dues shall be determined by the Wyoming Association of SkillsUSA Board of Directors. State dues shall be payable in accordance with the National SkillsUSA directives and policies.
- Section 2. Executive Secretary Duties

Dues and/or contributions shall be paid to Wyoming SkillsUSA as per National SkillsUSA policy. The Executive Secretary duties shall be:

- a. To receive all contributions from donating individuals, business organizations or foundations.
- b. To see that all money of the State Association shall be deposited in a bank under an account known as "Wyoming SkillsUSA".
- c. To pay or have paid all bills incurred by the State Association.
- d. To submit a financial records of the State Association.
- e. To submit a financial report of the condition of the State Association at regular intervals to the Board of Directors.
- f. To have a recognized bookkeeping system set up and have the accounts kept in order and once a year an internal audit shall be made by persons selected by the Board of Directors. A professional external audit will be conducted every five years or at the request of the Board of Directors.

ARTICLE IX STANDING COMMITTEES

Standing Committees - There may be the following standing committees appointed by the Chairman and their duties shall be as follows:

- a. The Contests Committee – Shall review the contests of Wyoming SkillsUSA and shall make suggestions for improvement of rules, methods and procedures. Members shall initiate new activities to further meet the objectives of SKILLSUSA.
- b. Membership Committee – Coordinate statewide membership activities for all SKILLSUSA chapters.
- c. Public Information Committee – Shall work with the State SkillsUSA Director to suggest and implement public information programs for Wyoming SkillsUSA.

Ad hoc Committees can be established as needed.

ARTICLE X AMENDMENTS

- Section 1. The Constitution may be amended as follows:
1. All proposed amendments to this Constitution shall be submitted in writing to the State Board of Directors within 30 days of the annual meeting.
 2. Any amendments shall be voted on at the annual meeting and needs 2/3 vote for passage. If the State Board of Directors passes the proposed amendment or an amended form of the amendment, it shall become effective immediately.
- Section 2. Such rules, regulations and policies as are deemed necessary for the proper conduct of this organization shall be adopted.
- Section 3. No rules, regulations or policies shall be adopted which are contrary to this Constitution.
- Section 4. The combined Executive Council shall have the right and authority to formulate, adopt and enforce Wyoming SKILLSUSA rules, regulations and policies for situations that are not covered by this Constitution.

Approved: October 2009

**WYOMING SPORTS OFFICIALS ASSOCIATION
AREA REPRESENTATIVES**

Area	1	Teton, Sublette	Bill Lehr Phone: 276-5640 E-MAIL: blehr@bp.k12.wy.us	Term expires 2011
Area	2	Sweetwater	Mark Erramouspe Phone: 362-1082 E-MAIL: markerramouspe@hotmail.com	Term expires 2011
Area	3	Fremont, Hot Springs	Scott Quayle Phone: 856-6363 E-MAIL: squayle@fremont25.k12.wy.us	Term expires 2012
Area	4	Park, Big Horn, Washakie	Myron Heny Phone: 754-4404 E-MAIL: mwheny@excite.com	Term expires 2014
Area	5	Johnson, Sheridan	Bev Leichtnam Phone: 751-2878 E-MAIL: bleichtnam@sheridanwy.net	Term expires 2012
Area	6	Natrona, Converse	Mark Wilkinson Phone: 235-2920 E-MAIL: markdw@wyoming.com	Term expires 2013
Area	7	Carbon	Nate Nordin Phone: 320-6922 E-MAIL: nnordin1@skyblue-dd.com	Term expires 2014
Area	8	Albany	Lane Buchanan Phone: 721-8399 E-MAIL: lane@uwyo.edu	Term expires 2011
Area	9	Laramie	Scott Bates Phone: 632-6726 E-MAIL: scottbates@bresnan.net	Term expires 2013
Area	10	Goshen, Platte, Niobrara	Mike Varney Phone: 532-3230 E-MAIL: varney_1@communicomm.com	Term expires 2014
Area	11	Campbell, Crook, Weston	Mike Jennings Phone: 746-3421 E-MAIL: mike6@tribcsp.com	Term expires 2012
Area	12	Lincoln, Uinta	Eric Quinney Phone: 787-7712 E-MAIL: quinney@allwest.net	Term expires 2013

SPORTS REPRESENTATIVES

SOCCER	WORLAND	Terry Pyer Phone: 347-8932 E-MAIL: tpyer@rtconnect.net
WRESTLING	BUFFALO	Bailey Rapp Phone: 640-0543 E-MAIL: bailey.rapp@wy.usda.gov

The Wyoming High School Activities Association Associate Commissioner shall serve as the Wyoming Sports Officials Association Commissioner.

AFFILIATION OF THE WYOMING SPORTS OFFICIALS ASSOCIATION AND WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION

In January, 1988, the WSOA area representatives cast a unanimous ballot to affiliate with the WHSAA under the following considerations:

At the April, 1988, WHSAA Board of Directors meeting, the Board approved the WSOA request for affiliation with the WHSAA.

1. The state office of the WHSAA will be the official headquarters for the Wyoming Sports Officials Association.
2. The WHSAA staff will handle the administrative duties of the WSOA.
3. The office of Director of the WSOA will be filled by the WHSAA Commissioner or one of his/her assistants.
4. The WSOA will continue with its organization: electing a president and twelve area representatives. The President will serve in an advisory capacity to the WHSAA Board of Directors.
5. The WSOA area representatives are to meet jointly, at least annually, with WHSAA representatives and will be paid an expense allowance for attending said meetings. The President will meet with the WHSAA representatives as deemed necessary by both parties. An expense allowance for attending said meetings will be paid.
6. The WHSAA is to furnish all office space, office supplies, postage, rule books, study materials, publish WSOA bulletins, receive dues, issue WSOA membership cards, coordinate membership in the NFOA; including liability insurance, conduct rules clinics, mechanics clinics and other educational endeavors for officials, and furnish all other supplies and materials necessary to administer the WSOA in a business like manner.
7. In consideration of the above-listed services, beginning with the fiscal year 1988-89, all income from the annual WSOA membership dues will be funded to the WHSAA/WSOA.
8. Policy of the Wyoming Sports Officials Association may be formulated jointly or separately by the Wyoming Sports Officials Association directors and the Wyoming High School Activities Association Board of Directors with the approval of any changes given by the WHSAA Board of Directors. Once a policy has been approved and then in effect for one year, it may be revised by a majority of the WSOA directors with the approval of the WHSAA Board of Directors.

9.0.0 NAME

This organization shall be known as the Wyoming Sports Officials Association, WSOA.

9.1.0 OBJECTIVES/PURPOSE

1. It is the purpose of the WSOA in its program of registering officials to improve the interests of interscholastic competition by:
 - a. Aiding officials, coaches and players in acquiring a thorough knowledge of playing rules in all sports.
 - b. Promoting uniformity in mechanics of officiating.
 - c. Propagating competent young officials to replace retiring veterans.
 - d. Encouraging observance of the spirit and letter of playing rules and ethical codes on all occasions.
 - e. Establishing classifications of officials according to qualifications and experience.
2. A thorough knowledge of playing rules and an ability to interpret these rules shall be regarded by the WSOA as a primary requirement of all officials. To implement this requirement, the WSOA conducts rules clinics, mechanics clinics, study clubs and other educational programs in all sports. It is a requirement of officials to attend such meetings in sports in which they are officiating for the purpose of keeping informed of rules changes and new interpretations, as well as the general review of all rules and regulations.
3. A thorough knowledge on the part of officials of mechanics of officiating shall be regarded by the WSOA as imperative for a competently officiated game. The mechanics of the officiating profession are particularly important since officials in certain sports work as members of several different crews during a season, thus requiring mechanics to be standardized throughout the state in the interest of smooth and efficient performance of duties.
4. Dedication to high professional standards as developed by tradition and through practice shall be regarded by the WSOA as highly desirable on the part of all officials. A proper attitude toward the avocation of officiating will contribute immeasurably toward the total value of the interscholastic athletic program.

9.2.0 WSOA PRESIDENT AND AREA REPRESENTATIVES

The directors of the WSOA shall be composed of a President and twelve area representatives. The directors shall have charge of examination of candidates for membership, qualification of members and other business which shall come before the WSOA. Efforts will be made in selecting area representatives to include representation from all sports recognized by the WHSAA/WSOA; however, should a sport(s) not be represented by those elected, the President, in consultation with the Commissioner shall appoint an official to represent each sport not represented through election.

9.3.0 DUTIES OF AREA REPRESENTATIVES

1. Represent the state officials at all association meetings in the best interests of the officials association and interscholastic program. The directors shall meet at least once annually.

2. Communicate officials' concerns to the WSOA/WHSAA Commissioner or his designee.
3. Coordinate at the area level all athletic examinations and clinics sponsored by the WSOA/WHSAA to include publicity, registration, etc.
4. Assist in setting up local associations.
5. Handle minor problems within the area involving fans, schools and officials.
6. Act as supervisor of officials within the area following the recommended procedures and guidelines as defined in the National Federation Officials' Manuals.
7. Oversee the system of observation of officials in their representative area.
8. Assist in recruiting and training officials.
9. Area reps must be registered officials with the WHSAA.

9.4.0 ELECTION OF PRESIDENT AND AREA REPRESENTATIVES

The WSOA Directors and President will serve a term of four years. Area representatives will be limited to two terms unless no willing candidate is available in their area.

President - The office of President-elect will be filled at the WSOA annual, summer meeting. The President-elect will be chosen one year prior to his/her taking office. Nominations and balloting will be conducted by those area representatives in attendance, with each area receiving one vote.

Area Representatives - The twelve area representatives shall be elected by ballot within the area to all officials in all sports.

In the event of a resignation or death, the WSOA President has the authority to appoint a WSOA member to fill the vacancy. The appointee shall finish the length of term. All Directors will assume office at the WSOA annual meeting of the year elected.

9.5.0 WSOA/WHSAA REGISTRATION PROCEDURES

1. Application for registration as a WHSAA/WSOA athletic game official should be made in writing to the WHSAA Office. Current WSOA members will be sent applications in the spring of each year for the succeeding year's registration.
2. The registration year shall be from July 1 to June 30. The officials' registration card, regardless of the date registration is completed, expires June 30th and must be renewed for a person to qualify as a registered official for the following year.
3. Registration deadline
 - a. The WSOA Handbook sets August 1st for all sports as the deadline for officials registered the previous year to RENEW their registration without penalty. A person applying for registration for the first time may do so without paying the late registration penalty.
 - b. Dues include membership in the National Federation Officials Association (NFOA).
4. The fee for the FIRST SPORT is \$62 for football and basketball; and \$57 for wrestling, volleyball, swimming and soccer. When ADDITIONAL SPORTS are added, the fee is \$20 for each sport. Track is \$35 for all officials regardless of number of sports.
5. First time officials fees are \$30 per sport.

THOSE OFFICIALS WHO SEND IN THEIR APPLICATION POSTMARKED ON OR BEFORE AUGUST 1st, CAN REDUCE THE TOTAL REGISTRATION FEE BY \$10. For example: A one sport official who pays fees prior to August 1st, would pay \$52 (Basketball-\$62 fee minus a \$10 early payment reduction equals \$52.) Exceptions: 1) New officials, 2) College Students and 3) Track only registrants.

Other Examples:

\$62 Football (First Sport)	\$62 Basketball (First Sport)
+20 Basketball (Second Sport)	+20 Volleyball (Second Sport)
\$82 Subtotal	+20 Soccer (Third Sport)
-10 Reduction rate	-10 Reduction rate
\$72 Official pays this amount	\$92 Official pays this amount

FAILURE TO SUBMIT AN APPLICATION ON OR BEFORE AUGUST 1st, WILL RESULT IN FORFEITURE OF THE REDUCED \$10 FEE.

For Example:

\$62 Football (First Sport)	\$62 Basketball (First Sport)
+20 Basketball (Second Sport)	+20 Volleyball (Second Sport)
\$82 Official pays this amount if paying after August 31st.	+20 Soccer (Third Sport)
	\$102 Official pays this amount if paying after August 31st.

6. The sports packet will be mailed to eligible officials as soon as the National Federation publishes the yearly rules manuals.

7. Check the following items before returning your application to the WSOA Office:
 - a. Is your name correct and legible on your application?
 - b. Do you have a nickname? If so, include it on the application form next to your name.
 - c. Is your address correct including zip code?
 - d. Have you checked the correct sport or sports in which you wish to register?
 - e. Have you enclosed the correct fee?
 - f. Have you checked the appropriate space if you need the required WHSAA/WSOA officials patch?
8. Increases in NFOA fees will directly increase WSOA fees by the corresponding amount.
9. A person that has been convicted of a felony will not be allowed to register as a sports official in Wyoming without requesting a review by the WSOA Board. Recognizing there are differences and that each situation is unique, a person can request a review by a panel of the WSOA Board of Directors.

9.6.0 MEMBERSHIPS

MEMBERSHIP BY TRANSFER

Membership may be secured in the WSOA by means of transferring membership from another state providing:

1. The official can secure a letter from his/her recent officials organization stating that his/her membership was in good standing.
2. Membership dues are paid to the WHSAA/WSOA.

The transferring official will be a registered official the first year of membership in the WSOA. He/she may make application for rating the following season.

CONTINUING MEMBERSHIP:

Membership is continuous with the proper payment of fees.

Members paying fees and unable to officiate for medical or personal reasons may apply for a refund of fees prior to the beginning of the particular sport season.

RETENTION OF MEMBERSHIP:

A member in good standing may request a leave of absence for illness, injury or personal necessity. The official may be allowed to retain a rating from the previous year. The following procedures must be followed:

1. A retention rating form must be secured from the area representative completed and returned to him/her.
2. The request will be acted on by the WHSAA/WSOA.
3. The rating may be retained for one year only.

MEMBERSHIP BY RECIPROCITY

There will be no registration fee charged for out-of-state officials who reside in states which have reciprocal agreements with Wyoming, SOUTH DAKOTA, UTAH, AND IDAHO, but the appropriate application form must be sent to the WHSAA with proof of registration. MONTANA - (\$5.00), NEBRASKA - (\$10.00), AND COLORADO - (\$15.00). OFFICIALS working Wyoming contests are required to pay a special fee, noted in parentheses behind each state, per sport before they may be registered in Wyoming. This money must accompany the application form with proof of registration.

MEMBERSHIP FOR OUT-OF-STATE OFFICIALS

Out-of-state officials must send an application form to the WHSAA office and show proof that they are currently registered in their home state before they may officiate varsity contests in Wyoming. Out-of-state officials must also verify proof of liability coverage for officiating before they may officiate varsity contests in Wyoming.

9.7.0 OFFICIALS FEE SCHEDULES FOR VARSITY CONTESTS

Each driver receives a mileage allowance at a rate established by the State of Wyoming on July 1 of the upcoming school year (55.5 cents as of July 2011). This rate is paid per mile round trip. Exception - the driver of a five-man football crew receives an additional four cents per mile round trip. Each official including the driver receives four cents per mile round trip for per diem. Mileage figures will be based upon those provided on the official map of the state of Wyoming. Officials must receive mileage from either their place of residence or their local association site. No official shall enter into a contract to officiate any WHSAA contest for any game or mileage fees which are not in accordance with the specified rates and fees. Any rate change by the State of Wyoming will be reflected the school year following the rate change by the state.

9.7.1 BASKETBALL

All classes. Two or three registered officials paid \$55 each. When more than two schools come together to participate during regular season play, schools have the option to negotiate fees with basketball officials. Three person crews will be used for all regional and state tournaments.

9.7.2 FOOTBALL

Classes 4A and 3A: At least five registered officials, paid \$55 each. Classes 2A and 1A: At least four registered officials paid \$55 each.

9.7.4 SOCCER

One referee and two linesmen, who are registered officials, will be used in all soccer games. Each official will be paid \$55. Four officials will be used, with the fourth official receiving \$30.

9.7.5 SWIMMING

All "on deck" officials shall be registered officials. Dual meet: \$40 for each official; invitation/triangular meets: \$50 per session; one day invitationals: \$70. Schools have the option to negotiate fees with swimming officials on invitational meets.

Swimming and diving coaches are eligible to be diving judge officials in regular season, conference and WHSAA State Swim Events upon

1. registering with the WHSAA office for a fee of \$32
2. attending a WHSAA rules clinic
3. successfully completing an officials (open book) exam for diving.

Diving coaches who work as a diving judge official will not receive pay for those meets where their team is participating.

9.7.6 TRACK

The meet referee, director, and starter shall be registered officials. The field judge, clerk of course, and finish judge shall attend the rules clinic.

9.7.7 VOLLEYBALL

All classes: Must have two registered officials who shall be paid \$45 per match. During regular season play, schools have the option to negotiate fees with volleyball officials when more than two schools come together to play.

9.7.8 WRESTLING

All classes: Officials must be registered - \$55 per match for dual and double dual match. When more than two schools come together to participate during regular season play, schools have the option to negotiate fees with wrestling officials.

9.7.9 CULMINATING EVENTS

One driver per town receives mileage of 55.5 cents per mile round trip. Each official, including the driver, receives 4 cents per mile (under 100 miles round trip) per diem round trip, or \$65 per diem per day of the event if the culminating event site is 100 miles round trip or over (if mileage is over 400 miles roundtrip, one extra day per diem will be paid) as determined by the mileage on the Wyoming State map of the Wyoming State Highway Commission and when the official must stay in the hosting community. Should the official travel more than one hundred miles but not be required to spend the night, they will be paid a \$15 meal allowance in addition to mileage.

Sport	Regional	State
Basketball	\$60	\$65
Football	\$60	\$65
Soccer	\$60	\$65
Swimming		\$270 (\$45/session)
Track	\$65/day (starter)	\$70/day (starter)
Volleyball*	\$50	\$55
Wrestling	\$225	\$300

*Line judges at Regional/State volleyball tournaments will be paid \$15 per match by the WHSAA if they are registered officials assigned by the host school meet director.

9.8.0 CLASSIFICATION SYSTEM FOR MEMBERS OF THE WYOMING SPORTS OFFICIALS ASSOCIATION

Minimum yearly standards for all classifications:

1. Payment of registration fees.
2. Attendance at annual rules clinic in its entirety for the sport officiating sponsored jointly by the WHSAA and the WSOA.
3. Pass with minimum 80%. - (Registered and Certified only)

CLASSIFICATIONS

Application for increasing classification must be made to the WHSAA/WSOA office. Dates will be set for the administration of required rules examination for the sport involved. Examinations will be given at the same time for all officials and prospective officials at site determined by the WHSAA/WSOA.

REGISTRATION FOR ALL SPORTS SHOULD BE COMPLETED BY AUGUST 31st OF EACH YEAR.

REGISTERED

A registered official meets the following requirements of the WHSAA/WSOA:

- a. pay fees
- b. complete part one open-book group test and pass with 80% or better
- c. attend mandatory WHSAA rules clinic

CERTIFIED

A certified official must meet the following requirements of the WHSAA/WSOA:

- a. pay fees
- b. complete part one open-book rules test and pass with 80% or better
- c. attend mandatory WHSAA rules clinic
- d. Must have served as a registered official for two consecutive years immediately prior to the year the official applies for Certified status, therefore may take test third year
- e. Must have attended a mechanics camp (basketball, football, wrestling, volleyball, soccer or swimming) in the 12 months preceding upgrade
- f. Must receive a favorable observation from the area observation committee
- g. Must score a minimum of 80% on closed book exam to become certified and every fifth year after reaching this status
- h. Must show evidence of working varsity level contests.

Once the WHSAA/WSOA Commissioner determines that a sufficient number of certified officials is available, ONLY Certified Officials will be eligible for post-season play (regional and state). If an official has been awarded post-season events in the past and has not been Certified because he/she lacked the years of experience, the official will become eligible for post-season play.

NON-VARSITY

A non-varsity official must meet the following requirements of the WHSAA/WSOA:

- a. Pay fees
- b. Attend mandatory WHSAA rules clinic or view copy of video
- c. Cannot work varsity games

RECERTIFICATION

To maintain their certified status, officials must take and pass a recertification closed book exam and attend a mechanics camp (clinic) in their sport every five years.

9.9.0 PUBLIC CRITICISM OF OFFICIALS OR COACHES

Any official who publicly criticizes another official or coach through the media, social media, facebook, twitter, etc. shall be reported to the WHSAA/WSOA and shall be subject to a hearing for suspension of membership from the WHSAA/WSOA.

9.10.0 WSOA AREA OBSERVATION COMMITTEE

The Wyoming Sports Officials Association, in an effort to promote education of officials, advancement of officials and tournament selection of officials shall regulate a system of observation of officials.

Recognizing that populated and rural areas of Wyoming present different needs, the WHSAA/WSOA shall place responsibility for coordinating observation on area representatives.

An official wishing to upgrade classifications must contact the WHSAA office. The official recognizes that observation by his/her peers is part of the request.

The area representative shall coordinate the following:

1. Upon receiving the official's request, appoint observers. Observers will be knowledgeable in the sport and may be active officials, retired officials, or school personnel.
2. Observers will complete a WSOA observation form and submit the completed form to the area rep.
3. An official will be observed for a minimum of two contests. An official observation shall be two positive or two negative recommendations. A split vote for advancement will allow for a third observation. If an official receives a negative recommendation he/she may not request another observation until the following season.
4. Area representatives will compile results and forward packet and recommendations to the WHSAA/WSOA.

Officials will be observed for their knowledge and interpretation of rules, mechanics/coverage of action, hand signals and communication with scoring personnel, attitude and rapport with coaches, appearance and physical conditioning, fouls/penalties called and mechanics, and calling of violations.

9.11.0 WSOA RULES EXAMINATIONS

The Wyoming Sports Officials Association sponsors several forms of rules examinations. These examinations are given in an effort to encourage officials to improve their knowledge of the rules in the sport they are officiating. The following examinations are offered:

Open Book Exams may be taken at local association meetings or individually by officials. The completed open book test answer sheet must be sent to the WHSAA office for grading. A minimum score of 80% must be attained to meet the registration requirements. An official must pass this test prior to officiating any contest.

Closed Book Examination - The closed book examination is a requirement to receive a certified rating. The closed book examination dates are set by the National Federation.

Officials requesting to take the closed book examination in their sport must notify the WHSAA office.

The specified day for each examination is the only day on which the examination will be administered. Alternate dates for taking the examination will not be permitted.

The closed book examination will be administered with a two hour time limit. Answers on the closed book examination will be recorded and sent back to the official. An official requesting advancement to Certified must score a minimum of 80% on the closed book test to advance.

* Recertification exam - an official must take and pass a recertification closed book exam in their sport once every five years.

9.12.0 GUIDELINES FOR LOCAL ASSOCIATIONS

The WHSAA Board of Directors recommends that local associations be established wherever possible and that the association meet on a scheduled basis to discuss rules, mechanics, etc. However, it is not mandatory for an individual official to belong to a local association.

A local association is a group of registered WSOA officials formed for the purpose of providing services to WHSAA member schools.

A local association's purpose is to provide participating schools with its best qualified officials.

Procedural Guidelines for Local Associations

1. An official will benefit from membership in a local association.
2. An individual school and/or an individual official has the right to refuse an assignment; however, a particular local association cannot discriminate against a member school(s).
3. Local associations should have a method of training new officials and evaluating transfer officials.
4. An individual official, because of membership in a local association and the WSOA, is not guaranteed game assignments.

9.13.0 TOURNAMENT POLICY

SELECTION

Officials will be selected for WHSAA Culminating Events based on the following: (80%) coaches vote selection process and (20%) selection by the WHSAA office for wrestling, volleyball, track, swimming, soccer and football.

The WHSAA sends a ballot to all member schools asking coaches to list officials whom they recommend for post-season assignments.

This list of recommendations is compiled and assignments are made from this list.

Basketball - Post-season assignments will be as follows:

- 50% based on evaluator program
- 30% based on Coaches Vote
- 20% based on WHSAA office

All officials must work the following minimum number of varsity contests to be eligible to work WHSAA Culminating Events.

Football - 3 games	Volleyball - 7 matches	Basketball - 7 games
Wrestling - 6 events	Soccer - 4 games	Swimming & Diving - 2 meets
Track & Field - 2 meets (Starters and Referees)		

VOTES RECEIVED

An official may receive a report of his/her number of votes after the tournament series in that sport.

SOLICITING VOTES

OFFICIALS WHO USE COMMUNICATIONS (PHONE, LETTERS, ETC.) AS A MEANS OF SEEKING RECOMMENDATIONS/VOTES FROM MEMBER SCHOOLS WILL NOT BE CONSIDERED FOR TOURNAMENT ASSIGNMENTS IN THE SPORTS PROGRAMS OF THE WHSAA.

Schools are encouraged to report any solicitation of votes to the WHSAA.

NUMBER OF TOURNAMENTS

Officials will be limited to working one STATE basketball tournament (1A/2A or 3A/4A).

It is recommended that State tournament officials be selected from those officials working the regional tournaments; however, exceptions may be granted by the WHSAA Commissioner.

9.14.0 PROCESS FOR NOTIFICATION OF EJECTIONS

Should an official eject a contestant or a coach from a contest for unsportsmanlike behavior, the official must notify the WSOA Commissioner within 24 hours. The Commissioner's telephone numbers are as follows: Work - 577-0614 and Home - 577-4057.

A signed, written account of the incident must be sent to the WHSAA office within three days.

Once the Commissioner has been notified of an incident, he/she will be in contact with the school's administration and will ask for an account of the situation.

The Commissioner will render a decision as soon as he/she has received and reviewed all relevant information. A school may appeal the official's decision to the Commissioner, and a decision the Commissioner renders may be appealed to the WHSAA Board of Directors.

9.15.0 APPEARANCE

Today, many people judge a person by the way he/she looks. First impressions are becoming more and more important. As an official you want to make a good first impression.

BEFORE THE CONTEST

When traveling to the game site, you should be neat and clean, properly dressed, clean-shaven, hair or beards neatly trimmed, and shoes shined to present the impression of one who takes pride in his/her appearance. Remember, you are a representative of the WHSAA/WSOA.

DURING THE CONTEST

The official's appearance will affect the conduct of the game to a great degree. A sloppily dressed official will find he/she has difficulty in having his/her decision accepted. On the other hand, an official who wears the proper uniform and is neat, will foster proper attitudes from all concerned. The physical condition of an official is definitely a part of his appearance. One who carries himself/herself in a professional manner, moves quickly, and has stamina will have more success than the official who does not possess these qualities. The official who is out of condition, more often than not, does a poor job of officiating simply because he/she is unable to cover the play. The appearance of this type of official on the field or court detracts from the coaches, players, and fan's confidence in the officiating team. Officiating is strenuous and exhausting work. In order to meet the challenge an official must be in good physical condition.

AFTER THE CONTEST

Take care of equipment and leave the field together. Do not seek out coaches nor avoid them. Make no statements or offer comments concerning the game to other than WHSAA/WSOA members. Your best bet is to shower, dress, collect your gear and head for home. The game is over and your job has been completed.

Be supportive of fellow officials and do not criticize another's officiating to any other individuals. The evaluation process should be used to address any need for another official's improvement.

9.16.0 REQUIREMENTS OF THE WHSAA/WSOA

Members are required to wear the uniform specified in the National Federation Rules Book for their respective sport, unless the WHSAA has approved an alternative uniform.

The WHSAA/WSOA officials patch MUST be displayed on the upper left sleeve (left breast pocket in soccer) for all officials representing the WHSAA/WSOA. The patch should be placed two fingers from the top seam.

In sports where more than one official is required, the crew must be dressed identical with shirts, jackets, whistles, etc.

9.17.0 ADDRESSING VIOLATIONS

9.17.1 PROCEDURE

- 9.17.2 The Board of Directors, through its Commissioner, will investigate all alleged violations of the rules or constitution when:
1. The Board members or its Commissioner have either personally or through written documentation gained knowledge of a violation
 2. The Board of Directors or the Commissioner have received a written protest by a member school or official or an officials group.

9.17.3 The Commissioner shall have the authority to take disciplinary action against offending official of the WHSAA. Any disciplinary action taken shall be reviewed by the Board of Directors.

9.17.4 Disciplinary action in the form of suspension or expulsion shall be limited to not more than one calendar year.

9.17.5 Review procedure to be followed.

1. By the WHSAA:
 - a. The Commissioner shall obtain written statements from any available witnesses.
 - b. Said statements will be studied by the Commissioner and reported to the Board of Directors.
 - c. If, in the opinion of the Board of Directors, further investigation is necessary, the Commissioner or the Board of Directors may meet with the agent or the official.
 - d. If further disciplinary action of any type is deemed necessary, the Board of Directors or Commissioner will take such action and communicate it to the offending official.
2. By member officials:
 - a. File the complaint with the Commissioner.
 - b. If the initial complaint is not filed in writing, then it must be filed in writing within seven days of the initial complaint.
 - c. Furnish affidavits if deemed necessary by the Commissioner or Board of Directors.
 - d. Attend the hearing if deemed necessary by the Commissioner or Board of Directors.

9.18.0 DISCIPLINARY ACTION

9.18.1 WARNING

A warning is official notice that an inexcusable, unethical, or unsportsmanlike action is a matter of record and that such an action must not occur again.

9.18.2 PROBATION

This is a more severe type of warning. An official on probation may be restricted from officiating in any regional or state level activity. This also implies that a repeat offense would mean automatic suspension.

9.18.3 SUSPENSION

Any official suspended from the WSOA may not officiate an association contest at any level. No official may be suspended from the WHSAA for more than one calendar year.

9.19.0 HEARINGS

Aggrieved Parties May Appeal Decision

If a contest official is dissatisfied with a decision of the Board of Directors or the Commissioner's interpretation of a provision or provisions of the Constitution, Bylaws, or rules and regulations of the WHSAA and such individual or school is an aggrieved and affected party, such a party may within 15 days of the receipt of the decision, submit in writing by certified mail, return receipt requested, a notice of appeal of the decision and a request for a formal hearing.

Investigation

The Commissioner or his staff, or such representative of the WHSAA designated by the Board of Directors shall investigate all matters upon which the appeal is based. Investigations shall be performed so as to bring the matter to hearing, unless for cause otherwise shown, no later than the next regularly scheduled meeting of the Board.

Notice

After completion of the investigation, the Commissioner shall notify the appealing party, by certified mail, return receipt requested, of the time and place set for a hearing on the appeal. The notice shall be given at least seven days in advance of the time set for the hearing.

The hearing shall be conducted in conjunction with a regularly scheduled meeting of the Board provided that the matter may be heard at a special meeting of the Board in the event that the appealing party agrees to pay all the costs incidental to such a special meeting.

Attendance at the Hearing

Contest officials who are appealing parties are entitled to attend hearings. Any person entitled to be in attendance at such hearing may represent themselves. Such persons are also entitled to be represented by counsel, provided that they notify all other parties involved in the appeal of the name, address, and telephone number of such counsel at least three days in advance of the hearing.

Board of Directors to Hear Appeals

The Board of Directors of the WHSAA shall hear all appeals brought under the provisions of these rules. The President of the Board of Directors may appoint a Hearing Officer to preside over the hearing or he may act as the Hearing Officer himself/herself. The Hearing Officer may, at the beginning of the hearing, ask for statements clarifying the issues involved or upon which factual matters the appealing party will stipulate and agree to.

The Commissioner shall make available written copies of his/her investigation and may give testimony relative thereto. The appealing party shall present its defense and proofs. The parties may offer such evidence, including the testimony of witnesses, as they desire and which is relative to the proceedings. All testimony shall be given under oath. The hearing officer will have the authority to administer the oaths. Each party shall have the right to cross examine witnesses of the adverse party. All parties shall be afforded the opportunity to examine all documents introduced. Upon request of any party, the proceedings of the hearing may be reported stenographically or by any other appropriate means as determined by the hearing officer. The party requesting that the proceedings be reported, shall pay the cost thereof and shall also pay for the cost of transcription.

Closing of Hearing

The Hearing Officer shall specifically inquire of all parties whether they have further evidence. Upon receiving negative replies, the Hearing Officer shall declare the hearing closed.

Hearing in Absence of a Member

The hearing may proceed in the absence of any party, who after it is shown has received due notice thereof, fails to be present or fails to request an adjournment. Adjournments may be requested of the Hearing Officer upon the request of a party or upon the initiative of the Hearing Officer. However, a decision shall not be made solely upon the default of a party, but shall be based upon the evidence in the matter before the Board.

Decision of Board

The decision of the Board of Directors shall be made within seven days of the closing of the hearing. The decision shall be in writing, signed by the Commissioner, and shall state the findings and conclusions of the Board. It shall be mailed to the appealing party by certified mail, return receipt requested.

9.20.0 WHSAA/WSOA CODE OF ETHICS FOR ATHLETIC OFFICIALS

Believing that mine is an important part in the nationwide school athletic program, I pledge myself to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules of the game, observe the work of other officials, and will at all times, attempt to improve myself.
3. I will conduct myself in such a way that attention is drawn, not to me, but to the contestants playing the game.
4. I will maintain my appearance in a manner befitting the dignity and importance of the game.
5. I will be fair and unbiased in my decisions, rendering these without regard to the score or next year's contract.
6. I will cooperate and be professional in my association with my fellow officials and will do nothing to cause them public embarrassment.
7. I will uphold and abide by all rules of the WHSAA/WSOA and the NFHS.
8. I will give my complete cooperation to the school which I serve and to the WHSAA/WSOA which I represent.
9. I will keep in mind that the game is more important than the wishes of any individual player or coach or the ambitions of any individual official.
10. I will not use tobacco products on or in the vicinity of the athletic event, nor drink any alcoholic beverages on the day of the event.

APPENDIX A

WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION SCHOOL PHYSICAL EXAMINATION MEDICAL RECORD

PHYSICIANS STATEMENT MUST BE DATED AFTER JUNE 1 TO BE VALID FOR THE UPCOMING SCHOOL YEAR

Name _____ Sex _____ Age _____ Date of Birth _____

Grade _____ School _____ Sport(s) _____

Address _____ Phone _____

Personal Physician _____

In case of emergency, contact

Name _____ Relationship _____ Phone (H) _____ (W) _____

Explain "Yes" answers below. Circle questions you don't know the answers to.

	Yes	No		Yes	No
1. Have you had a medical illness or injury since your last check up or sports physical?	<input type="checkbox"/>	<input type="checkbox"/>	10. Do you use any special protective or corrective equipment or devices that aren't usually used for your sport or position (for example, knee brace, special neck roll, foot orthotics, retainer on your teeth, hearing aid)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been hospitalized overnight?	<input type="checkbox"/>	<input type="checkbox"/>	11. Have you had any problems with your eyes or vision? Do you wear glasses, contacts, or protective eyewear?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you currently taking any prescription or nonprescription (over-the-counter) medications or pills or using an inhaler?	<input type="checkbox"/>	<input type="checkbox"/>	12. Have you ever had a sprain, strain, or swelling after injury?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have any allergies (for example, to pollen, medicine, food, or stinging insects)?	<input type="checkbox"/>	<input type="checkbox"/>	Have you broken or fractured any bones or dislocated any joints?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you ever passed out during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	Have you had any other problems with pain or swelling in muscles, tendons, bones, or joints?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been dizzy during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, check appropriate box and explain below</i>		
Have you ever had chest pain during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Head <input type="checkbox"/> Elbow <input type="checkbox"/> Hip		
Do you get tired more quickly than your friends do during exercise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Neck <input type="checkbox"/> Forearm <input type="checkbox"/> Thigh		
Have you ever had racing of your heart or skipped heartbeats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Back <input type="checkbox"/> Wrist <input type="checkbox"/> Knee		
Have you had high blood pressure or high cholesterol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Chest <input type="checkbox"/> Hand <input type="checkbox"/> Shin/calf		
Have you ever been told you have a heart murmur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Shoulder <input type="checkbox"/> Finger <input type="checkbox"/> Ankle		
Has any family member or relative died of heart problems or of sudden death before age 50?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Upper Arm <input type="checkbox"/> Foot		
Have you had a severe viral infection (for example, myocarditis or mononucleosis) within the last month?	<input type="checkbox"/>	<input type="checkbox"/>	13. Do you want to weigh more or less than you do now?	<input type="checkbox"/>	<input type="checkbox"/>
Has a physician ever denied or restricted your participation in sports for any heart problems?	<input type="checkbox"/>	<input type="checkbox"/>	Do you lose weight regularly to meet weight requirements for your sport?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have any current skin problems (for example, itching, rashes, acne, warts, fungus, or blisters)?	<input type="checkbox"/>	<input type="checkbox"/>	14. Do you feel stressed out?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever had a head injury or concussion?	<input type="checkbox"/>	<input type="checkbox"/>	15. Record the dates of your most recent immunizations (shots) for:		
Have you ever been knocked out, become unconscious, or lost your memory?	<input type="checkbox"/>	<input type="checkbox"/>	Tetanus _____ Measles _____ \		
Have you ever had a seizure?	<input type="checkbox"/>	<input type="checkbox"/>	Hepatitis B _____ Chickenpox _____ \		
Do you have frequent or severe headaches?	<input type="checkbox"/>	<input type="checkbox"/>	FEMALES ONLY		
Have you ever had numbness or tingling in your arms, hands, legs, or feet?	<input type="checkbox"/>	<input type="checkbox"/>	16. When was your first menstrual period? _____ \		
Have you ever had a stinger, burner, or pinched nerve?	<input type="checkbox"/>	<input type="checkbox"/>	When was your most recent menstrual period? _____ \		
8. Have you ever become ill from exercising in the heat?	<input type="checkbox"/>	<input type="checkbox"/>	How much time do you usually have from the start of one period to the start of another? _____ \		
9. Do you cough, wheeze, or have trouble breathing during or after activity?	<input type="checkbox"/>	<input type="checkbox"/>	How many periods have you had in the last year? _____ \		
Do you have asthma?	<input type="checkbox"/>	<input type="checkbox"/>	What was the longest time between periods in the last year? _____ \		
Do you have seasonal allergies that require medical treatment?	<input type="checkbox"/>	<input type="checkbox"/>	Explain "Yes" answers here: _____ \		
			_____ \		
			_____ \		
			_____ \		
			_____ \		

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

APPENDIX A

Signature of athlete _____ Signature of parent/guardian _____ Date _____

PARENT/GUARDIAN CONSENT FOR EMERGENCY MEDICAL ASSISTANCE

I hereby authorize _____ School District and its faculty members in charge of my child named below to obtain all necessary medical care for my child in the event that I cannot be reached to authorize it myself. I hereby authorize any licensed physician and/or medical personnel to render necessary medical treatment to my child.

Student's Name _____ Work Phone Number; Father _____
Address _____ Mother _____
_____ Home Phone Number _____

INSURANCE INFORMATION: Company _____ Policy # _____
Insured Person _____
Policy Holder's Social Security Number _____

Signature acknowledges that we have read and understand the above warning and we give consent for emergency assistance that might be needed.

Date _____ Signature of Parent/Guardian _____

APPENDIX A

WYOMING HIGH SCHOOL ACTIVITIES ASSOCIATION
SCHOOL PHYSICAL EXAMINATION
 MEDICAL RECORD

PHYSICIANS STATEMENT MUST BE DATED AFTER JUNE 1 TO BE VALID FOR THE UPCOMING SCHOOL YEAR

DATE OF EXAM _____

Name _____	Date of Birth _____
Height _____	Weight _____ % Body fat (optional) _____
Pulse _____ BP _____ / _____ (_____ / _____)	
Vision R 20/ _____ L 20/ _____	Corrected: Y N Pupils: Equal _____ Unequal _____

	NORMAL	ABNORMAL FINDINGS
MEDICAL		
Appearance		
Eyes/Ears/Nose/Throat		
Lymph Nodes		
Heart		
Pulses		
Lungs		
Abdomen		
Genitalia (males only)		
Skin		
MUSCULOSKELETAL		
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand		
Hip/thigh		
Knee		
Leg/ankle		
Foot		

*Normal indicated by check or N

Cleared

Cleared after completing evaluation/rehabilitation for: _____

Not cleared for: _____ Reason: _____

Recommendations: _____

*IF THESE BOXES ARE CHECKED, A COPY OF THIS FORM NEEDS TO BE SENT TO THE APPROPRIATE SCHOOL DISTRICT.

Name of physician (print/type) _____ Date _____

Address _____ Phone _____

Signature of physician _____, MD or DO

APPENDIX A

STUDENT/PARENT/GUARDIAN INFORMED CONSENT

Participation in all activities requires the acceptance of risk of possible serious injury. The risk can be minimized by following your coaches' rules and procedures, by familiarizing yourself with the rules of the activity, and by following the specific rules issued by manufacturers for the safe use of your activity equipment. The risk is always there, but you can help minimize it by making safety a shared responsibility. When you make the decision to participate in an activity, you are assuming the shared responsibility of following the activities rules, the coaches' rules, and the equipment manufacturer's rules. You, as a participant, can help make the activity safer by not intentionally using techniques which are illegal and which can cause serious injury.

Your signature below indicates that you have been informed about the importance of following rules in activities participation; and you realize that there is a risk of being injured that is inherent in all activities. You realize that the risk of injury may be severe, including the risk of fractures, brain injuries, paralysis or even death.

Activity programs specifically excluded: _____

Date _____ Signature of Student _____

Signature of Parent _____

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