



# West Virginia TRiO Association

Policy and Procedures  
Manual

2013 - 2014



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## **Mission Statement**

The mission of the Association is to promote equal educational opportunity and greater accessibility to higher education for the TRiO eligible student. WV TRiO seeks to bring together those persons who have an active interest in becoming professionally involved in broadening access to and retention in post-secondary education. The Association also seeks to provide professional staff development to ensure that qualified and informed professionals are engaged in the delivery role with the client population.

## **Executive Board**

Terri Philpott - President  
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## WV TRiO Constitution

### ARTICLE I - PURPOSE AND OBJECTIVE

- Section 1:** The mission of West Virginia Association of Educational Opportunity Program Personnel dba WV TRiO (referred to as the Association) is to promote equal educational opportunity and greater accessibility to higher education for the TRiO eligible student. The Association seeks to bring together those persons who have an active interest in becoming professionally involved in broadening access to and retention in post-secondary education. The Association also seeks to provide professional staff development to ensure that qualified and informed professionals are engaged in the delivery role with the client population.
- Section 2:** The Association is organized exclusively for charitable, educational, and scientific purposes, the making of distributions to organizations that qualify as exempt organization under section 501 (c) (3) of the Internal Revenue Service Code, or corresponding section of any future federal tax code. The Association was established in **1984**, as a Voluntary Association in the state of West Virginia.
- Section 3:** No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Service Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Service Code, or corresponding section of any future federal tax code.
- Section 4:** Upon the dissolution of the Association assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Service Revenue Code, or shall be distributed to the Mid-Eastern Association of Educational Opportunity Program Personnel (MEAEOPP) until the Association is active.

### ARTICLE II – MEMBERSHIP

- Section 1:** The Membership of the Association shall be comprised of a) Active Professional, b) Associate, c) Affiliate, and d) Program.
- a) Active Professional membership is available to those persons actively engaged in the administration or general operation, inclusive of instructional staff of West Virginia educational opportunity programs. Active Professionals have one vote each and are eligible to hold office in the Association.
  - b) Associate membership is available to those persons who do not qualify for membership under the Active Professional category but who have an active interest in the concerns of the TRiO-eligible student population. Associate members cannot vote nor hold office in the Association.

## WV TRiO Constitution

### ARTICLE II – MEMBERSHIP– cont.

- c) Affiliate membership is available to those nonprofessional persons, inclusive of students, who do not qualify under the above categories but who share an interest in the concerns of the TRiO-eligible students. Affiliate members cannot vote nor hold office in the Association.
- d) Program membership is available to educational opportunity programs within the State of West Virginia. All benefits-eligible employees of that program are association members. Each member has one vote and is eligible to hold office.

**Section 2:** Annual membership fees will be established by the Executive Committee.

**Section 3:** Membership will run from July 1 through June 30.

### ARTICLE III – OFFICERS

**Section 1:** The elected officers of the Association will be President, President-Elect, and Treasurer.

**Section 2:** The President-Elect and the Treasurer shall be elected at the fall meeting.

**Section 3:** The position of Secretary will be appointed by the President upon his/her initiation into office and will serve at the will of the President.

**Section 4:** Term of office for the President and President-Elect will be one year; term of office for the Treasurer will be two years.

**Section 5:** Officers shall serve only two consecutive terms in the same position. After serving two consecutive terms in the same position, candidates must wait one fiscal year before serving again in the same position. The candidates may serve in other elected positions immediately.

**Section 6:** The Executive Committee shall be the planning body for this Association, and shall have authority to fill any vacancy among the Officers between regular meetings.

### ARTICLE IV - DUTIES OF THE OFFICERS

**Section 1;** President: The President shall preside over the meeting of the general membership, the Executive Committee of the Association, and authenticate by signature, when necessary, all acts, orders, and proceedings of the Association. The President shall have the authority to appoint the Association Secretary and the special committees, to develop an agenda for all meetings with the Executive Committee, to serve on the MEAEOPP Executive Board, submit a written report to the membership at all meetings, and to serve as government relations representative to keep membership informed of state and national policies that affect educational opportunity programs.

**Section 2:** President-Elect: The President-Elect shall perform the duties of the President in the absence of the President and assist the President in all activities. The President-Elect shall attend meetings of the MEAEOPP Board, voice WV TRiO concerns, and submit a written report to the membership at all meetings. The President-Elect shall assume the office of the President after one year.

## WV TRiO Constitution

### ARTICLE IV - DUTIES OF THE OFFICERS cont.

**Section 3:** Treasurer: The Treasurer shall perform the duties of financial recordkeeping. The Treasurer will insure that all receipts and expenditure funds are in accordance with the directives established by the Association, disburse such funds as directed by the President and/or membership, and submit a full financial report at the regular meetings or otherwise requested by the President. The Treasurer shall also be responsible for preparing and filing state and federal fiscal documents as required to maintain non-profit status.

**Section 4:** Secretary: The Secretary will perform the duties recording minutes at Association meetings, and other such duties as assigned by the President.

**Section 5:** Members of the Association are eligible for reimbursement of expenses related to Association duties, as approved by the Executive Committee, or their designee.

### ARTICLE V – MEETINGS

**Section 1:** Regular fall and spring meetings will be held at the WV TRIO/VAEOPP and MEAEOPP conferences.

**Section 2:** Special meetings may be called with the consent of the Executive Committee.

**Section 3;** The President shall appoint a Parliamentarian for all meetings of the General Assembly. Robert's Rules of Orders will be followed.

**Section 4:** A quorum shall consist of one representative from seven projects or a majority of members who are eligible to vote who are registered for the Fall or Spring Conference.

**Section 5:** A quorum must be present to

- a) act on reports of the Committees or of the Executive Committee and
- b) make amendments to the constitution, and
- c) elect officers of the organization

**Section 6.** In the event that a quorum is not present at the regular meeting in which voting must occur, ballots for voting may be disseminated to each member within 30 days after the regular meeting. Ballots shall be counted no later than sixty (60) days after the regular meeting.

### ARTICLE VI – NOMINATIONS AND ELECTIONS

**Section 1:** The Executive Committee shall have the responsibility of submitting a slate of candidates for a vote at the annual meeting.

**Section 2:** Elections will occur at the regularly scheduled fall general meeting, and the ballot will include those nominated by the Executive Committee, as well as those nominated by the membership during the meeting.

**Section 3:** Candidates receiving the majority of votes shall be elected.

**Section 4:** Members may vote through absentee ballot. All absentee ballots must be received prior to the regular meeting to be included in the vote count. Absentee ballots will be sent out at least two weeks before the scheduled fall meeting. Before votes are cast at the regular fall meeting, members who are present but also cast absentee ballots shall have their absentee ballots discarded without being opened.

## WV TRiO Constitution

### ARTICLE VII – COMMITTEES

**Section 1:** The Executive Committee shall consist of the President, President-Elect, Treasurer, and immediate Past President. The executive committee must approve by majority vote:

- a) Association expenditures
- b) calling special meetings at which voting by the membership on Association business shall occur.

**Section 2:** Committees may be established and chairpersons appointed by the President as deemed necessary. Committees may also be established and chairpersons appointed by a  $\frac{3}{4}$  vote of the membership.

### ARTICLE VIII - METHODS OF ADOPTION AND AMENDMENT

**Section 1:** A Constitution may be adopted by a  $\frac{3}{4}$  vote of the membership.

**Section 2:** Amendments to the Constitution:

- a) must be made at regular meetings with an established quorum,
- b) must be submitted to the Secretary two weeks in advance of a regularly scheduled meeting for dissemination to the membership not less than one week in advance of said meeting, and
- c) require a  $\frac{2}{3}$  vote of members present at the meeting for passage.

### ARTICLE IX - BY-LAWS

In order to provide for routine operations, by-laws may be established.

*Amended: October 23, 2012*

*Revised: August 2012*



## Duties of the Executive Committee

### President:

- Preside over the meeting of the general membership, the Executive Committee of the Association, and authenticate by signature, when necessary, all acts, orders, and proceedings of the Association.
- Authority to appoint the association secretary and the special committees,
- Develop agenda for all meetings with the Executive Committee,
- Serve on the MEAEOPP Executive Board
- Serve as government relations representative to keep membership informed of state and national policies that affect educational opportunity programs.
- Attend the annual Policy Seminar in Washington, D.C .
- Select one member of the Association to receive the “Pathway to Prominence” Award at the Fall Conference.
- Plan the WV TRiO Fall Conference unless a member steps up to plan the conference.
- Ensure committees are active and working to reach goals.
- Identify a member to chair each committee.
- During each grant writing, the president is to select one or two individuals from the programs writing to highlight issues that are of concern in the draft proposal application and submit them to the membership.

### President-Elect

- Plan the Annual Student Leadership Conference with Immediate Past President.
- Serve as a Board Representative on the MEAEOPP Executive Board.
- Provide a report for each state meeting detailing tasks completed in achieving Association goals.

### Immediate Past President:

- Mentor the President-Elect
- Plan the Annual Student Leadership Conference with the President Elect.
- Serve as historian for the organization.
- Provide a report for each state meeting detailing tasks completed in achieving Association goals.
- Update “WV TRiO Policy and Procedures Manual” annually and submit to the Executive Board by June of each year.

### Treasurer

- Perform the duties of financial recordkeeping.
- Insure that all receipts and expenditure funds are in accordance with the directives established by the Association, disburse such funds as by the President or membership
- Submit a full financial report at the Fall and Spring meetings or otherwise requested by the President.
- Provide a report for each state meeting detailing tasks completed in achieving Association goals.

## **Other Officers**

### **Secretary:**

- Responsible for putting any recorded minutes into electronic form and transmitting those minutes to the current president.
- Responsible for other such duties as assigned by the President.

### **Parliamentarian:**

- Appointed by the president at each state meeting, from the membership in Attendance.
- Serves to ensure proper parliamentary procedure is followed according to Roberts Rules of Order.

## **State Meetings**

**Regular meetings:** Regular meetings of the WV TRiO Association will be held at the WV TRiO/VAEOPP fall conference and the MEAEOPP spring conference.

**Special meetings:** Special meetings may be called by the executive committee as needed, with written notice (via electronic, written, or other notice) to the membership sixty (60) days prior to the scheduled date. Meetings may also be held in conjunction with drive-in conferences and other WV TRiO events.

## **Conference Registration Fee Waivers**

Individuals who take on leadership roles within the state association to organize our Fall and/or Student Leadership Conference will no longer be required to pay the registration fee for either conference. As stated, this only applies to the individual planning the conference and the Treasurer of the Association. Both individuals work tirelessly to ensure an effective and successful conference. The registration fee waiver cannot be transferred to another person within the association unless approved by the board.

The time may arise when another individual within the association wishes to plan a conference. In this case, only the person planning the conference will have their registration fee waived as well as the Treasurer. The President-Elect will not have her or his registration fee waived if she or he is no longer planning the conference. Furthermore, this waiver only applies to Fall Conferences that are held in West Virginia.

Effective October 18, 2010

## Membership

The Membership of the Association shall be comprised of the following:

- a) Active Professional membership is available to those persons actively engaged in the administration or general operation, inclusive of instructional staff of West Virginia educational opportunity programs. Active Professionals have one vote each and are eligible to hold office in the Association.
  
- b) Associate membership is available to those persons who do not qualify for membership under the Active Professional category but who have an active interest in the concerns of the TRiO-eligible student population. Associate members cannot vote nor hold office in the Association.
  
- c) Affiliate membership is available to those nonprofessional persons, inclusive of students, who do not qualify under the above categories but who share an interest in the concerns of the TRiO-eligible students. Affiliate members cannot vote nor hold office in the Association.
  
- d) Program membership is available to educational opportunity programs within the State of West Virginia. All benefits-eligible employees of that program are association members. Each member has one vote and is eligible to hold office.

Annual Association dues for Active Professionals will be \$25.00. A fee of \$15.00 will be assessed Associate and Affiliate members. Program membership will be assessed at \$175 per program.

Membership will run from July 1<sup>st</sup> through the following June 30<sup>th</sup>, regardless of date dues are paid. Dues are not pro-rated.

Membership list and record of dues paid are maintained by the Treasurer.

## Fiscal Policies

### *Travel*

- If program is able to cover the cost of the President or President-Elect to attend a conference, then the first option is the use of program funds. If the program is not able to cover the cost of attendance, the state association will provide options to help offset the cost burden to the program.
- Travel to any conference or board meeting is not to exceed \$500. The most **cost effective** mode of transportation to any conference or board meeting is to be used.
- Meals for any conference are not to exceed the standards set forth by the State of West Virginia.
- If an Executive Board Member has a WV TRiO debit card, he or she is not to use it for withdrawal of cash funds from an ATM.

### *President*

- The state association agrees to cover the cost of all expenses (lodging, meals, transportation) for travel to every MEAEOPP Board Meeting.
- The state association agrees to cover registration cost for the annual Council for Opportunity in Education's Policy Seminar. Registration for "Relations with the Department of Education" is not a covered cost by the state association.
- The state association agrees to offset the cost of lodging, meals and transportation if a program cannot afford to cover those cost.
- The state association agrees to cover the cost of the most **cost effective** mode of travel for the President - Elect to attend annual Council for Opportunity in Education's Policy Seminar must be used.

### *President - Elect*

- The state association agrees to cover the cost of all expenses (lodging, meals, transportation) for travel to every MEAEOPP Board Meeting.
- The state association agrees to cover the cost of the most **cost effective** mode of travel for the President - Elect to attend annual Council for Opportunity in Education's Policy Seminar must be used.

### *TRiO Achiever*

- The state association agrees to cover the cost for the TRiO Achiever to attend the WV TRiO/ VAEOPP Fall Conference and the Annual MEAEOPP Conference.
- The state association will pay for mileage up to \$75. However, any amount over \$75, the achiever will be reimbursed for gas receipts.
- The state association agrees to cover the cost of one night of hotel accommodations for the WV TRiO / VAEOPP Fall Conference and the Annual MEAEOPP Conference.

## Fiscal Policies

### *Fall Conference Expenses*

- The cost of the conference hotel, food and room charges will not exceed \$15,000.
- The following are budget items separate from the cost of the hotel, food and room charges and should not exceed \$1,000.
  - Hospitality Room
  - Speaker's Gifts
  - Silent Auction
  - Miscellaneous (such as postage, printing, decorations, etc.)
- The purchase of alcohol using WVAEOPP is prohibited. However, the purchase of alcohol by guest speakers or dignitaries is an allowable cost.

### *Student Leadership Conference*

- The cost of the conference hotel, food and room charges will not exceed \$10,000.
- The following are budget items separate from the cost of the hotel, food and room charges and should not exceed \$1,000.
- Speaker's Gifts
- Miscellaneous (such as postage, printing, decorations, etc.)
- The state association agrees to cover the cost of one nights accommodation for the guest speaker at the Anne Crum Leadership Banquet.
- The scholarship for the Anne Crum Director's Award comes from the Student Leadership Conference Account.

### *Scholarship*

- The state association agrees to cover the cost of four (4) \$500 scholarships for the Annual WV TRiO Scholarship competition.
- The state association will vote during the spring MEAEOPP state meeting to award a \$50 scholarship to each student who did not receive the regular scholarship provided if funds are available.
- The "Leaders In Action" scholarship (\$25) is made available at the Student Leadership Conference's Anne Crum Leadership Banquet in lieu of gifts for Executive Board Members. The funding for this scholarship comes from the general membership fund, not the Student Leadership Conference fund per Executive Board discretion.
- The state association agrees to provide a \$500 scholarship to cover the cost of participating in the Council for Opportunity in Education's Study Abroad Program. If more than one student from West Virginia is chosen for the program, the funds will be divided equally by the number of recipients.

### *Amendments*

- All expenditures are contingent upon the availability of state association funds in the treasury.
- The Student Leadership Conference Account is not to be joined with the general fund.
- The Executive Board is to ensure that funds are used in the most cost effective way.

## Committees

**Alumni** – Plan and coordinate activities to organize and maintain an active WV TRiO alumni association; develop and maintain alumni membership, create and distribute an annual newsletter containing success stories, activities, and communication; provide materials for listing alumni database on WV TRiO website; coordinate alumni activities with MEAEOPP and COE.

**Chair:** Vivian Lama, West Virginia University Student Support Services  
**Office:** 304-293-6629 **E-mail:** [vivian.lama@mail.wvu.edu](mailto:vivian.lama@mail.wvu.edu)

**Archives** - Responsible for collecting and maintaining records of the WV TRiO, identify an organized system to collect, store, and essential WV TRiO records, and encourage past and present officers to transfer records to the WV TRiO archives.

**Chair:** Terri Philpott, Concord University Student Support Services  
**Phone:** 304-384-5282 **E-mail:** [tphilpott@concord.edu](mailto:tphilpott@concord.edu)

**Development** – Plan and carry out fundraising activities to generate revenue for WV TRiO. The Development Committee will organize and operate the sale of items at the state conference, MEAEOPP Conference and as well as arrange on-going activities.

**Chair:** Alison Shields, Davis and Elkins College Upward Bound  
**Office:** 304-637-1807 **E-mail:** [shieldsa@dewv.edu](mailto:shieldsa@dewv.edu)

**Fair Share** – Coordinate efforts to ensure that WV TRiO meets the yearly COE Fair Share goal. Activities include contacting members and programs; reporting to the membership regarding progress towards meeting the goal; and serving as a liaison between COE and WV TRiO relative to Fair Share.

**Chair:** Nick Bedway, Marshall University Heart of Appalachia Educational Opportunity Center  
**Office:** 304-696-3257 **E-mail:** [bedway@marshall.edu](mailto:bedway@marshall.edu)

**Governmental Relations** – Responsible for developing and maintaining open communication with local, state, and national representatives regarding WV TRiO and issues facing program participants. Committee will maintain and provide an annual “Fact Book” containing WV TRiO Program demographics as well as success stories of former participants. The committee will also maintain and update a listing and maps of every school/county which receives TRiO services in West Virginia.

**Chair:** Angela Holley Marshall University Heart of Appalachia Talent Search  
**Office:** 304-696-2201 **E-mail:** [holley1@marshall.edu](mailto:holley1@marshall.edu)

**Scholarship** – Review and revise, as needed, WV TRiO scholarship selection procedures and criteria; distribute, and review scholarship applications; select scholarship recipients; arrange for funds distribution; provide write-up for media releases.

**Chair:** Scott Robertson, Marshall University Heart of Appalachia Talent Search  
**Office:** 304 696 3287 **E-mail:** [robertson2@marshall.edu](mailto:robertson2@marshall.edu)

**TRiO Achievers** - Review and revise, as needed, WV TRiO Achiever selection criteria; promote, recruit, and select achievers; coordinate recognition of the recipient at the state TRiO Achievers Luncheon and, when appropriate, at MEAEOPP and COE; provide write-up of selected TRiO Achiever for media releases.

**Chair:** Carol Suder-Howes, Davis and Elkins Upward Bound  
**Office:** 304-637-1989 **E-mail:** [howesc@dewv.edu](mailto:howesc@dewv.edu)

## Committee Policy and Procedures

### Alumni

- Submit a committee report for each scheduled state meeting
- Keep an updated alumni database
- Each Fall and Spring e-mail the WV TRiO Listserv reminding them to direct alumni to complete the “Alumni Survey” on the WV TRiO website (www.wvtrio.org)
- Publish an annual newsletter in January of each year featuring success stories
- E-mail the WV TRiO member each October, November, and December requesting success stories of alumni for newsletter.
- E-mail copies of annual newsletter to each Member of the WV Congressional Delegation as well as West Virginia Governor’s office

### Archives

- Submit a committee report for each scheduled state meeting
- Provide a detailed list of documents collected at each state meeting
- Collect and maintain record of WV TRiO documents

### COE Fair Share

- Submit a committee report for each scheduled state meeting
- Ensure that West Virginia meets the goal set by the Council for Opportunity in Education annually
- E-mail reminders to the WV TRiO Listserv pertaining to personal contributions at the beginning of each month and the middle of the month.
- When needed, contact program directors to ensure that institutional memberships are paid by programs.

### Development

- Submit a committee report for each scheduled state meeting
- Identify and locate sponsors for Fall Conference Silent Auction and MEAEOPP Silent Auction
- Begin seeking donations for Fall Conference Silent Auction on June 1st and the MEAEOPP Silent Auction on December 1
- Identify state business to sponsor banquets at the Fall Conference and Student Leadership Conference

### Government Relations

- Submit a committee report for each scheduled state meeting
- Create yearly “Factbook” containing program data and alumni success stories.
- Disperse “Factbook” to members of the WV Congressional Delegation and their Education Aides.
- Maintain and update the lists and maps of every secondary school, Post Secondary Education and county that receives services from TRiO Programs after each grant writing.

## Committee Policy and Procedures

### Scholarship

- Submit a committee report for each scheduled state meeting
- One (1) representative from each branch of the various TRiO programs within West Virginia must be a member of the committee.
- Programs may nominate only **ONE** student to apply for the scholarship. In case two students from the same TRiO program apply for the scholarship, the committee will review the application that the Committee Chair receives first. To ensure that only one application per program is received, it is recommended that the program submit the application rather than the student.
- All applications must be mailed to the Committee Chair and postmarked by the due date. Any applications that are received after the due date will NOT be reviewed by the committee.
- Faxed submissions will not be accepted.
- In the event that two applicants receive the same numerical score, both applicants will receive a scholarship from WVVAEOPP. If in the future the organization is unable to provide two (2) \$250.00 scholarship to the tied applicants, the WV TRiO Executive Board will review funding availability and make a decision regarding the distribution of funds.
- In order for award recipients to receive scholarship funds, they must provide the Scholarship Committee Chair with proof of enrollment for the fall semester at a post-secondary institution.

### TRiO Achievers

- Submit a committee report for each scheduled state meeting
- E-mail WV TRiO Achiever application by June 1st to WV TRiO Listserv
- The State Association will cover the cost of one night of lodging as well as \$75 in fuel cost for the Fall Conference
- Provide media releases of selected achiever to television stations and newspapers when the Fall Conference is held in West Virginia prior to the conference
- Provide media releases of selected achiever to newspapers when the Fall Conference is held in Virginia after the conference



## Website Management and Publications

### Policies for Posting Web Information

- Only information, which is related to the mission, goals, and objectives of the Association shall be permitted.
- The Association shall assume no responsibility for the content of non-WV TRiO linked pages, but may deny links to content that is inconsistent with the stated mission, goals and objectives of the Association.
- Other sites may link to, but not replicate, WV TRiO content without permission of the Web administrator.
- Other sites may not create a browser or border environment around WV TRiO content.
- Other sites may not imply that WV TRiO is endorsing it or its products.
- Other sites may not misrepresent its relationship with WV TRiO.
- Other sites may not present false information about WV TRiO products, functions, or services.
- Other sites linking to WV TRiO may not contain content that could be construed as distasteful, offensive, or controversial, and should contain only content that is appropriate for all age groups.
- Members of WV TRiO may reproduce information from the Web site for their own personal, non-commercial use.
- Individuals who are not members of WV TRiO may not reproduce information from the WV TRiO site without permission.

### Procedures for Submitting Changes to Web Site Structure

- Definitions:
  - Web site: A group of similar web pages linked by hyperlinks and managed by a single company, organization, or individual. A Web site may include text, graphics, audio and video files, and hyperlinks to other web pages.
  - Web page: A single document on the World Wide Web that is specified by a unique address (URL) and contains text, hyperlinks, and graphics.
  - Web administrator: The person in charge of implementing and modifying a web site.
  - Database: A data software file, containing many records, each of which contains the same set of fields, where each field contains a specific type of information.
  - Web site structure: The characteristics that identify the Web site to WV TRiO. The structure includes, but is not limited to, the following: colors, placement and style of menu, and organization of topics and sections (e.g., Newsletter, Memberships, Chapters, etc.).
- Procedures:
  - A written request detailing the desired changes must be forwarded to the webmaster.
- The webmaster must act on the request within 45 calendar days after the receipt of the request.

## Website Management and Publications

### Procedures for Posting and Changing Information

- The Web administrator has the discretion to post information to a Web page using the guidelines in section one above.
- Unless a posting falls under the purview of section B above or there are specific instructions included on the page, information to be posted must be forwarded to the Web administrator in a digital format.
- Posting will occur as soon as possible, but within 14 calendar days.
- The Website and Technology Committee will review the Web site for content and accuracy on a yearly basis. Any concerns relative to content posted on the Web site will be addressed by the Website and Technology Committee and/or the current president.
- Reporting of minor errors regarding the mechanics of the Web site will be directed to the Web administrator, the chair of the Website and Technology Committee, or the current president.
- It is the responsibility of the technology committee to review content regularly and maintain quality assurance of information contained on the site.

### Use of WV TRiO Logos

- Consistent use of the WV TRiO's logo is essential in providing internal and external constituents with an easy way to immediately recognize and know our association locally, statewide and nationally. A WV TRiO logo clearly identifies the critical connection to professional and student members, institutions, and the educational equity programs represented in the state of West Virginia. The uniform implementation and use of any logo associated with WV TRiO in print and electronic communications is crucial to the image WV TRiO presents. Therefore, a logo's use is expected for non-profit, association and chapter business only. For any other use, expressed permission must be obtained from the current President.
- In addition, the following guidelines must be strictly adhered:
  - Logos used in print must be reproduced from high-resolution digital files in order to maintain high quality.
  - The shape of the WV TRiO logo cannot be modified or altered in any way.
  - Logos can be reproduced in other colors. However, when the basic ink color in a publication is to be something other than black, the logo should be reproduced in WV TRiO green.
- This logo system is recommended for all visual representations of WV TRiO and its chapters for signs, video productions, exhibit materials, and the like, in addition to printed publications and Web sites.

## Website Management and Publications

### Right to Privacy

- WV TRiO is committed to respecting privacy. WV TRiO recognizes the need for reasonable control of personally identifiable information that is shared with WV TRiO members. Personally identifiable information is any information that is associated with an individual's name. WV TRiO uses the information to better understand the individual member's and collective membership's needs in order to provide better services. WV TRiO retains the right to track users of the Web site.
  - The privacy of personal information covers five main areas:
  - Awareness: WV TRiO provides this Privacy Policy to make members aware of Internet safety and caution in case a member chooses to share personally identifiable information.
  - Choice: WV TRiO will not sell personal identifiable information to others. Currently WV TRiO may share your information with WV TRiO entities and/or business partners in order to satisfy WV TRiO needs. WV TRiO is committed to giving members the choice of whether information can be used for additional purposes such as direct marketing.
  - Access and Accuracy: WV TRiO strives to keep personally identifiable information accurate. WV TRiO works to make it easier for members to review the information that WV TRiO stores in its databases and enables members, if necessary, to update or correct information.
  - Security: WV TRiO is committed to ensuring the security of membership information. Credit card numbers are only used for processing payment and are not used for other purposes. Credit card numbers will not be stored on the WV TRiO server.
- Oversight: WV TRiO supports industry self-regulation efforts on privacy.

### Posting of Policies and Procedures

- The WV TRiO Web site Management Policies and Procedures must be publicly available on the WV TRiO Web site at all times. If members have comments or questions about the policy and procedures, a mechanism on the Web site must be in place to accommodate them.

### Disclaimer

- WV TRiO is not responsible for the content of any external links.

## Events

### State Conference

WV TRiO collaborates with VAEOPP, the Virginia Association of Educational Opportunity Program Personnel, to host an annual state conference for its members. The conference is held in Virginia for two consecutive years and West Virginia for one year. The arrangement allows the states to combine resources, thereby reducing expenses, and offering wider networking opportunities. The state conference offers professional development activities; provides an avenue for networking with fellow TRiO personnel; conducts association business; and provides a newcomer's orientation. The conference is available to all programs, but a discount in registration fees is offered to WV TRiO/VAEOPP members.

Because the state conference usually generates revenue for association activities, the 1:2 ratio between WV TRiO and VAEOPP was developed to fairly distribute the funds and workload, based on the number of members and TRiO programs in each state. It is the responsibility of the President-Elects of both WV TRiO and VAEOPP to coordinate each year's conference. All association members are urged to take leadership roles on various committees. Site selection is determined by the president elect of the host state with the approval of that state's executive committee. All members of the WV TRiO association are encouraged to this event, scheduled for the fall of each year.

### MEAEOPP Conference

This annual event is open to all TRiO members from the following states and districts; WV, VA, MD, DE, PA, and DC. Site of the conference is determined by the MEAEOPP Board of Directors and the activity is planned by a committee chaired by the president elect of MEAEOPP. WV TRiO strongly urges all members to attend this event in the spring of each year.

### National Conference

This annual event is planned by the Council for Opportunity in Education (COE) or their designee. The site is chosen by COE. This event occurs in the fall of each year (usually September). This conference is open to all TRiO professionals, nation wide. All WV TRiO members are encouraged to attend.

### Drive-In Conference

These activities are designed for WV TRiO professional training opportunities. Locations and dates for events are determined by the executive committee. Individual conference planning is the responsibility of the president and his/her appointed committee. These conferences provide professional enrichment and training, organizational networking, and motivational activities. Attendance is open to all members and is highly encouraged.

## Events

### Student Leadership Conference

Recognizing the many benefits of a state conference for TRiO professionals, the association extended a similar opportunity to TRiO students by offering a conference for participants. It is the responsibility of the WV TRiO executive committee to appoint a planning committee for each year's Student Leadership Conference, but all TRiO professionals who attend are expected to take active roles in the conference. Students assume conference leadership roles as well by serving as workshop moderators, emcees, and organizers. Each conference will provide leadership training, professional networking opportunities, motivational activities and community service. Attendance is open to any current TRiO participant in a West Virginia program. Invitations will be extended to all programs in the MEAEOPP Association. WV TRiO programs are strongly urged to send a delegation of program participants

### TRiO Day

During the last weekend in February, this day is set aside to recognize the students who participate in TRiO programs and to emphasize equal opportunity to higher education. WV TRiO professionals and participants celebrate TRiO Day with a cultural trip to the state capital in Charleston, touring the Capitol, observing the democratic process in action, and meeting with state delegates and senators. Often, students have a "photo op" with the Governor, who issues a formal "TRiO Day" proclamation. During this ceremony, the group attending will participate in a legislative breakfast where students and professionals can meet and network with the governmental officials and their aids for the purpose of furthering TRiO as a necessary part of the higher education process. It is very important that every program participate in some type of TRiO Day activity. Therefore, we, as an organization encourages each program to also create local opportunities for their students to honor the TRiO tradition.

### Policy Seminar

Each March, the Council for Opportunity in Education plans a Policy Seminar in Washington, D.C., where attendees are updated on issues relevant to TRiO programs and their students. The seminar culminates with a "Walk on the Hill", where participants meet with Senators and Congressmen/women. Because program funds cannot be used to attend the Policy Seminar (ED considers this a lobbying activity), WV TRiO, as an organization, covers the full cost for the attendance of the President and travel expenses only for the president-elect to represent our state association. Other members are encouraged to attend this event.

### College Goal Sunday

This is a nation wide initiative to encourage students to complete necessary FA information and paperwork for the following college year. This event is scheduled for a Sunday in February to ensure the timely completion of required FA documentation. WV TRiO serves as a sponsor of this event. Many of the WV TRiO professionals also serve as site coordinators at various sites throughout the state.

## Awards and Recognition

### WV TRIO SCHOLARSHIPS

An annual competition is held to distribute scholarship funds to pre-college and college TRiO participants. Coordinated by the WV TRiO Scholarship Committee, each paid member program can nominate one participant for the award. The scholarship form is sent out to programs using the WV TRiO ListServ. Scholarship applications are typically due at the end of February each year. WV TRiO currently awards two scholarships to pre-college program participants and two scholarships to students in college programs. Scholarship winners are announced via the listserv and awards are distributed, upon verification of enrollment, through their program director. The dollar amount for these scholarships is determined by a vote at an association business meeting.

### Anne Crum Student Leadership Scholarship

This award is given at the Anne Crum Leadership Banquet during the annual Student Leadership Conference. Each program in attendance may nominate one attending participant from their program to receive this award. Each nominated student receives a small monetary award and a certificate. The person responsible for this program is appointed by the chairperson of the Student Leadership Conference.

### Study Abroad

WV TRiO offers a \$500 scholarship for WV TRiO participants who have been selected to attend a TRiO/COE sponsored study abroad program. Student can apply to the study abroad programs through their directors and the COE website. Program directors should contact the WV TRiO executive Committee about the scholarship monies. The scholarship will be divided equally among the qualifying participants.

### Pathway to Prominence Award

Each fall, the president will select one member of the Association to receive the "Pathway to Prominence" Award. The selection is based upon a member who is an active member of the association, serves on or chairs a committee and works diligently to promote the mission of the Association. The award is to be given out during the "President's Banquet" at the Fall Conference.

## WV TRiO Past Presidents

Scott Robertson  
2010-2012  
Counselor, Heart of Appalachia Talent Search  
Marshall University

Dr. Sarita Rhonemus  
2009 - 2010  
Director, Educational Opportunity Center  
Bluefield State College

Gene Oschendorf  
2008 - 2009  
Former Project Coordinator, Veterans Upward Bound  
Davis and Elkins College

Nick Bedway  
2007 - 2008  
Director, Educational Opportunity Center  
Marshall University

Angela Holley  
2006 - 2007  
Director, Heart of Appalachia Talent Search  
Marshall University

Marjie Flannigan  
2005 - 2006  
Former Director, Student Support Services  
Concord University

Jay Wright  
2004 - 2005  
Former Director, Empowering Appalachia Talent  
Search  
Marshall University

Darrell Taylor  
2003 - 2004  
Former Director, Upward Bound Math Science  
Concord University

Anita Mayer  
2002 - 2003  
Director, Ronald E. McNair  
West Virginia University

Barbara Cary  
2001-2002  
Director, Upward Bound & Student Support  
Services  
West Virginia State University

Tia Spencer  
2000 - 01  
Talent Search  
West Virginia Higher Education Policy  
Commission

Dr. Barbara Copenhaver Bailey  
1999 - 2000  
Former Director, Student Support Services  
West Virginia University

Mike Fisher  
1998 - 1999  
Former Director, Veterans Upward Bound  
Davis & Elkins College

Freeda Chappel  
1997 - 1998  
Talent Search  
West Virginia Higher Education Policy  
Commission

Anne Crum  
1996 - 1997  
Former Director, Upward Bound  
Davis & Elkins College

Kathy Epperly  
1995 - 1996  
Bluefield State College, Student Support Services

Jackie Hersman  
1994 - 1995  
Former Director, Upward Bound  
Marshall University

William Letrent  
1990 - 1994  
Former Director, Student Support Services  
Potomac State College

Jackie Hersman  
1987 - 1990  
Former Director, Upward Bound  
Marshall University

Karen Ferguson  
1984 - 1987  
Potomac State College

Sandy Cavender

## Websites

**ACT** - [www.act.org](http://www.act.org)  
[www.actstudent.org](http://www.actstudent.org)

**College Foundation of West Virginia**  
[www.cfwv.com](http://www.cfwv.com)

**Council for Opportunity in Education**  
[www.coenet.us](http://www.coenet.us)

**Education Department General Administrative Regulations (EDGAR)**  
[www.ed.gov/policy/fund/reg/edgarReg/edgar.html](http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html)

**FAFSA4caster**  
[www.fafsa4caster.ed.gov/](http://www.fafsa4caster.ed.gov/)

**FASTWEB**  
[www.fastweb.com](http://www.fastweb.com)

**Free Application for Federal Student Aid (FAFSA)**  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Mid-Eastern Association of Educational Opportunity Program Personnel**  
[www.meaeopp.org](http://www.meaeopp.org)

**SAT**  
[www.collegeboard.com](http://www.collegeboard.com)

**U.S. Department of Education**  
[www.ed.gov](http://www.ed.gov)

**Volunteer WV**  
[www.volunteerwv.org](http://www.volunteerwv.org)

**West Virginia Department of Education**  
<http://wvde.state.wv.us/>

**West Virginia Higher Education Policy Commission**  
<http://wvhepcnew.wvnet.edu/>

**West Virginia Office of Veterans Education & Training Programs**  
[www.veteranseducationwv.com](http://www.veteranseducationwv.com)

**West Virginia TRiO Association**  
[www.wvtrio.org](http://www.wvtrio.org)





