**PROCEDURES PROPOSED LANGUAGE UPDATE**

**SECTION C - MEMBERSHIP**

**DUES**

**In January the SWROGA Treasurer will send each affiliated *s*ociety Treasurer**

**a request for dues. Dues will be payable in the amount of $25.00 per society for the current year and should be received no later than the last day of March.If dues are not paid by the last day of March, the society will be considered delinquent and the society may be removed fromSWROGA membership.**

**OFFICER LIST**

**The Officer List for each affiliated society will include their officers as well as the society’s SWROGA Directors and Conservation Representative.**

**In January, the SWROGA Treasurer will e-mail each affiliated society Treasurer a form showing that society’s prior year officers and their contact information. Each affiliated society will update/confirm their current list of officers to include each person’s full name, mailing address, email address and phone number, and return this form to the SWROGA Treasurer by the last day of March. The form may be personalized to reflect the society’s unique officer structure and nomenclature. ~~Changes in the Officer List throughout the year are to be conveyed to the SWROGA Treasurer and SWROGA Directory Manager. An electronic form (i.e. Excel) for the above is preferred.~~ Each affiliated society will notify the SWROGA Directory Manager and Treasurer of any changes in their Officers or Directors including their contact information (email, address, phone).**

**SECTION D - PROGRAMS AND EDUCATION**

**PROGRAMS AND EDUCATION COMMITTEE**

**This committee will consist of at least two persons from a SWROGA affiliated society for the purpose of maintaining a current list of qualified speakers that will be made available exclusively to SWROGA affiliated societies. The committee will routinely review archived programs and take action to assure they are maintained current or discontinued.**

**PROGRAMS**

**The SWROGA program library, in PowerPoint format, and a current list of speakers within the SWROGA membership are contained in the Directory. The program library, as of 2017, was provided on a flash drive to each affiliated society via their Directors or his/her substitute. Additional copies of the 2017 program library flash drive or individual programs may be requested from the Programs and Education Committee Chair. The cost of duplication and mailing will be at the requesting society’s expense.**

**The speakers list will be reviewed and updated yearly by the Programs and Education Committee Each program in the library, as well as any requested to be added, shall be reviewed by the Committee at least every 5 years to assure its relevance and accuracy of information. The date of creation and date of last review will be cited after each program in the library. The Chair will contact the author of any program needing revision/update. The author may revise the program, via PowerPoint (including a script) or by video recording and provide the updated version to the Chair. The Programs and Education Committee will review the update and replace/post if accepted. If the author is unable or unwilling to update his/her program, the program will be removed from the library.**

**The revised, current list of programs and speakers will be sent by the Chair to the Directory Manager by the last day of March each year to assure the Directory remains current. These lists will also be posted on the SWROGA website.**

**Out-of-region societies and non-affiliated SWROGA societies may be furnished a copy of a program at the discretion of the Chair for a fee to be paid to the SWROGA Treasurer prior to the copy being provided to the requesting party. New programs are not to be made available outside of SWROGA within the first year of the program’s availability.**

**SECTION E – PUBLICATION*/*COMMUNICATION**

**The Publication/Communication Committee will determine the SWROGA website content.**

**This committee is composed of at least three (3) SWROGA members, one to be the Website Administrator and one to be the newsletter Editor.**

**The Website Administrator and/or Co-Administrator are/is responsible for website development and maintenance including regular review, with the assistance of Committee members. SWROGA information pertinent to all SWROGA members will be posted on the website by an Administrator.**

**Specific SWROGA notifications, other than the call for annual dues and Officer reporting, will be sent to each affiliated society’s Directors, as listed in the Directory. If no Director is listed for a society, the communication will be sent to the President of that society. The person(s) receiving these communications are responsible for sharing and reporting the communication with their membership in a timely manner.**

**SWROGA NEWSLETTER**

**SWROGA Newsletter will be published electronically on the SWROGA website. The Affiliated Society’s SWROGA representatives are encouraged to print hard copies as needed for their members who do not have e-mail access.**

**CONTACT INFORMATION CHANGES**

**Each affiliated society will notify the SWROGA Directory Manager and Treasurer of any changes in their Officers or Directors including their contact information (email, address, phone).**