

1 Bylaws  
2 of the Wyoming  
3 Education Association

4  
5 April 2018

6  
7 **ARTICLE I: NAME**

8  
9 The name of this Association shall be the  
10 Wyoming Education Association, hereafter  
11 known as the WEA or the Association.

12  
13 **ARTICLE II: WEA YEAR**

14  
15 The Association membership and fiscal  
16 year shall be September 1 through August  
17 31.

18  
19 **ARTICLE III: DISCIPLINE**

20  
21 **Section 1 – Code of Ethics**

22 Adherence to the National Education  
23 Association's (NEA's) "*Code of Ethics of the*  
24 *Education Profession*" adopted by the  
25 Delegate Assembly shall be a condition of  
26 membership.

27  
28 **Section 2 – Membership Denial or**  
29 **Sanctions**

30 The WEA Board of Directors, hereafter  
31 known as the WEA Board, upon information  
32 supplied by the WEA Executive Director to  
33 the WEA President, may deny an individual  
34 membership and may censure, suspend, or  
35 expel a member for conduct inconsistent with  
36 NEA's "*Code of Ethics of the Education*  
37 *Profession*", for nonpayment of dues, or for  
38 just cause.

39  
40 **Section 3 – Due Process**

41 No individual shall be denied membership  
42 in the Association nor shall any member be  
43 censured, suspended, or expelled without  
44 being guaranteed a due process hearing,  
45 both substantive and procedural, including  
46 appellate procedures. A WEA Board policy  
47 must be provided whereby the following  
48 major elements are a part of the procedure:

- 49 1. timely notice;  
50 2. an effective opportunity to defend;  
51 3. an opportunity to confront accusers;  
52 4. the right to representation of choice;  
53 5. decision made on the evidence by an  
54 impartial decision maker; and  
55 6. an appeal to an impartial decision  
56 maker who was not involved in the initial  
57 decision.

58  
59 **Section 4 - Negotiator Denial**

60 An individual who is a full-time  
61 professional negotiator of a negotiating team  
62 representing a school board or a board of  
63 trustees of a higher education institution shall  
64 be denied membership.

65  
66 **ARTICLE IV: MEMBERSHIP**

67  
68 **Section 1 – Categories**

69 The membership of the Association shall  
70 consist of the following categories: active,  
71 reserve, retired, student, and honorary. A  
72 member may appeal the assigned category of  
73 membership to the WEA Board.

74  
75 **Section 2 – Active Membership**

76  
77 A. Active membership shall be open to any  
78 of the following who are affiliated with a  
79 Wyoming educational institution:

- 80 1. certificated person employed as a  
81 teacher, related service provider, supervisor,  
82 or administrator;  
83 2. member on temporary leave of  
84 absence;  
85 3. elected officer of the WEA;  
86 4. professional college personnel;  
87 5. certified/permitted school nurse;  
88 6. substitute teacher;  
89 7. Education Support Professional (ESP)  
90 (non-certificated position);  
91 8. person elected to or employed by the  
92 Wyoming Department of Education; and  
93 9. person employed by the Professional  
94 Teaching Standards Board.

95  
96 B. An active member in good standing shall  
97 have full membership services and privileges  
98 as approved by the WEA Board and/or the  
99 Delegate Assembly, including voting, holding  
100 elective and appointive office, and serving as  
101 a delegate of an affiliated education

1 association and the WEA, except where  
2 prohibited.  
3  
4 **C. Membership Dues**  
5 1. The annual membership dues for  
6 active members, except substitute teachers  
7 and ESP, shall be 1.133% of the average  
8 base salary for Wyoming certified staff.  
9 The term "average base salary" shall be  
10 calculated by totaling the base salary figures  
11 from all districts' certified staff salary  
12 schedules, excluding administrators, as  
13 compiled by the WEA using the most current  
14 salary schedules available and dividing by the  
15 total number of school districts.  
16 2. Continuing members, whose  
17 membership is renewed automatically on an  
18 annual basis, must notify the WEA  
19 Headquarters Office in writing, with copies to  
20 the local association and, if applicable, to the  
21 employer's payroll office no later than  
22 September 20 of the current membership  
23 year to cancel membership for that year.  
24 3. Any person joining for the first time as  
25 an active member after November 15, or any  
26 person who is a member of a newly  
27 organized local, shall be enrolled in full  
28 standing for the remainder of the membership  
29 year by paying the amount of annual dues  
30 which are commensurate with the remaining  
31 portion of the membership year.  
32 4. The membership dues for persons  
33 eligible for active membership who are  
34 regularly employed for fifty percent (50%) or  
35 less of the normal schedule for a full-time  
36 faculty member (as verified by the local  
37 association) shall be one-half (1/2) the active  
38 membership dues.  
39 5. The membership dues for persons  
40 eligible for active membership who are  
41 regularly employed for twenty-five percent  
42 (25%) or less of the normal schedule for a  
43 full-time faculty member (as verified by the  
44 local association) shall be one-quarter (1/4)  
45 the active membership dues.  
46 6. The membership dues for substitute  
47 teachers shall be one-fourth (1/4) the  
48 membership dues described in C.1.  
49 7. Membership dues for Education  
50 Support Professionals shall be a percentage  
51 of the membership dues described in C.1.  
52 using the following dues scale:  
53 • 50% of the average teacher's base  
54 salary – 25% dues

55 • Above 50% to 75% of the average  
56 teacher's base salary – 50% dues  
57 • Above 75% to 100% of the average  
58 teacher's base salary – 75% dues  
59 • 100% and above the average  
60 teacher's base salary – 100% dues  
61 8. A local association shall be  
62 responsible for collection of all its active  
63 membership dues. Active member dues may  
64 be collected from the member through payroll  
65 deduction, one time check, EFT, or any other  
66 method as approved and instituted by the  
67 WEA.  
68 9. The following scale shall apply to WEA  
69 members who have previously belonged to  
70 The NEA Student program. This scale shall  
71 apply only during the member's initial year as  
72 a teacher.  
73 • One (1) year Membership - \$10 dues  
74 rebate  
75 • Two (2) years membership - \$20 dues  
76 rebate  
77 • Three (3) years membership - \$30  
78 dues rebate  
79 • Four (4) years membership - \$40  
80 dues rebate  
81 Documentation shall be found in the NEA  
82 membership system to verify past  
83 membership.  
84  
85 **Section 3 – Reserve Membership**  
86  
87 A. Reserve membership shall be open to  
88 any of the following who are affiliated with a  
89 Wyoming educational institution:  
90 1. person who is on leave of absence of  
91 at least six (6) months from the employment  
92 that qualifies that individual for active  
93 membership; or  
94 2. person who has held active  
95 membership in the Association, but whose  
96 employment status no longer qualifies that  
97 individual for such membership.  
98  
99 B. Reserve members may not vote or hold  
100 elective or appointive positions in the  
101 Association.  
102 C. The annual membership fee for reserve  
103 members shall be one-half (1/2) of the  
104 appropriate active membership category.  
105  
106  
107

1 **Section 4 – Retired Membership**

2  
3 A. Retired membership shall be open to any  
4 retired employee of a school district, college,  
5 university or other institution devoted  
6 primarily to educational work.

7  
8 B. Retired members shall be entitled to the  
9 rights, benefits, and privileges as approved  
10 by the WEA Board and/or the Delegate  
11 Assembly, including voting, holding elective  
12 and appointive office, and serving as a  
13 delegate of affiliated education associations  
14 and the WEA, except where prohibited.

15  
16 C. An active member of WEA is eligible at  
17 any time, upon application and payment of  
18 membership dues, to become a pre-retired  
19 subscriber of WEA-Retired. A pre-retired  
20 subscriber of WEA-Retired shall be entitled to  
21 the rights, benefits, and privileges of retired  
22 members except the right to vote for or hold  
23 office in WEA-Retired and the right to be  
24 counted for representation by WEA-Retired at  
25 Delegate Assembly. Pre-retired subscribers  
26 of WEA-Retired shall not relinquish any rights  
27 or privileges of their active membership  
28 provided they remain active members in good  
29 standing. A pre-retired subscriber shall  
30 automatically become a WEA-Retired  
31 member upon retirement.

32  
33 D. The membership dues for WEA-Retired  
34 members and pre-retired subscribers shall be  
35 a one-time (1) payment of \$50 for lifetime  
36 membership.

37  
38 E. WEA-Retired membership for retired  
39 members or pre-retired subscribers shall be  
40 unified with NEA-Retired membership.

41  
42 **Section 5 – Student Membership**

43  
44 A. Student membership shall be open to all  
45 students who are enrolled in a teacher  
46 education program in an accredited college or  
47 university and are unified members of the  
48 NEA Student Program. Student membership  
49 shall be closed to those who are qualified for  
50 any other membership category.

51  
52 B. SWEA members shall be entitled to the  
53 rights, benefits, and privileges as approved  
54 by the WEA Board and/or the Delegate

55 Assembly, except the right to hold WEA  
56 elective office.

57  
58 C. The annual membership dues for student  
59 membership shall be \$8.50.

60  
61 **Section 6 – Honorary Membership**

62  
63 A. Any member, local education association,  
64 or the WEA Board may propose to the WEA  
65 Board a nominee for honorary membership.  
66 The nominee shall become an honorary  
67 member provided the nomination is approved  
68 by three-fourths (3/4) of the WEA Board and  
69 by majority vote of the Delegate Assembly.  
70 The period for which an honorary  
71 membership is granted shall be determined at  
72 the time that such honorary membership is  
73 granted.

74  
75 B. An honorary member shall receive the  
76 publications of the Association; may attend  
77 open meetings, conferences, conventions,  
78 and assemblies, except where prohibited; but  
79 may not vote or hold elective office.

80  
81 C. There shall be no dues for honorary  
82 membership.

83  
84 **Section 7 – Educational Position**

85 Where Association membership is denied  
86 on the local level by virtue of educational  
87 position, the WEA shall provide for  
88 membership at the state level.

89 “Educational position” shall be defined as  
90 the job classification held by a member in a  
91 Wyoming school district or institution of  
92 higher education.

93  
94 **Section 8 – Category Change**

95 Any member who changes professional  
96 or occupational position shall be transferred  
97 to the category of membership applicable to  
98 the new position. Dues shall be adjusted as  
99 of the date of change.

100  
101 **Section 9 – Limitations**

102 Membership privileges and services,  
103 including legal responsibilities, shall be  
104 limited to activities occurring after the first day  
105 of membership.

1 **ARTICLE V: ELECTIONS**

2  
3 **Section 1 – Notification**

4  
5 A. The WEA shall notify each local  
6 association after January 15, but no later than  
7 February 15, of offices and positions that are  
8 to be filled and of the WEA nomination and  
9 election procedure.

10  
11 B. The WEA shall make every reasonable  
12 effort to publicize the names and  
13 qualifications of all candidates in a publication  
14 of the WEA, as well as the WEA website,  
15 preceding the election.

16  
17 **Section 2 – Types of Election**

18  
19 A. Initiative and Referendum

20 1. Any initiative or referendum pertaining  
21 to Delegate Assembly or WEA Board actions  
22 must be submitted to the WEA Board within  
23 30 days following adoption of the minutes of  
24 said action, as long as the 30 days do not fall  
25 in June, July or August.

26 2. Initiative and referendum elections  
27 shall be by secret ballot.

28  
29 B. Statewide and Regional Positions

30 1. Statewide Officers to be elected shall  
31 be WEA President, WEA Vice President,  
32 WEA Treasurer, and NEA Director;

33 2. Statewide representatives to be  
34 elected shall be WEA ESP Representative,  
35 WEA Higher Education Representative, and  
36 WEA Ethnic-Minority Representative;

37 3. Statewide NEA-RA state delegates  
38 category 1, and category 2;

39 4. Regional positions to be elected shall  
40 be the region presidents, vice-presidents, and  
41 region representative(s); and

42 5. Regional NEA-RA cluster delegates.

43 6. Nominations for all positions excluding  
44 NEA Director shall be open to active and  
45 retired members only and shall be filed with  
46 the WEA as per WEA governing documents.  
47 Nominations for NEA Director shall be open  
48 to active members only. Nominations may be  
49 made from the floor of Delegate Assembly  
50 and will be included with the secret ballot.

51 7. In the event that fewer than two (2)  
52 members have been nominated for any  
53 position eight (8) weeks prior to the election,  
54 the WEA shall make every reasonable effort

55 to secure at least two (2) candidates for the  
56 position to be filled.

57 8. Statewide and regional elections shall  
58 be conducted within thirty (30) days following  
59 the last day of Delegate Assembly.

60 9. Elections shall be by open nomination  
61 procedure, secret ballot and majority of valid  
62 ballots cast.

63 10. The one-person-one-vote principle  
64 shall apply.

65  
66 **C. Run-Off**

67 1. When no candidate for a position  
68 receives a majority of valid ballots cast, a  
69 special runoff election shall be conducted  
70 within twenty (20) days following the  
71 announcement of the regular election results.  
72 The names of the two (2) candidates  
73 receiving the most votes will be presented to  
74 the membership in accordance with ARTICLE  
75 V, Section 3.

76 2. Election shall be determined by a  
77 majority of valid ballots cast.

78  
79 **D. Statewide Proportionate Representation**

80 1. Upon notification by the WEA Board  
81 that statewide proportionate representation  
82 ratios in regard to membership on the WEA  
83 Board are not being met, the WEA shall  
84 secure the names of active members from  
85 the ranks of the statewide proportionate  
86 representation membership.

87 2. Election of statewide proportionate  
88 representatives shall be by secret ballot.

89 3. Election shall be determined by a  
90 majority of the valid ballots cast.

91  
92 **Section 3 – Election Procedures**

93 Delegate Assembly shall determine the  
94 ballot procedure which will be used in an  
95 election. In the event a special election  
96 would need to be held, the WEA board will  
97 determine the ballot procedure which will be  
98 used.

99  
100 **A. Mail Ballots**

101 1. Ballots for all active members of all  
102 local associations and the accompanying  
103 forms shall be available by the last meeting of  
104 the Delegate Assembly to be picked up and  
105 taken back to the local by a designated  
106 member from that local.

107 2. Members who are not affiliated with a  
108 local, and locals that do not have a

1 representative at Delegate Assembly, shall  
2 have the ballots and accompanying forms  
3 mailed to them within two (2) business days  
4 of the conclusion of Delegate Assembly.

5 3. Elections that are conducted by the  
6 local associations shall be under the direction  
7 of the local president.

8 4. The signature sheets or signed  
9 envelopes from locally sanctioned secret  
10 ballots, tabulation forms, and ballots shall be  
11 delivered to the WEA Headquarters Office.

12 The package of signature sheets,  
13 tabulation forms and ballots shall be received  
14 in the WEA Headquarters Office within ten  
15 (10) days after the election week (7 days).  
16 The date and time received shall be clearly  
17 stamped upon delivery to the WEA  
18 Headquarters Office.

19 5. The local president shall see that  
20 absentee balloting is allowed for elections,  
21 initiatives and referendums upon receipt of  
22 written application. A letter of explanation  
23 must accompany such voting. This letter will  
24 be enclosed with ballots and tabulation forms.

25 6. The ballots shall be kept on file at the  
26 WEA Headquarters Office for sixty (60) days  
27 following the designated election.

28 7. The WEA Board shall establish and  
29 approve supplemental election procedures  
30 and canvassing policies.

#### 31 32 B. Electronic Ballots

33 1. Only outside vendors who can ensure  
34 a secret ballot, one-person-one-vote process  
35 and have a reputation for conducting  
36 successful on-line elections will be  
37 considered.

38 2. Notification of the election and  
39 instructions for voting will be sent to all WEA  
40 members who are eligible to vote at least five  
41 days prior to the start of the election.

42 3. E-mail notifications will be sent to  
43 eligible voters beginning with the start of the  
44 election.

45 4. Finalization of election results will  
46 occur within 48 hours of the close of the  
47 election.

48 5. The WEA Board shall establish and  
49 approve supplemental election procedures  
50 and canvassing policies.

51 6. Elections conducted by WEA local  
52 associations shall be under the direction of  
53 the local association president and may be  
54 included in the electronic election if the local

55 meets the guidelines and procedures as  
56 determined by the WEA Board.

57

#### 58 **Section 4 – Campaign Practices**

59 No monies from membership dues,  
60 assessments, or similar levies may be used  
61 to promote the candidacy of a person seeking  
62 office within the state, region, or local  
63 organizations.

64

#### 65 **Section 5 – Definitions for Elections**

66

##### 67 A. Open Nominations

68 Open nomination procedure shall mean a  
69 procedure by which every eligible WEA  
70 member shall have the opportunity to  
71 nominate any WEA member who meets the  
72 qualifications for office and any limitations  
73 specified in the WEA Constitution and  
74 Bylaws.

75 Every member shall have a reasonable  
76 opportunity to make nominations and to be  
77 nominated. The names of all eligible  
78 nominees shall appear on the ballot. The  
79 ballot shall not identify the source of any  
80 nominations or indicate endorsing parties.  
81 The open nominations should provide all  
82 eligible voters with timely notice of the  
83 positions that need to be filled and of the  
84 time, place, and proper form for submitting  
85 nominations.

86

##### 87 B. Election by Secret Ballot

88 Secret ballot shall mean a procedure for  
89 voting in such manner that the person  
90 expressing a choice cannot be identified with  
91 the choice expressed.

92

##### 93 C. Election by Majority Vote

94 The requirement of a majority vote is  
95 interpreted to mean more than 50 percent  
96 (50%) of the valid ballots cast. WEA shall  
97 provide for runoff elections as necessary in  
98 order to assure elections by majority vote.

99

##### 100 D. One-Person – One-Vote Principle

101 This term shall mean a voting procedure  
102 by which the vote of each member of the  
103 association shall have equal weight.

104

##### 105 E. Initiative and referendum

106 A referendum is a direct vote in which the  
107 entire membership is asked to vote on a  
108 particular proposal. This may result in the

1 adoption of a new constitution or a  
2 constitutional amendment.  
3 A referendum is also known as an  
4 initiative when originating from a petition of  
5 WEA members.

6  
7 **ARTICLE VI: MEMBERSHIP ON THE WEA**  
8 **BOARD**

9  
10 **Section 1 – Membership on the WEA**  
11 **Board**

12 Voting members of the WEA Board shall  
13 include:  
14 A. Executive Committee (the four officers of  
15 the Association);  
16 B. Region Presidents;  
17 C. Region Representative(s);  
18 D. ESP Statewide Representative;  
19 E. Ethnic-Minority Statewide Representative;  
20 F. Higher Education Statewide  
21 Representative;  
22 G. WEA-Retired President;  
23 H. SWEA President; and  
24 I. Additional positions for two (2)-year  
25 terms, if necessary, to satisfy additional  
26 proportionate representation guarantee.

27  
28 **Section 2 – Region Representation**

29  
30 A. Each region shall be represented on the  
31 WEA Board by the region president and a  
32 region representative using an apportionment  
33 scale of 1:550 with major fraction, for the first  
34 1375 active members. Apportionment shall  
35 be computed using the January 15  
36 membership of the current year. Additional  
37 representatives will be allowed for active  
38 members beyond the threshold of 1,375,  
39 according to the chart below.

40  
41 B. Region Apportionment Scale 1:550 with  
42 major fraction.

43

<i>Active Members</i>	<i>Representation</i>
44 Up to 1375	Region President and
45	Region Rep I
46 1376-1925	Region Rep II
47	Region Rep III
48 1926-2475	
49	

50 C. When the regional membership  
51 apportionment scale dictates the addition of a  
52 representative, the term shall begin on July  
53 15 of the current year.

54 When the regional membership  
55 apportionment scale dictates the loss of a  
56 representative, the term shall end on July 14  
57 of the current year.

58  
59 D. In order that no more than three (3)  
60 regions shall have terms of region president  
61 expire in any one (1) year, the terms of office  
62 shall be staggered.

63  
64 **Section 3 – Ethnic-Minority, Education**  
65 **Support Professionals (ESP), and Higher**  
66 **Education Statewide Representation**

67  
68 A. The Ethnic-Minority, ESP, and Higher  
69 Education statewide representatives shall be  
70 elected to a two (2)- year term and shall  
71 serve no more than three (3) consecutive  
72 terms.

73  
74 B. To be eligible to hold a statewide position,  
75 an individual must belong to that respective  
76 group.

77  
78 C. Statewide apportionment scale 1:550 with  
79 major fraction.

80

<i>Active Members</i>	<i>Representation</i>
81 Up to 825	Statewide Rep I
82 826-1375	Statewide Rep II
83 1376-1925	Statewide Rep III
84	

85 D. When the statewide membership  
86 apportionment scale dictates the addition of a  
87 representative, the term shall begin on July  
88 15 of the current year.

89 When the statewide membership  
90 apportionment scale dictates the loss of a  
91 representative, the term shall end on July 14  
92 of the current year.

93  
94 E. Ethnic-Minority Representation  
95 Affiliates of the Association shall take all  
96 reasonable and legally permissible steps to  
97 achieve ethnic-minority representation in their  
98 elective and appointive bodies.

99  
100 F. Definition of “Ethnic-Minority”

101 Ethnic-minority shall mean those persons  
102 designated as ethnic-minority by statistics  
103 published by the United States Bureau of the  
104 Census.

105  
106  
107

1 **Section 4 – Advisory Members**

2  
3 A. Advisory members will include the WEA  
4 Executive Director, a Wyoming Education  
5 Association Staff Organization (WEASO)  
6 representative and others at the WEA  
7 Board’s discretion.

8  
9 B. The WEA Board shall not exclude the  
10 WEA Executive Director from executive  
11 sessions of board meetings, except when  
12 employment status is to be discussed.

13  
14 **ARTICLE VII: DUTIES OF THE WEA**  
15 **BOARD**

16  
17 **Section 1 – Program Responsibility**

18 The WEA Board shall be responsible for  
19 carrying out the programs of the organization  
20 and for ensuring that continuity in programs is  
21 maintained throughout the state, region, and  
22 local levels. In order to carry out this  
23 responsibility, the WEA Board may adopt  
24 policies consistent with the directives of the  
25 Delegate Assembly. Such policies shall be  
26 available to members of Delegate Assembly  
27 upon request. Region presidents will report  
28 regularly on the progress of these programs  
29 to the region councils.

30  
31 **Section 2 – Staff Employment**

32 The WEA Board shall employ under  
33 contract an Executive Director, who shall  
34 serve as the administrative officer of the  
35 Association. In addition, the WEA Board  
36 shall employ, upon recommendation from the  
37 WEA Executive Director, the necessary  
38 professional staff and office personnel to  
39 implement the program of the Association as  
40 contained in the program and budget  
41 accepted by the Delegate Assembly.

42  
43 **Section 3 – WEA Executive Director**  
44 **Reports**

45 The WEA Board shall receive regular  
46 reports from the WEA Executive Director on  
47 Association and staff activities, and shall  
48 solicit the WEA Executive Director’s  
49 recommendations for new or altered courses  
50 of action. The WEA Executive Director and  
51 staff shall be directly responsible to the WEA  
52 Board and shall receive its approval before  
53 initiating changes in operation.

55 **Section 4 – Financial Statements**

56 Each member of the WEA Board shall  
57 receive, at regularly scheduled board  
58 meetings, financial statements comparing  
59 actual expenditures with budgeted amounts  
60 and showing total current resources and  
61 obligations. The WEA Board shall be  
62 responsible for overseeing all aspects of the  
63 financial management of the Association.

64  
65 **Section 5 – Program and Budget**  
66 **Preparation**

67  
68 A. The Program and Budget Committee shall  
69 prepare a Program and Budget for each WEA  
70 year. The WEA President, WEA Vice  
71 President, WEA Treasurer, NEA Director, and  
72 Region Presidents shall comprise the  
73 committee. The WEA President shall preside  
74 as Chair. A member of the committee shall  
75 serve only while a member of the WEA  
76 Board. The WEA Executive Director and the  
77 WEA Business Manager shall serve as  
78 consultants to the committee, without vote.

79  
80 B. The budget shall indicate the basis for any  
81 estimated income and expenditures. Copies  
82 of the proposed budget shall be available to  
83 the Delegate Assembly delegates thirty (30)  
84 days before the annual session of the  
85 Delegate Assembly.

86  
87 C. The income from WEA members’ dues,  
88 available for the next fiscal year’s proposed  
89 budget, shall be calculated using ninety-five  
90 percent (95%) of the active certified and  
91 active ESP FTEs (full-time equivalents) and  
92 one hundred percent (100%) of all other  
93 membership categories, as of December 15  
94 of the current Association year.

95  
96 D. The income from WEA members’ dues  
97 available for revising the current year’s  
98 adopted budget shall be calculated at ninety-  
99 eight percent (98%) of the active certified and  
100 active ESP FTEs and one hundred percent  
101 (100%) of all other membership categories,  
102 as of December 15 of the current Association  
103 year.

104  
105 E. A contingency fund in the amount equal to  
106 two percent (2%) of the total budgeted  
107 income from WEA members’ dues shall be  
108 provided annually in the WEA budget.

1 F. The WEA Board will include estimated  
2 projected expenditures as part of the budget  
3 update, with explanation for over-budget  
4 expenditures to the Delegate Assembly.  
5

6 G. The WEA Board will ensure that the  
7 Delegate Assembly handbook shall include a  
8 comparison of income, salaries and legal  
9 services expenses for the proposed, current  
10 and previous year's budgets.  
11

## 12 **Section 6 – Audit**

13 The WEA Board shall provide for an  
14 annual independent audit of the financial  
15 records of the Association by a certified  
16 public accountant not otherwise engaged by  
17 the Association for maintaining its accounts.  
18 Individual WEA Board members shall receive  
19 copies of the audit report from the auditor.  
20 The WEA Board shall be responsible for  
21 distributing the audit report to all members of  
22 the Association who request it.  
23

## 24 **Section 7 – Bonding**

25 The WEA Board shall provide for bonding  
26 of the WEA Executive Director and any other  
27 employees or WEA Board members directly  
28 involved with receipts and disbursements of  
29 the Association funds. The amount of the  
30 bond should equal at least the largest amount  
31 of funds that may be available at any one  
32 time.  
33

## 34 **Section 8 – NEA Representative Assembly 35 (NEA-RA) Directives**

36  
37 A. The WEA Board shall prepare, publish  
38 and implement directives, in accordance with  
39 current NEA governing documents, for the  
40 nomination, election and funding of state,  
41 region (when applicable), and local delegates  
42 to the NEA-RA. Each NEA-RA state delegate  
43 will be elected in a statewide election for a  
44 two (2)- year term.  
45

46 B. A vacancy in the position of a regular  
47 delegate must be filled by an elected  
48 successor. Successor delegates should be  
49 elected at the same time and in the same  
50 manner as the regular delegates and must  
51 meet the same requirements as regular  
52 delegates. Successor delegates shall be  
53 listed in rank order of votes received.  
54

## 55 **Section 9 – Quorum and Meetings**

56 The WEA Board shall meet at least  
57 quarterly. A quorum for all meetings shall  
58 consist of two-thirds (2/3) of the WEA Board  
59 members. If any member of the WEA Board  
60 is absent from more than two (2) regular  
61 meetings, without good reason, that position  
62 shall be declared vacant and the vacancy  
63 filled.  
64

## 65 **Section 10 – Accountability**

66 The WEA Board, through the WEA  
67 President or WEA Executive Director, shall  
68 make a yearly accounting of all new business  
69 items (NBIs) adopted by the previous  
70 Delegate Assembly, giving the disposition  
71 and current status of each. The report shall  
72 include the method and timeline by which this  
73 shall be done. This report shall be included  
74 with materials sent to the delegates prior to  
75 the Delegate Assembly.  
76

## 77 **Section 11 – Treasurer's Designee**

78 The WEA Board may, if necessary,  
79 appoint one (1) of its number to serve a one  
80 (1)-year term as Treasurer's designee. The  
81 Treasurer or Treasurer's designee shall co-  
82 sign, along with the WEA Executive Director,  
83 all checks and warrants drawn upon the  
84 Association's accounts.  
85

## 86 **Section 12 – WEA Board Minutes**

87 The WEA Board shall ensure that minutes  
88 of the WEA Board meetings are sent to  
89 presidents of locals, committee chairs,  
90 delegates to the Delegate Assembly, and  
91 others as may be directed by the WEA Board.  
92 The approved minutes will be posted using  
93 NEA 360 Edcommunities or other suitable  
94 platform for distribution of information to the  
95 general membership.  
96

## 97 **Section 13 – Membership Ratio 98 Computation**

99 The WEA Board shall provide for the  
100 computation of the statewide representation  
101 ratios based on the January 15 active  
102 membership of the current year. These ratios  
103 shall be applied to the appointment of  
104 committee members, the WEA Board's  
105 membership, and any other appointed or  
106 elected body within the Association.  
107  
108

1 **Section 14 – WEA Delegate Assembly**

2 The WEA Board shall:

- 3
- 4 A. make provisions to recycle any recyclable
- 5 item, whenever possible;
- 6 B. secure appropriate statewide locations for
- 7 future delegate assemblies;
- 8
- 9 C. arrange, if possible, to schedule delegate
- 10 assembly so that it does not conflict with the
- 11 state mandated testing windows;
- 12
- 13 D. ensure that the Delegate Assembly
- 14 handbook includes directions and guidelines
- 15 for writing and submitting platform proposals
- 16 and new business items. Delegate briefing
- 17 agendas shall include instructions for writing
- 18 and submitting platform and new business
- 19 items; and
- 20
- 21 E. ensure that salary schedule and fringe
- 22 benefit plan for all WEA employees for the
- 23 current year shall be included in the Delegate
- 24 Assembly handbook.

25  
26 **ARTICLE VIII: DUTIES OF STATEWIDE**  
27 **OFFICERS**

28  
29 **A. EXECUTIVE COMMITTEE**

30  
31 **Section 1 – WEA President**

32 The President shall be the chief executive  
33 officer of the Association and shall be  
34 responsible for its governance function and  
35 the quality of all Association policy forming  
36 and adoption procedures. Term of office  
37 begins July 15 of the year elected.

38  
39 Duties include:

- 40 1. attending WEA Board meetings as a
- 41 voting member;
- 42 2. serving as a voting delegate to the
- 43 WEA Delegate Assembly;
- 44 3. attending region Delegate Assembly
- 45 briefings as a resource;
- 46 4. presiding over all meetings of the
- 47 WEA membership and its governing units, the
- 48 WEA Board, and the WEA Delegate
- 49 Assembly, and exercising primary
- 50 responsibility in preparing the agendas for
- 51 these meetings;
- 52 5. ensuring that the minutes, platforms,
- 53 current new business items, Constitution,
- 54 Bylaws, and other non-financial records of the

Bylaws adopted April 2018

55 Association are carefully and accurately kept,  
56 and that they are distributed promptly and in  
57 lucid form to presidents of locals, committee  
58 chairs, delegates to the Delegate Assembly,  
59 and others as may be directed by the WEA  
60 Board;

61 6. presenting recommendations to the  
62 WEA Board and Delegate Assembly for the  
63 establishment of Association goals, priorities,  
64 and action programs; being directly  
65 accountable to the WEA Board and making a  
66 regular report of governance activities and  
67 needs;

68 7. ensuring that Delegate Assembly  
69 handbooks contain the names and  
70 educational assignments of delegates by  
71 local and region;

72 8. ensuring that Delegate Assembly  
73 handbooks shall clearly delineate all WEA  
74 and NEA payments made to the WEA  
75 Executive Director for salary and benefits;

76 9. promoting community outreach during  
77 each Delegate Assembly;

78 10. providing for a meeting of local  
79 presidents in conjunction with the beginning  
80 of Delegate Assembly;

81 11. articulating communications  
82 concerning the WEA Delegate Assembly and  
83 WEA Board actions, goals, and membership  
84 concerns, and acting as co-spokesperson  
85 with the WEA Executive Director in keeping  
86 the membership, WEA Board members, and  
87 the public informed of vital positions which  
88 the Association has taken;

89 12. serving as an ex-officio member,  
90 without vote, of all WEA committees, and  
91 making timely committee and chairperson  
92 appointments, with advice and consent of the  
93 WEA Board;

94 13. training all chairpersons as to their  
95 responsibilities and roles and assuring that  
96 proper conditions exist wherein they can  
97 successfully function;

98 14. assisting chairpersons to develop  
99 program objectives and activities which assist  
100 each committee to carry out its function  
101 successfully;

102 15. establishing procedures and time lines  
103 for formulating and adopting the Association's  
104 annual budget, in conjunction with the  
105 Program and Budget Committee and WEA  
106 Executive Director seeing that committees  
107 and local and region presidents have input to

1 the development of the budget; chairing the  
2 Program and Budget Committee;  
3 16. working cooperatively with WEA local  
4 affiliate leaders in unifying and building  
5 support for the United Education Profession,  
6 engaging in on-going field visits to WEA local  
7 affiliates in order to create a better  
8 understanding of WEA governance  
9 objectives, and securing direct input from  
10 local association leaders regarding critical  
11 issues;  
12 17. meeting on a regular basis with the  
13 WEA Executive Director in order to discuss  
14 issues in which WEA is or will be involved  
15 and assisting in coordinating the respective  
16 roles in areas where there is a sharing of  
17 responsibility;  
18 18. assisting the WEA Executive Director,  
19 as directed by the WEA Executive Director, in  
20 working with the staff; attending staff  
21 meetings which are directed and coordinated  
22 by the WEA Executive Director;  
23 19. approving, in conjunction with the  
24 WEA Executive Director, all WEA  
25 expenditures within the Association budget  
26 and expense reimbursement guidelines;  
27 20. approving travel expenses of the WEA  
28 Executive Director;  
29 21. acquainting the WEA Vice-President  
30 with his/her role as well as the role of WEA  
31 President;  
32 22. coordinating WEA's legislative  
33 program and ensuring that all sponsored  
34 positions are politically sound, are compatible  
35 with Association objectives, and are feasible;  
36 meeting extensively with elected local affiliate  
37 leaders to explain, clarify, and enhance  
38 support for WEA's legislative program, and  
39 assisting WEA's lobbying efforts as a  
40 member of the lobbying team;  
41 23. keeping informed of regional and  
42 national concerns and representing WEA's  
43 governance interests with NEA at the NEA-  
44 RA, at National Council of State Education  
45 Association (NCSEA) meetings, at The NEA  
46 Fund for Children and Public Education  
47 meetings, and at other national meetings that  
48 are related to governance concerns;  
49 24. serving as or designating an alternate  
50 to serve as the WEA liaison to the State  
51 Board of Education and Professional  
52 Teaching Standards Board and to any other  
53 state committees that the WEA President and  
54 WEA Executive Director deem important;

55 25. acting as chief elections officer by  
56 overseeing all state election proceedings;  
57 26. serving as chair of the Wyoming  
58 Educators' Benefit Trust Board;  
59 27. serving as chair of the Wyoming  
60 Education Association Political Action  
61 Committee for Education (WEA-PACE);  
62 28. serving as Chair of the WEA  
63 Executive Committee;  
64 29. authorizing WEA financial support for  
65 members requiring legal services, in  
66 consultation with the WEA Executive Director  
67 and legal counsel;  
68 30. serving as a voting delegate to the  
69 NEA-RA. When applicable, the President  
70 and President Elect shall serve as voting  
71 delegates to the NEA-RA, with expenses paid  
72 by the Association;  
73 31. serving as second alternate NEA  
74 Director;  
75 32. maintaining a residence in the city  
76 where the WEA Headquarters Office is  
77 located; and  
78 33. fulfilling other duties as appropriate.

## 80 **Section 2 – WEA Vice President**

81 The Vice President shall discharge the  
82 duties of the President in the absence or  
83 incapacity of that officer and shall also  
84 assume such duties as assigned by the  
85 President or WEA Board. Term of office  
86 begins July 15 of the year elected.

### 87 **Duties include:**

88 1. attend WEA Board meetings as a  
89 voting member;  
90 2. serving as a voting delegate to the  
91 WEA Delegate Assembly;  
92 3. attending region Delegate Assembly  
93 briefings as a resource;  
94 4. serving as the Chair of the  
95 Membership Committee;  
96 5. serving on the WEA Program and  
97 Budget Committee;  
98 6. serving on the Wyoming Educators'  
99 Benefit Trust Board;  
100 7. representing the WEA President at  
101 his/her request at meetings and conferences;  
102 8. assuming the WEA President's role in  
103 his/her absence;  
104 9. serving as a voting delegate to the  
105 NEA-RA. When applicable, the Vice  
106 President and Vice President Elect shall  
107

- 1 serve as voting delegates to the NEA-RA,  
2 with expenses paid by the Association;  
3 10. serving as first alternate NEA Director;  
4 and  
5 11. fulfilling other duties as appropriate.

### 7 **Section 3 – WEA Treasurer**

8 The Treasurer shall oversee all financial  
9 records of the Association and shall  
10 communicate the financial activities of the  
11 Association to the WEA Board and to the  
12 Delegate Assembly. Term of office begins  
13 July 15 of the year elected.

14  
15 Duties include:

- 16 1. attend WEA Board meetings as a
- 17 voting member;
- 18 2. serving as a voting delegate to the
- 19 WEA Delegate Assembly;
- 20 3. attending region Delegate Assembly
- 21 briefings as a resource;
- 22 4. conducting a program budget and
- 23 audit hearing at Delegate Assembly;
- 24 5. making the report of the financial
- 25 status of the Association prior to the adoption
- 26 of the proposed budget at Delegate
- 27 Assembly;
- 28 6. signing (or appointing a WEA
- 29 Treasurer's designee to sign) all vouchers
- 30 and checks to be paid by the Association;
- 31 7. co-signing (or having designee co-
- 32 sign) notes for borrowing money for the
- 33 Association;
- 34 8. meeting with the auditor prior to the
- 35 WEA Board receiving the audit report;
- 36 9. conferring with the WEA Treasurer's
- 37 designee prior to the financial report at WEA
- 38 Board meetings, when needed;
- 39 10. serving on the Wyoming Educators'
- 40 Benefit Trust Board;
- 41 11. serving on the WEA Program and
- 42 Budget Committee;
- 43 12. serving on the WEA Board
- 44 Negotiations Committee;
- 45 13. ensuring that bonding is provided for
- 46 the WEA Executive Director and any other
- 47 employees or WEA Board members directly
- 48 involved with the receipts and disbursements
- 49 of Association funds; and
- 50 14. serving as liaison to WEA committees
- 51 as directed by the WEA President;
- 52 15. serving as a voting delegate to the
- 53 NEA-RA, with expenses paid by the
- 54 Association; and

- 55 16. fulfilling other duties as appropriate.

56

### 57 **Section 4 – NEA Director**

58 The NEA Director shall be a liaison  
59 between the programs of the state  
60 Association and NEA. Term of office begins  
61 September 1 of the year elected.

62

63 Duties include:

- 64 1. representing WEA interests to the
- 65 NEA Board of Directors;
- 66 2. attend WEA Board meetings as a
- 67 voting member;
- 68 3. serving as a voting delegate to the
- 69 NEA-RA, with expenses paid by NEA;
- 70 4. communicating NEA programs and
- 71 positions to WEA leadership;
- 72 5. selecting, in conjunction with the WEA
- 73 President, NEA-funded delegates to
- 74 leadership summits;
- 75 6. working, in conjunction with the WEA
- 76 President and WEA Executive Director, to
- 77 secure NEA project funding;
- 78 7. serving as a voting delegate to the
- 79 WEA Delegate Assembly;
- 80 8. attending region Delegate Assembly
- 81 briefings as a resource;
- 82 9. serving on the WEA Program and
- 83 Budget Committee;
- 84 10. serving on the Wyoming Educators'
- 85 Benefit Trust Board;
- 86 11. serving on the WEA Board
- 87 Negotiations Committee;
- 88 12. serving as liaison to WEA committees
- 89 as directed by the WEA President; and
- 90 13. fulfilling other duties as appropriate.

91

### 92 **B. STATEWIDE REPRESENTATIVES**

93

#### 94 **Section 1 - Education Support** 95 **Professional (ESP) Statewide** 96 **Representative**

97 The ESP Statewide Representative shall  
98 be a liaison between the ESP members and  
99 The Board. Term of office begins July 15 of  
100 the year elected.

101

102 Duties include:

- 103 1. attend WEA Board meetings as a
- 104 voting member;
- 105 2. initiating and assisting governance
- 106 and staff with ESP membership programs;
- 107 3. communicating with WEA ESP
- 108 members;

- 1 4. advising the WEA President regarding
- 2 ESP participation in all Association activities;
- 3 5. serving on the committee to select the
- 4 WEA ESP of the Year Award winner;
- 5 6. serving as a voting delegate to
- 6 Delegate Assembly;
- 7 7. participating in a Delegate Assembly
- 8 briefing session prior to Delegate Assembly;
- 9 8. chairing the ESP Caucus at Delegate
- 10 Assembly;
- 11 9. reporting to the WEA Board and
- 12 preparing an annual report for inclusion in the
- 13 Delegate Assembly handbook on the status
- 14 of the ESP Program; and
- 15 10. fulfilling other duties as appropriate.

### 17 **Section 2 - Ethnic-Minority Statewide**

### 18 **Representative**

19 The Ethnic-Minority Statewide  
20 Representative shall be a liaison between the  
21 ethnic-minority members and The Board.  
22 Term of office begins July 15 of the year  
23 elected.

24  
25 Duties include:

- 26 1. attend WEA Board meetings as a
- 27 voting member;
- 28 2. initiating and assisting governance
- 29 and staff with Ethnic-Minority membership
- 30 programs;
- 31 3. communicating with WEA Minority
- 32 Affairs members;
- 33 4. advising the WEA President regarding
- 34 Ethnic-Minority participation in all Association
- 35 activities;
- 36 5. serving as a voting delegate to
- 37 Delegate Assembly;
- 38 6. participating in a Delegate Assembly
- 39 briefing session prior to Delegate Assembly;
- 40 7. chairing the Ethnic-Minority Caucus at
- 41 Delegate Assembly;
- 42 8. reporting to the WEA Board and
- 43 preparing an annual report for inclusion in the
- 44 Delegate Assembly handbook on the status
- 45 of the Minority Affairs Program; and
- 46 9. fulfilling other duties as appropriate.

### 47 **Section 3 - Higher Education (Higher Ed)**

### 48 **Statewide Representative**

49 The Higher Ed Statewide Representative  
50 shall be a liaison between the Higher Ed  
51 members and The WEA Board. Term of  
52 office begins July 15 of the year elected.

53  
54 Duties include:

- 55 1. attend WEA Board meetings as a
- 56 voting member;
- 57 2. initiating and assisting governance
- 58 and staff with Higher Ed membership
- 59 programs;
- 60 3. communicating with WEA Higher Ed
- 61 members;
- 62 4. advising the WEA President regarding
- 63 Higher Ed participation in all Association
- 64 activities;
- 65 5. serving as a voting delegate to
- 66 Delegate Assembly;
- 67 6. participating in a Delegate Assembly
- 68 briefing session prior to Delegate Assembly;
- 69 7. chairing the Higher Ed Caucus at
- 70 Delegate Assembly;
- 71 8. reporting to the WEA Board and
- 72 preparing an annual report for inclusion in the
- 73 Delegate Assembly handbook on the status
- 74 of the Higher Ed program;
- 75 9. serving as liaison for Higher Ed
- 76 members and locals with NEA, the National
- 77 Council on Higher Education, and state
- 78 associations of higher education faculty and
- 79 support staff;
- 80 10. attending the NEA Higher Education
- 81 Conference; and
- 82 11. fulfilling other duties as appropriate.

### 83 84 **Section 4 - Student WEA (SWEA)**

### 85 **President**

86 The SWEA President shall be a liaison  
87 between the SWEA members and The WEA  
88 Board. Term of office begins July 15 of the  
89 year elected.

90  
91 Duties include:

- 92 1. attend WEA Board meetings as a
- 93 voting member;
- 94 2. presiding over chapter meetings;
- 95 3. attending leadership conferences or
- 96 ensuring chapter representation at such
- 97 conferences;
- 98 4. acting as liaison between chapter
- 99 members and the WEA Board by written,
- 100 oral, or electronic communication;

- 1 5. preparing written reports for WEA
- 2 Board meetings;
- 3 6. encouraging and supporting local
- 4 chapter presidents in the execution of their
- 5 duties;
- 6 7. involving UniServ Directors, state
- 7 leadership, committee members and other
- 8 chapter leaders in region functions;
- 9 8. overseeing all chapter committees;
- 10 9. serving as a voting delegate to
- 11 Delegate Assembly;
- 12 10 participating in caucus meetings at
- 13 Delegate Assembly;
- 14 11. preparing an annual report for
- 15 inclusion in the Delegate Assembly
- 16 handbook;
- 17 12. serving as an official voting delegate
- 18 to NEA-RA, with expenses paid equal to that
- 19 of other state-funded delegates; and
- 20 13. fulfilling other duties as appropriate.

## 22 **Section 5 - WEA-Retired President**

23 The WEA-Retired President shall be a  
24 liaison between the retired members and The  
25 WEA Board. Term of office begins July 15 of  
26 the year elected.

27  
28 Duties include:

- 29 1. attend WEA Board meetings as a
- 30 voting member;
- 31 2. serving as the Chair of the WEA-
- 32 Retired Executive Board;
- 33 3. attending WEA-Retired Board
- 34 meetings;
- 35 4. publishing WEA-Retired newsletter as
- 36 needed;
- 37 5. advising the WEA President regarding
- 38 WEA-Retired participation in all Association
- 39 activities;
- 40 6. initiating and assisting governance
- 41 and staff with WEA-Retired membership
- 42 programs;
- 43 7. conducting an annual meeting for
- 44 WEA-Retired members prior to Delegate
- 45 Assembly;
- 46 8. serving as a voting delegate to
- 47 Delegate Assembly;
- 48 9. participating in a Delegate Assembly
- 49 briefing session prior to Delegate Assembly;
- 50 10. reporting to the WEA Board and
- 51 preparing an annual report for inclusion in the
- 52 Delegate Assembly handbook on the status
- 53 of the WEA-Retired;

- 54 11. attending the NEA-Retired annual
- 55 meeting;
- 56 12. serving as an official voting delegate
- 57 to the NEA-RA, with expenses paid equal to
- 58 that of other state-funded delegates;
- 59 13. attending the NEA-Retired
- 60 Conference; and
- 61 14. fulfilling other duties as appropriate.

## 63 **C. RECALL PROCEDURE**

64 Any elected officer of the Association who  
65 is charged with violation of the NEA's "*Code*  
66 *of Ethics of the Education Profession*",  
67 malfeasance, misfeasance, or nonfeasance  
68 shall, upon the receipt by the WEA Board of a  
69 petition signed by twenty-five percent (25%)  
70 of the current WEA membership, be subject  
71 to a secret ballot referendum for recall. A  
72 two-thirds (2/3) vote of the active membership  
73 in favor of recall of the elected officer will  
74 result in removal from office.

## 75 76 **ARTICLE IX: DELEGATE ASSEMBLY**

### 77 78 **Section 1 – Annual Meeting**

79 The meeting of the Delegate Assembly  
80 constitutes the annual meeting of the  
81 Wyoming Education Association.

### 82 83 **Section 2 – Sessions**

84 The Delegate Assembly shall meet  
85 annually in April, or within one (1) week of  
86 April. The WEA President, with the consent  
87 of the WEA Board, shall determine the  
88 specific time and place of such sessions.  
89 Special sessions of the Delegate Assembly  
90 may be convened in the same manner. The  
91 delegates shall adopt Standing Rules  
92 governing the Delegate Assembly on an  
93 annual basis.

### 94 95 **Section 3 – Session Identification**

96 The WEA Board shall identify each  
97 annual session of the Delegate Assembly by  
98 consecutive numbering. Any special session  
99 shall be identified with the annual session it  
100 follows. The agenda of each session shall  
101 use the term "meeting" to identify the several  
102 segments of each session.

### 103 104 **Section 4 – Determining Policies**

105 The Delegate Assembly shall define the  
106 policies of the Association by adoption or  
107 amendment of the Standing Rules, Bylaws,

1 Platforms, and New Business Items. In  
2 addition, it may propose amendments to the  
3 Constitution and also recommend to the WEA  
4 Board particular means of carrying out  
5 policies.

6  
7 **Section 5 – Program and Budget**

8 The Delegate Assembly shall accept the  
9 preliminary Program and Budget submitted to  
10 it by the WEA Board and may direct the WEA  
11 Board to make changes in said Program and  
12 Budget within the confines of the anticipated  
13 revenues as presented. The WEA Board  
14 shall exercise its authority to adjust actual  
15 expenditures within the intended parameters  
16 of the accepted final budget.

17  
18 **Section 6 – Delegate Duties**

19 It shall be the duty of the delegates at  
20 Delegate Assembly to represent the  
21 professional interests of the Association, to  
22 attend all meetings pertaining to Delegate  
23 Assembly, and to inform members by  
24 appropriate means of the issues and actions  
25 of the Delegate Assembly.

26  
27 **Section 7 – Apportionment of Delegates**

- 28 A. Delegates shall be apportioned to  
29 chartered locals:  
30 1. using a ratio of 1:40 active members  
31 or major fraction thereof;  
32 2. according to total membership as  
33 shown by Association records as of January  
34 15 of the previous WEA year. Where a local  
35 has not previously existed, the latest  
36 available membership records shall be used  
37 to determine delegate allocations.  
38  
39 B. Every chartered local shall be entitled to  
40 at least one (1) delegate.  
41  
42 C. Retired delegates shall be apportioned  
43 using a ratio of 1:40 retired members or major  
44 fraction thereof.  
45  
46 D. No person shall be counted as a member  
47 of more than one (1) local. A delegate  
48 representing a local must be a member of  
49 that local.

50  
51 **Section 8 – Delegate Allocation  
52 Notification**

53 The WEA shall notify each local  
54 association of the number of delegates to

55 which they shall be entitled for the next year's  
56 Delegate Assembly. This notification shall  
57 occur after January 15 of the current  
58 membership year.

59  
60 **Section 9 – Delegate Verification**

61 The president of each local association  
62 should forward to the WEA Office, on a form  
63 provided by the WEA, a list of the certified  
64 delegates and alternates 60 days prior to  
65 Delegate Assembly in that membership year.

66  
67 **Section 10 – Delegate Certification**

68 The president of each local association  
69 shall make final certification of the names of  
70 delegates and alternates to the WEA. In the  
71 event elected delegates and alternates are  
72 unable to attend, the local shall secure  
73 replacements by holding a special election.  
74 In special circumstances (to be verified by the  
75 WEA President in consultation with the local  
76 president and/or region president), the local  
77 president and/or region president may  
78 appoint delegates to ensure that local's  
79 representation.

80  
81 **Section 11 – Credentials Committee**

82 A Credentials Committee consisting of the  
83 region presidents shall be responsible for the  
84 accreditation of delegates.

85  
86 **Section 12 – Additional Members**

87 Members of the WEA Board shall be  
88 voting members of the Delegate Assembly.

89  
90 **Section 13– WEA-Retired Members**

91 WEA-Retired shall elect their own  
92 representatives to Delegate Assembly  
93 according to WEA procedures. WEA-Retired  
94 delegates shall be voting members of the  
95 Delegate Assembly.

96  
97 **Section 14 – SWEA Members**

98 SWEA shall elect their own  
99 representatives to Delegate Assembly  
100 according to WEA procedures. SWEA  
101 delegates shall be voting members of the  
102 Delegate Assembly.

103  
104 **Section 15 – WEA Past Presidents**

105 WEA Past Presidents of the Association  
106 who are WEA members shall be voting  
107 members of the Delegate Assembly.

1 **Section 16 – Ex-Officio Members**  
2 Members of the Protocol Committee, and  
3 other committee chairs shall be recognized  
4 as ex-officio members of the Delegate  
5 Assembly with full privileges of debate on  
6 matters pertaining to the business of that  
7 committee, but without vote, unless also  
8 serving as a voting delegate in another  
9 capacity.

10  
11 **ARTICLE X: REGIONS**

12  
13 **Section 1 – Region Boundaries**

14 Membership of the Association shall be  
15 divided into regions according to place of  
16 employment as follows:

17  
18 A. Northeast Region, embracing Sheridan,  
19 Johnson, Campbell, Crook, and Weston  
20 counties;

21  
22 B. Northwest Region, embracing Park, Big  
23 Horn, Washakie, Hot Springs, and Fremont  
24 counties;

25  
26 C. Central Region, embracing Natrona,  
27 Converse, and Niobrara counties;

28  
29 D. Southwest Region, embracing Lincoln,  
30 Carbon, Sweetwater, Uinta, Sublette, and  
31 Teton counties; and

32  
33 E. Southeast Region, embracing Laramie,  
34 Albany, Platte, and Goshen counties.

35  
36 **Section 2 – Region Structure**

37  
38 A. The elected officers of each region shall  
39 be a Region President, Region Vice  
40 President, and Region Representative(s).

41  
42 B. Regions shall be governed by a Region  
43 Council comprised of region elected officers,  
44 local association presidents (or official  
45 designees), elected delegates to the WEA  
46 Delegate Assembly, and region members of  
47 WEA committees.

48  
49 C. Region meetings shall be scheduled and  
50 conducted by the Region President in  
51 consultation with the Region Vice President  
52 and the Region Representative(s).

53

54 D. The Regions shall be governed by the  
55 WEA Constitution and Bylaws as well as their  
56 own governing documents.

57  
58 **Section 3 – Region Elections**

59  
60 A. Elections of the region officers shall be  
61 conducted as part of the WEA general  
62 elections and shall be by open nominations,  
63 secret ballot, and majority of valid ballots  
64 cast.

65  
66 B. All WEA active and retired members  
67 within the region shall be entitled to vote.

68  
69 C. The terms of office of the Region  
70 President and the Region Vice President  
71 shall coincide.

72  
73 D. Region Representative I shall serve a  
74 term on the WEA Board that alternates with  
75 that of the Region President. If this election  
76 coincides with the election of the Region  
77 President, the initial term of Region  
78 Representative I shall be only one (1)-year.

79  
80 E. When multiple additional representatives  
81 are elected for the same term, votes received  
82 shall dictate representative position.

83  
84 F. If a region qualifies for (an) additional  
85 representative(s), the initial term of region  
86 representative II shall be only one (1) year if  
87 representative I is being elected at the same  
88 time.

89  
90 G. When no candidate for a region office  
91 receives a majority of valid ballots cast, a  
92 special run-off election shall be conducted as  
93 outlined in ARTICLE V. Section 3.

94  
95 **Section 4 – Terms of Office**

96  
97 A. Each region officer shall be elected for a  
98 term of two (2)-years.

99  
100 B. The term of office for all region officers  
101 shall be from July 15 to July 14.

102  
103 C. No region officer shall be elected for more  
104 than three (3) consecutive terms in each of  
105 the three elected offices, or serve in more  
106 than one region office concurrently.

107

1 **Section 5 – Vacancy**

2  
3 A. In the event of a vacancy in the office of  
4 Region President, the Region Vice President  
5 shall assume that office until the next WEA  
6 election.

7  
8 B. Other vacancies shall be filled by  
9 appointment by the Region President with the  
10 approval of a majority of the Region Council  
11 until the next WEA election.

12  
13 C. If a Region President or Region  
14 Representative cannot attend a WEA Board  
15 meeting, the Vice President shall be the  
16 replacement for that meeting. If the Vice  
17 President cannot serve as a replacement, the  
18 Region President will appoint a replacement  
19 from the Region Council.

20  
21 **Section 6 – Duties of the Region President**

22 Duties include:

- 23 1. attend WEA Board meetings as a
- 24 voting member;
- 25 2. planning, implementing, and presiding
- 26 at Region Council meetings and retreats;
- 27 3. attending leadership conferences or
- 28 ensuring region representation at such
- 29 conferences;
- 30 4. acting as liaison between region
- 31 members and the WEA Board by written,
- 32 oral, or electronic communication;
- 33 5. encouraging and supporting local
- 34 presidents in the execution of their duties;
- 35 6. involving UniServ Directors, state
- 36 leadership, committee members, and other
- 37 region leaders in region functions;
- 38 7. nominating candidates for committee
- 39 appointments;
- 40 8. preparing written region reports for
- 41 WEA Board meetings;
- 42 9. serving as a voting delegate to WEA
- 43 Delegate Assembly;
- 44 10. planning and conducting Delegate
- 45 Assembly briefing sessions prior to Delegate
- 46 Assembly;
- 47 11. planning and conducting caucus
- 48 meetings at Delegate Assembly;
- 49 12. serving on the Credentials Committee
- 50 at Delegate Assembly;
- 51 13. preparing an annual report for
- 52 inclusion in the Delegate Assembly
- 53 handbook;

- 54 14. serving on the Program and Budget
- 55 Committee; and
- 56 15. fulfilling other duties as appropriate.

57  
58 **Section 7 – Duties of the Region Vice**  
59 **President**

60 Duties include:

- 61 1. discharging the duties of the Region
- 62 President in the absence of said president;
- 63 2. chairing a regional membership
- 64 committee and serving on the statewide
- 65 Membership Committee;
- 66 3. assisting and conducting membership
- 67 efforts in the region as agreed by the
- 68 statewide Membership Committee, WEA
- 69 priorities, and region membership plan, or
- 70 other activities to boost membership;
- 71 4. reporting to the Region President
- 72 before each WEA Board meeting of the
- 73 membership efforts occurring in the region;
- 74 5. assisting in the planning of all region
- 75 meetings and other events;
- 76 6. attending all region meetings and
- 77 events; and
- 78 7. performing other duties assigned by
- 79 the Region President or the Region Council.

80  
81 **Section 8 – Duties of the Region**  
82 **Representative(s)**

83 Duties include:

- 84 1. attend WEA Board meetings as a
- 85 voting member;
- 86 2. participating in all region meetings by
- 87 assisting the Region President;
- 88 3. facilitating communication with region
- 89 members;
- 90 4. promoting participation of local
- 91 members in Association activities;
- 92 5. working with governance and staff in
- 93 gathering information from region members;
- 94 6. reviewing and reporting on the status
- 95 of the current new business items;
- 96 7. serving as a voting delegate to WEA
- 97 Delegate Assembly; and
- 98 8. fulfilling other duties as appropriate.

99  
100 **Section 9 – Region Funding**

101 The WEA budget shall provide funding for  
102 region implementation of activities to advance  
103 the WEA Mission and Strategic Priorities.

1 **Section 10 – Recall Procedures for Region**  
2 **Officers**

3 Any elected officer of the region who is  
4 charged with violation of the NEA's "Code of  
5 Ethics of the Education Profession",  
6 malfeasance, misfeasance, or nonfeasance  
7 shall, upon receipt by the Region Council of a  
8 petition signed by twenty-five percent (25%)  
9 of the current region membership, be subject  
10 to a secret ballot referendum for recall. A  
11 two-thirds (2/3) vote of the active region  
12 membership in favor of recall of the elected  
13 officer will result in removal from office.  
14

15 **ARTICLE XI: LOCAL ASSOCIATIONS**

16 **Section 1 – Charter Requirements**

17 The following shall be charter  
18 requirements of WEA:  
19

- 20
- 21 A. Each local association's name shall  
22 include the words "Education Association".  
23
  - 24 B. Each local education association shall be  
25 composed of active members of the WEA  
26 within:
    - 27 1. a unified school district. The WEA  
28 Board may provide for separate chartering for  
29 certified and classified local education  
30 associations upon approval of a plan  
31 providing for harmonious operation between  
32 two (2) or more associations on items that  
33 require joint assent or effort;
    - 34 2. institutions of higher education;
    - 35 3. the Wyoming Department of  
36 Education; and
    - 37 4. the Professional Teaching Standards  
38 Board (PTSB).
  - 39
  - 40 C. Administrative, ESP, retired, or student  
41 members who are not eligible to belong to an  
42 existing local may form a statewide local  
43 education association and affiliate with WEA.  
44 Delegates to the WEA Delegate Assembly  
45 shall be allotted according to ARTICLE IX,  
46 Section 7 of the WEA Bylaws.  
47
  - 48 D. Locals or institutions may, at their  
49 discretion, combine to form larger local  
50 education associations.  
51

55 **Section 2 – Petition for Charter**

56 Any local education unit desiring a charter  
57 as an affiliate of the WEA shall petition the  
58 WEA Board. The petition for affiliation shall  
59 include:

60 1. a copy of the unit's adopted  
61 Constitution and, if so written as a separate  
62 document, Bylaws consistent with the  
63 Constitution and Bylaws of the NEA and the  
64 WEA which shall include all of the standards  
65 for affiliation from the WEA Bylaws.

66 2. results of a secret ballot election by all  
67 members to determine whether the affiliate  
68 shall be all-inclusive.

69 An affiliate that chooses, by secret ballot  
70 election, to include certified or licensed non-  
71 administrative personnel, administrators and  
72 education support professionals as its  
73 membership, shall be called all-inclusive.  
74 Where an all-inclusive affiliate exists, it shall  
75 provide representation among its certified or  
76 licensed non-administrative personnel  
77 members, administrative members, and ESP  
78 members, in both elective and appointive  
79 bodies.

80 Certified or licensed non-administrative  
81 personnel shall mean any person who is  
82 certified or licensed, where required, and who  
83 spends a major part of the time in direct  
84 contact with students or who performs allied  
85 work which places the personnel on a local  
86 salary schedule.

87 An administrator shall mean any person  
88 who exercises supervisory responsibility over  
89 personnel, which includes the authority to  
90 employ, dismiss or rate personnel. The  
91 definition extends to superintendents,  
92 principals, supervisors and any other  
93 professionals who do not come within the  
94 definition of certified or licensed non-  
95 administrative personnel.

96 3. other documents as required by the  
97 WEA Board.  
98

99 **Section 3 – Standards for Affiliation**

100 To ensure continuous affiliation with  
101 WEA, the latest revision of a local's adopted  
102 governing documents must be filed with the  
103 WEA and shall include, but not be limited to,  
104 the following standards for affiliation:

- 105 1. unified membership;
- 106 2. an election procedure which:
  - 107 a. shall observe the one-person-one-  
108 vote principle (all-inclusive affiliates must

- 1 provide proportionate representation on their  
2 governing bodies) and  
3 b. shall guarantee open nominations,  
4 secret ballot, and elections by majority vote;  
5 3. a policy that recognizes the  
6 preeminence of NEA's *"Code of Ethics of the  
7 Education Profession"*;  
8 4. a statement that the membership and  
9 fiscal year are to be the same as that of the  
10 WEA;  
11 5. a statement that provides for no fewer  
12 than two (2) general meetings each year;  
13 6. a guarantee that no member of said  
14 affiliate may be censured, suspended, or  
15 expelled, nor any eligible person denied  
16 membership, except for nonpayment of dues,  
17 without a due process hearing, which shall  
18 include an appropriate appellate procedure;  
19 7. a procedure for assessment and  
20 collection of all membership dues;  
21 8. a procedure to elect officers whose  
22 names shall be submitted to the WEA as per  
23 WEA governing documents;  
24 9. a procedure to elect delegates and  
25 alternates to the WEA Delegate Assembly  
26 whose names shall be submitted to the WEA  
27 as per WEA governing documents;  
28 10. a procedure consistent with NEA  
29 governing documents and WEA Board policy  
30 for the nomination and election of local  
31 representatives to the NEA-RA;  
32 11. a procedure to amend the Constitution  
33 and Bylaws; and  
34 12. a statement that the Association shall  
35 pursue a full and vigorous professional  
36 program in a manner consistent with the  
37 WEA governing documents.

#### 38 **Section 4 – Due Process**

39 The WEA Board may censure, suspend,  
40 or disaffiliate a chartered local for failure to  
41 abide by the provisions of the WEA  
42 Constitution and Bylaws or for just cause,  
43 provided that no local may be censured,  
44 suspended or disaffiliated without a due  
45 process hearing, which shall include an  
46 appropriate appellate procedure.

#### 47 **Section 5 – Compliance**

48 When action is taken at Delegate  
49 Assembly or by the membership to make  
50 changes in the WEA Constitution or in the  
51 WEA Bylaws which directly affect the  
52 constitutions and bylaws of the local  
53 Bylaws adopted April 2018

54 associations, the WEA Board will see that  
55 notification is given to the local associations  
56 to bring their respective constitutions and  
57 bylaws into compliance and send the updated  
58 copies, with the date of amendment, to the  
59 WEA to be filed.  
60

## 61 **ARTICLE XII: COMMITTEES**

### 62 **Section 1 – Authorized Committees**

63 The following committees are authorized.  
64 Their duties shall be limited to preparing  
65 recommendations for decision by the  
66 Delegate Assembly or for action by the WEA  
67 Board.  
68

69 A. Government Relations (GR);  
70

71 B. Member Advocacy and Civil Rights  
72 (MACR);  
73

74 C. Membership;  
75

76 D. WEA Protocol; and  
77

78 E. Ad Hoc Committees.  
79

### 80 **Section 2 – Appointment and Terms**

81 A. Appointments to committees shall be  
82 made by the WEA Board.  
83

84 B. Members of committees shall be  
85 appointed for overlapping two (2)-year terms  
86 and may be reappointed for two (2)  
87 succeeding terms.  
88

89 C. Terms of committee members shall be  
90 from July 15 through July 14.  
91

92 D. There must be a lapse of at least one (1)  
93 term before members can be appointed  
94 again.  
95

96 E. Committee membership shall comply with  
97 NEA guidelines.  
98

99 F. Each of the regions shall be represented  
100 by at least one (1) member on each of the  
101 committees.  
102

103 G. WEA-Retired shall be represented by at  
104 least one (1) member on each of the  
105 committees.  
106  
107  
108

1 H. In the event of an absence of the  
2 appointed committee member, the WEA  
3 Board shall provide a method of filling the  
4 position for that meeting.

5  
6 **Section 3 – Chair: Term, Appointment,  
7 and Responsibilities**

8  
9 A. The Chair of each committee shall be  
10 appointed by the WEA President to serve a  
11 one (1)- year term and may be reappointed.  
12 The Chair shall be a voting member of the  
13 committee.

14  
15 B. Term of the Chair shall be from July 15  
16 through July 14.

17  
18 C. The Chair shall be responsible for  
19 preparing and presenting a report of  
20 committee action and accomplishments to the  
21 Delegate Assembly.

22  
23 **Section 4 – General Duties of Committees**

24 Committee members are to:

25  
26 A. make recommendations for  
27 WEA policy: in their advisory role to the WEA  
28 Board and Delegate Assembly, study and  
29 formulate amendments and  
30 recommendations to present to the WEA  
31 Board or the Protocol Committee for  
32 presentation at Delegate Assembly;

33  
34 B. become knowledgeable in the area of  
35 concern to their respective committee; and

36  
37 C. monitor the area of their concern for  
38 developments that require attention and then  
39 recommend possible action.

40  
41 **Section 5 – Government Relations (GR)  
42 Committee**

43 The GR committee concerns itself with  
44 the entire legislative program of the  
45 Association. The GR committee shall:

46  
47 A. Study the needs of Wyoming education  
48 that should be incorporated into state statutes  
49 and evaluate all bills introduced into the state  
50 legislature;

51  
52 B. Be responsible for carrying out the  
53 directives of the Delegate Assembly that  
54 require legislative action; and

55 C. Be responsible for the coordination of  
56 legislative activities in the implementation of  
57 WEA legislative programs.

58  
59 **Section 6 – Member Advocacy and Civil  
60 Rights (MACR) Committee**

61 The MACR Committee concerns itself  
62 directly with human and civil rights issues and  
63 member advocacy. The MACR Committee  
64 shall:

65  
66 A. recommend in-service education of  
67 members concerning their rights;

68  
69 B. act to provide a continuous exchange of  
70 information between Local EAs, WEA, and  
71 NEA;

72  
73 C. recommend strategies for negotiations at  
74 the state, region, and local levels;

75  
76 D. work with other committees to include  
77 salary and benefit interests into the  
78 Negotiations Platform; and

79  
80 E. submit amendments and/or new  
81 philosophical statements for the MACR and  
82 Negotiations Platforms to the Protocol  
83 Committee at Delegate Assembly.

84  
85 **Section 7 – Membership Committee**

86 The Membership Committee shall  
87 oversee and evaluate membership promotion  
88 strategies, including, but not limited to:

89  
90 A. recruiting members;

91  
92 B. approving promotional materials;

93  
94 C. targeting locals and/or special interest  
95 groups; and

96  
97 D. promoting NEA member benefits.

98  
99 **Section 8 – Protocol Committee**

100 The Protocol Committee shall:

101  
102 A. present at each Delegate Assembly the  
103 constitution, bylaws and standing rules;

104  
105 B. present at each Delegate Assembly the  
106 platforms defining proposed policy decisions  
107 of the Association;

108

- 1 C. assist members in formulating language  
2 for proposed amendments to documents  
3 upon request; and  
4
- 5 D. supervise the submission and processing  
6 of all new business items.  
7
- 8 E. present at each delegate assembly all  
9 proposed constitution, bylaws, standing rules,  
10 platform and new business item  
11 amendments, as well as all new business  
12 items submitted by any member or unit of the  
13 association;  
14
- 15 F. ensure that the various documents of the  
16 association are not in conflict. Any conflict  
17 shall be referred to the respective committees  
18 or to the delegate assembly for resolution.  
19

20 During the Association year, the Protocol  
21 Committee shall:  
22

- 23 A. Within a five (5) year cycle, or upon  
24 request, evaluate the constitution and bylaws  
25 of local associations to ensure they are  
26 consistent with current WEA/NEA governing  
27 documents and make recommendations for  
28 any changes needed; and  
29 B. Maintain templates for local association  
30 constitution and bylaws that are consistent  
31 with current WEA/NEA governing documents.  
32

### 33 **Section 9 – Ad Hoc Committees**

34 Ad Hoc Committees shall:  
35

- 36 A. analyze and recommend action on a  
37 single, short-term issue;  
38
- 39 B. report to the next Delegate Assembly;  
40 and  
41
- 42 C. not be required to meet the provisions of  
43 the Bylaws as outlined in Article XII, Section 2  
44 and 3.  
45

### 46 **Section 10 – Absenteeism**

47 If any member of a committee is absent  
48 for two (2) regular meetings within one (1)  
49 year without the Chair's prior notification, that  
50 position shall be declared vacant and filled by  
51 the WEA Board.  
52  
53  
54

## 55 **ARTICLE XIII: NEA AFFILIATION**

56  
57 The WEA shall meet the minimum  
58 standards for affiliation as set forth in the  
59 NEA official governing documents.  
60

## 61 **ARTICLE XIV: AMENDMENTS**

### 62 **Section 1 – WEA Constitution**

63 Amendments will be submitted to the  
64 WEA membership for adoption upon a two-  
65 thirds (2/3) affirmative vote of the Delegate  
66 Assembly.  
67

### 68 **Section 2 – WEA Bylaws**

69 Amendments will be adopted upon a two-  
70 thirds (2/3) affirmative vote of the Delegate  
71 Assembly. Adopted amendments shall  
72 become effective immediately, except for  
73 dues adjustments and election procedures  
74 which shall be in effect beginning the new  
75 fiscal year.  
76

### 77 **Section 3 – Standing Rules Governing the 78 Delegate Assembly (Standing Rules)**

79 Amendments may be proposed from the  
80 floor prior to the adoption of the Standing  
81 Rules and will be accepted upon a majority  
82 vote.  
83