

1 Bylaws  
2 of the Wyoming  
3 Education Association

4  
5 April 2019  
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 ESP, and contingent (adjunct) faculty; shall  
8 be 1.133% of the average base salary for  
9 Wyoming certified staff.

10 The term "average base salary" shall be  
11 calculated by totaling the base salary figures  
12 from all districts' certified staff salary  
13 schedules, excluding administrators, as  
14 compiled by the WEA using the most current  
15 salary schedules available and dividing by the  
16 total number of school districts.

17 2. Continuing members, whose  
18 membership is renewed automatically on an  
19 annual basis, must notify the WEA  
20 Headquarters Office in writing, with copies to  
21 the local association and, if applicable, to the  
22 employer's payroll office no later than  
23 September 20 of the current membership  
24 year to cancel membership for that year.

25 3. Any person joining for the first time as  
26 an active member after November 15, or any  
27 person who is a member of a newly  
28 organized local, shall be enrolled in full  
29 standing for the remainder of the membership  
30 year by paying the amount of annual dues  
31 which are commensurate with the remaining  
32 portion of the membership year.

33 4. The membership dues for persons  
34 eligible for active membership who are  
35 regularly employed for fifty percent (50%) or  
36 less of the normal schedule for a full-time  
37 faculty member (as verified by the local  
38 association) shall be one-half (1/2) the active  
39 membership dues.

40 5. The membership dues for persons  
41 eligible for active membership who are  
42 regularly employed for twenty-five percent  
43 (25%) or less of the normal schedule for a  
44 full-time faculty member (as verified by the  
45 local association) shall be one-quarter (1/4)  
46 the active membership dues.

47 6. The membership dues for substitute  
48 teachers shall be one-fourth (1/4) the  
49 membership dues described in C.1.

50 7. Membership dues for Education  
51 Support Professionals shall be a percentage  
52 of the membership dues described in C.1.  
53 using the following dues scale:

- 54 • 50% of the average teacher's base  
55 salary – 25% dues
- 56 • Above 50% to 75% of the average  
57 teacher's base salary – 50% dues
- 58 • Above 75% to 100% of the average  
59 teacher's base salary – 75% dues
- 60 • 100% and above the average  
61 teacher's base salary – 100% dues

62 8. The state membership dues for  
63 contingent (adjunct) faculty who are  
64 employed fifty percent (50%) or less of the  
65 normal schedule for a full-time faculty  
66 member (as verified by the local association)  
67 shall be \$65.

68 9. A local association shall be  
69 responsible for collection of all its active  
70 membership dues. Active member dues may  
71 be collected from the member through payroll  
72 deduction, one time check, EFT, or any other  
73 method as approved and instituted by the  
74 WEA.

75 10. The following scale shall apply to  
76 WEA members who have previously  
77 belonged to The NEA Student program. This  
78 scale shall apply only during the member's  
79 initial year as a teacher.

- 80 • One (1) year Membership - \$10 dues  
81 rebate
- 82 • Two (2) years membership - \$20 dues  
83 rebate
- 84 • Three (3) years membership - \$30  
85 dues rebate
- 86 • Four (4) years membership - \$40  
87 dues rebate

88 Documentation shall be found in the NEA  
89 membership system to verify past  
90 membership.

### 91 92 **Section 3 – Reserve Membership**

93  
94 A. Reserve membership shall be open to  
95 any of the following who are affiliated with a  
96 Wyoming educational institution:

97 1. person who is on leave of absence of  
98 at least six (6) months from the employment  
99 that qualifies that individual for active  
100 membership; or

101 2. person who has held active  
102 membership in the Association, but whose  
103 employment status no longer qualifies that  
104 individual for such membership.

105

1 B. Reserve members may not vote or hold  
2 elective or appointive positions in the  
3 Association.

4 C. The annual membership fee for reserve  
5 members shall be one-half (1/2) of the  
6 appropriate active membership category.

7  
8 **Section 4 – Retired Membership**  
9

10 A. Retired membership shall be open to any  
11 retired employee of a school district, college,  
12 university or other institution devoted  
13 primarily to educational work.

14  
15 B. Retired members shall be entitled to the  
16 rights, benefits, and privileges as approved  
17 by the WEA Board and/or the Delegate  
18 Assembly, including voting, holding elective  
19 and appointive office, and serving as a  
20 delegate of affiliated education associations  
21 and the WEA, except where prohibited.

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

39  
40 D. The membership dues for WEA-Retired  
41 members and pre-retired subscribers shall be  
42 a one-time (1) payment of \$50 for lifetime  
43 membership.

44  
45 E. WEA-Retired membership for retired  
46 members or pre-retired subscribers shall be  
47 unified with NEA-Retired membership.

48  
49 **Section 5 – Student Membership**  
50

51 A. Student membership shall be open to all  
52 students who are enrolled in a teacher  
53 education program in an accredited college or  
54 university and are unified members of the

55 NEA Student Program. Student membership  
56 shall be closed to those who are qualified for  
57 any other membership category.

58  
59 B. SWEA members shall be entitled to the  
60 rights, benefits, and privileges as approved  
61 by the WEA Board and/or the Delegate  
62 Assembly, except the right to hold WEA  
63 elective office.

64  
65 C. The annual membership dues for student  
66 membership shall be \$8.50.

67  
68 **Section 6 – Honorary Membership**  
69

70 A. Any member, local education association,  
71 or the WEA Board may propose to the WEA  
72 Board a nominee for honorary membership.  
73 The nominee shall become an honorary  
74 member provided the nomination is approved  
75 by three-fourths (3/4) of the WEA Board and  
76 by majority vote of the Delegate Assembly.  
77 The period for which an honorary  
78 membership is granted shall be determined at  
79 the time that such honorary membership is  
80 granted.

81  
82 B. An honorary member shall receive the  
83 publications of the Association; may attend  
84 open meetings, conferences, conventions,  
85 and assemblies, except where prohibited; but  
86 may not vote or hold elective office.

87  
88 C. There shall be no dues for honorary  
89 membership.

90  
91 **Section 7 – Educational Position**

92 Where Association membership is denied  
93 on the local level by virtue of educational  
94 position, the WEA shall provide for  
95 membership at the state level.

96 “Educational position” shall be defined as  
97 the job classification held by a member in a  
98 Wyoming school district or institution of  
99 higher education.

100  
101 **Section 8 – Category Change**

102 Any member who changes professional  
103 or occupational position shall be transferred  
104 to the category of membership applicable to  
105 the new position. Dues shall be adjusted as  
106 of the date of change.

107  
108

1 **Section 9 – Limitations**

2 Membership privileges and services,  
3 including legal responsibilities, shall be  
4 limited to activities occurring after the first day  
5 of membership.

6  
7 **ARTICLE V: ELECTIONS**

8  
9 **Section 1 – Notification**

10  
11 A. The WEA shall notify each local  
12 association after January 15, but no later than  
13 February 15, of offices and positions that are  
14 to be filled and of the WEA nomination and  
15 election procedure.

16  
17 B. The WEA shall make every reasonable  
18 effort to publicize the names and  
19 qualifications of all candidates in a publication  
20 of the WEA, as well as the WEA website,  
21 preceding the election.

22  
23 **Section 2 – Types of Election**

24  
25 A. Initiative and Referendum

26 1. Any initiative or referendum pertaining  
27 to Delegate Assembly or WEA Board actions  
28 must be submitted to the WEA Board within  
29 30 days following adoption of the minutes of  
30 said action, as long as the 30 days do not fall  
31 in June, July or August.

32 2. Initiative and referendum elections  
33 shall be by secret ballot.

34  
35 B. Statewide and Regional Positions

36 1. Statewide Officers to be elected shall  
37 be WEA President, WEA Vice President,  
38 WEA Treasurer, and NEA Director;

39 2. Statewide representatives to be  
40 elected shall be WEA ESP Representative,  
41 WEA Higher Education Representative, and  
42 WEA Ethnic-Minority Representative;

43 3. Statewide NEA-RA state delegates  
44 category 1, and category 2;

45 4. Regional positions to be elected shall  
46 be the region presidents, vice-presidents, and  
47 region representative(s); and

48 5. Regional NEA-RA cluster delegates.

49 6. Nominations for all positions excluding  
50 NEA Director shall be open to active and  
51 retired members only and shall be filed with  
52 the WEA as per WEA governing documents.  
53 Nominations for NEA Director shall be open  
54 to active members only. Nominations may be

55 made from the floor of Delegate Assembly  
56 and will be included with the secret ballot.

57 7. In the event that fewer than two (2)  
58 members have been nominated for any  
59 position eight (8) weeks prior to the election,  
60 the WEA shall make every reasonable effort  
61 to secure at least two (2) candidates for the  
62 position to be filled.

63 8. Statewide and regional elections shall  
64 be conducted within thirty (30) days following  
65 the last day of Delegate Assembly.

66 9. Elections shall be by open nomination  
67 procedure, secret ballot and majority of valid  
68 ballots cast.

69 10. The one-person-one-vote principle  
70 shall apply.

71  
72 **C. Run-Off**

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

82 2. Election shall be determined by a  
83 majority of valid ballots cast.

84  
85 **D. Statewide Proportionate Representation**

86 1. Upon notification by the WEA Board  
87 that statewide proportionate representation  
88 ratios in regard to membership on the WEA  
89 Board are not being met, the WEA shall  
90 secure the names of active members from  
91 the ranks of the statewide proportionate  
92 representation membership.

93 2. Election of statewide proportionate  
94 representatives shall be by secret ballot.

95 3. Election shall be determined by a  
96 majority of the valid ballots cast.

97  
98 **Section 3 – Election Procedures**

99 The WEA shall conduct voting  
100 electronically.

101  
102 **A. Electronic Ballots**

103 1. Only outside vendors who can ensure  
104 a secret ballot, one-person-one-vote process  
105 and have a reputation for conducting  
106 successful on-line elections will be  
107 considered.

2. At least five days prior to the start of the election, WEA will send notification of the election and instructions for voting to all WEA members who are eligible to vote.

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

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

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

6. Elections conducted by WEA local associations shall be under the direction of the local association president and may be included in the electronic election if the local meets the guidelines and procedures as determined by the WEA Board.

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

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

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

##### **A. Open Nominations**

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

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

##### **B. Election by Secret Ballot**

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

##### **C. Election by Majority Vote**

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

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

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

##### **E. Initiative and referendum**

A referendum is a direct vote in which the entire membership is asked to vote on a particular proposal. This may result in the adoption of a new constitution or a constitutional amendment.

A referendum is also known as an initiative when originating from a petition of WEA members.

### **ARTICLE VI: MEMBERSHIP ON THE WEA BOARD**

#### **Section 1 – Membership on the WEA Board**

Voting members of the WEA Board shall include:

- A. Executive Committee (the four officers of the Association);
- B. Region Presidents;
- C. Region Representative(s);
- D. ESP Statewide Representative;
- E. Ethnic-Minority Statewide Representative;
- F. Higher Education Statewide Representative;
- G. WEA-Retired President;
- H. SWEA President; and
- I. Additional positions for two (2)-year terms, if necessary, to satisfy additional proportionate representation guarantee.

#### **Section 2 – Region Representation**

A. Each region shall be represented on the WEA Board by the region president and a region representative using an apportionment scale of 1:550 with major fraction, for the first 1375 active members. Apportionment shall be computed using the January 15 membership of the current year. Additional representatives will be allowed for active

1 members beyond the threshold of 1,375,  
2 according to the chart below.

3  
4 B. Region Apportionment Scale 1:550 with  
5 major fraction.

6

| <i>Active Members</i> | <i>Representation</i>                  |
|-----------------------|--|
| 7 Up to 1375          | Region President and<br>8 Region Rep I |
| 9 1376-1925           | Region Rep II                          |
| 10 1926-2475          | Region Rep III                         |

11

12  
13 C. When the regional membership  
14 apportionment scale dictates the addition of a  
15 representative, the term shall begin on July  
16 15 of the current year.

17 When the regional membership  
18 apportionment scale dictates the loss of a  
19 representative, the term shall end on July 14  
20 of the current year.

21  
22 D. In order that no more than three (3)  
23 regions shall have terms of region president  
24 expire in any one (1) year, the terms of office  
25 shall be staggered.

26  
27 **Section 3 – Ethnic-Minority, Education**  
28 **Support Professionals (ESP), and Higher**  
29 **Education Statewide Representation**

30  
31 A. The Ethnic-Minority, ESP, and Higher  
32 Education statewide representatives shall be  
33 elected to a two (2)- year term and shall  
34 serve no more than three (3) consecutive  
35 terms.

36  
37 B. To be eligible to hold a statewide position,  
38 an individual must belong to that respective  
39 group.

40  
41 C. Statewide apportionment scale 1:550 with  
42 major fraction.

43

| <i>Active Members</i> | <i>Representation</i> |
|-----------------------|-----------------------|
| 44 Up to 825          | Statewide Rep I       |
| 45 826-1375           | Statewide Rep II      |
| 46 1376-1925          | Statewide Rep III     |

47

48 D. When the statewide membership  
49 apportionment scale dictates the addition of a  
50 representative, the term shall begin on July  
51 15 of the current year.

52 When the statewide membership  
53 apportionment scale dictates the loss of a

54 representative, the term shall end on July 14  
55 of the current year.

56  
57 E. Ethnic-Minority Representation  
58 Affiliates of the Association shall take all  
59 reasonable and legally permissible steps to  
60 achieve ethnic-minority representation in their  
61 elective and appointive bodies.

62  
63 F. Definition of “Ethnic-Minority”

64 Ethnic-minority shall mean those persons  
65 designated as ethnic-minority by statistics  
66 published by the United States Bureau of the  
67 Census.

68  
69 **Section 4 – Advisory Members**

70  
71 A. Advisory members will include the WEA  
72 Executive Director, a Wyoming Education  
73 Association Staff Organization (WEASO)  
74 representative and others at the WEA  
75 Board’s discretion.

76  
77 B. The WEA Board shall not exclude the  
78 WEA Executive Director from executive  
79 sessions of board meetings, except when  
80 employment status is to be discussed.

81  
82 **ARTICLE VII: DUTIES OF THE WEA**  
83 **BOARD**

84  
85 **Section 1 – Program Responsibility**

86 The WEA Board shall be responsible for  
87 carrying out the programs of the organization  
88 and for ensuring that continuity in programs is  
89 maintained throughout the state, region, and  
90 local levels. In order to carry out this  
91 responsibility, the WEA Board may adopt  
92 policies consistent with the directives of the  
93 Delegate Assembly. Such policies shall be  
94 available to members of Delegate Assembly  
95 upon request. Region presidents will report  
96 regularly on the progress of these programs  
97 to the region councils.

98  
99 **Section 2 – Staff Employment**

100 The WEA Board shall employ under  
101 contract an Executive Director, who shall  
102 serve as the administrative officer of the  
103 Association. In addition, the WEA Board  
104 shall employ, upon recommendation from the  
105 WEA Executive Director, the necessary  
106 professional staff and office personnel to  
107 implement the program of the Association as

1 contained in the program and budget  
2 accepted by the Delegate Assembly.

3  
4 **Section 3 – WEA Executive Director  
5 Reports**

6 The WEA Board shall receive regular  
7 reports from the WEA Executive Director on  
8 Association and staff activities, and shall  
9 solicit the WEA Executive Director's  
10 recommendations for new or altered courses  
11 of action. The WEA Executive Director and  
12 staff shall be directly responsible to the WEA  
13 Board and shall receive its approval before  
14 initiating changes in operation.

15  
16 **Section 4 – Financial Statements**

17 Each member of the WEA Board shall  
18 receive, at regularly scheduled board  
19 meetings, financial statements comparing  
20 actual expenditures with budgeted amounts  
21 and showing total current resources and  
22 obligations. The WEA Board shall be  
23 responsible for overseeing all aspects of the  
24 financial management of the Association.

25  
26 **Section 5 – Program and Budget  
27 Preparation**

28  
29 A. The Program and Budget Committee shall  
30 prepare a Program and Budget for each WEA  
31 year. The WEA President, WEA Vice  
32 President, WEA Treasurer, NEA Director, and  
33 Region Presidents shall comprise the  
34 committee. The WEA President shall preside  
35 as Chair. A member of the committee shall  
36 serve only while a member of the WEA  
37 Board. The WEA Executive Director and the  
38 WEA Business Manager shall serve as  
39 consultants to the committee, without vote.

40  
41 B. The budget shall indicate the basis for any  
42 estimated income and expenditures. Copies  
43 of the proposed budget shall be available to  
44 the Delegate Assembly delegates thirty (30)  
45 days before the annual session of the  
46 Delegate Assembly.

47  
48 C. The income from WEA members' dues,  
49 available for the next fiscal year's proposed  
50 budget, shall be calculated using ninety-five  
51 percent (95%) of the active certified and  
52 active ESP FTEs (full-time equivalents) and  
53 one hundred percent (100%) of all other

54 membership categories, as of December 15  
55 of the current Association year.

56  
57 D. The income from WEA members' dues  
58 available for revising the current year's  
59 adopted budget shall be calculated at ninety-  
60 eight percent (98%) of the active certified and  
61 active ESP FTEs and one hundred percent  
62 (100%) of all other membership categories,  
63 as of December 15 of the current Association  
64 year.

65  
66 E. A contingency fund in the amount equal to  
67 two percent (2%) of the total budgeted  
68 income from WEA members' dues shall be  
69 provided annually in the WEA budget.

70  
71 F. The WEA Board will include estimated  
72 projected expenditures as part of the budget  
73 update, with explanation for over-budget  
74 expenditures to the Delegate Assembly.

75  
76 G. The WEA Board will ensure that the  
77 Delegate Assembly handbook shall include a  
78 comparison of income, salaries and legal  
79 services expenses for the proposed, current  
80 and previous year's budgets.

81  
82 **Section 6 – Audit**

83 The WEA Board shall provide for an  
84 annual independent audit of the financial  
85 records of the Association by a certified  
86 public accountant not otherwise engaged by  
87 the Association for maintaining its accounts.  
88 Individual WEA Board members shall receive  
89 copies of the audit report from the auditor.  
90 The WEA Board shall be responsible for  
91 distributing the audit report to all members of  
92 the Association who request it.

93  
94 **Section 7 – Bonding**

95 The WEA Board shall provide for bonding  
96 of the WEA Executive Director and any other  
97 employees or WEA Board members directly  
98 involved with receipts and disbursements of  
99 the Association funds. The amount of the  
100 bond should equal at least the largest amount  
101 of funds that may be available at any one  
102 time.

1 **Section 8 – NEA Representative Assembly**  
2 **(NEA-RA) Directives**

3  
4 A. The WEA Board shall prepare, publish  
5 and implement directives, in accordance with  
6 current NEA governing documents, for the  
7 nomination, election and funding of state,  
8 region (when applicable), and local delegates  
9 to the NEA-RA. Each NEA-RA state delegate  
10 will be elected in a statewide election for a  
11 two (2)- year term.

12  
13 B. A vacancy in the position of a regular  
14 delegate must be filled by an elected  
15 successor. Successor delegates should be  
16 elected at the same time and in the same  
17 manner as the regular delegates and must  
18 meet the same requirements as regular  
19 delegates. Successor delegates shall be  
20 listed in rank order of votes received.

21  
22 **Section 9 – Quorum and Meetings**

23 The WEA Board shall meet at least  
24 quarterly. A quorum for all meetings shall  
25 consist of two-thirds (2/3) of the WEA Board  
26 members. If any member of the WEA Board  
27 is absent from more than two (2) regular  
28 meetings, without good reason, that position  
29 shall be declared vacant and the vacancy  
30 filled.

31  
32 **Section 10 – Accountability**

33 The WEA Board, through the WEA  
34 President or WEA Executive Director, shall  
35 make a yearly accounting of all new business  
36 items (NBIs) adopted by the previous  
37 Delegate Assembly, giving the disposition  
38 and current status of each. The report shall  
39 include the method and timeline by which this  
40 shall be done. This report shall be included  
41 with materials sent to the delegates prior to  
42 the Delegate Assembly.

43  
44 **Section 11 – Treasurer’s Designee**

45 The WEA Board may, if necessary,  
46 appoint one (1) of its number to serve a one  
47 (1)-year term as Treasurer’s designee. The  
48 Treasurer or Treasurer’s designee shall co-  
49 sign, along with the WEA Executive Director,  
50 all checks and warrants drawn upon the  
51 Association’s accounts.

52  
53 **Section 12 – WEA Board Minutes**

54 The WEA Board shall ensure that minutes  
55 of the WEA Board meetings are sent to  
56 presidents of locals, committee chairs,  
57 delegates to the Delegate Assembly, and  
58 others as may be directed by the WEA Board.  
59 The approved minutes will be posted using  
60 NEA 360 Edcommunities or other suitable  
61 platform for distribution of information to the  
62 general membership.

63  
64 **Section 13 – Membership Ratio**  
65 **Computation**

66 The WEA Board shall provide for the  
67 computation of the statewide representation  
68 ratios based on the January 15 active  
69 membership of the current year. These ratios  
70 shall be applied to the appointment of  
71 committee members, the WEA Board’s  
72 membership, and any other appointed or  
73 elected body within the Association.

74  
75 **Section 14 – WEA Delegate Assembly**

76 The WEA Board shall:

- 77  
78 A. make provisions to recycle any recyclable  
79 item, whenever possible;  
80  
81 B. secure appropriate statewide locations for  
82 future delegate assemblies;  
83  
84 C. arrange, if possible, to schedule delegate  
85 assembly so that it does not conflict with the  
86 state mandated testing windows;  
87  
88 D. ensure that the Delegate Assembly  
89 handbook includes directions and guidelines  
90 for writing and submitting platform proposals  
91 and new business items. Delegate briefing  
92 agendas shall include instructions for writing  
93 and submitting platform and new business  
94 items; and  
95  
96 E. ensure that salary schedule and fringe  
97 benefit plan for all WEA employees for the  
98 current year shall be included in the Delegate  
99 Assembly handbook.



1 **ARTICLE VIII: DUTIES OF STATEWIDE**  
2 **OFFICERS**

3  
4 **A. EXECUTIVE COMMITTEE**

5  
6 **Section 1 – WEA President**

7 The President shall be the chief executive  
8 officer of the Association and shall be  
9 responsible for its governance function and  
10 the quality of all Association policy forming  
11 and adoption procedures. Term of office  
12 begins July 15 of the year elected.

13  
14 Duties include:

- 15 1. attending WEA Board meetings as a  
16 voting member;
- 17 2. serving as a voting delegate to the  
18 WEA Delegate Assembly;
- 19 3. attending region Delegate Assembly  
20 briefings as a resource;
- 21 4. presiding over all meetings of the  
22 WEA membership and its governing units, the  
23 WEA Board, and the WEA Delegate  
24 Assembly, and exercising primary  
25 responsibility in preparing the agendas for  
26 these meetings;
- 27 5. ensuring that the minutes, platforms,  
28 current new business items, Constitution,  
29 Bylaws, and other non-financial records of the  
30 Association are carefully and accurately kept,  
31 and that they are distributed promptly and in  
32 lucid form to presidents of locals, committee  
33 chairs, delegates to the Delegate Assembly,  
34 and others as may be directed by the WEA  
35 Board;
- 36 6. presenting recommendations to the  
37 WEA Board and Delegate Assembly for the  
38 establishment of Association goals, priorities,  
39 and action programs; being directly  
40 accountable to the WEA Board and making a  
41 regular report of governance activities and  
42 needs;
- 43 7. ensuring that Delegate Assembly  
44 handbooks contain the names and  
45 educational assignments of delegates by  
46 local and region;
- 47 8. ensuring that Delegate Assembly  
48 handbooks shall clearly delineate all WEA  
49 and NEA payments made to the WEA  
50 Executive Director for salary and benefits;
- 51 9. promoting community outreach during  
52 each Delegate Assembly;

- 53 10. providing for a meeting of local  
54 presidents in conjunction with the beginning  
55 of Delegate Assembly;
- 56 11. articulating communications  
57 concerning the WEA Delegate Assembly and  
58 WEA Board actions, goals, and membership  
59 concerns, and acting as co-spokesperson  
60 with the WEA Executive Director in keeping  
61 the membership, WEA Board members, and  
62 the public informed of vital positions which  
63 the Association has taken;
- 64 12. serving as an ex-officio member,  
65 without vote, of all WEA committees, and  
66 making timely committee and chairperson  
67 appointments, with advice and consent of the  
68 WEA Board;
- 69 13. training all chairpersons as to their  
70 responsibilities and roles and assuring that  
71 proper conditions exist wherein they can  
72 successfully function;
- 73 14. assisting chairpersons to develop  
74 program objectives and activities which assist  
75 each committee to carry out its function  
76 successfully;
- 77 15. establishing procedures and time lines  
78 for formulating and adopting the Association's  
79 annual budget, in conjunction with the  
80 Program and Budget Committee and WEA  
81 Executive Director seeing that committees  
82 and local and region presidents have input to  
83 the development of the budget; chairing the  
84 Program and Budget Committee;
- 85 16. working cooperatively with WEA local  
86 affiliate leaders in unifying and building  
87 support for the United Education Profession,  
88 engaging in on-going field visits to WEA local  
89 affiliates in order to create a better  
90 understanding of WEA governance  
91 objectives, and securing direct input from  
92 local association leaders regarding critical  
93 issues;
- 94 17. meeting on a regular basis with the  
95 WEA Executive Director in order to discuss  
96 issues in which WEA is or will be involved  
97 and assisting in coordinating the respective  
98 roles in areas where there is a sharing of  
99 responsibility;
- 100 18. assisting the WEA Executive Director,  
101 as directed by the WEA Executive Director, in  
102 working with the staff; attending staff  
103 meetings which are directed and coordinated  
104 by the WEA Executive Director;
- 105 19. approving, in conjunction with the  
106 WEA Executive Director, all WEA

- 1 expenditures within the Association budget  
2 and expense reimbursement guidelines;  
3 20. approving travel expenses of the WEA  
4 Executive Director;  
5 21. acquainting the WEA Vice-President  
6 with his/her role as well as the role of WEA  
7 President;  
8 22. coordinating WEA's legislative  
9 program and ensuring that all sponsored  
10 positions are politically sound, are compatible  
11 with Association objectives, and are feasible;  
12 meeting extensively with elected local affiliate  
13 leaders to explain, clarify, and enhance  
14 support for WEA's legislative program, and  
15 assisting WEA's lobbying efforts as a  
16 member of the lobbying team;  
17 23. keeping informed of regional and  
18 national concerns and representing WEA's  
19 governance interests with NEA at the NEA-  
20 RA, at National Council of State Education  
21 Association (NCSEA) meetings, at The NEA  
22 Fund for Children and Public Education  
23 meetings, and at other national meetings that  
24 are related to governance concerns;  
25 24. serving as or designating an alternate  
26 to serve as the WEA liaison to the State  
27 Board of Education and Professional  
28 Teaching Standards Board and to any other  
29 state committees that the WEA President and  
30 WEA Executive Director deem important;  
31 25. acting as chief elections officer by  
32 overseeing all state election proceedings;  
33 26. serving as chair of the Wyoming  
34 Educators' Benefit Trust Board;  
35 27. serving as chair of the Wyoming  
36 Education Association Political Action  
37 Committee for Education (WEA-PACE);  
38 28. serving as Chair of the WEA  
39 Executive Committee;  
40 29. authorizing WEA financial support for  
41 members requiring legal services, in  
42 consultation with the WEA Executive Director  
43 and legal counsel;  
44 30. serving as a voting delegate to the  
45 NEA-RA. When applicable, the President  
46 and President Elect shall serve as voting  
47 delegates to the NEA-RA, with expenses paid  
48 by the Association;  
49 31. serving as second alternate NEA  
50 Director;  
51 32. maintaining a residence in the city  
52 where the WEA Headquarters Office is  
53 located; and  
54 33. fulfilling other duties as appropriate.

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

56 The Vice President shall discharge the  
57 duties of the President in the absence or  
58 incapacity of that officer and shall also  
59 assume such duties as assigned by the  
60 President or WEA Board. Term of office  
61 begins July 15 of the year elected.  
62

63 Duties include:

- 64 1. attend WEA Board meetings as a  
65 voting member;
- 66 2. serving as a voting delegate to the  
67 WEA Delegate Assembly;
- 68 3. attending region Delegate Assembly  
69 briefings as a resource;
- 70 4. serving as the Chair of the  
71 Membership Committee;
- 72 5. serving on the WEA Program and  
73 Budget Committee;
- 74 6. serving on the Wyoming Educators'  
75 Benefit Trust Board;
- 76 7. representing the WEA President at  
77 his/her request at meetings and conferences;
- 78 8. assuming the WEA President's role in  
79 his/her absence;
- 80 9. serving as a voting delegate to the  
81 NEA-RA. When applicable, the Vice  
82 President and Vice President Elect shall  
83 serve as voting delegates to the NEA-RA,  
84 with expenses paid by the Association;
- 85 10. serving as first alternate NEA Director;  
86 and
- 87 11. fulfilling other duties as appropriate.  
88

## 89 **Section 3 – WEA Treasurer**

90 The Treasurer shall oversee all financial  
91 records of the Association and shall  
92 communicate the financial activities of the  
93 Association to the WEA Board and to the  
94 Delegate Assembly. Term of office begins  
95 July 15 of the year elected.  
96

97 Duties include:

- 98 1. attend WEA Board meetings as a  
99 voting member;
- 100 2. serving as a voting delegate to the  
101 WEA Delegate Assembly;
- 102 3. attending region Delegate Assembly  
103 briefings as a resource;
- 104 4. conducting a program budget and  
105 audit hearing at Delegate Assembly;
- 106 5. making the report of the financial  
107 status of the Association prior to the adoption

- 1 of the proposed budget at Delegate  
2 Assembly;
- 3 6. signing (or appointing a WEA  
4 Treasurer's designee to sign) all vouchers  
5 and checks to be paid by the Association;
- 6 7. co-signing (or having designee co-  
7 sign) notes for borrowing money for the  
8 Association;
- 9 8. meeting with the auditor prior to the  
10 WEA Board receiving the audit report;
- 11 9. conferring with the WEA Treasurer's  
12 designee prior to the financial report at WEA  
13 Board meetings, when needed;
- 14 10. serving on the Wyoming Educators'  
15 Benefit Trust Board;
- 16 11. serving on the WEA Program and  
17 Budget Committee;
- 18 12. serving on the WEA Board  
19 Negotiations Committee;
- 20 13. ensuring that bonding is provided for  
21 the WEA Executive Director and any other  
22 employees or WEA Board members directly  
23 involved with the receipts and disbursements  
24 of Association funds; and
- 25 14. serving as liaison to WEA committees  
26 as directed by the WEA President;
- 27 15. serving as a voting delegate to the  
28 NEA-RA, with expenses paid by the  
29 Association; and
- 30 16. fulfilling other duties as appropriate.

#### 32 **Section 4 – NEA Director**

33 The NEA Director shall be a liaison  
34 between the programs of the state  
35 Association and NEA. Term of office begins  
36 September 1 of the year elected.

37  
38 Duties include:

- 39 1. representing WEA interests to the  
40 NEA Board of Directors;
- 41 2. attend WEA Board meetings as a  
42 voting member;
- 43 3. serving as a voting delegate to the  
44 NEA-RA, with expenses paid by NEA;
- 45 4. communicating NEA programs and  
46 positions to WEA leadership;
- 47 5. selecting, in conjunction with the WEA  
48 President, NEA-funded delegates to  
49 leadership summits;
- 50 6. working, in conjunction with the WEA  
51 President and WEA Executive Director, to  
52 secure NEA project funding;
- 53 7. serving as a voting delegate to the  
54 WEA Delegate Assembly;

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- 55 8. attending region Delegate Assembly  
56 briefings as a resource;
- 57 9. serving on the WEA Program and  
58 Budget Committee;
- 59 10. serving on the Wyoming Educators'  
60 Benefit Trust Board;
- 61 11. serving on the WEA Board  
62 Negotiations Committee;
- 63 12. serving as liaison to WEA committees  
64 as directed by the WEA President; and
- 65 13. fulfilling other duties as appropriate.

#### 67 **B. STATEWIDE REPRESENTATIVES**

##### 68 69 **Section 1 - Education Support** 70 **Professional (ESP) Statewide** 71 **Representative**

72 The ESP Statewide Representative shall  
73 be a liaison between the ESP members and  
74 The Board. Term of office begins July 15 of  
75 the year elected.

76  
77 Duties include:

- 78 1. attend WEA Board meetings as a  
79 voting member;
- 80 2. initiating and assisting governance  
81 and staff with ESP membership programs;
- 82 3. communicating with WEA ESP  
83 members;
- 84 4. advising the WEA President regarding  
85 ESP participation in all Association activities;
- 86 5. serving on the committee to select the  
87 WEA ESP of the Year Award winner;
- 88 6. serving as a voting delegate to  
89 Delegate Assembly;
- 90 7. participating in a Delegate Assembly  
91 briefing session prior to Delegate Assembly;
- 92 8. chairing the ESP Caucus at Delegate  
93 Assembly;
- 94 9. reporting to the WEA Board and  
95 preparing an annual report for inclusion in the  
96 Delegate Assembly handbook on the status  
97 of the ESP Program; and
- 98 10. fulfilling other duties as appropriate.

##### 99 100 **Section 2 - Ethnic-Minority Statewide** 101 **Representative**

102 The Ethnic-Minority Statewide  
103 Representative shall be a liaison between the  
104 ethnic-minority members and The Board.  
105 Term of office begins July 15 of the year  
106 elected.

107  
108 Duties include:

- 1 1. attend WEA Board meetings as a
- 2 voting member;
- 3 2. initiating and assisting governance
- 4 and staff with Ethnic-Minority membership
- 5 programs;
- 6 3. communicating with WEA Minority
- 7 Affairs members;
- 8 4. advising the WEA President regarding
- 9 Ethnic-Minority participation in all Association
- 10 activities;
- 11 5. serving as a voting delegate to
- 12 Delegate Assembly;
- 13 6. participating in a Delegate Assembly
- 14 briefing session prior to Delegate Assembly;
- 15 7. chairing the Ethnic-Minority Caucus at
- 16 Delegate Assembly;
- 17 8. reporting to the WEA Board and
- 18 preparing an annual report for inclusion in the
- 19 Delegate Assembly handbook on the status
- 20 of the Minority Affairs Program; and
- 21 9. fulfilling other duties as appropriate.
- 22

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

#### 24 **Statewide Representative**

25 The Higher Ed Statewide Representative  
26 shall be a liaison between the Higher Ed  
27 members and The WEA Board. Term of  
28 office begins July 15 of the year elected.

29  
30 Duties include:

- 31 1. attend WEA Board meetings as a
- 32 voting member;
- 33 2. initiating and assisting governance
- 34 and staff with Higher Ed membership
- 35 programs;
- 36 3. communicating with WEA Higher Ed
- 37 members;
- 38 4. advising the WEA President regarding
- 39 Higher Ed participation in all Association
- 40 activities;
- 41 5. serving as a voting delegate to
- 42 Delegate Assembly;
- 43 6. participating in a Delegate Assembly
- 44 briefing session prior to Delegate Assembly;
- 45 7. chairing the Higher Ed Caucus at
- 46 Delegate Assembly;
- 47 8. reporting to the WEA Board and
- 48 preparing an annual report for inclusion in the
- 49 Delegate Assembly handbook on the status
- 50 of the Higher Ed program;
- 51 9. serving as liaison for Higher Ed
- 52 members and locals with NEA, the National
- 53 Council on Higher Education, and state

- 54 associations of higher education faculty and
- 55 support staff;
- 56 10. attending the NEA Higher Education
- 57 Conference; and
- 58 11. fulfilling other duties as appropriate.
- 59

### 60 **Section 4 - Student WEA (SWEA)**

#### 61 **President**

62 The SWEA President shall be a liaison  
63 between the SWEA members and The WEA  
64 Board. Term of office begins July 15 of the  
65 year elected.

66  
67 Duties include:

- 68 1. attend WEA Board meetings as a
- 69 voting member;
- 70 2. presiding over chapter meetings;
- 71 3. attending leadership conferences or
- 72 ensuring chapter representation at such
- 73 conferences;
- 74 4. acting as liaison between chapter
- 75 members and the WEA Board by written,
- 76 oral, or electronic communication;
- 77 5. preparing written reports for WEA
- 78 Board meetings;
- 79 6. encouraging and supporting local
- 80 chapter presidents in the execution of their
- 81 duties;
- 82 7. involving UniServ Directors, state
- 83 leadership, committee members and other
- 84 chapter leaders in region functions;
- 85 8. overseeing all chapter committees;
- 86 9. serving as a voting delegate to
- 87 Delegate Assembly;
- 88 10. participating in caucus meetings at
- 89 Delegate Assembly;
- 90 11. preparing an annual report for
- 91 inclusion in the Delegate Assembly
- 92 handbook;
- 93 12. serving as an official voting delegate
- 94 to NEA-RA, with expenses paid equal to that
- 95 of other state-funded delegates; and
- 96 13. fulfilling other duties as appropriate.
- 97

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

99 The WEA-Retired President shall be a  
100 liaison between the retired members and The  
101 WEA Board. Term of office begins July 15 of  
102 the year elected.

103  
104 Duties include:

- 105 1. attend WEA Board meetings as a
- 106 voting member;

- 1 2. serving as the Chair of the WEA-  
2 Retired Executive Board;
- 3 3. attending WEA-Retired Board  
4 meetings;
- 5 4. publishing WEA-Retired newsletter as  
6 needed;
- 7 5. advising the WEA President regarding  
8 WEA-Retired participation in all Association  
9 activities;
- 10 6. initiating and assisting governance  
11 and staff with WEA-Retired membership  
12 programs;
- 13 7. conducting an annual meeting for  
14 WEA-Retired members prior to Delegate  
15 Assembly;
- 16 8. serving as a voting delegate to  
17 Delegate Assembly;
- 18 9. participating in a Delegate Assembly  
19 briefing session prior to Delegate Assembly;
- 20 10. reporting to the WEA Board and  
21 preparing an annual report for inclusion in the  
22 Delegate Assembly handbook on the status  
23 of the WEA-Retired;
- 24 11. attending the NEA-Retired annual  
25 meeting;
- 26 12. serving as an official voting delegate  
27 to the NEA-RA, with expenses paid equal to  
28 that of other state-funded delegates;
- 29 13. attending the NEA-Retired  
30 Conference; and
- 31 14. fulfilling other duties as appropriate.  
32

### 33 **C. RECALL PROCEDURE**

34 Any elected officer of the Association who  
35 is charged with violation of the NEA's "*Code  
36 of Ethics of the Education Profession*",  
37 malfeasance, misfeasance, or nonfeasance  
38 shall, upon the receipt by the WEA Board of a  
39 petition signed by twenty-five percent (25%)  
40 of the current WEA membership, be subject  
41 to a secret ballot referendum for recall. A  
42 two-thirds (2/3) vote of the active membership  
43 in favor of recall of the elected officer will  
44 result in removal from office.  
45

## 46 **ARTICLE IX: DELEGATE ASSEMBLY**

### 47 **Section 1 – Annual Meeting**

48 The meeting of the Delegate Assembly  
49 constitutes the annual meeting of the  
50 Wyoming Education Association.  
51  
52  
53  
54

### 55 **Section 2 – Sessions**

56 The Delegate Assembly shall meet  
57 annually in April, or within one (1) week of  
58 April. The WEA President, with the consent  
59 of the WEA Board, shall determine the  
60 specific time and place of such sessions.  
61 Special sessions of the Delegate Assembly  
62 may be convened in the same manner. The  
63 delegates shall adopt Standing Rules  
64 governing the Delegate Assembly on an  
65 annual basis.  
66

### 67 **Section 3 – Session Identification**

68 The WEA Board shall identify each  
69 annual session of the Delegate Assembly by  
70 consecutive numbering. Any special session  
71 shall be identified with the annual session it  
72 follows. The agenda of each session shall  
73 use the term "meeting" to identify the several  
74 segments of each session.  
75

### 76 **Section 4 – Determining Policies**

77 The Delegate Assembly shall define the  
78 policies of the Association by adoption or  
79 amendment of the Standing Rules, Bylaws,  
80 Platforms, and New Business Items. In  
81 addition, it may propose amendments to the  
82 Constitution and also recommend to the WEA  
83 Board particular means of carrying out  
84 policies.  
85

### 86 **Section 5 – Program and Budget**

87 The Delegate Assembly shall accept the  
88 preliminary Program and Budget submitted to  
89 it by the WEA Board and may direct the WEA  
90 Board to make changes in said Program and  
91 Budget within the confines of the anticipated  
92 revenues as presented. The WEA Board  
93 shall exercise its authority to adjust actual  
94 expenditures within the intended parameters  
95 of the accepted final budget.  
96

### 97 **Section 6 – Delegate Duties**

98 It shall be the duty of the delegates at  
99 Delegate Assembly to represent the  
100 professional interests of the Association, to  
101 attend all meetings pertaining to Delegate  
102 Assembly, and to inform members by  
103 appropriate means of the issues and actions  
104 of the Delegate Assembly.  
105  
106  
107  
108

1 **Section 7 – Apportionment of Delegates**

2 A. Delegates shall be apportioned to  
3 chartered locals:  
4 1. using a ratio of 1:40 active members  
5 or major fraction thereof;  
6 2. according to total membership as  
7 shown by Association records as of January  
8 15 of the previous WEA year. Where a local  
9 has not previously existed, the latest  
10 available membership records shall be used  
11 to determine delegate allocations.

12  
13 B. Every chartered local shall be entitled to  
14 at least one (1) delegate.

15  
16 C. Retired delegates shall be apportioned  
17 using a ratio of 1:40 retired members or major  
18 fraction thereof.

19  
20 D. No person shall be counted as a member  
21 of more than one (1) local. A delegate  
22 representing a local must be a member of  
23 that local.

24  
25 **Section 8 – Delegate Allocation**  
26 **Notification**

27 The WEA shall notify each local  
28 association of the number of delegates to  
29 which they shall be entitled for the next year's  
30 Delegate Assembly. This notification shall  
31 occur after January 15 of the current  
32 membership year.

33  
34 **Section 9 – Delegate Verification**

35 The president of each local association  
36 should forward to the WEA Office, on a form  
37 provided by the WEA, a list of the certified  
38 delegates and alternates 60 days prior to  
39 Delegate Assembly in that membership year.

40  
41 **Section 10 – Delegate Certification**

42 The president of each local association  
43 shall make final certification of the names of  
44 delegates and alternates to the WEA. In the  
45 event elected delegates and alternates are  
46 unable to attend, the local shall secure  
47 replacements by holding a special election.  
48 In special circumstances (to be verified by the  
49 WEA President in consultation with the local  
50 president and/or region president), the local  
51 president and/or region president may  
52 appoint delegates to ensure that local's  
53 representation.

54

55 **Section 11 – Credentials Committee**

56 A Credentials Committee consisting of the  
57 region presidents shall be responsible for the  
58 accreditation of delegates.

59  
60 **Section 12 – Additional Members**

61 Members of the WEA Board shall be  
62 voting members of the Delegate Assembly.

63  
64 **Section 13– WEA-Retired Members**

65 WEA-Retired shall elect their own  
66 representatives to Delegate Assembly  
67 according to WEA procedures. WEA-Retired  
68 delegates shall be voting members of the  
69 Delegate Assembly.

70  
71 **Section 14 – SWEA Members**

72 SWEA shall elect their own  
73 representatives to Delegate Assembly  
74 according to WEA procedures. SWEA  
75 delegates shall be voting members of the  
76 Delegate Assembly.

77  
78 **Section 15 – WEA Past Presidents**

79 WEA Past Presidents of the Association  
80 who are WEA members shall be voting  
81 members of the Delegate Assembly.

82  
83 **Section 16 – Ex-Officio Members**

84 Members of the Protocol Committee, and  
85 other committee chairs shall be recognized  
86 as ex-officio members of the Delegate  
87 Assembly with full privileges of debate on  
88 matters pertaining to the business of that  
89 committee, but without vote, unless also  
90 serving as a voting delegate in another  
91 capacity.

92  
93 **ARTICLE X: REGIONS**

94  
95 **Section 1 – Region Boundaries**

96 Membership of the Association shall be  
97 divided into regions according to place of  
98 employment as follows:

99  
100 A. Northeast Region, embracing Sheridan,  
101 Johnson, Campbell, Crook, and Weston  
102 counties;

103  
104 B. Northwest Region, embracing Park, Big  
105 Horn, Washakie, Hot Springs, and Fremont  
106 counties;

107

1 C. Central Region, embracing Natrona,  
2 Converse, and Niobrara counties;

3  
4 D. Southwest Region, embracing Lincoln,  
5 Carbon, Sweetwater, Uinta, Sublette, and  
6 Teton counties; and

7  
8 E. Southeast Region, embracing Laramie,  
9 Albany, Platte, and Goshen counties.

## 10 11 **Section 2 – Region Structure**

12  
13 A. The elected officers of each region shall  
14 be a Region President, Region Vice  
15 President, and Region Representative(s).

16  
17 B. Regions shall be governed by a Region  
18 Council comprised of region elected officers,  
19 local association presidents (or official  
20 designees), elected delegates to the WEA  
21 Delegate Assembly, and region members of  
22 WEA committees.

23  
24 C. Region meetings shall be scheduled and  
25 conducted by the Region President in  
26 consultation with the Region Vice President  
27 and the Region Representative(s).

28  
29 D. The Regions shall be governed by the  
30 WEA Constitution and Bylaws as well as their  
31 own governing documents.

## 32 33 **Section 3 – Region Elections**

34  
35 A. Elections of the region officers shall be  
36 conducted as part of the WEA general  
37 elections and shall be by open nominations,  
38 secret ballot, and majority of valid ballots  
39 cast.

40  
41 B. All WEA active and retired members  
42 within the region shall be entitled to vote.

43  
44 C. The terms of office of the Region  
45 President and the Region Vice President  
46 shall coincide.

47  
48 D. Region Representative I shall serve a  
49 term on the WEA Board that alternates with  
50 that of the Region President. If this election  
51 coincides with the election of the Region  
52 President, the initial term of Region  
53 Representative I shall be only one (1)-year.

54

55 E. When multiple additional representatives  
56 are elected for the same term, votes received  
57 shall dictate representative position.

58  
59 F. If a region qualifies for (an) additional  
60 representative(s), the initial term of region  
61 representative II shall be only one (1) year if  
62 representative I is being elected at the same  
63 time.

64  
65 G. When no candidate for a region office  
66 receives a majority of valid ballots cast, a  
67 special run-off election shall be conducted as  
68 outlined in ARTICLE V. Section 3.

## 69 70 **Section 4 – Terms of Office**

71  
72 A. Each region officer shall be elected for a  
73 term of two (2)-years.

74  
75 B. The term of office for all region officers  
76 shall be from July 15 to July 14.

77  
78 C. No region officer shall be elected for more  
79 than three (3) consecutive terms in each of  
80 the three elected offices, or serve in more  
81 than one region office concurrently.

## 82 83 **Section 5 – Vacancy**

84  
85 A. In the event of a vacancy in the office of  
86 Region President, the Region Vice President  
87 shall assume that office until the next WEA  
88 election.

89  
90 B. Other vacancies shall be filled by  
91 appointment by the Region President with the  
92 approval of a majority of the Region Council  
93 until the next WEA election.

94  
95 C. If a Region President or Region  
96 Representative cannot attend a WEA Board  
97 meeting, the Vice President shall be the  
98 replacement for that meeting. If the Vice  
99 President cannot serve as a replacement, the  
100 Region President will appoint a replacement  
101 from the Region Council.

## 102 103 **Section 6 – Duties of the Region President**

104 Duties include:

- 105 1. attend WEA Board meetings as a
- 106 voting member;
- 107 2. planning, implementing, and presiding
- 108 at Region Council meetings and retreats;

3. attending leadership conferences or ensuring region representation at such conferences;
4. acting as liaison between region members and the WEA Board by written, oral, or electronic communication;
5. encouraging and supporting local presidents in the execution of their duties;
6. involving UniServ Directors, state leadership, committee members, and other region leaders in region functions;
7. nominating candidates for committee appointments;
8. preparing written region reports for WEA Board meetings;
9. serving as a voting delegate to WEA Delegate Assembly;
10. planning and conducting Delegate Assembly briefing sessions prior to Delegate Assembly;
11. planning and conducting caucus meetings at Delegate Assembly;
12. serving on the Credentials Committee at Delegate Assembly;
13. preparing an annual report for inclusion in the Delegate Assembly handbook;
14. serving on the Program and Budget Committee; and
15. fulfilling other duties as appropriate.

### **Section 7 – Duties of the Region Vice President**

Duties include:

1. discharging the duties of the Region President in the absence of said president;
2. chairing a regional membership committee and serving on the statewide Membership Committee;
3. assisting and conducting membership efforts in the region as agreed by the statewide Membership Committee, WEA priorities, and region membership plan, or other activities to boost membership;
4. reporting to the Region President before each WEA Board meeting of the membership efforts occurring in the region;
5. assisting in the planning of all region meetings and other events;
6. attending all region meetings and events; and
7. performing other duties assigned by the Region President or the Region Council.

### **Section 8 – Duties of the Region Representative(s)**

Duties include:

1. attend WEA Board meetings as a voting member;
2. participating in all region meetings by assisting the Region President;
3. facilitating communication with region members;
4. promoting participation of local members in Association activities;
5. working with governance and staff in gathering information from region members;
6. reviewing and reporting on the status of the current new business items;
7. serving as a voting delegate to WEA Delegate Assembly; and
8. fulfilling other duties as appropriate.

### **Section 9 – Region Funding**

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

### **Section 10 – Recall Procedures for Region Officers**

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

## **ARTICLE XI: LOCAL ASSOCIATIONS**

### **Section 1 – Charter Requirements**

The following shall be charter requirements of WEA:

- A. Each local association's name shall include the words "Education Association".
- B. Each local education association shall be composed of active members of the WEA within:
  1. a unified school district. The WEA Board may provide for separate chartering for certified and classified local education associations upon approval of a plan



1 providing for harmonious operation between  
2 two (2) or more associations on items that  
3 require joint assent or effort;

4 2. institutions of higher education;

5 3. the Wyoming Department of  
6 Education; and

7 4. the Professional Teaching Standards  
8 Board (PTSB).

9  
10 C. Administrative, ESP, retired, or student  
11 members who are not eligible to belong to an  
12 existing local may form a statewide local  
13 education association and affiliate with WEA.  
14 Delegates to the WEA Delegate Assembly  
15 shall be allotted according to ARTICLE IX,  
16 Section 7 of the WEA Bylaws.

17  
18 D. Locals or institutions may, at their  
19 discretion, combine to form larger local  
20 education associations.

## 21 **Section 2 – Petition for Charter**

22 Any local education unit desiring a charter  
23 as an affiliate of the WEA shall petition the  
24 WEA Board. The petition for affiliation shall  
25 include:

26 1. a copy of the unit's adopted  
27 Constitution and, if so written as a separate  
28 document, Bylaws consistent with the  
29 Constitution and Bylaws of the NEA and the  
30 WEA which shall include all of the standards  
31 for affiliation from the WEA Bylaws.

32 2. results of a secret ballot election by all  
33 members to determine whether the affiliate  
34 shall be all-inclusive.

35 An affiliate that chooses, by secret ballot  
36 election, to include certified or licensed non-  
37 administrative personnel, administrators and  
38 education support professionals as its  
39 membership, shall be called all-inclusive.  
40 Where an all-inclusive affiliate exists, it shall  
41 provide representation among its certified or  
42 licensed non-administrative personnel  
43 members, administrative members, and ESP  
44 members, in both elective and appointive  
45 bodies.

46 Certified or licensed non-administrative  
47 personnel shall mean any person who is  
48 certified or licensed, where required, and who  
49 spends a major part of the time in direct  
50 contact with students or who performs allied  
51 work which places the personnel on a local  
52 salary schedule.

53 An administrator shall mean any person  
54 who exercises supervisory responsibility over  
55 personnel, which includes the authority to  
56 employ, dismiss or rate personnel. The  
57 definition extends to superintendents,  
58 principals, supervisors and any other  
59 professionals who do not come within the  
60 definition of certified or licensed non-  
61 administrative personnel.

62 3. other documents as required by the  
63 WEA Board.

## 64 **Section 3 – Standards for Affiliation**

65 To ensure continuous affiliation with  
66 WEA, the latest revision of a local's adopted  
67 governing documents must be filed with the  
68 WEA and shall include, but not be limited to,  
69 the following standards for affiliation:

70 1. unified membership;

71 2. an election procedure which:

72 a. shall observe the one-person-one-  
73 vote principle (all-inclusive affiliates must  
74 provide proportionate representation on their  
75 governing bodies) and

76 b. shall guarantee open nominations,  
77 secret ballot, and elections by majority vote;

78 3. a policy that recognizes the  
79 preeminence of NEA's "*Code of Ethics of the*  
80 *Education Profession*";

81 4. a statement that the membership and  
82 fiscal year are to be the same as that of the  
83 WEA;

84 5. a statement that provides for no fewer  
85 than two (2) general meetings each year;

86 6. a guarantee that no member of said  
87 affiliate may be censured, suspended, or  
88 expelled, nor any eligible person denied  
89 membership, except for nonpayment of dues,  
90 without a due process hearing, which shall  
91 include an appropriate appellate procedure;

92 7. a procedure for assessment and  
93 collection of all membership dues;

94 8. a procedure to elect officers whose  
95 names shall be submitted to the WEA as per  
96 WEA governing documents;

97 9. a procedure to elect delegates and  
98 alternates to the WEA Delegate Assembly  
99 whose names shall be submitted to the WEA  
100 as per WEA governing documents;

101 10. a procedure consistent with NEA  
102 governing documents and WEA Board policy  
103 for the nomination and election of local  
104 representatives to the NEA-RA;  
105  
106

1 11. a procedure to amend the Constitution  
2 and Bylaws; and  
3 12. a statement that the Association shall  
4 pursue a full and vigorous professional  
5 program in a manner consistent with the  
6 WEA governing documents.

#### 7 8 **Section 4 – Due Process**

9 The WEA Board may censure, suspend,  
10 or disaffiliate a chartered local for failure to  
11 abide by the provisions of the WEA  
12 Constitution and Bylaws or for just cause,  
13 provided that no local may be censured,  
14 suspended or disaffiliated without a due  
15 process hearing, which shall include an  
16 appropriate appellate procedure.

#### 17 18 **Section 5 – Compliance**

19 When action is taken at Delegate  
20 Assembly or by the membership to make  
21 changes in the WEA Constitution or in the  
22 WEA Bylaws which directly affect the  
23 constitutions and bylaws of the local  
24 associations, the WEA Board will see that  
25 notification is given to the local associations  
26 to bring their respective constitutions and  
27 bylaws into compliance and send the updated  
28 copies, with the date of amendment, to the  
29 WEA to be filed.

### 30 31 **ARTICLE XII: COMMITTEES**

#### 32 33 **Section 1 – Authorized Committees**

34 The following committees are authorized.  
35 Their duties shall be limited to preparing  
36 recommendations for decision by the  
37 Delegate Assembly or for action by the WEA  
38 Board.

39  
40 A. Government Relations (GR);

41  
42 B. Member Advocacy and Civil Rights  
43 (MACR);

44  
45 C. Membership;

46  
47 D. WEA Protocol; and

48  
49 E. Ad Hoc Committees.

#### 50 51 **Section 2 – Appointment and Terms**

52  
53 A. Appointments to committees shall be  
54 made by the WEA Board.

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55  
56 B. Members of committees shall be  
57 appointed for overlapping two (2)-year terms  
58 and may be reappointed for two (2)  
59 succeeding terms.

60  
61 C. Terms of committee members shall be  
62 from July 15 through July 14.

63  
64 D. There must be a lapse of at least one (1)  
65 term before members can be appointed  
66 again.

67  
68 E. Committee membership shall comply with  
69 NEA guidelines.

70  
71 F. Each of the regions shall be represented  
72 by at least one (1) member on each of the  
73 committees.

74  
75 G. WEA-Retired shall be represented by at  
76 least one (1) member on each of the  
77 committees.

78  
79 H. In the event of an absence of the  
80 appointed committee member, the WEA  
81 Board shall provide a method of filling the  
82 position for that meeting.

#### 83 84 **Section 3 – Chair: Term, Appointment, 85 and Responsibilities**

86  
87 A. The Chair of each committee shall be  
88 appointed by the WEA President to serve a  
89 one (1)- year term and may be reappointed.  
90 The Chair shall be a voting member of the  
91 committee.

92  
93 B. Term of the Chair shall be from July 15  
94 through July 14.

95  
96 C. The Chair shall be responsible for  
97 preparing and presenting a report of  
98 committee action and accomplishments to the  
99 Delegate Assembly.

#### 100 101 **Section 4 – General Duties of Committees** 102 Committee members are to:

103  
104 A. make recommendations for  
105 WEA policy: in their advisory role to the WEA  
106 Board and Delegate Assembly, study and  
107 formulate amendments and  
108 recommendations to present to the WEA

- 1 Board or the Protocol Committee for  
2 presentation at Delegate Assembly;  
3  
4 B. become knowledgeable in the area of  
5 concern to their respective committee; and  
6  
7 C. monitor the area of their concern for  
8 developments that require attention and then  
9 recommend possible action.

10  
11 **Section 5 – Government Relations (GR)**  
12 **Committee**

13 The GR committee concerns itself with  
14 the entire legislative program of the  
15 Association. The GR committee shall:

- 16  
17 A. Study the needs of Wyoming education  
18 that should be incorporated into state statutes  
19 and evaluate all bills introduced into the state  
20 legislature;  
21  
22 B. Be responsible for carrying out the  
23 directives of the Delegate Assembly that  
24 require legislative action; and  
25  
26 C. Be responsible for the coordination of  
27 legislative activities in the implementation of  
28 WEA legislative programs.

29 **Section 6 – Member Advocacy and Civil**  
30 **Rights (MACR) Committee**

31 The MACR Committee concerns itself  
32 directly with human and civil rights issues and  
33 member advocacy. The MACR Committee  
34 shall:

- 35  
36 A. recommend in-service education of  
37 members concerning their rights;  
38  
39 B. act to provide a continuous exchange of  
40 information between Local EAs, WEA, and  
41 NEA;  
42  
43 C. recommend strategies for negotiations at  
44 the state, region, and local levels;  
45  
46 D. work with other committees to include  
47 salary and benefit interests into the  
48 Negotiations Platform; and  
49  
50 E. submit amendments and/or new  
51 philosophical statements for the MACR and  
52 Negotiations Platforms to the Protocol  
53 Committee at Delegate Assembly.  
54

55 **Section 7 – Membership Committee**

56 The Membership Committee shall  
57 oversee and evaluate membership promotion  
58 strategies, including, but not limited to:

- 59  
60 A. recruiting members;  
61  
62 B. approving promotional materials;  
63  
64 C. targeting locals and/or special interest  
65 groups; and  
66  
67 D. promoting NEA member benefits.  
68

69 **Section 8 – Protocol Committee**

70 The Protocol Committee shall:

- 71 A. present at each Delegate Assembly the  
72 constitution, bylaws and standing rules;  
73  
74 B. present at each Delegate Assembly the  
75 platforms defining proposed policy decisions  
76 of the Association;  
77  
78 C. assist members in formulating language  
79 for proposed amendments to documents  
80 upon request; and  
81  
82 D. supervise the submission and processing  
83 of all new business items.  
84  
85 E. present at each delegate assembly all  
86 proposed constitution, bylaws, standing rules,  
87 platform and new business item  
88 amendments, as well as all new business  
89 items submitted by any member or unit of the  
90 association;  
91  
92 F. ensure that the various documents of the  
93 association are not in conflict. Any conflict  
94 shall be referred to the respective committees  
95 or to the delegate assembly for resolution.

96  
97 During the Association year, the Protocol  
98 Committee shall:

- 99  
100 A. Within a five (5) year cycle, or upon  
101 request, evaluate the constitution and bylaws  
102 of local associations to ensure they are  
103 consistent with current WEA/NEA governing  
104 documents and make recommendations for  
105 any changes needed; and  
106

1 B. Maintain templates for local association  
2 constitution and bylaws that are consistent  
3 with current WEA/NEA governing documents.

4  
5 **Section 9 – Ad Hoc Committees**

6 Ad Hoc Committees shall:

7  
8 A. analyze and recommend action on a  
9 single, short-term issue;

10  
11 B. report to the next Delegate Assembly;  
12 and

13  
14 C. not be required to meet the provisions of  
15 the Bylaws as outlined in Article XII, Section 2  
16 and 3.

17  
18 **Section 10 – Absenteeism**

19 If any member of a committee is absent  
20 for two (2) regular meetings within one (1)  
21 year without the Chair’s prior notification, that  
22 position shall be declared vacant and filled by  
23 the WEA Board.

24  
25 **ARTICLE XIII: NEA AFFILIATION**

26  
27 The WEA shall meet the minimum  
28 standards for affiliation as set forth in the  
29 NEA official governing documents.

30  
31 **ARTICLE XIV: AMENDMENTS**

32  
33 **Section 1 – WEA Constitution**

34 Amendments will be submitted to the  
35 WEA membership for adoption upon a two-  
36 thirds (2/3) affirmative vote of the Delegate  
37 Assembly.

38  
39 **Section 2 – WEA Bylaws**

40 Amendments will be adopted upon a two-  
41 thirds (2/3) affirmative vote of the Delegate  
42 Assembly. Adopted amendments shall  
43 become effective immediately, except for  
44 dues adjustments and election procedures  
45 which shall be in effect beginning the new  
46 fiscal year.

47  
48 **Section 3 – Standing Rules Governing the  
49 Delegate Assembly (Standing Rules)**

50 Amendments may be proposed from the  
51 floor prior to the adoption of the Standing  
52 Rules and will be accepted upon a majority  
53 vote.