Bylaws
of the Wyoming
Education Association

April 2019

ARTICLE I: NAME
The name of this Association shall be the Wyoming Education Association, hereafter known as the WEA or the Association.

ARTICLE II: WEA YEAR
The Association membership and fiscal year shall be September 1 through August 31.

ARTICLE III: DISCIPLINE

Section 1 – Code of Ethics
Adherence to the National Education Association’s (NEA’s) “Code of Ethics of the Education Profession” adopted by the Delegate Assembly shall be a condition of membership.

Section 2 – Membership Denial or Sanctions
The WEA Board of Directors, hereafter known as the WEA Board, upon information supplied by the WEA Executive Director to the WEA President, may deny an individual membership and may censure, suspend, or expel a member for conduct inconsistent with NEA’s “Code of Ethics of the Education Profession”, for nonpayment of dues, or for just cause.

Section 3 – Due Process
No individual shall be denied membership in the Association nor shall any member be censored, suspended, or expelled without being guaranteed a due process hearing, both substantive and procedural, including appellate procedures. A WEA Board policy must be provided whereby the following major elements are a part of the procedure:

1. timely notice;
2. an effective opportunity to defend;
3. an opportunity to confront accusers;
4. the right to representation of choice;
5. decision made on the evidence by an impartial decision maker; and
6. an appeal to an impartial decision maker who was not involved in the initial decision.

Section 4 - Negotiator Denial
An individual who is a full-time professional negotiator of a negotiating team representing a school board or a board of trustees of a higher education institution shall be denied membership.

ARTICLE IV: MEMBERSHIP

Section 1 – Categories
The membership of the Association shall consist of the following categories: active, reserve, retired, student, and honorary. A member may appeal the assigned category of membership to the WEA Board.

Section 2 – Active Membership
A. Active membership shall be open to any of the following who are affiliated with a Wyoming educational institution:

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

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

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C. Membership Dues

1. The annual membership dues for active members, except substitute teachers ESP, and contingent (adjunct) faculty; shall be 1.133% of the average base salary for Wyoming certified staff.

The term “average base salary” shall be calculated by totaling the base salary figures from all districts’ certified staff salary schedules, excluding administrators, as compiled by the WEA using the most current salary schedules available and dividing by the total number of school districts.

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

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

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

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

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

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

- 50% of the average teacher’s base salary – 25% dues
- Above 50% to 75% of the average teacher’s base salary – 50% dues
- Above 75% to 100% of the average teacher’s base salary – 75% dues
- 100% and above the average teacher’s base salary – 100% dues

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

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

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

- One (1) year Membership - $10 dues rebate
- Two (2) years membership - $20 dues rebate
- Three (3) years membership - $30 dues rebate
- Four (4) years membership - $40 dues rebate

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

Section 3 – Reserve Membership

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

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

2. person who has held active membership in the Association, but whose employment status no longer qualifies that individual for such membership.
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Section 5 – Student Membership

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

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

C. The annual membership dues for student membership shall be $8.50.

Section 4 – Retired Membership

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

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

C. An active member of WEA is eligible at any time, upon application and payment of membership dues, to become a pre-retired subscriber of WEA-Retired. A pre-retired subscriber of WEA-Retired shall be entitled to the rights, benefits, and privileges of retired members except the right to vote for or hold office in WEA-Retired and the right to be counted for representation by WEA-Retired at Delegate Assembly. Pre-retired subscribers of WEA-Retired shall not relinquish any rights or privileges of their active membership provided they remain active members in good standing. A pre-retired subscriber shall automatically become a WEA-Retired member upon retirement.

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

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

Section 6 – Honorary Membership

A. Any member, local education association, or the WEA Board may propose to the WEA Board a nominee for honorary membership.

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

C. There shall be no dues for honorary membership.

Section 7 – Educational Position

Where Association membership is denied on the local level by virtue of educational position, the WEA shall provide for membership at the state level. “Educational position” shall be defined as the job classification held by a member in a Wyoming school district or institution of higher education.

Section 8 – Category Change

Any member who changes professional or occupational position shall be transferred to the category of membership applicable to the new position. Dues shall be adjusted as of the date of change.
Section 9 – Limitations
Membership privileges and services, including legal responsibilities, shall be limited to activities occurring after the first day of membership.

ARTICLE V: ELECTIONS

Section 1 – Notification

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

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

Section 2 – Types of Election

A. Initiative and Referendum
   1. Any initiative or referendum pertaining to Delegate Assembly or WEA Board actions must be submitted to the WEA Board within 30 days following adoption of the minutes of said action, as long as the 30 days do not fall in June, July or August.
   2. Initiative and referendum elections shall be by secret ballot.

B. Statewide and Regional Positions
   1. Statewide Officers to be elected shall be WEA President, WEA Vice President, WEA Treasurer, and NEA Director;
   2. Statewide representatives to be elected shall be WEA ESP Representative, WEA Higher Education Representative, and WEA Ethnic-Minority Representative;
   3. Statewide NEA-RA state delegates category 1, and category 2;
   4. Regional positions to be elected shall be the region presidents, vice-presidents, and region representative(s); and
   5. Regional NEA-RA cluster delegates.
   6. Nominations for all positions excluding NEA Director shall be open to active and retired members only and shall be filed with the WEA as per WEA governing documents.
   7. Nominations for NEA Director shall be open to active members only. Nominations may be made from the floor of Delegate Assembly and will be included with the secret ballot.

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

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

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

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

C. Run-Off
1. When no candidate for a position receives a majority of valid ballots cast, a special runoff election shall be conducted within twenty (20) days following the announcement of the regular election results.

The names of the two (2) candidates receiving the most votes will be presented to the membership in accordance with ARTICLE V, Section 3.

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

D. Statewide Proportionate Representation
1. Upon notification by the WEA Board that statewide proportionate representation ratios in regard to membership on the WEA Board are not being met, the WEA shall secure the names of active members from the ranks of the statewide proportionate representation membership.

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

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

Section 3 – Election Procedures

The WEA shall conduct voting electronically.

A. Electronic Ballots
   1. Only outside vendors who can ensure a secret ballot, one-person-one-vote process and have a reputation for conducting successful on-line elections will be 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.

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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
B. Region Apportionment Scale 1:550 with major fraction.

<table>
<thead>
<tr>
<th>Active Members</th>
<th>Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1375</td>
<td>Region President and Region Rep I</td>
</tr>
<tr>
<td>1376-1925</td>
<td>Region Rep II</td>
</tr>
<tr>
<td>1926-2475</td>
<td>Region Rep III</td>
</tr>
</tbody>
</table>

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

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

Section 3 – Ethnic-Minority, Education Support Professionals (ESP), and Higher Education Statewide Representation

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

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

C. Statewide apportionment scale 1:550 with major fraction.

<table>
<thead>
<tr>
<th>Active Members</th>
<th>Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 825</td>
<td>Statewide Rep I</td>
</tr>
<tr>
<td>826-1375</td>
<td>Statewide Rep II</td>
</tr>
<tr>
<td>1376-1925</td>
<td>Statewide Rep III</td>
</tr>
</tbody>
</table>

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

E. Ethnic-Minority Representation

Affiliates of the Association shall take all reasonable and legally permissible steps to achieve ethnic-minority representation in their elective and appointive bodies.

F. Definition of “Ethnic-Minority”

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

Section 4 – Advisory Members

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

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

ARTICLE VII: DUTIES OF THE WEA BOARD

Section 1 – Program Responsibility

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

Section 2 – Staff Employment

The WEA Board shall employ under contract an Executive Director, who shall serve as the administrative officer of the Association. In addition, the WEA Board shall employ, upon recommendation from the WEA Executive Director, the necessary professional staff and office personnel to implement the program of the Association as
Section 3 – WEA Executive Director Reports

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

Section 4 – Financial Statements

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

Section 5 – Program and Budget Preparation

A. The Program and Budget Committee shall prepare a Program and Budget for each WEA year. The WEA President, WEA Vice President, WEA Treasurer, NEA Director, and Region Presidents shall comprise the committee. The WEA President shall preside as Chair. A member of the committee shall serve only while a member of the WEA Board. The WEA Executive Director and the WEA Business Manager shall serve as consultants to the committee, without vote.

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

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

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

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

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

G. The WEA Board will ensure that the Delegate Assembly handbook shall include a comparison of income, salaries and legal services expenses for the proposed, current and previous year’s budgets.

Section 6 – Audit

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

Section 7 – Bonding

The WEA Board shall provide for bonding of the WEA Executive Director and any other employees or WEA Board members directly involved with receipts and disbursements of the Association funds. The amount of the bond should equal at least the largest amount of funds that may be available at any one time.
Section 8 – NEA Representative Assembly (NEA-RA) Directives

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

B. A vacancy in the position of a regular delegate must be filled by an elected successor. Successor delegates should be elected at the same time and in the same manner as the regular delegates and must meet the same requirements as regular delegates. Successor delegates shall be listed in rank order of votes received.

Section 9 – Quorum and Meetings

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

Section 10 – Accountability

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

Section 11 – Treasurer’s Designee

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

Section 12 – WEA Board Minutes

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

Section 13 – Membership Ratio Computation

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

Section 14 – WEA Delegate Assembly

The WEA Board shall:

A. make provisions to recycle any recyclable item, whenever possible;

B. secure appropriate statewide locations for future delegate assemblies;

C. arrange, if possible, to schedule delegate assembly so that it does not conflict with the state mandated testing windows;

D. ensure that the Delegate Assembly handbook includes directions and guidelines for writing and submitting platform proposals and new business items. Delegate briefing agendas shall include instructions for writing and submitting platform and new business items; and

E. ensure that salary schedule and fringe benefit plan for all WEA employees for the current year shall be included in the Delegate Assembly handbook.
ARTICLE VIII: DUTIES OF STATEWIDE OFFICERS

A. EXECUTIVE COMMITTEE

Section 1 – WEA President

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

Duties include:
1. attending WEA Board meetings as a voting member;
2. serving as a voting delegate to the WEA Delegate Assembly;
3. attending region Delegate Assembly briefings as a resource;
4. presiding over all meetings of the Delegate Assembly;
5. ensuring that the minutes, platforms, current new business items, Constitution, Bylaws, and other non-financial records of the Association are carefully and accurately kept, and that they are distributed promptly and in a lucid form to presidents of locals, committee chairs, delegates to the Delegate Assembly, and others as may be directed by the WEA Board;
6. presenting recommendations to the WEA Board and Delegate Assembly for the establishment of Association goals, priorities, and action programs; being directly accountable to the WEA Board and making a regular report of governance activities and needs;
7. ensuring that Delegate Assembly handbooks contain the names and educational assignments of delegates by local and region;
8. ensuring that Delegate Assembly handbooks shall clearly delineate all WEA and NEA payments made to the WEA Executive Director for salary and benefits;
9. promoting community outreach during each Delegate Assembly;
10. providing for a meeting of local presidents in conjunction with the beginning of Delegate Assembly;
11. articulating communications concerning the WEA Delegate Assembly and WEA Board actions, goals, and membership concerns, and acting as co-spokesperson with the WEA Executive Director in keeping the membership, WEA Board members, and the public informed of vital positions which the Association has taken;
12. serving as an ex-officio member, without vote, of all WEA committees, and making timely committee and chairperson appointments, with advice and consent of the WEA Board;
13. training all chairpersons as to their responsibilities and roles and assuring that proper conditions exist wherein they can successfully function;
14. assisting chairpersons to develop program objectives and activities which assist each committee to carry out its function successfully;
15. establishing procedures and time lines for formulating and adopting the Association’s annual budget, in conjunction with the Program and Budget Committee and WEA Executive Director seeing that committees and local and region presidents have input to the development of the budget; chairing the Program and Budget Committee;
16. working cooperatively with WEA local affiliate leaders in unifying and building support for the United Education Profession, engaging in on-going field visits to WEA local affiliates in order to create a better understanding of WEA governance objectives, and securing direct input from local association leaders regarding critical issues;
17. meeting on a regular basis with the WEA Executive Director in order to discuss issues in which WEA is or will be involved and assisting in coordinating the respective roles in areas where there is a sharing of responsibility;
18. assisting the WEA Executive Director, as directed by the WEA Executive Director, in working with the staff; attending staff meetings which are directed and coordinated by the WEA Executive Director;
19. approving, in conjunction with the WEA Executive Director, all WEA bylaws for Adopted DA March 2019
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of the proposed budget at Delegate Assembly;
6. signing (or appointing a WEA Treasurer’s designee to sign) all vouchers and checks to be paid by the Association;
7. co-signing (or having designee co-sign) notes for borrowing money for the Association;
8. meeting with the auditor prior to the WEA Board receiving the audit report;
9. conferring with the WEA Treasurer’s designee prior to the financial report at WEA Board meetings, when needed;
10. serving on the Wyoming Educators’ Benefit Trust Board;
11. serving on the WEA Program and Budget Committee;
12. serving on the WEA Board Negotiations Committee;
13. ensuring that bonding is provided for the WEA Executive Director and any other employees or WEA Board members directly involved with the receipts and disbursements of Association funds; and
14. serving as liaison to WEA committees as directed by the WEA President;
15. serving as a voting delegate to the NEA-RA, with expenses paid by the Association; and
16. fulfilling other duties as appropriate.

Section 4 – NEA Director
The NEA Director shall be a liaison between the programs of the state Association and NEA. Term of office begins September 1 of the year elected.

Duties include:
1. representing WEA interests to the NEA Board of Directors;
2. attend WEA Board meetings as a voting member;
3. serving as a voting delegate to the NEA-RA, with expenses paid by NEA;
4. communicating NEA programs and positions to WEA leadership;
5. selecting, in conjunction with the WEA President, NEA-funded delegates to leadership summits;
6. working, in conjunction with the WEA President and WEA Executive Director, to secure NEA project funding;
7. serving as a voting delegate to the WEA Delegate Assembly;

B. STATEWIDE REPRESENTATIVES

Section 1 - Education Support Professional (ESP) Statewide Representative
The ESP Statewide Representative shall be a liaison between the ESP members and The Board. Term of office begins July 15 of the year elected.

Duties include:
1. attend WEA Board meetings as a voting member;
2. initiating and assisting governance and staff with ESP membership programs;
3. communicating with WEA ESP members;
4. advising the WEA President regarding ESP participation in all Association activities;
5. serving on the committee to select the WEA ESP of the Year Award winner;
6. serving as a voting delegate to Delegate Assembly;
7. participating in a Delegate Assembly briefing session prior to Delegate Assembly;
8. chairing the ESP Caucus at Delegate Assembly;
9. reporting to the WEA Board and preparing an annual report for inclusion in the Delegate Assembly handbook on the status of the ESP Program; and
10. fulfilling other duties as appropriate.

Section 2 - Ethnic-Minority Statewide Representative
The Ethnic-Minority Statewide Representative shall be a liaison between the ethnic-minority members and The Board. Term of office begins July 15 of the year elected.

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

Section 3 - Higher Education (Higher Ed) Statewide Representative
The Higher Ed Statewide Representative shall be a liaison between the Higher Ed members and The WEA Board. Term of office begins July 15 of the year elected.

Duties include:
1. attend WEA Board meetings as a voting member;
2. initiating and assisting governance and staff with Higher Ed membership programs;
3. communicating with WEA Higher Ed members;
4. advising the WEA President regarding Higher Ed participation in all Association activities;
5. serving as a voting delegate to Delegate Assembly;
6. participating in a Delegate Assembly briefing session prior to Delegate Assembly;
7. chairing the Higher Ed Caucus at Delegate Assembly;
8. reporting to the WEA Board and preparing an annual report for inclusion in the Delegate Assembly handbook on the status of the Higher Ed program;
9. serving as liaison for Higher Ed members and locals with NEA, the National Council on Higher Education, and state associations of higher education faculty and support staff;
10. attending the NEA Higher Education Conference; and
11. fulfilling other duties as appropriate.

Section 4 - Student WEA (SWEA) President
The SWEA President shall be a liaison between the SWEA members and The WEA Board. Term of office begins July 15 of the year elected.

Duties include:
1. attend WEA Board meetings as a voting member;
2. presiding over chapter meetings;
3. attending leadership conferences or ensuring chapter representation at such conferences;
4. acting as liaison between chapter members and the WEA Board by written, oral, or electronic communication;
5. preparing written reports for WEA Board meetings;
6. encouraging and supporting local chapter presidents in the execution of their duties;
7. involving UniServ Directors, state leadership, committee members and other chapter leaders in region functions;
8. overseeing all chapter committees;
9. serving as a voting delegate to Delegate Assembly;
10. participating in caucus meetings at Delegate Assembly;
11. preparing an annual report for inclusion in the Delegate Assembly handbook;
12. serving as an official voting delegate to NEA-RA, with expenses paid equal to that of other state-funded delegates; and
13. fulfilling other duties as appropriate.

Section 5 - WEA-Retired President
The WEA-Retired President shall be a liaison between the retired members and The WEA Board. Term of office begins July 15 of the year elected.

Duties include:
1. attend WEA Board meetings as a voting member;
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2. serving as the Chair of the WEA-
Retired Executive Board;
3. attending WEA-Retired Board
meetings;
4. publishing WEA-Retired newsletter as
needed;
5. advising the WEA President regarding
WEA-Retired participation in all Association
activities;
6. initiating and assisting governance
and staff with WEA-Retired membership
programs;
7. conducting an annual meeting for
WEA-Retired members prior to Delegate
Assembly;
8. serving as a voting delegate to
Delegate Assembly;
9. participating in a Delegate Assembly
briefing session prior to Delegate Assembly;
10. reporting to the WEA Board and
preparing an annual report for inclusion in the
Delegate Assembly handbook on the status
of the WEA-Retired;
11. attending the NEA-Retired annual
meeting;
12. serving as an official voting delegate
to the NEA-RA, with expenses paid equal to
that of other state-funded delegates;
13. attending the NEA-Retired
Conference; and
14. fulfilling other duties as appropriate.

C. RECALL PROCEDURE

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

ARTICLE IX: DELEGATE ASSEMBLY

Section 1 – Annual Meeting
The meeting of the Delegate Assembly
constitutes the annual meeting of the
Wyoming Education Association.

Section 2 – Sessions
The Delegate Assembly shall meet
annually in April, or within one (1) week of
April. The WEA President, with the consent
of the WEA Board, shall determine the
specific time and place of such sessions.
Special sessions of the Delegate Assembly
may be convened in the same manner. The
delegates shall adopt Standing Rules
governing the Delegate Assembly on an
annual basis.

Section 3 – Session Identification
The WEA Board shall identify each
annual session of the Delegate Assembly by
consecutive numbering. Any special session
shall be identified with the annual session it
follows. The agenda of each session shall
use the term “meeting” to identify the several
segments of each session.

Section 4 – Determining Policies
The Delegate Assembly shall define the
policies of the Association by adoption or
amendment of the Standing Rules, Bylaws,
Platforms, and New Business Items. In
addition, it may propose amendments to the
Constitution and also recommend to the WEA
Board particular means of carrying out
policies.

Section 5 – Program and Budget
The Delegate Assembly shall accept the
preliminary Program and Budget submitted to
it by the WEA Board and may direct the WEA
Board to make changes in said Program and
Budget within the confines of the anticipated
revenues as presented. The WEA Board
shall exercise its authority to adjust actual
expenditures within the intended parameters
of the accepted final budget.

Section 6 – Delegate Duties
It shall be the duty of the delegates at
Delegate Assembly to represent the
professional interests of the Association, to
attend all meetings pertaining to Delegate
Assembly, and to inform members by
appropriate means of the issues and actions
of the Delegate Assembly.
Section 7 – Apportionment of Delegates
A. Delegates shall be apportioned to chartered locals:
   1. using a ratio of 1:40 active members or major fraction thereof;
   2. according to total membership as shown by Association records as of January 15 of the previous WEA year. Where a local has not previously existed, the latest available membership records shall be used to determine delegate allocations.
B. Every chartered local shall be entitled to at least one (1) delegate.
C. Retired delegates shall be apportioned using a ratio of 1:40 retired members or major fraction thereof.
D. No person shall be counted as a member of more than one (1) local. A delegate representing a local must be a member of that local.

Section 8 – Delegate Allocation Notification
The WEA shall notify each local association of the number of delegates to which they shall be entitled for the next year’s Delegate Assembly. This notification shall occur after January 15 of the current membership year.

Section 9 – Delegate Verification
The president of each local association should forward to the WEA Office, on a form provided by the WEA, a list of the certified delegates and alternates 60 days prior to Delegate Assembly in that membership year.

Section 10 – Delegate Certification
The president of each local association shall make final certification of the names of delegates and alternates to the WEA. In the event elected delegates and alternates are unable to attend, the local shall secure replacements by holding a special election. In special circumstances (to be verified by the WEA President in consultation with the local president and/or region president), the local president and/or region president may appoint delegates to ensure that local’s representation.

Section 11 – Credentials Committee
A Credentials Committee consisting of the region presidents shall be responsible for the accreditation of delegates.

Section 12 – Additional Members
Members of the WEA Board shall be voting members of the Delegate Assembly.

Section 13 – WEA-Retired Members
WEA-Retired shall elect their own representatives to Delegate Assembly according to WEA procedures. WEA-Retired delegates shall be voting members of the Delegate Assembly.

Section 14 – SWEA Members
SWEA shall elect their own representatives to Delegate Assembly according to WEA procedures. SWEA delegates shall be voting members of the Delegate Assembly.

Section 15 – WEA Past Presidents
WEA Past Presidents of the Association who are WEA members shall be voting members of the Delegate Assembly.

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

ARTICLE X: REGIONS

Section 1 – Region Boundaries
Membership of the Association shall be divided into regions according to place of employment as follows:

A. Northeast Region, embracing Sheridan, Johnson, Campbell, Crook, and Weston counties;
B. Northwest Region, embracing Park, Big Horn, Washakie, Hot Springs, and Fremont counties;
C. Central Region, embracing Natrona, Converse, and Niobrara counties;

D. Southwest Region, embracing Lincoln, Carbon, Sweetwater, Uinta, Sublette, and Teton counties; and

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

**Section 2 – Region Structure**

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

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

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

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

**Section 3 – Region Elections**

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

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

C. The terms of office of the Region President and the Region Vice President shall coincide.

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

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

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

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

**Section 4 – Terms of Office**

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

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

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

**Section 5 – Vacancy**

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

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

C. If a Region President or Region Representative cannot attend a WEA Board meeting, the Vice President shall be the replacement for that meeting. If the Vice President cannot serve as a replacement, the Region President will appoint a replacement from the Region Council.

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

Duties include:

1. attend WEA Board meetings as a voting member;
2. planning, implementing, and presiding 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 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
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Section 2 – Petition for Charter
Any local education unit desiring a charter as an affiliate of the WEA shall petition the WEA Board. The petition for affiliation shall include:

1. A copy of the unit’s adopted Constitution and, if so written as a separate document, Bylaws consistent with the Constitution and Bylaws of the NEA and the WEA which shall include all of the standards for affiliation from the WEA Bylaws.

2. Results of a secret ballot election by all members to determine whether the affiliate shall be all-inclusive.

An affiliate that chooses, by secret ballot election, to include certified or licensed non-administrative personnel, administrators and education support professionals as its membership, shall be called all-inclusive.

Where an all-inclusive affiliate exists, it shall provide representation among its certified or licensed non-administrative personnel members, administrative members, and ESP members, in both elective and appointive bodies.

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

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

3. Other documents as required by the WEA Board.

Section 3 – Standards for Affiliation
To ensure continuous affiliation with WEA, the latest revision of a local’s adopted governing documents must be filed with the WEA and shall include, but not be limited to, the following standards for affiliation:

1. Unified membership;

2. An election procedure which:
   a. Shall observe the one-person-one-vote principle (all-inclusive affiliates must provide proportionate representation on their governing bodies) and
   b. Shall guarantee open nominations, secret ballot, and elections by majority vote;

3. A policy that recognizes the preeminence of NEA’s “Code of Ethics of the Education Profession”;

4. A statement that the membership and fiscal year are to be the same as that of the WEA;

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

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

7. A procedure for assessment and collection of all membership dues;

8. A procedure to elect officers whose names shall be submitted to the WEA as per WEA governing documents;

9. A procedure to elect delegates and alternates to the WEA Delegate Assembly whose names shall be submitted to the WEA as per WEA governing documents;

10. A procedure consistent with NEA governing documents and WEA Board policy for the nomination and election of local representatives to the NEA-RA;
11. a procedure to amend the Constitution and Bylaws; and
12. a statement that the Association shall pursue a full and vigorous professional program in a manner consistent with the WEA governing documents.

Section 4 – Due Process
The WEA Board may censure, suspend, or disaffiliate a chartered local for failure to abide by the provisions of the WEA Constitution and Bylaws or for just cause, provided that no local may be censured, suspended or disaffiliated without a due process hearing, which shall include an appropriate appellate procedure.

Section 5 – Compliance
When action is taken at Delegate Assembly or by the membership to make changes in the WEA Constitution or in the WEA Bylaws which directly affect the constitutions and bylaws of the local associations, the WEA Board will see that notification is given to the local associations to bring their respective constitutions and bylaws into compliance and send the updated copies, with the date of amendment, to the WEA to be filed.

ARTICLE XII: COMMITTEES

Section 1 – Authorized Committees
The following committees are authorized. Their duties shall be limited to preparing recommendations for decision by the Delegate Assembly or for action by the WEA Board.

A. Government Relations (GR);
B. Member Advocacy and Civil Rights (MACR);
C. Membership;
D. WEA Protocol; and
E. Ad Hoc Committees.

Section 2 – Appointment and Terms
A. Appointments to committees shall be made by the WEA Board.

B. Members of committees shall be appointed for overlapping two (2)-year terms and may be reappointed for two (2) succeeding terms.
C. Terms of committee members shall be from July 15 through July 14.
D. There must be a lapse of at least one (1) term before members can be appointed again.
E. Committee membership shall comply with NEA guidelines.
F. Each of the regions shall be represented by at least one (1) member on each of the committees.
G. WEA-Retired shall be represented by at least one (1) member on each of the committees.
H. In the event of an absence of the appointed committee member, the WEA Board shall provide a method of filling the position for that meeting.

Section 3 – Chair: Term, Appointment, and Responsibilities
A. The Chair of each committee shall be appointed by the WEA President to serve a one (1)-year term and may be reappointed.
B. Term of the Chair shall be from July 15 through July 14.
C. The Chair shall be responsible for preparing and presenting a report of committee action and accomplishments to the Delegate Assembly.

Section 4 – General Duties of Committees
Committee members are to:
A. make recommendations for WEA policy: in their advisory role to the WEA Board and Delegate Assembly, study and formulate amendments and recommendations to present to the WEA
Board or the Protocol Committee for presentation at Delegate Assembly;

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

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

Section 5 – Government Relations (GR) Committee
The GR committee concerns itself with the entire legislative program of the Association. The GR committee shall:

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

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

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

Section 6 – Member Advocacy and Civil Rights (MACR) Committee
The MACR Committee concerns itself directly with human and civil rights issues and member advocacy. The MACR Committee shall:

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

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

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

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

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

Section 7 – Membership Committee
The Membership Committee shall oversee and evaluate membership promotion strategies, including, but not limited to:

A. recruiting members;

B. approving promotional materials;

C. targeting locals and/or special interest groups; and

D. promoting NEA member benefits.

Section 8 – Protocol Committee
The Protocol Committee shall:

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

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

C. assist members in formulating language for proposed amendments to documents upon request; and

D. supervise the submission and processing of all new business items.

E. present at each delegate assembly all proposed constitution, bylaws, standing rules, platform and new business item amendments, as well as all new business items submitted by any member or unit of the association;

F. ensure that the various documents of the association are not in conflict. Any conflict shall be referred to the respective committees or to the delegate assembly for resolution.

During the Association year, the Protocol Committee shall:

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

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

Section 9 – Ad Hoc Committees
Ad Hoc Committees shall:

A. analyze and recommend action on a single, short-term issue;
B. report to the next Delegate Assembly;
and
C. not be required to meet the provisions of the Bylaws as outlined in Article XII, Section 2 and 3.

Section 10 – Absenteeism
If any member of a committee is absent for two (2) regular meetings within one (1) year without the Chair’s prior notification, that position shall be declared vacant and filled by the WEA Board.

ARTICLE XIII: NEA AFFILIATION
The WEA shall meet the minimum standards for affiliation as set forth in the NEA official governing documents.

ARTICLE XIV: AMENDMENTS
Section 1 – WEA Constitution
Amendments will be submitted to the WEA membership for adoption upon a two-thirds (2/3) affirmative vote of the Delegate Assembly.

Section 2 – WEA Bylaws
Amendments will be adopted upon a two-thirds (2/3) affirmative vote of the Delegate Assembly. Adopted amendments shall become effective immediately, except for dues adjustments and election procedures which shall be in effect beginning the new fiscal year.

Section 3 – Standing Rules Governing the Delegate Assembly (Standing Rules)
Amendments may be proposed from the floor prior to the adoption of the Standing Rules and will be accepted upon a majority vote.

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