

1 Bylaws  
2 of the Wyoming  
3 Education Association

4  
5 April 2021  
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, aspiring educator, and  
72 honorary. A member may appeal the  
73 assigned category of membership to the  
74 WEA Board.  
75

76 **Section 2 – Active Membership**  
77

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

- 81 1. certificated person employed as a  
82 teacher, related service provider, supervisor,  
83 or administrator;  
84 2. member on temporary leave of  
85 absence;  
86 3. elected officer of the WEA;  
87 4. professional college personnel;  
88 5. certified/permitted school nurse;  
89 6. substitute teacher;  
90 7. Education Support Professional (ESP)  
91 (non-certificated position);  
92 8. person elected to or employed by the  
93 Wyoming Department of Education; and  
94 9. person employed by the Professional  
95 Teaching Standards Board.  
96

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

1 a delegate of an affiliated education  
2 association and the WEA, except where  
3 prohibited.

#### 4 5 C. Membership Dues

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

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

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

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

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

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

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

51 7. Membership dues for Education  
52 Support Professionals shall be a percentage

53 of the membership dues described in C.1.  
54 using the following dues scale:

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

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

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

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

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

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

#### 92 93 **Section 3 – Reserve Membership**

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

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

102 2. person who has held active  
103 membership in the Association, but whose

1 employment status no longer qualifies that  
2 individual for such membership.

3  
4 B. Reserve members may not vote or hold  
5 elective or appointive positions in the  
6 Association.

7  
8 C. The annual membership fee for reserve  
9 members shall be one-half (1/2) of the  
10 appropriate active membership category.

#### 11 **Section 4 – Retired Membership**

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

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

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

43  
44 D. The membership dues for WEA-Retired  
45 members and pre-retired subscribers shall be  
46 a one-time (1) payment of \$50 for lifetime  
47 membership.

48  
49 E. WEA-Retired membership for retired  
50 members or pre-retired subscribers shall be  
51 unified with NEA-Retired membership.

52  
53

#### 54 **Section 5 –Aspiring Educator Membership**

55 A. Aspiring Educator membership shall be  
56 open to all students who are enrolled in a  
57 teacher education program in an accredited  
58 college or university and are unified members  
59 of the NEA Aspiring Educator Program.

60 Aspiring Educator membership shall be  
61 closed to those who are qualified for any  
62 other membership category.

63  
64 B. Wyoming Aspiring Educator members  
65 shall be entitled to the rights, benefits, and  
66 privileges as approved by the WEA Board  
67 and/or the Delegate Assembly, except the  
68 right to hold WEA elective office.

69  
70 C. The annual membership dues for Aspiring  
71 Educator membership shall be \$8.50.

#### 72 **Section 6 – Honorary Membership**

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

86  
87 B. An honorary member shall receive the  
88 publications of the Association; may attend  
89 open meetings, conferences, conventions,  
90 and assemblies, except where prohibited; but  
91 may not vote or hold elective office.

92  
93 C. There shall be no dues for honorary  
94 membership.

#### 95 **Section 7 – Educational Position**

96  
97 Where Association membership is denied  
98 on the local level by virtue of educational  
99 position, the WEA shall provide for  
100 membership at the state level.

101 “Educational position” shall be defined as  
102 the job classification held by a member in a  
103 Wyoming school district or institution of  
104 higher education.

105  
106

1 **Section 8 – Category Change**

2 Any member who changes professional  
3 or occupational position shall be transferred  
4 to the category of membership applicable to  
5 the new position. Dues shall be adjusted as  
6 of the date of change.

7  
8 **Section 9 – Limitations**

9 Membership privileges and services,  
10 including legal responsibilities, shall be  
11 limited to activities occurring after the first day  
12 of membership.

13  
14 **ARTICLE V: ELECTIONS**

15  
16 **Section 1 – Notification**

17  
18 A. The WEA shall notify each local  
19 association after January 15, but no later than  
20 February 15, of offices and positions that are  
21 to be filled and of the WEA nomination and  
22 election procedure.

23  
24 B. The WEA shall make every reasonable  
25 effort to publicize the names and  
26 qualifications of all candidates in a publication  
27 of the WEA, as well as the WEA website,  
28 preceding the election.

29  
30 **Section 2 – Types of Election**

31  
32 **A. Initiative and Referendum**

33 1. Any initiative or referendum pertaining  
34 to Delegate Assembly or WEA Board actions  
35 must be submitted to the WEA Board within  
36 30 days following adoption of the minutes of  
37 said action, as long as the 30 days do not fall  
38 in June, July or August.

39 2. Initiative and referendum elections  
40 shall be by secret ballot.

41  
42 **B. Statewide and Regional Positions**

43 1. Statewide Officers to be elected shall  
44 be WEA President, WEA Vice President,  
45 WEA Treasurer, and NEA Director;

46 2. Statewide representatives to be  
47 elected shall be WEA ESP Representative,  
48 WEA Higher Education Representative, and  
49 WEA Ethnic-Minority Representative;

50 3. Statewide NEA-RA state delegates  
51 category 1, and category 2;

52 4. Regional positions to be elected shall  
53 be the region presidents, vice-presidents, and  
54 region representative(s); and

55 5. Regional NEA-RA cluster delegates.

56 6. Nominations for all positions excluding  
57 NEA Director shall be open to active and  
58 retired members only and shall be filed with  
59 the WEA as per WEA governing documents.  
60 Nominations for NEA Director shall be open  
61 to active members only. Nominations may be  
62 made from the floor of Delegate Assembly  
63 and will be included with the secret ballot.

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

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

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

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

78  
79 **C. Run-Off**

80 1. When no candidate for a position  
81 receives a majority of valid ballots cast, a  
82 special runoff election shall be conducted  
83 within twenty (20) days following the  
84 announcement of the regular election results.  
85 The names of the two (2) candidates  
86 receiving the most votes will be presented to  
87 the membership in accordance with ARTICLE  
88 V, Section 3.

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

91  
92 **D. Statewide Proportionate Representation**

93 1. Upon notification by the WEA Board  
94 that statewide proportionate representation  
95 ratios in regard to membership on the WEA  
96 Board are not being met, the WEA shall  
97 secure the names of active members from  
98 the ranks of the statewide proportionate  
99 representation membership.

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

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

104

1 **Section 3 – Election Procedures**

2 The WEA shall conduct voting  
3 electronically.

4  
5 **A. Electronic Ballots**

6 1. Only outside vendors who can ensure  
7 a secret ballot, one-person-one-vote process  
8 and have a reputation for conducting  
9 successful on-line elections will be  
10 considered.

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

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

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

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

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

30  
31 **Section 4 – Campaign Practices**

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

37  
38 **Section 5 – Definitions for Elections**

39  
40 **A. Open Nominations**

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

48 Every member shall have a reasonable  
49 opportunity to make nominations and to be  
50 nominated. The names of all eligible  
51 nominees shall appear on the ballot. The  
52 ballot shall not identify the source of any  
53 nominations or indicate endorsing parties.

Bylaws Adopted March 2021

54 The open nominations should provide all  
55 eligible voters with timely notice of the  
56 positions that need to be filled and of the  
57 time, place, and proper form for submitting  
58 nominations.

59  
60 **B. Election by Secret Ballot**

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

65  
66 **C. Election by Majority Vote**

67 The requirement of a majority vote is  
68 interpreted to mean more than 50 percent  
69 (50%) of the valid ballots cast. WEA shall  
70 provide for runoff elections as necessary in  
71 order to assure elections by majority vote.

72  
73 **D. One-Person – One-Vote Principle**

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

77  
78 **E. Initiative and referendum**

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

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

87  
88 **ARTICLE VI: MEMBERSHIP ON THE WEA  
89 BOARD**

90  
91 **Section 1 – Membership on the WEA  
92 Board**

93 Voting members of the WEA Board shall  
94 include:

- 95 A. Executive Committee (the four officers of  
96 the Association);
- 97 B. Region Presidents;
- 98 C. Region Representative(s);
- 99 D. ESP Statewide Representative;
- 100 E. Ethnic-Minority Statewide Representative;
- 101 F. Higher Education Statewide  
102 Representative;
- 103 G. WEA-Retired President;
- 104 H. Wyoming Aspiring Educator President;
- 105 and

1 I. Additional positions for two (2)-year  
2 terms, if necessary, to satisfy additional  
3 proportionate representation guarantee.

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

6  
7 A. Each region shall be represented on the  
8 WEA Board by the region president and a  
9 region representative using an apportionment  
10 scale of 1:550 with major fraction, for the first  
11 1375 active members. Apportionment shall  
12 be computed using the January 15  
13 membership of the current year. Additional  
14 representatives will be allowed for active  
15 members beyond the threshold of 1,375,  
16 according to the chart below.

17  
18 B. Region Apportionment Scale 1:550 with  
19 major fraction.

21 <i>Active Members</i>	<i>Representation</i>
22 Up to 1375	Region President and
23	Region Rep I
24 1376-1925	Region Rep II
25 1926-2475	Region Rep III

26  
27 C. When the regional membership  
28 apportionment scale dictates the addition of a  
29 representative, the term shall begin on July  
30 15 of the current year.

31 When the regional membership  
32 apportionment scale dictates the loss of a  
33 representative, the term shall end on July 14  
34 of the current year.

35  
36 D. In order that no more than three (3)  
37 regions shall have terms of region president  
38 expire in any one (1) year, the terms of office  
39 shall be staggered.

## 40 **Section 3 – Ethnic-Minority, Education** 41 **Support Professionals (ESP), and Higher** 42 **Education Statewide Representation**

43  
44  
45 A. The Ethnic-Minority, ESP, and Higher  
46 Education statewide representatives shall be  
47 elected to a two (2)- year term and shall  
48 serve no more than three (3) consecutive  
49 terms.

50  
51 B. To be eligible to hold a statewide position,  
52 an individual must belong to that respective  
53 group.

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

56 <i>Active Members</i>	<i>Representation</i>
57 Up to 825	Statewide Rep I
58 826-1375	Statewide Rep II
59 1376-1925	Statewide Rep III

60  
61 D. When the statewide membership  
62 apportionment scale dictates the addition of a  
63 representative, the term shall begin on July  
64 15 of the current year.

65 When the statewide membership  
66 apportionment scale dictates the loss of a  
67 representative, the term shall end on July 14  
68 of the current year.

69  
70 E. Ethnic-Minority Representation

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

75  
76 F. Definition of “Ethnic-Minority”

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

## 81 **Section 4 – Advisory Members**

82  
83  
84 A. Advisory members will include the WEA  
85 Executive Director, a Wyoming Education  
86 Association Staff Organization (WEASO)  
87 representative and others at the WEA  
88 Board’s discretion.

89  
90 B. The WEA Board shall not exclude the  
91 WEA Executive Director from executive  
92 sessions of board meetings, except when  
93 employment status is to be discussed.

## 94 **ARTICLE VII: DUTIES OF THE WEA** 95 **BOARD**

### 96 **Section 1 – Program Responsibility**

97  
98 The WEA Board shall be responsible for  
99 carrying out the programs of the organization  
100 and for ensuring that continuity in programs is  
101 maintained throughout the state, region, and  
102 local levels. In order to carry out this  
103 responsibility, the WEA Board may adopt  
104 policies consistent with the directives of the  
105 Delegate Assembly. Such policies shall be  
106

1 available to members of Delegate Assembly  
2 upon request. Region presidents will report  
3 regularly on the progress of these programs  
4 to the region councils.

## 6 **Section 2 – Staff Employment**

7 The WEA Board shall employ under  
8 contract an Executive Director, who shall  
9 serve as the administrative officer of the  
10 Association. In addition, the WEA Board  
11 shall employ, upon recommendation from the  
12 WEA Executive Director, the necessary  
13 professional staff and office personnel to  
14 implement the program of the Association as  
15 contained in the program and budget  
16 accepted by the Delegate Assembly.

## 18 **Section 3 – WEA Executive Director Reports**

20 The WEA Board shall receive regular  
21 reports from the WEA Executive Director on  
22 Association and staff activities, and shall  
23 solicit the WEA Executive Director's  
24 recommendations for new or altered courses  
25 of action. The WEA Executive Director and  
26 staff shall be directly responsible to the WEA  
27 Board and shall receive its approval before  
28 initiating changes in operation.

## 30 **Section 4 – Financial Statements**

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

## 40 **Section 5 – Program and Budget Preparation**

43 A. The Program and Budget Committee shall  
44 prepare a Program and Budget for each WEA  
45 year. The WEA President, WEA Vice  
46 President, WEA Treasurer, NEA Director, and  
47 Region Presidents shall comprise the  
48 committee. The WEA President shall preside  
49 as Chair. A member of the committee shall  
50 serve only while a member of the WEA  
51 Board. The WEA Executive Director and the  
52 WEA Business Manager shall serve as  
53 consultants to the committee, without vote.

Bylaws Adopted March 2021

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

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

70 D. The income from WEA members' dues  
71 available for revising the current year's  
72 adopted budget shall be calculated at ninety-  
73 eight percent (98%) of the active certified and  
74 active ESP FTEs and one hundred percent  
75 (100%) of all other membership categories,  
76 as of December 15 of the current Association  
77 year.

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

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

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

## 95 **Section 6 – Audit**

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

106

1 **Section 7 – Bonding**

2 The WEA Board shall provide for bonding  
3 of the WEA Executive Director and any other  
4 employees or WEA Board members directly  
5 involved with receipts and disbursements of  
6 the Association funds. The amount of the  
7 bond should equal at least the largest amount  
8 of funds that may be available at any one  
9 time.

10  
11 **Section 8 – NEA Representative Assembly  
12 (NEA-RA) Directives**

13  
14 A. The WEA Board shall prepare, publish  
15 and implement directives, in accordance with  
16 current NEA governing documents, for the  
17 nomination, election and funding of state,  
18 region (when applicable), and local delegates  
19 to the NEA-RA. Each NEA-RA state delegate  
20 will be elected in a statewide election for a  
21 two (2)- year term.

22  
23 B. A vacancy in the position of a regular  
24 delegate must be filled by an elected  
25 successor. Successor delegates should be  
26 elected at the same time and in the same  
27 manner as the regular delegates and must  
28 meet the same requirements as regular  
29 delegates. Successor delegates shall be  
30 listed in rank order of votes received.

31  
32 **Section 9 – Quorum and Meetings**

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

41  
42 **Section 10 – Accountability**

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

53  
54 **Section 11 – Treasurer’s Designee**

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

62  
63 **Section 12 – WEA Board Minutes**

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

73  
74 **Section 13 – Membership Ratio  
75 Computation**

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

84  
85 **Section 14 – WEA Delegate Assembly**

86 The WEA Board shall:

- 87  
88 A. make provisions to recycle any recyclable  
89 item, whenever possible;  
90  
91 B. secure appropriate statewide locations for  
92 future delegate assemblies;  
93  
94 C. arrange, if possible, to schedule delegate  
95 assembly so that it does not conflict with the  
96 state mandated testing windows;  
97  
98 D. ensure that the Delegate Assembly  
99 handbook includes directions and guidelines  
100 for writing and submitting platform proposals  
101 and new business items. Delegate briefing  
102 agendas shall include instructions for writing  
103 and submitting platform and new business  
104 items; and

1 E. ensure that salary schedule and fringe  
2 benefit plan for all WEA employees for the  
3 current year shall be included in the Delegate  
4 Assembly handbook.

5  
6 **ARTICLE VIII: DUTIES OF STATEWIDE**  
7 **OFFICERS**

8  
9 **A. EXECUTIVE COMMITTEE**

10  
11 **Section 1 – WEA President**

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

18  
19 Duties include:

- 20 1. attending WEA Board meetings as a  
21 voting member;
- 22 2. serving as a voting delegate to the  
23 WEA Delegate Assembly;
- 24 3. attending region Delegate Assembly  
25 briefings as a resource;
- 26 4. presiding over all meetings of the  
27 WEA membership and its governing units, the  
28 WEA Board, and the WEA Delegate  
29 Assembly, and exercising primary  
30 responsibility in preparing the agendas for  
31 these meetings;
- 32 5. ensuring that the minutes, platforms,  
33 current new business items, Constitution,  
34 Bylaws, and other non-financial records of the  
35 Association are carefully and accurately kept,  
36 and that they are distributed promptly and in  
37 lucid form to presidents of locals, committee  
38 chairs, delegates to the Delegate Assembly,  
39 and others as may be directed by the WEA  
40 Board;
- 41 6. presenting recommendations to the  
42 WEA Board and Delegate Assembly for the  
43 establishment of Association goals, priorities,  
44 and action programs; being directly  
45 accountable to the WEA Board and making a  
46 regular report of governance activities and  
47 needs;
- 48 7. ensuring that Delegate Assembly  
49 handbooks contain the names and  
50 educational assignments of delegates by  
51 local and region;
- 52 8. ensuring that Delegate Assembly  
53 handbooks shall clearly delineate all WEA  
Bylaws Adopted March 2021

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

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

Bylaws Adopted March 2021

54 31. serving as second alternate NEA  
55 Director;  
56 32. maintaining a residence in the city  
57 where the WEA Headquarters Office is  
58 located; and  
59 33. fulfilling other duties as appropriate.  
60

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

62 The Vice President shall discharge the  
63 duties of the President in the absence or  
64 incapacity of that officer and shall also  
65 assume such duties as assigned by the  
66 President or WEA Board. Term of office  
67 begins July 15 of the year elected.  
68

69 Duties include:

- 70 1. attend WEA Board meetings as a  
71 voting member;
- 72 2. serving as a voting delegate to the  
73 WEA Delegate Assembly;
- 74 3. attending region Delegate Assembly  
75 briefings as a resource;
- 76 4. serving as the Chair of the  
77 Membership Committee;
- 78 5. serving on the WEA Program and  
79 Budget Committee;
- 80 6. serving on the Wyoming Educators'  
81 Benefit Trust Board;
- 82 7. representing the WEA President at  
83 his/her request at meetings and conferences;
- 84 8. assuming the WEA President's role in  
85 his/her absence;
- 86 9. serving as a voting delegate to the  
87 NEA-RA. When applicable, the Vice  
88 President and Vice President Elect shall  
89 serve as voting delegates to the NEA-RA,  
90 with expenses paid by the Association;
- 91 10. serving as first alternate NEA Director;  
92 and
- 93 11. fulfilling other duties as appropriate.  
94

## 95 **Section 3 – WEA Treasurer**

96 The Treasurer shall oversee all financial  
97 records of the Association and shall  
98 communicate the financial activities of the  
99 Association to the WEA Board and to the  
100 Delegate Assembly. Term of office begins  
101 July 15 of the year elected.

102 Duties include:

- 103 1. attend WEA Board meetings as a  
104 voting member;
- 105 2. serving as a voting delegate to the  
106 WEA Delegate Assembly;

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

#### 38 **Section 4 – NEA Director**

39 The NEA Director shall be a liaison  
40 between the programs of the state  
41 Association and NEA. Term of office begins  
42 September 1 of the year elected.

43  
44 Duties include:

- 45 1. representing WEA interests to the
- 46 NEA Board of Directors;
- 47 2. attend WEA Board meetings as a
- 48 voting member;
- 49 3. serving as a voting delegate to the
- 50 NEA-RA, with expenses paid by NEA;
- 51 4. communicating NEA programs and
- 52 positions to WEA leadership;

- 53 5. selecting, in conjunction with the WEA
- 54 President, NEA-funded delegates to
- 55 leadership summits;
- 56 6. working, in conjunction with the WEA
- 57 President and WEA Executive Director, to
- 58 secure NEA project funding;
- 59 7. serving as a voting delegate to the
- 60 WEA Delegate Assembly;
- 61 8. attending region Delegate Assembly
- 62 briefings as a resource;
- 63 9. serving on the WEA Program and
- 64 Budget Committee;
- 65 10. serving on the Wyoming Educators'
- 66 Benefit Trust Board;
- 67 11. serving on the WEA Board
- 68 Negotiations Committee;
- 69 12. serving as liaison to WEA committees
- 70 as directed by the WEA President; and
- 71 13. fulfilling other duties as appropriate.
- 72

#### 73 **B. STATEWIDE REPRESENTATIVES**

##### 74 75 **Section 1 - Education Support** 76 **Professional (ESP) Statewide** 77 **Representative**

78 The ESP Statewide Representative shall  
79 be a liaison between the ESP members and  
80 The Board. Term of office begins July 15 of  
81 the year elected.

82  
83 Duties include:

- 84 1. attend WEA Board meetings as a
- 85 voting member;
- 86 2. initiating and assisting governance
- 87 and staff with ESP membership programs;
- 88 3. communicating with WEA ESP
- 89 members;
- 90 4. advising the WEA President regarding
- 91 ESP participation in all Association activities;
- 92 5. serving on the committee to select the
- 93 WEA ESP of the Year Award winner;
- 94 6. serving as a voting delegate to
- 95 Delegate Assembly;
- 96 7. participating in a Delegate Assembly
- 97 briefing session prior to Delegate Assembly;
- 98 8. chairing the ESP Caucus at Delegate
- 99 Assembly;
- 100 9. reporting to the WEA Board and
- 101 preparing an annual report for inclusion in the
- 102 Delegate Assembly handbook on the status
- 103 of the ESP Program; and
- 104 10. fulfilling other duties as appropriate.
- 105

1 **Section 2 - Ethnic-Minority Statewide**  
2 **Representative**

3 The Ethnic-Minority Statewide  
4 Representative shall be a liaison between the  
5 ethnic-minority members and The Board.  
6 Term of office begins July 15 of the year  
7 elected.

8  
9 Duties include:

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

31  
32 **Section 3 - Higher Education (Higher Ed)**  
33 **Statewide Representative**

34 The Higher Ed Statewide Representative  
35 shall be a liaison between the Higher Ed  
36 members and The WEA Board. Term of  
37 office begins July 15 of the year elected.

38  
39 Duties include:

- 40 1. attend WEA Board meetings as a
- 41 voting member;
- 42 2. initiating and assisting governance
- 43 and staff with Higher Ed membership
- 44 programs;
- 45 3. communicating with WEA Higher Ed
- 46 members;
- 47 4. advising the WEA President regarding
- 48 Higher Ed participation in all Association
- 49 activities;
- 50 5. serving as a voting delegate to
- 51 Delegate Assembly;
- 52 6. participating in a Delegate Assembly
- 53 briefing session prior to Delegate Assembly;

Bylaws Adopted March 2021

- 54 7. chairing the Higher Ed Caucus at
- 55 Delegate Assembly;
- 56 8. reporting to the WEA Board and
- 57 preparing an annual report for inclusion in the
- 58 Delegate Assembly handbook on the status
- 59 of the Higher Ed program;
- 60 9. serving as liaison for Higher Ed
- 61 members and locals with NEA, the National
- 62 Council on Higher Education, and state
- 63 associations of higher education faculty and
- 64 support staff;
- 65 10. attending the NEA Higher Education
- 66 Conference; and
- 67 11. fulfilling other duties as appropriate.

68  
69 **Section 4 - Wyoming Aspiring Educator**  
70 **President**

71 The Wyoming Aspiring Educator  
72 President shall be a liaison between the  
73 Wyoming Aspiring Educator members and  
74 The WEA Board. Term of office begins July  
75 15 of the year elected.

76  
77 Duties include:

- 78 1. attend WEA Board meetings as a
- 79 voting member;
- 80 2. presiding over chapter meetings;
- 81 3. attending leadership conferences or
- 82 ensuring chapter representation at such
- 83 conferences;
- 84 4. acting as liaison between chapter
- 85 members and the WEA Board by written,
- 86 oral, or electronic communication;
- 87 5. preparing written reports for WEA
- 88 Board meetings;
- 89 6. encouraging and supporting local
- 90 chapter presidents in the execution of their
- 91 duties;
- 92 7. involving UniServ Directors, state
- 93 leadership, committee members and other
- 94 chapter leaders in region functions;
- 95 8. overseeing all chapter committees;
- 96 9. serving as a voting delegate to
- 97 Delegate Assembly;
- 98 10 participating in caucus meetings at
- 99 Delegate Assembly;
- 100 11. preparing an annual report for
- 101 inclusion in the Delegate Assembly
- 102 handbook;
- 103 12. serving as an official voting delegate
- 104 to NEA-RA, with expenses paid equal to that
- 105 of other state-funded delegates; and
- 106 13. fulfilling other duties as appropriate.

1 **Section 5 - WEA-Retired President**

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

6  
7 Duties include:

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

41  
42 **C. RECALL PROCEDURE**

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

Bylaws Adopted March 2021

54 **ARTICLE IX: DELEGATE ASSEMBLY**

55  
56 **Section 1 – Annual Meeting**

57 The meeting of the Delegate Assembly  
58 constitutes the annual meeting of the  
59 Wyoming Education Association.

60  
61 **Section 2 – Sessions**

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

72  
73 **Section 3 – Session Identification**

74 The WEA Board shall identify each  
75 annual session of the Delegate Assembly by  
76 consecutive numbering. Any special session  
77 shall be identified with the annual session it  
78 follows. The agenda of each session shall  
79 use the term "meeting" to identify the several  
80 segments of each session.

81  
82 **Section 4 – Determining Policies**

83 The Delegate Assembly shall define the  
84 policies of the Association by adoption or  
85 amendment of the Standing Rules, Bylaws,  
86 Platforms, and New Business Items. In  
87 addition, it may propose amendments to the  
88 Constitution and also recommend to the WEA  
89 Board particular means of carrying out  
90 policies.

91  
92 **Section 5 – Program and Budget**

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

102  
103 **Section 6 – Delegate Duties**

104 It shall be the duty of the delegates at  
105 Delegate Assembly to represent the  
106 professional interests of the Association, to

1 attend all meetings pertaining to Delegate  
2 Assembly, and to inform members by  
3 appropriate means of the issues and actions  
4 of the Delegate Assembly.

### 6 **Section 7 – Apportionment of Delegates**

7 A. Delegates shall be apportioned to  
8 chartered locals:

9 1. using a ratio of 1:40 active members  
10 or major fraction thereof;

11 2. according to total membership as  
12 shown by Association records as of January  
13 15 of the previous WEA year. Where a local  
14 has not previously existed, the latest  
15 available membership records shall be used  
16 to determine delegate allocations.

17  
18 B. Every chartered local shall be entitled to  
19 at least one (1) delegate.

20  
21 C. Retired delegates shall be apportioned  
22 using a ratio of 1:40 retired members or major  
23 fraction thereof.

24  
25 D. No person shall be counted as a member  
26 of more than one (1) local. A delegate  
27 representing a local must be a member of  
28 that local.

### 30 **Section 8 – Delegate Allocation 31 Notification**

32 The WEA shall notify each local  
33 association of the number of delegates to  
34 which they shall be entitled for the next year's  
35 Delegate Assembly. This notification shall  
36 occur after January 15 of the current  
37 membership year.

### 39 **Section 9 – Delegate Verification**

40 The president of each local association  
41 should forward to the WEA Office, on a form  
42 provided by the WEA, a list of the certified  
43 delegates and alternates 60 days prior to  
44 Delegate Assembly in that membership year.

### 46 **Section 10 – Delegate Certification**

47 The president of each local association  
48 shall make final certification of the names of  
49 delegates and alternates to the WEA. In the  
50 event elected delegates and alternates are  
51 unable to attend, the local shall secure  
52 replacements by holding a special election.  
53 In special circumstances (to be verified by the

Bylaws Adopted March 2021

54 WEA President in consultation with the local  
55 president and/or region president), the local  
56 president and/or region president may  
57 appoint delegates to ensure that local's  
58 representation.

### 60 **Section 11 – Credentials Committee**

61 A Credentials Committee consisting of the  
62 region presidents shall be responsible for the  
63 accreditation of delegates.

### 65 **Section 12 – Additional Members**

66 Members of the WEA Board shall be  
67 voting members of the Delegate Assembly.

### 69 **Section 13– WEA-Retired Members**

70 WEA-Retired shall elect their own  
71 representatives to Delegate Assembly  
72 according to WEA procedures. WEA-Retired  
73 delegates shall be voting members of the  
74 Delegate Assembly.

### 76 **Section 14 –Wyoming Aspiring Educator 77 Members**

78 Wyoming Aspiring Educators shall elect  
79 their own representatives to Delegate  
80 Assembly according to WEA procedures.  
81 Wyoming Aspiring Educator delegates shall  
82 be voting members of the Delegate  
83 Assembly.

### 85 **Section 15 – WEA Past Presidents**

86 WEA Past Presidents of the Association  
87 who are WEA members shall be voting  
88 members of the Delegate Assembly.

### 90 **Section 16 – Ex-Officio Members**

91 Members of the Protocol Committee, and  
92 other committee chairs shall be recognized  
93 as ex-officio members of the Delegate  
94 Assembly with full privileges of debate on  
95 matters pertaining to the business of that  
96 committee, but without vote, unless also  
97 serving as a voting delegate in another  
98 capacity.

## 100 **ARTICLE X: REGIONS**

### 102 **Section 1 – Region Boundaries**

103 Membership of the Association shall be  
104 divided into regions according to place of  
105 employment as follows:

106

1 A. Northeast Region, embracing Sheridan,  
2 Johnson, Campbell, Crook, and Weston  
3 counties;

4  
5 B. Northwest Region, embracing Park, Big  
6 Horn, Washakie, Hot Springs, and Fremont  
7 counties;

8  
9 C. Central Region, embracing Natrona,  
10 Converse, and Niobrara counties;

11  
12 D. Southwest Region, embracing Lincoln,  
13 Carbon, Sweetwater, Uinta, Sublette, and  
14 Teton counties; and

15  
16 E. Southeast Region, embracing Laramie,  
17 Albany, Platte, and Goshen counties.

18  
19 **Section 2 – Region Structure**

20  
21 A. The elected officers of each region shall  
22 be a Region President, Region Vice  
23 President, and Region Representative(s).

24  
25 B. Regions shall be governed by a Region  
26 Council comprised of region elected officers,  
27 local association presidents (or official  
28 designees), elected delegates to the WEA  
29 Delegate Assembly, and region members of  
30 WEA committees.

31  
32 C. Region meetings shall be scheduled and  
33 conducted by the Region President in  
34 consultation with the Region Vice President  
35 and the Region Representative(s).

36  
37 D. The Regions shall be governed by the  
38 WEA Constitution and Bylaws as well as their  
39 own governing documents.

40  
41 **Section 3 – Region Elections**

42  
43 A. Elections of the region officers shall be  
44 conducted as part of the WEA general  
45 elections and shall be by open nominations,  
46 secret ballot, and majority of valid ballots  
47 cast.

48  
49 B. All WEA active and retired members  
50 within the region shall be entitled to vote.

51

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

55  
56 D. Region Representative I shall serve a  
57 term on the WEA Board that alternates with  
58 that of the Region President. If this election  
59 coincides with the election of the Region  
60 President, the initial term of Region  
61 Representative I shall be only one (1)-year.

62  
63 E. When multiple additional representatives  
64 are elected for the same term, votes received  
65 shall dictate representative position.

66  
67 F. If a region qualifies for (an) additional  
68 representative(s), the initial term of region  
69 representative II shall be only one (1) year if  
70 representative I is being elected at the same  
71 time.

72  
73 G. When no candidate for a region office  
74 receives a majority of valid ballots cast, a  
75 special run-off election shall be conducted as  
76 outlined in ARTICLE V. Section 3.

77  
78 **Section 4 – Terms of Office**

79  
80 A. Each region officer shall be elected for a  
81 term of two (2)-years.

82  
83 B. The term of office for all region officers  
84 shall be from July 15 to July 14.

85  
86 C. No region officer shall be elected for more  
87 than three (3) consecutive terms in each of  
88 the three elected offices, or serve in more  
89 than one region office concurrently.

90  
91 **Section 5 – Vacancy**

92  
93 A. In the event of a vacancy in the office of  
94 Region President, the Region Vice President  
95 shall assume that office until the next WEA  
96 election.

97  
98 B. Other vacancies shall be filled by  
99 appointment by the Region President with the  
100 approval of a majority of the Region Council  
101 until the next WEA election.

102  
103 C. If a Region President or Region  
104 Representative cannot attend a WEA Board

1 meeting, the Vice President shall be the  
2 replacement for that meeting. If the Vice  
3 President cannot serve as a replacement, the  
4 Region President will appoint a replacement  
5 from the Region Council.

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

8 Duties include:

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

### 47 **Section 7 – Duties of the Region Vice 48 President**

49 Duties include:

- 50 1. discharging the duties of the Region  
51 President in the absence of said president;

- 52 2. chairing a regional membership  
53 committee and serving on the statewide  
54 Membership Committee;
- 55 3. assisting and conducting membership  
56 efforts in the region as agreed by the  
57 statewide Membership Committee, WEA  
58 priorities, and region membership plan, or  
59 other activities to boost membership;
- 60 4. reporting to the Region President  
61 before each WEA Board meeting of the  
62 membership efforts occurring in the region;
- 63 5. assisting in the planning of all region  
64 meetings and other events;
- 65 6. attending all region meetings and  
66 events;
- 67 7. assisting region president in facilitating  
68 quarterly region virtual meetings; and
- 69 8. performing other duties assigned by  
70 the Region President.

### 72 **Section 8 – Duties of the Region 73 Representative(s)**

74 Duties include:

- 75 1. attend WEA Board meetings as a  
76 voting member;
- 77 2. participating in all region meetings by  
78 assisting the Region President;
- 79 3. assisting region president in facilitating  
80 quarterly region virtual meetings;
- 81 4. facilitating communication with region  
82 members;
- 83 5. promoting participation of local  
84 members in Association activities;
- 85 6. working with governance and staff in  
86 gathering information from region members;
- 87 7. reviewing and reporting on the status  
88 of the current new business items;
- 89 8. serving as a voting delegate to WEA  
90 Delegate Assembly; and
- 91 9. fulfilling other duties as appropriate.

### 93 **Section 9 – Region Funding**

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

### 98 **Section 10 – Recall Procedures for Region 99 Officers**

100 Any elected officer of the region who is  
101 charged with violation of the NEA's "*Code of*  
102 *Ethics of the Education Profession*",  
103 malfeasance, misfeasance, or nonfeasance

1 shall, upon receipt by the Region Council of a  
2 petition signed by twenty-five percent (25%)  
3 of the current region membership, be subject  
4 to a secret ballot referendum for recall. A  
5 two-thirds (2/3) vote of the active region  
6 membership in favor of recall of the elected  
7 officer will result in removal from office.

## 8 9 **ARTICLE XI: LOCAL ASSOCIATIONS**

### 10 11 **Section 1 – Charter Requirements**

12 The following shall be charter  
13 requirements of WEA:

14  
15 A. Each local association's name shall  
16 include the words "Education Association".

17  
18 B. Each local education association shall be  
19 composed of active members of the WEA  
20 within:

21 1. a unified school district. The WEA  
22 Board may provide for separate chartering for  
23 certified and classified local education  
24 associations upon approval of a plan  
25 providing for harmonious operation between  
26 two (2) or more associations on items that  
27 require joint assent or effort;

28 2. institutions of higher education;

29 3. the Wyoming Department of  
30 Education; and

31 4. the Professional Teaching Standards  
32 Board (PTSB).

33  
34 C. Administrative, ESP, retired, or student  
35 members who are not eligible to belong to an  
36 existing local may form a statewide local  
37 education association and affiliate with WEA.  
38 Delegates to the WEA Delegate Assembly  
39 shall be allotted according to ARTICLE IX,  
40 Section 7 of the WEA Bylaws.

41  
42 D. Locals or institutions may, at their  
43 discretion, combine to form larger local  
44 education associations.

### 45 46 **Section 2 – Petition for Charter**

47 Any local education unit desiring a charter  
48 as an affiliate of the WEA shall petition the  
49 WEA Board. The petition for affiliation shall  
50 include:

51 1. a copy of the unit's adopted  
52 Constitution and, if so written as a separate  
53 document, Bylaws consistent with the

Bylaws Adopted March 2021

54 Constitution and Bylaws of the NEA and the  
55 WEA which shall include all of the standards  
56 for affiliation from the WEA Bylaws.

57 2. results of a secret ballot election by all  
58 members to determine whether the affiliate  
59 shall be all-inclusive.

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

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

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

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

87 3. other documents as required by the  
88 WEA Board.

### 89 90 **Section 3 – Standards for Affiliation**

91 To ensure continuous affiliation with  
92 WEA, the latest revision of a local's adopted  
93 governing documents must be filed with the  
94 WEA and shall include, but not be limited to,  
95 the following standards for affiliation:

96 1. unified membership;

97 2. an election procedure which:

98 a. shall observe the one-person-one-  
99 vote principle (all-inclusive affiliates must  
100 provide proportionate representation on their  
101 governing bodies) and

102 b. shall guarantee open nominations,  
103 secret ballot, and elections by majority vote;

104 3. a policy that recognizes the  
105 preeminence of NEA's "*Code of Ethics of the  
106 Education Profession*";

- 1 4. a statement that the membership and  
2 fiscal year are to be the same as that of the  
3 WEA;
- 4 5. a statement that provides for no fewer  
5 than two (2) general meetings each year;
- 6 6. a guarantee that no member of said  
7 affiliate may be censured, suspended, or  
8 expelled, nor any eligible person denied  
9 membership, except for nonpayment of dues,  
10 without a due process hearing, which shall  
11 include an appropriate appellate procedure;
- 12 7. a procedure for assessment and  
13 collection of all membership dues;
- 14 8. a procedure to elect officers whose  
15 names shall be submitted to the WEA as per  
16 WEA governing documents;
- 17 9. a procedure to elect delegates and  
18 alternates to the WEA Delegate Assembly  
19 whose names shall be submitted to the WEA  
20 as per WEA governing documents;
- 21 10. a procedure consistent with NEA  
22 governing documents and WEA Board policy  
23 for the nomination and election of local  
24 representatives to the NEA-RA;
- 25 11. a procedure to amend the Constitution  
26 and Bylaws; and
- 27 12. a statement that the Association shall  
28 pursue a full and vigorous professional  
29 program in a manner consistent with the  
30 WEA governing documents.

#### 32 **Section 4 – Due Process**

33 The WEA Board may censure, suspend,  
34 or disaffiliate a chartered local for failure to  
35 abide by the provisions of the WEA  
36 Constitution and Bylaws or for just cause,  
37 provided that no local may be censured,  
38 suspended or disaffiliated without a due  
39 process hearing, which shall include an  
40 appropriate appellate procedure.

#### 42 **Section 5 – Compliance**

43 When action is taken at Delegate  
44 Assembly or by the membership to make  
45 changes in the WEA Constitution or in the  
46 WEA Bylaws which directly affect the  
47 constitutions and bylaws of the local  
48 associations, the WEA Board will see that  
49 notification is given to the local associations  
50 to bring their respective constitutions and  
51 bylaws into compliance and send the updated  
52 copies, with the date of amendment, to the  
53 WEA to be filed.

Bylaws Adopted March 2021

## 54 **ARTICLE XII: COMMITTEES**

### 55 **Section 1 – Authorized Committees**

56 The following committees are authorized.  
57 Their duties shall be limited to preparing  
58 recommendations for decision by the  
59 Delegate Assembly or for action by the WEA  
60 Board.

61 A. Government Relations (GR);

62  
63 B. Member Advocacy and Civil Rights  
64 (MACR);

65  
66 C. Membership;

67  
68 D. WEA Protocol; and

69  
70 E. Ad Hoc Committees.

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

72 A. Appointments to committees shall be  
73 made by the WEA Board.

74  
75 B. Members of committees shall be  
76 appointed for overlapping two (2)-year terms  
77 and may be reappointed for two (2)  
78 succeeding terms.

79  
80 C. Terms of committee members shall be  
81 from July 15 through July 14.

82  
83 D. There must be a lapse of at least one (1)  
84 term before members can be appointed  
85 again.

86  
87 E. Committee membership shall comply with  
88 NEA guidelines.

89  
90 F. Each of the regions shall be represented  
91 by at least one (1) member on each of the  
92 committees.

93  
94 G. WEA-Retired shall be represented by at  
95 least one (1) member on each of the  
96 committees.

97  
98 H. In the event of an absence of the  
99 appointed committee member, the WEA  
100 Board shall provide a method of filling the  
101 position for that meeting.

102  
103  
104  
105  
106

1 **Section 3 – Chair: Term, Appointment,**  
2 **and Responsibilities**

3  
4 A. The Chair of each committee shall be  
5 appointed by the WEA President to serve a  
6 one (1)- year term and may be reappointed.  
7 The Chair shall be a voting member of the  
8 committee.

9  
10 B. Term of the Chair shall be from July 15  
11 through July 14.

12  
13 C. The Chair shall be responsible for  
14 preparing and presenting a report of  
15 committee action and accomplishments to the  
16 Delegate Assembly.

17  
18 **Section 4 – General Duties of Committees**

19 Committee members are to:

20 A. make recommendations for  
21 WEA policy: in their advisory role to the WEA  
22 Board and Delegate Assembly, study and  
23 formulate amendments and  
24 recommendations to present to the WEA  
25 Board or the Protocol Committee for  
26 presentation at Delegate Assembly;

27  
28 B. become knowledgeable in the area of  
29 concern to their respective committee; and

30  
31 C. monitor the area of their concern for  
32 developments that require attention and then  
33 recommend possible action.

34  
35 **Section 5 – Government Relations (GR)**  
36 **Committee**

37 The GR committee concerns itself with  
38 the entire legislative program of the  
39 Association. The GR committee shall:

40  
41 A. Study the needs of Wyoming education  
42 that should be incorporated into state statutes  
43 and evaluate all bills introduced into the state  
44 legislature;

45  
46 B. Be responsible for carrying out the  
47 directives of the Delegate Assembly that  
48 require legislative action; and

49  
50 C. Be responsible for the coordination of  
51 legislative activities in the implementation of  
52 WEA legislative programs.

53

54 **Section 6 – Member Advocacy and Civil**  
55 **Rights (MACR) Committee**

56 The MACR Committee concerns itself  
57 directly with human and civil rights issues and  
58 member advocacy. The MACR Committee  
59 shall:

60  
61 A. recommend in-service education of  
62 members concerning their rights;

63  
64 B. act to provide a continuous exchange of  
65 information between Local EAs, WEA, and  
66 NEA;

67  
68 C. recommend strategies for negotiations at  
69 the state, region, and local levels;

70  
71 D. work with other committees to include  
72 salary and benefit interests into the  
73 Negotiations Platform; and

74  
75 E. submit amendments and/or new  
76 philosophical statements for the MACR and  
77 Negotiations Platforms to the Protocol  
78 Committee at Delegate Assembly.

79  
80 **Section 7 – Membership Committee**

81 The Membership Committee shall  
82 oversee and evaluate membership promotion  
83 strategies, including, but not limited to:

84  
85 A. recruiting members;

86  
87 B. approving promotional materials;

88  
89 C. targeting locals and/or special interest  
90 groups; and

91  
92 D. promoting NEA member benefits.

93  
94 **Section 8 – Protocol Committee**

95 The Protocol Committee shall:

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

98  
99 B. present at each Delegate Assembly the  
100 platforms defining proposed policy decisions  
101 of the Association;

102  
103 C. assist members in formulating language  
104 for proposed amendments to documents  
105 upon request; and

106

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

16 During the Association year, the Protocol  
17 Committee shall:  
18

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

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

31 Ad Hoc Committees shall:  
32

- 33 A. analyze and recommend action on a  
34 single, short-term issue;  
35  
36 B. report to the next Delegate Assembly;  
37 and  
38  
39 C. not be required to meet the provisions of  
40 the Bylaws as outlined in Article XII, Section 2  
41 and 3.  
42

### 43 **Section 10 – Absenteeism**

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

## 54 **ARTICLE XIII: NEA AFFILIATION**

55

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

## 60 **ARTICLE XIV: AMENDMENTS**

61

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

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

### 68 **Section 2 – WEA Bylaws**

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

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

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