

1 Bylaws
2 of the Wyoming
3 Education Association

4
5 April 2022
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
102 a delegate of an affiliated education

1 association and the WEA, except where
2 prohibited.

3
4 **C. Membership Dues**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

91
92 **Section 3 – Reserve Membership**

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

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

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

105

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

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

8 9 **Section 4 – Retired Membership**

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

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

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

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

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

49 50 **Section 5 –Aspiring Educator Membership**

51
52 A. Aspiring Educator membership shall be
53 open to all students who are enrolled in a
54 teacher education program in an accredited

55 college or university and are unified members
56 of the NEA Aspiring Educator Program.
57 Aspiring Educator membership shall be
58 closed to those who are qualified for any
59 other membership category.

60
61 B. Wyoming Aspiring Educator members
62 shall be entitled to the rights, benefits, and
63 privileges as approved by the WEA Board
64 and/or the Delegate Assembly, except the
65 right to hold WEA elective office.

66
67 C. The annual membership dues for aspiring
68 educator membership shall be \$8.50.

69 70 **Section 6 – Honorary Membership**

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

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

89
90 C. There shall be no dues for honorary
91 membership.

92 93 **Section 7 – Educational Position**

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

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

102 103 **Section 8 – Category Change**

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

1 **Section 9 – Limitations**

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

6
7 **ARTICLE V: ELECTIONS**

8
9 **Section 1 – Notification**

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

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

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

24
25 A. Initiative and Referendum
26 1. Any initiative or referendum pertaining
27 to Delegate Assembly or WEA Board actions
28 must be submitted to the WEA Board within
29 30 days following adoption of the minutes of
30 said action, as long as the 30 days do not fall
31 in June, July or August.

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

34
35 B. Statewide and Regional Positions
36 1. Statewide Officers to be elected shall
37 be WEA President, WEA Vice President,
38 WEA Treasurer, and NEA Director;
39 2. Statewide representatives to be
40 elected shall be WEA ESP Representative,
41 WEA Higher Education Representative, and
42 WEA Ethnic-Minority Representative;
43 3. Statewide NEA-RA state delegates
44 category 1, and category 2;
45 4. Regional positions to be elected shall
46 be the region presidents, vice-presidents, and
47 region representative(s); and
48 5. Regional NEA-RA cluster delegates.
49 6. Nominations for all positions excluding
50 NEA Director shall be open to active and
51 retired members only and shall be filed with
52 the WEA as per WEA governing documents.
53 Nominations for NEA Director shall be open
54 to active members only. Nominations may be

55 made from the floor of Delegate Assembly
56 and will be included with the secret ballot.
57 7. In the event that fewer than two (2)
58 members have been nominated for any
59 position eight (8) weeks prior to the election,
60 the WEA shall make every reasonable effort
61 to secure at least two (2) candidates for the
62 position to be filled.

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

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

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

71
72 **C. Run-Off**

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

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

84
85 **D. Statewide Proportionate Representation**

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

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

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

97
98 **Section 3 – Election Procedures**

99 The WEA shall conduct voting
100 electronically.

101
102 **A. Electronic Ballots**

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

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

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

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

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

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

Section 4 – Campaign Practices

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

Section 5 – Definitions for Elections

A. Open Nominations

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

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

B. Election by Secret Ballot

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

C. Election by Majority Vote

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

D. One-Person – One-Vote Principle

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

E. Initiative and referendum

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

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

ARTICLE VI: MEMBERSHIP ON THE WEA BOARD

Section 1 – Membership on the WEA Board

Voting members of the WEA Board shall include:

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

Section 2 – Region Representation

Each region shall be represented on the WEA Board by the region president, region vice president, and region representative(s), using an apportionment scale of 1:550 with major fraction, for the first 1375 active members. Apportionment shall be computed

1 using the January 15 membership of the
2 current year. Additional representatives will
3 be allowed for active members beyond the
4 threshold of 1,375, according to the chart
5 below.

6
7 B. Region Apportionment Scale 1:550 with
8 major fraction.

9

<i>Active Members</i>	<i>Representation</i>
10 Up to 1375	Region President and Region Rep I
11 1376-1925	Region Rep II
12 1926-2475	Region Rep III

13
14
15
16 C. When the regional membership
17 apportionment scale dictates the addition of a
18 representative, the term shall begin on July
19 15 of the current year.

20 When the regional membership
21 apportionment scale dictates the loss of a
22 representative, the term shall end on July 14
23 of the current year.

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

29
30 **Section 3 – Ethnic-Minority, Education
31 Support Professionals (ESP), and Higher
32 Education Statewide Representation**

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

39
40 B. To be eligible to hold a statewide position,
41 an individual must belong to that respective
42 group.

43
44 C. Statewide apportionment scale 1:550 with
45 major fraction.

<i>Active Members</i>	<i>Representation</i>
46 Up to 825	Statewide Rep I
47 826-1375	Statewide Rep II
48 1376-1925	Statewide Rep III

49
50
51 D. When the statewide membership
52 apportionment scale dictates the addition of a
53 representative, the term shall begin on July
54 15 of the current year.

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

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

65
66 F. Definition of “Ethnic-Minority”
67 Ethnic-minority shall mean those persons
68 designated as ethnic-minority by statistics
69 published by the United States Bureau of the
70 Census.

71
72 **Section 4 – Advisory Members**

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

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

84
85 **ARTICLE VII: DUTIES OF THE WEA
86 BOARD**

87
88 **Section 1 – Program Responsibility**

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

101
102 **Section 2 – Staff Employment**

103 The WEA Board shall employ under
104 contract an Executive Director, who shall
105 serve as the administrative officer of the
106 Association. In addition, the WEA Board
107 shall employ, upon recommendation from the
108 WEA Executive Director, the necessary

1 professional staff and office personnel to
2 implement the program of the Association as
3 contained in the program and budget
4 accepted by the Delegate Assembly.

5
6 **Section 3 – WEA Executive Director
7 Reports**

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

17
18 **Section 4 – Financial Statements**

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

27
28 **Section 5 – Program and Budget
29 Preparation**

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

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

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

55 one hundred percent (100%) of all other
56 membership categories, as of December 15
57 of the current Association year.

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

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

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

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

83
84 **Section 6 – Audit**

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

95
96 **Section 7 – Bonding**

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

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

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

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

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

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

31
32 **Section 10 – Accountability**

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

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

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

52
53
54
55 **Section 12 – WEA Board Minutes**

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

65
66 **Section 13 – Membership Ratio**
67 **Computation**

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

76
77 **Section 14 – WEA Delegate Assembly**

78 The WEA Board shall:

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

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

3
4 **A. EXECUTIVE COMMITTEE**

5
6 **Section 1 – WEA President**

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

13
14 Duties include:

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

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

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

53 32. maintaining a residence in the city
54 where the WEA Headquarters Office is
55 located; and
56 33. fulfilling other duties as appropriate.
57

58 **Section 2 – WEA Vice President**

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

66 Duties include:

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

92 **Section 3 – WEA Treasurer**

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

99 Duties include:

- 100 1. attend WEA Board meetings as a
101 voting member;
- 102 2. serving as a voting delegate to the
103 WEA Delegate Assembly;
- 104 3. attending region Delegate Assembly
105 briefings as a resource;

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

35 **Section 4 – NEA Director**

36 The NEA Director shall be a liaison
37 between the programs of the state
38 Association and NEA. Term of office begins
39 September 1 of the year elected.

40
41 Duties include:

- 42 1. representing WEA interests to the
- 43 NEA Board of Directors;
- 44 2. attend WEA Board meetings as a
- 45 voting member;
- 46 3. serving as a voting delegate to the
- 47 NEA-RA, with expenses paid by NEA;
- 48 4. communicating NEA programs and
- 49 positions to WEA leadership;
- 50 5. selecting, in conjunction with the WEA
- 51 President, NEA-funded delegates to
- 52 leadership summits;
- 53

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

71 **B. STATEWIDE REPRESENTATIVES**

72 **Section 1 - Education Support**

73 **Professional (ESP) Statewide**

74 **Representative**

75 The ESP Statewide Representative shall
76 be a liaison between the ESP members and
77 The Board. Term of office begins July 15 of
78 the year elected.

79
80 Duties include:

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

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;

- 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 aspiring educator members and The WEA
74 Board. Term of office begins July 15 of the
75 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.

55 **ARTICLE IX: DELEGATE ASSEMBLY**

56
57 **Section 1 – Annual Meeting**

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

61
62 **Section 2 – Sessions**

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

73
74 **Section 3 – Session Identification**

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

82
83 **Section 4 – Determining Policies**

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

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

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

103
104 **Section 6 – Delegate Duties**

105 It shall be the duty of the delegates at
106 Delegate Assembly to represent the
107 professional interests of the Association, to
108 attend all meetings pertaining to Delegate

1 Assembly, and to inform members by
2 appropriate means of the issues and actions
3 of the Delegate Assembly.

4
5 **Section 7 – Apportionment of Delegates**

6 A. Delegates shall be apportioned to
7 chartered locals:
8 1. using a ratio of 1:40 active members
9 or major fraction thereof;
10 2. according to total membership as
11 shown by Association records as of January
12 15 of the previous WEA year. Where a local
13 has not previously existed, the latest
14 available membership records shall be used
15 to determine delegate allocations.

16
17 B. Every chartered local shall be entitled to
18 at least one (1) delegate.

19
20 C. Retired delegates shall be apportioned
21 using a ratio of 1:40 retired members or major
22 fraction thereof.

23
24 D. No person shall be counted as a member
25 of more than one (1) local. A delegate
26 representing a local must be a member of
27 that local.

28
29 **Section 8 – Delegate Allocation
30 Notification**

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

37
38 **Section 9 – Delegate Verification**

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

44
45 **Section 10 – Delegate Certification**

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

55 president and/or region president may
56 appoint delegates to ensure that local's
57 representation.

58
59 **Section 11 – Credentials Committee**

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

63
64 **Section 12 – Additional Members**

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

67
68 **Section 13– WEA-Retired Members**

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

74
75 **Section 14 – Wyoming Aspiring Educator
76 Members**

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

82
83 **Section 15 – WEA Past Presidents**

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

87
88 **Section 16 – Ex-Officio Members**

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

97
98 **ARTICLE X: REGIONS**

99
100 **Section 1 – Region Boundaries**

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

104
105 A. Northeast Region, embracing Sheridan,
106 Johnson, Campbell, Crook, and Weston
107 counties;

1 B. Northwest Region, embracing Park, Big
2 Horn, Washakie, Hot Springs, Fremont and
3 Teton counties;

4
5 C. Central Region, embracing Natrona,
6 Converse, and Niobrara counties;

7
8 D. Southwest Region, embracing Lincoln,
9 Carbon, Sweetwater, Uinta, and Sublette
10 counties; and

11
12 E. Southeast Region, embracing Laramie,
13 Albany, Platte, and Goshen counties.

14 15 **Section 2 – Region Structure**

16
17 A. The elected officers of each region shall
18 be a Region President, Region Vice
19 President, and Region Representative(s).

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

27
28 C. Region meetings shall be scheduled and
29 conducted by the Region President in
30 consultation with the Region Vice President
31 and the Region Representative(s).

32
33 D. The Regions shall be governed by the
34 WEA Constitution and Bylaws as well as their
35 own governing documents.

36 37 **Section 3 – Region Elections**

38
39 A. Elections of the region officers shall be
40 conducted as part of the WEA general
41 elections and shall be by open nominations,
42 secret ballot, and majority of valid ballots
43 cast.

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

46
47 C. The terms of office of the Region
48 President and the Region Vice President
49 shall coincide.

50
51 D. Region Representative I shall serve a
52 term on the WEA Board that alternates with
53 that of the Region President. If this election
54 coincides with the election of the Region

55 President, the initial term of Region
56 Representative I shall be only one (1)-year.

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

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

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

72 73 **Section 4 – Terms of Office**

74
75 A. Each region officer shall be elected for a
76 term of two (2)-years.

77
78 B. The term of office for all region officers
79 shall be from July 15 to July 14.

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

85 86 **Section 5 – Vacancy**

87
88 A. In the event of a vacancy in the office of
89 Region President, the Region Vice President
90 shall assume that office until the next WEA
91 election.

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

97
98 C. If a Region President, Region Vice
99 President, or Region Representative cannot
100 attend a WEA Board meeting, the Region
101 President will appoint a replacement from the
102 Region Council.

103
104
105
106
107
108

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

2 Duties include:

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

41 **Section 7 – Duties of the Region Vice**
42 **President**

43 Duties include:

- 44 1. Attend wea board meetings as a
- 45 voting member;
- 46 2. discharging the duties of the Region
- 47 President in the absence of said president;
- 48 3. chairing a regional membership
- 49 committee and serving on the statewide
- 50 Membership Committee;
- 51 4. assisting and conducting membership
- 52 efforts in the region as agreed by the
- 53 statewide Membership Committee, WEA

- 54 priorities, and region membership plan, or
- 55 other activities to boost membership;
- 56 5. reporting to the Region President
- 57 before each WEA Board meeting of the
- 58 membership efforts occurring in the region;
- 59 6. assisting in the planning of all region
- 60 meetings and other events;
- 61 7. attending all region meetings and
- 62 events;
- 63 8. Including assisting region president in
- 64 facilitating quarterly region virtual meetings;
- 65 9. serving as a voting delegate to wea
- 66 delegate assembly; and
- 67 10. performing other duties assigned by
- 68 the Region President or the Region Council.

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

72 Duties include:

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

91 **Section 9 – Region Funding**

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

96 **Section 10 – Recall Procedures for Region**
97 **Officers**

98 Any elected officer of the region who is
99 charged with violation of the NEA's "Code of
100 Ethics of the Education Profession",
101 malfeasance, misfeasance, or nonfeasance
102 shall, upon receipt by the Region Council of a
103 petition signed by twenty-five percent (25%)
104 of the current region membership, be subject
105 to a secret ballot referendum for recall. A
106 two-thirds (2/3) vote of the active region

1 membership in favor of recall of the elected
2 officer will result in removal from office.

3
4

5 **ARTICLE XI: LOCAL ASSOCIATIONS**

6

7 **Section 1 – Charter Requirements**

8 The following shall be charter
9 requirements of WEA:

10

11 A. Each local association's name shall
12 include the words "Education Association".

13

14 B. Each local education association shall be
15 composed of active members of the WEA
16 within:

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

24 2. institutions of higher education;

25 3. the Wyoming Department of
26 Education; and

27 4. the Professional Teaching Standards
28 Board (PTSB).

29

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

37

38 D. Locals or institutions may, at their
39 discretion, combine to form larger local
40 education associations.

41

42 **Section 2 – Petition for Charter**

43 Any local education unit desiring a charter
44 as an affiliate of the WEA shall petition the
45 WEA Board. The petition for affiliation shall
46 include:

47 1. a copy of the unit's adopted
48 Constitution and, if so written as a separate
49 document, Bylaws consistent with the
50 Constitution and Bylaws of the NEA and the
51 WEA which shall include all of the standards
52 for affiliation from the WEA Bylaws.

53 2. results of a secret ballot election by all
54 members to determine whether the affiliate
55 shall be all-inclusive.

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

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

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

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

83 3. other documents as required by the
84 WEA Board.

85

86 **Section 3 – Standards for Affiliation**

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

92 1. unified membership;

93 2. an election procedure which:

94 a. shall observe the one-person-one-
95 vote principle (all-inclusive affiliates must
96 provide proportionate representation on their
97 governing bodies) and

98 b. shall guarantee open nominations,
99 secret ballot, and elections by majority vote;

100 3. a policy that recognizes the
101 preeminence of NEA's "*Code of Ethics of the*
102 *Education Profession*";

103 4. a statement that the membership and
104 fiscal year are to be the same as that of the
105 WEA;

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

28 **Section 4 – Due Process**

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

37 **Section 5 – Compliance**

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

51
52
53
54

55 **ARTICLE XII: COMMITTEES**

56

57 **Section 1 – Authorized Committees**

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

63

64 A. Government Relations (GR);

65

66 B. Member Advocacy and Civil Rights
67 (MACR);

68

69 C. Membership;

70

71 D. WEA Protocol; and

72

73 E. Ad Hoc Committees.

74

75 **Section 2 – Appointment and Terms**

76

77 A. Appointments to committees shall be
78 made by the WEA Board.

79

80 B. Members of committees shall be
81 appointed for overlapping two (2)-year terms
82 and may be reappointed for two (2)
83 succeeding terms.

84

85 C. Terms of committee members shall be
86 from July 15 through July 14.

87

88 D. There must be a lapse of at least one (1)
89 term before members can be appointed
90 again.

91

92 E. Committee membership shall comply with
93 NEA guidelines.

94

95 F. Each of the regions shall be represented
96 by at least one (1) member on each of the
97 committees.

98

99 G. WEA-Retired shall be represented by at
100 least one (1) member on each of the
101 committees.

102

103 H. In the event of an absence of the
104 appointed committee member, the WEA
105 Board shall provide a method of filling the
106 position for that meeting.

107

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.

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

- 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.

50 **ARTICLE XIII: NEA AFFILIATION**

51
52 The WEA shall meet the minimum
53 standards for affiliation as set forth in the
54 NEA official governing documents.

Bylaws adopted March 2022

55 **ARTICLE XIV: AMENDMENTS**

56

57 **Section 1 – WEA Constitution**

58 Amendments will be submitted to the
59 WEA membership for adoption upon a two-
60 thirds (2/3) affirmative vote of the Delegate
61 Assembly.

62

63

64 **Section 2 – WEA Bylaws**

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

72

73 **Section 3 – Standing Rules Governing the 74 Delegate Assembly (Standing Rules)**

75 Amendments may be proposed from the
76 floor prior to the adoption of the Standing
77 Rules and will be accepted upon a majority
78 vote.