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# Wyoming Education Association

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1 Bylaws  
2 of the Wyoming  
3 Education Association

4  
5 April 2023  
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 current annual dues which  
31 are commensurate with the remaining portion  
32 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 the Delegate  
56 Assembly and will be included with the secret  
57 ballot.

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

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

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

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

72  
73 C. Run-Off

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

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

85  
86 D. Statewide Proportionate Representation

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

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

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

98  
99 **Section 3 – Election Procedures**

100 The WEA shall conduct voting  
101 electronically.

102  
103 A. Electronic Ballots

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

56 The requirement of a majority vote is  
57 interpreted to mean more than 50 percent  
58 (50%) of the valid ballots cast. WEA shall  
59 provide for runoff elections as necessary to  
60 assure elections by majority vote.

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

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

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

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

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

### 77 **ARTICLE VI: MEMBERSHIP ON THE WEA 78 BOARD**

#### 80 **Section 1 – Membership on the WEA 81 Board**

82 Voting members of the WEA Board shall  
83 include:

- 84 A. Executive Committee (the four officers of  
85 the Association);
- 86 B. Region Presidents;
- 87 C. Region Vice Presidents;
- 88 D. Region Representative(s);
- 89 E. ESP Statewide Representative;
- 90 F. Ethnic-Minority Statewide Representative;
- 91 G. Higher Education Statewide  
92 Representative;
- 93 H. WEA-Retired President;
- 94 I. Wyoming Aspiring Educator President;  
95 and
- 96 J. Additional positions for two (2)-year terms,  
97 if necessary, to satisfy additional  
98 proportionate representation guarantee.

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

101  
102 A. Each region shall be represented on the  
103 WEA Board by the region president, region  
104 vice president, and region representative(s),  
105 using an apportionment scale of 1:550 with  
106 major fraction, for the first 1375 active  
107 members. Apportionments shall be



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

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

9

10 <i>Active Members</i>	<i>Representation</i>
11 Up to 1375	Region President and Region Rep I
12 1376-1925	Region Rep II
13 1926-2475	Region Rep III

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.

46 <i>Active Members</i>	<i>Representation</i>
47 Up to 825	Statewide Rep I
48 826-1375	Statewide Rep II
49 1376-1925	Statewide Rep III

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. To carry out this responsibility,  
94 the WEA Board may adopt policies consistent  
95 with the directives of the Delegate Assembly.  
96 Such policies shall be available to members  
97 of Delegate Assembly upon request. Region  
98 presidents will report regularly on the  
99 progress of these programs to the region  
100 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 a 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 an 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 status of each. The report shall include  
39 the method and timeline by which this shall  
40 be done. This report shall be included with  
41 materials sent to the delegates prior to the  
42 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.

102  
103  
104  
105  
106  
107  
108

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

3  
4 **A. EXECUTIVE COMMITTEE**

5  
6 **Section 1 – WEA President**

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

13  
14 Duties include:

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

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

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 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  
42 Duties include:

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

- 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 73 **Section 1 - Education Support** 74 **Professional (ESP) Statewide** 75 **Representative**

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

80  
81 Duties include:

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

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.

107

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 the 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.

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. provide quarterly communication
  - 23 (could include but not limited to newsletter,
  - 24 recorded video message, email, in-person or
  - 25 virtual meeting) to inform, engage, and
  - 26 communicate information to members; with
  - 27 opportunity for discussion (could include but
  - 28 not limited to in-person or virtual meeting,
  - 29 electronic group chat) as appropriate.
  - 30 10. serving as a voting delegate to WEA
  - 31 Delegate Assembly;
  - 32 11. planning and conducting Delegate
  - 33 Assembly briefing sessions prior to Delegate
  - 34 Assembly;
  - 35 12. planning and conducting caucus
  - 36 meetings at Delegate Assembly;
  - 37 13. serving on the Credentials Committee
  - 38 at Delegate Assembly;
  - 39 14. preparing an annual report for
  - 40 inclusion in the Delegate Assembly
  - 41 handbook;
  - 42 15. serving on the Program and Budget
  - 43 Committee; and
  - 44 16. fulfilling other duties as appropriate.

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

- 48 Duties include:
- 49 1. attend wea board meetings as a
  - 50 voting member;
  - 51 2. discharging the duties of the Region
  - 52 President in the absence of said president;

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

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

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

96 **Section 9 – Region Funding**

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

100  
101  
102  
103  
104  
105

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

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

15 **ARTICLE XI: LOCAL ASSOCIATIONS**

16 **Section 1 – Charter Requirements**

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

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

52 **Section 2 – Petition for Charter**

53 Any local education unit desiring a charter  
54 as an affiliate of the WEA shall petition the  
55 WEA Board. The petition for affiliation shall  
56 include:

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

63 2. results of a secret ballot election by all  
64 members to determine whether the affiliate  
65 shall be all-inclusive.

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

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

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

93 3. other documents as required by the  
94 WEA Board.  
95

96 **Section 3 – Standards for Affiliation**

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

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

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

#### 39 **Section 4 – Due Process**

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

#### 49 **Section 5 – Compliance**

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

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

## 62 **ARTICLE XII: COMMITTEES**

### 64 **Section 1 – Authorized Committees**

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

71 A. Government Relations (GR);

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

76 C. Membership;

78 D. WEA Protocol; and

80 E. Ad Hoc Committees.

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

84 A. Appointments to committees shall be  
85 made by the WEA Board.

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

92 C. Terms of committee members shall be  
93 from July 15 through July 14.

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

99 E. Committee membership shall comply with  
100 NEA guidelines.

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

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

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

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

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

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

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

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

24 Committee members are to:

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

32  
33 B. become knowledgeable in the area of  
34 concern to their respective committee; and

35  
36 C. monitor the area of their concern for  
37 developments that require attention and then  
38 recommend possible action.

39  
40 **Section 5 – Government Relations (GR)  
41 Committee**

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

45  
46 A. Study the needs of Wyoming education  
47 that should be incorporated into state statutes  
48 and evaluate all bills introduced into the state  
49 legislature;

50  
51 B. Be responsible for carrying out the  
52 directives of the Delegate Assembly that  
53 require legislative action; and

54

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

58

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

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

65

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

68

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

72

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

75

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

79

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

84

85 **Section 7 – Membership Committee**

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

89

90 A. recruiting members;

91

92 B. approving promotional materials;

93

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

96

97 D. promoting NEA member benefits.

98

99 **Section 8 – Protocol Committee**

100 The Protocol Committee shall:

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

103

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

107

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

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

- 22  
23 A. Within a five (5) year cycle, or upon  
24 request, evaluate the constitution and bylaws  
25 of local associations to ensure they are  
26 consistent with current WEA/NEA governing  
27 documents and make recommendations for  
28 any changes needed; and  
29  
30 B. Maintain templates for local association  
31 constitution and bylaws that are consistent  
32 with current WEA/NEA governing documents.  
33

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

35 Ad Hoc Committees shall:

- 36  
37 A. analyze and recommend action on a  
38 single, short-term issue;  
39  
40 B. report to the next Delegate Assembly;  
41 and  
42  
43 C. not be required to meet the provisions of  
44 the Bylaws as outlined in Article XII, Section 2  
45 and 3.  
46

#### 47 **Section 10 – Absenteeism**

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

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

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 at the beginning of the  
75 new 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.