

Wyoming Education Association

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45

1 Bylaws
2 of the Wyoming
3 Education Association

4
5 April 2024
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 31.
17

18 **ARTICLE III: DISCIPLINE**

19
20 **Section 1 – Code of Ethics**

21 Adherence to the National Education
22 Association's (NEA's) "*Code of Ethics of the*
23 *Education Profession*" adopted by the
24 Delegate Assembly shall be a condition of
25 membership.
26

27 **Section 2 – Membership Denial or**
28 **Sanctions**

29 The WEA Board of Directors, hereafter
30 known as the WEA Board, upon information
31 supplied by the WEA Executive Director to the
32 WEA President, may deny an individual
33 membership and may censure, suspend, or
34 expel a member for conduct inconsistent with
35 NEA's "*Code of Ethics of the Education*
36 *Profession*", for nonpayment of dues, or for
37 just cause.
38

39 **Section 3 – Due Process**

40 No individual shall be denied membership
41 in the Association, nor shall any member be
42 censured, suspended, or expelled without
43 being guaranteed a due process hearing, both
44 substantive and procedural, including
45 appellate procedures. A WEA Board policy
46 must be provided whereby the following major
47 elements are a part of the procedure:

- 48 1. timely notice.
- 49 2. an effective opportunity to defend.
- 50 3. an opportunity to confront accusers.
- 51 4. the right to representation of choice.
- 52 5. decision made on the evidence by an
53 impartial decision maker; and

- 54 6. an appeal to an impartial decision
55 maker who was not involved in the initial
56 decision.
57

58 **Section 4 - Negotiator Denial**

59 An individual who is a full-time
60 professional negotiator of a negotiating team
61 representing a school board or a board of
62 trustees of a higher education institution shall
63 be denied membership.
64

65 **ARTICLE IV: MEMBERSHIP**

66
67 **Section 1 – Categories**

68 The membership of the Association shall
69 consist of the following categories: active,
70 reserve, retired, aspiring educator, and
71 honorary. A member may appeal the
72 assigned category of membership to the WEA
73 Board.
74

75 **Section 2 – Active Membership**

76
77 A. Active membership shall be open to any of
78 the following who are affiliated with a
79 Wyoming educational institution:

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

95
96 B. An active member in good standing shall
97 have full membership services and privileges
98 as approved by the WEA Board and/or the
99 Delegate Assembly, including voting, holding
100 elective and appointive office, and serving as
101 a delegate of an affiliated education
102 association and the WEA, except where
103 prohibited.
104

105 **C. Membership Dues**

- 106 1. The annual membership dues for
107 active members, except substitute teachers
108 ESP, and contingent (adjunct) faculty; shall be

1 1.133% of the average base salary for
2 Wyoming certified staff.
3 The term "average base salary" shall be
4 calculated by totaling the base salary figures
5 from all districts' certified staff salary
6 schedules, excluding administrators, as
7 compiled by the WEA using the most current
8 salary schedules available and dividing by the
9 total number of school districts.
10 2. Continuing members, whose
11 membership is renewed automatically on an
12 annual basis, must notify the WEA
13 Headquarters Office in writing, with copies to
14 the local association and, if applicable, to the
15 employer's payroll office no later than
16 September 20 of the current membership year
17 to cancel membership for that year.
18 3. Any person joining for the first time as
19 an active member after November 15, or any
20 person who is a member of a newly organized
21 local, shall be enrolled in full standing for the
22 remainder of the membership year by paying
23 the current annual dues which are
24 commensurate with the remaining portion of
25 the membership year.
26 4. The membership dues for persons
27 eligible for active membership who are
28 regularly employed for fifty percent (50%) or
29 less of the normal schedule for a full-time
30 faculty member (as verified by the local
31 association) shall be one-half (1/2) the active
32 membership dues.
33 5. The membership dues for persons
34 eligible for active membership who are
35 regularly employed for twenty-five percent
36 (25%) or less of the normal schedule for a full-
37 time faculty member (as verified by the local
38 association) shall be one-quarter (1/4) the
39 active membership dues.
40 6. The membership dues for substitute
41 teachers shall be one-fourth (1/4) the
42 membership dues described in C. 1.
43 7. Membership dues for Education
44 Support Professionals shall be a percentage
45 of the membership dues described in C. 1.
46 using the following dues scale:
47 • 50% of the average teacher's base
48 salary – 25% dues
49 • Above 50% to 75% of the average
50 teacher's base salary – 50% dues
51 • Above 75% to 100% of the average
52 teacher's base salary – 75% dues
53 • 100% and above the average
54 teacher's base salary – 100% dues
55 8. The state membership dues for
56 contingent (adjunct) faculty who are employed

57 fifty percent (50%) or less of the normal
58 schedule for a full-time faculty member (as
59 verified by the local association) shall be \$65.
60 9. A local association shall be
61 responsible for collection of all its active
62 membership dues. Active member dues may
63 be collected from the member through payroll
64 deduction, one time check, EFT, or any other
65 method as approved and instituted by the
66 WEA.
67 10. The following scale shall apply to
68 WEA members who have previously belonged
69 to The NEA Aspiring Educator program. This
70 scale shall apply only during the member's
71 initial year as a teacher.
72 • One (1) year Membership - \$10 dues
73 rebate
74 • Two (2) years membership - \$20 dues
75 rebate
76 • Three (3) years membership - \$30
77 dues rebate
78 • Four (4) years membership - \$40
79 dues rebate
80 Documentation shall be found in the NEA
81 membership system to verify past
82 membership.
83
84 **Section 3 – Reserve Membership**
85
86 A. Reserve membership shall be open to
87 any of the following who are affiliated with a
88 Wyoming educational institution:
89 1. person who is on leave of absence of
90 at least six (6) months from the employment
91 that qualifies that individual for active
92 membership; or
93 2. person who has held active
94 membership in the Association, but whose
95 employment status no longer qualifies that
96 individual for such membership.
97
98 B. Reserve members may not vote or hold
99 elective or appointive positions in the
100 Association.
101
102 C. The annual membership fee for reserve
103 members shall be one-half (1/2) of the
104 appropriate active membership category.
105
106 **Section 4 – Retired Membership**
107
108 A. Retired membership shall be open to any
109 retired employee of a school district, college,
110 university, or other institution devoted
111 primarily to educational work.
112

1 B. Retired members shall be entitled to the
2 rights, benefits, and privileges as approved by
3 the WEA Board and/or the Delegate
4 Assembly, including voting, holding elective
5 and appointive office, and serving as a
6 delegate of affiliated education associations
7 and the WEA, except where prohibited.
8

9 C. An active member of WEA is eligible at
10 any time, upon application and payment of
11 membership dues, to become a pre-retired
12 subscriber of WEA-Retired. A pre-retired
13 subscriber of WEA-Retired shall be entitled to
14 the rights, benefits, and privileges of retired
15 members except the right to vote for or hold
16 office in WEA-Retired and the right to be
17 counted for representation by WEA-Retired at
18 Delegate Assembly. Pre-retired subscribers
19 of WEA-Retired shall not relinquish any rights
20 or privileges of their active membership
21 provided they remain active members in good
22 standing. A pre-retired subscriber shall
23 automatically become a WEA-Retired
24 member upon retirement.
25

26 D. The membership dues for WEA-Retired
27 members and pre-retired subscribers shall be
28 a one-time (1) payment of \$50 for lifetime
29 membership.
30

31 E. WEA-Retired membership for retired
32 members or pre-retired subscribers shall be
33 unified with NEA-Retired membership.
34

35 **Section 5 –Aspiring Educator Membership**

36
37 A. Aspiring Educator membership shall be
38 open to all students who are enrolled in a
39 teacher education program in an accredited
40 college or university and are unified members
41 of the NEA Aspiring Educator Program.
42 Aspiring Educator membership shall be
43 closed to those who are qualified for any other
44 membership category.
45

46 B. Wyoming Aspiring Educator members
47 shall be entitled to the rights, benefits, and
48 privileges as approved by the WEA Board
49 and/or the Delegate Assembly, except the
50 right to hold WEA elective office.
51

52 C. The annual membership dues for aspiring
53 educator membership shall be \$8.50.
54
55
56

57 **Section 6 – Honorary Membership**

58
59 A. Any member, local education association,
60 or the WEA Board may propose to the WEA
61 Board a nominee for honorary membership.
62 The nominee shall become an honorary
63 member provided the nomination is approved
64 by three-fourths (3/4) of the WEA Board and
65 by majority vote of the Delegate Assembly.
66 The period for which an honorary membership
67 is granted shall be determined at the time that
68 such honorary membership is granted.
69

70 B. An honorary member shall receive the
71 publications of the Association; may attend
72 open meetings, conferences, conventions,
73 and assemblies, except where prohibited; but
74 may not vote or hold elective office.
75

76 C. There shall be no dues for honorary
77 membership.
78

79 **Section 7 – Educational Position**

80 Where Association membership is denied
81 on the local level by virtue of educational
82 position, the WEA shall provide for
83 membership at the state level.

84 “Educational position” shall be defined as
85 the job classification held by a member in a
86 Wyoming school district or institution of higher
87 education.
88

89 **Section 8 – Category Change**

90 Any member who changes professional or
91 occupational position shall be transferred to
92 the category of membership applicable to the
93 new position. Dues shall be adjusted as of
94 the date of change.
95

96 **Section 9 – Limitations**

97 Membership privileges and services,
98 including legal responsibilities, shall be limited
99 to activities occurring after the first day of
100 membership.
101

102 **ARTICLE V: ELECTIONS**

103 **Section 1 – Notification**

104
105
106 A. The WEA shall notify each local
107 association after January 15, but no later than
108 February 15, of offices and positions that are
109 to be filled and of the WEA nomination and
110 election procedure.
111

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

7 **Section 2 – Types of Election**

9 A. Initiative and Referendum

10 1. Any initiative or referendum pertaining
11 to Delegate Assembly or WEA Board actions
12 must be submitted to the WEA Board within
13 30 days following adoption of the minutes of
14 said action, as long as the 30 days do not fall
15 in June, July or August.

16 2. Initiative and referendum elections
17 shall be by secret ballot.

19 B. Statewide and Regional Positions

20 1. Statewide Officers to be elected shall
21 be WEA President, WEA Vice President,
22 WEA Treasurer, and NEA Director.

23 2. Statewide representatives to be
24 elected shall be WEA ESP Representative,
25 WEA Higher Education Representative, and
26 WEA Ethnic-Minority Representative.

27 3. Statewide NEA-RA state delegates
28 category 1, and category 2.

29 4. Regional positions to be elected shall
30 be the region presidents, vice-presidents, and
31 region representative(s); and

32 5. Regional NEA-RA cluster delegates.

33 6. Nominations for all positions shall be
34 open to active members only and shall be
35 filed with the WEA as per WEA governing
36 documents by the required deadline.
37 Nominations may be made from the floor of
38 the Delegate Assembly for any positions
39 without any nominated candidates or for
40 positions that do not have the allotted number
41 of candidates running and will be included
42 with the secret ballot.

43 7. In the event that no members have
44 been nominated for any position exactly one
45 week from the Delegate Assembly briefing,
46 WEA shall make every reasonable effort to
47 secure at least one (1) candidate for the
48 position to be filled.

49 8. Any unopposed candidate running for
50 office shall be considered elected by
51 acclamation at delegate assembly and will not
52 be included on the secret ballot.

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

56 10. Elections shall be by open nomination
57 procedure, secret ballot and majority of valid
58 ballots cast.

59 11. The one-person-one-vote principle
60 shall apply.

62 C. Run-Off

63 1. When no candidate for a position
64 receives a majority of valid ballots cast, a
65 special runoff election shall be conducted
66 within twenty (20) days following the
67 announcement of the regular election results.
68 The names of the two (2) candidates receiving
69 the most votes will be presented to the
70 membership in accordance with ARTICLE V,
71 Section 3.

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

75 D. Statewide Proportionate Representation

76 1. Upon notification by the WEA Board
77 that statewide proportionate representation
78 ratios regarding membership on the WEA
79 Board are not being met, the WEA shall
80 secure the names of active members from the
81 ranks of the statewide proportionate
82 representation membership.

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

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

88 **Section 3 – Election Procedures**

89 The WEA shall conduct voting
90 electronically.

92 A. Electronic Ballots

93 1. Only outside vendors who can ensure
94 a secret ballot, one-person-one-vote process
95 and have a reputation for conducting
96 successful on-line elections will be
97 considered.

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

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

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

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

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

7
8 **Section 4 – Campaign Practices**

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

14
15 **Section 5 – Definitions for Elections**

16
17 A. Open Nominations

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

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

35
36 B. Election by Secret Ballot

37 A secret ballot shall mean a procedure for
38 voting in such manner that the person
39 expressing a choice cannot be identified with
40 the choice expressed.

41 C. Election by Majority Vote

42 The requirement of a majority vote is
43 interpreted to mean more than 50 percent
44 (50%) of the valid ballots cast. WEA shall
45 provide for runoff elections as necessary to
46 assure elections by majority vote.

47
48 D. One-Person – One-Vote Principle

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

52
53 E. Initiative and referendum

54 A referendum is a direct vote in which the
55 entire membership is asked to vote on a
56 particular proposal. This may result in the

57 adoption of a new constitution or a
58 constitutional amendment.

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

62
63 **ARTICLE VI: MEMBERSHIP ON THE WEA**
64 **BOARD**

65
66 **Section 1 – Membership on the WEA Board**

67 Voting members of the WEA Board shall
68 include:

- 69 A. Executive Committee (the four officers of
70 the Association).
- 71 B. Region Presidents
- 72 C. Region Vice Presidents
- 73 D. Region Representative(s)
- 74 E. ESP Statewide Representative
- 75 F. Ethnic-Minority Statewide Representative
- 76 G. Higher Education Statewide
77 Representative
- 78 H. WEA-Retired President
- 79 I. Wyoming Aspiring Educator President;
80 and
- 81 J. Additional positions for two (2)-year terms,
82 if necessary, to satisfy additional
83 proportionate representation guarantee.

84
85 **Section 2 – Region Representation**

86
87 A. Each region shall be represented on the
88 WEA Board by the region president, region
89 vice president, and region representative(s),
90 using an apportionment scale of 1:550 with
91 major fraction, for the first 1375 active
92 members. Apportionments shall be computed
93 using the January 15 membership of the
94 current year. Additional representatives will
95 be allowed for active members beyond the
96 threshold of 1,375, according to the chart
97 below.

98
99 B. Region Apportionment Scale 1:550 with
100 major fraction.

101
102 *Active Members Representation*

103 Up to 1375	Region President and
104	Region Rep I
105 1376-1925	Region Rep II
106 1926-2475	Region Rep III

107
108 C. When the regional membership
109 apportionment scale dictates the addition of a
110 representative, the term shall begin on July 15
111 of the current year.

1 When the regional membership
2 apportionment scale dictates the loss of a
3 representative, the term shall end on July 14
4 of the current year.

5
6 D. In order that no more than three (3)
7 regions shall have terms of region president
8 expire in anyone (1) year, the terms of office
9 shall be staggered.

10
11 **Section 3 – Ethnic-Minority, Education**
12 **Support Professionals (ESP), and Higher**
13 **Education Statewide Representation**
14

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

20
21 B. To be eligible to hold a statewide position,
22 an individual must belong to that respective
23 group.

24
25 C. Statewide apportionment scale 1:550 with
26 major fraction.

<i>Active Members</i>	<i>Representation</i>
28 Up to 825	Statewide Rep I
29 826-1375	Statewide Rep II
30 1376-1925	Statewide Rep III

31
32 D. When the statewide membership
33 apportionment scale dictates the addition of a
34 representative, the term shall begin on July 15
35 of the current year.

36 When the statewide membership
37 apportionment scale dictates the loss of a
38 representative, the term shall end on July 14
39 of the current year.

40
41 E. Ethnic-Minority Representation
42 Affiliates of the Association shall take all
43 reasonable and legally permissible steps to
44 achieve ethnic-minority representation in their
45 elective and appointive bodies.

46
47 F. Definition of “Ethnic-Minority”
48 Ethnic-minority shall mean those persons
49 designated as ethnic-minority by statistics
50 published by the United States Bureau of the
51 Census.

52
53 **Section 4 – Advisory Members**
54

55 A. Advisory members will include the WEA
56 Executive Director, a Wyoming Education

57 Association Staff Organization (WEASO)
58 representative and others at the WEA Board’s
59 discretion.

60
61 B. The WEA Board shall not exclude the
62 WEA Executive Director from executive
63 sessions of board meetings, except when
64 employment status is to be discussed.

65
66 **ARTICLE VII: DUTIES OF THE WEA**
67 **BOARD**
68

69 **Section 1 – Program Responsibility**

70 The WEA Board shall be responsible for
71 carrying out the programs of the organization
72 and for ensuring that continuity in programs is
73 maintained throughout the state, region, and
74 local levels. To carry out this responsibility,
75 the WEA Board may adopt policies consistent
76 with the directives of the Delegate Assembly.
77 Such policies shall be available to members of
78 Delegate Assembly upon request. Region
79 presidents will report regularly on the progress
80 of these programs to the region councils.

81
82 **Section 2 – Staff Employment**

83 The WEA Board shall employ under
84 contract an Executive Director, who shall
85 serve as the administrative officer of the
86 Association. In addition, the WEA Board shall
87 employ, upon recommendation from the WEA
88 Executive Director, the necessary
89 professional staff and office personnel to
90 implement the program of the Association as
91 contained in the program and budget
92 accepted by the Delegate Assembly.

93
94 **Section 3 – WEA Executive Director**
95 **Reports**

96 The WEA Board shall receive regular
97 reports from the WEA Executive Director on
98 Association and staff activities and shall solicit
99 the WEA Executive Director’s
100 recommendations for new or altered courses
101 of action. The WEA Executive Director and
102 staff shall be directly responsible to the WEA
103 Board and shall receive its approval before
104 initiating changes in operation.

105
106 **Section 4 – Financial Statements**

107 Each member of the WEA Board shall
108 receive, at regularly scheduled board
109 meetings, financial statements comparing
110 actual expenditures with budgeted amounts
111 and showing total current resources and
112 obligations. The WEA Board shall be

1 responsible for overseeing all aspects of the
2 financial management of the Association.

3
4 **Section 5 – Program and Budget**
5 **Preparation**

6
7 A. The Program and Budget Committee shall
8 prepare a Program and Budget for each WEA
9 year. The WEA President, WEA Vice
10 President, WEA Treasurer, NEA Director, and
11 Region Presidents shall comprise the
12 committee. The WEA President shall preside
13 as Chair. A member of the committee shall
14 serve only while a member of the WEA Board.
15 The WEA Executive Director and the WEA
16 Business Manager shall serve as consultants
17 to the committee, without a vote.

18
19 B. The budget shall indicate the basis for any
20 estimated income and expenditures. Copies
21 of the proposed budget shall be available to
22 the Delegate Assembly delegates thirty (30)
23 days before the annual session of the
24 Delegate Assembly.

25
26 C. The income from WEA members' dues,
27 available for the next fiscal year's proposed
28 budget, shall be calculated using ninety-five
29 percent (95%) of the active certified and
30 active ESP FTEs (full-time equivalents) and
31 one hundred percent (100%) of all other
32 membership categories, as of December 15 of
33 the current Association year.

34
35 D. The income from WEA members' dues
36 available for revising the current year's
37 adopted budget shall be calculated at ninety-
38 eight percent (98%) of the active certified and
39 active ESP FTEs and one hundred percent
40 (100%) of all other membership categories, as
41 of December 15 of the current Association
42 year.

43
44 E. A contingency fund in the amount equal to
45 two percent (2%) of the total budgeted income
46 from WEA members' dues shall be provided
47 annually in the WEA budget.

48
49 F. The WEA Board will include estimated
50 projected expenditures as part of the budget
51 update, with an explanation for over-budget
52 expenditures to the Delegate Assembly.

53
54 G. The WEA Board will ensure that the
55 Delegate Assembly handbook shall include a
56 comparison of income, salaries, and legal

57 services expenses for the proposed, current,
58 and previous year's budgets.

59
60 **Section 6 – Audit**

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

71
72 **Section 7 – Bonding**

73 The WEA Board shall provide for bonding
74 of the WEA Executive Director and any other
75 employees or WEA Board members directly
76 involved with receipts and disbursements of
77 the Association funds. The amount of the
78 bond should equal at least the largest amount
79 of funds that may be available at any one
80 time.

81
82 **Section 8 – NEA Representative Assembly**
83 **(NEA-RA) Directives**

84
85 A. The WEA Board shall prepare, publish,
86 and implement directives, in accordance with
87 current NEA governing documents, for the
88 nomination, election and funding of state,
89 region (when applicable), and local delegates
90 to the NEA-RA. Each NEA-RA state delegate
91 will be elected in a statewide election for a two
92 (2)- year term.

93
94 B. A vacancy in the position of a regular
95 delegate must be filled by an elected
96 successor. Successor delegates should be
97 elected at the same time and in the same
98 manner as the regular delegates and must
99 meet the same requirements as regular
100 delegates. Successor delegates shall be
101 listed in rank order of votes received.

102
103 **Section 9 – Quorum and Meetings**

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

112

1 **Section 10 – Accountability**
2 The WEA Board, through the WEA
3 President or WEA Executive Director, shall
4 make a yearly accounting of all new business
5 items (NBIs) adopted by the previous
6 Delegate Assembly, giving the disposition and
7 status of each. The report shall include the
8 method and timeline by which this shall be
9 done. This report shall be included with
10 materials sent to the delegates prior to the
11 Delegate Assembly.

12
13 **Section 11 – Treasurer’s Designee**
14 The WEA Board may, if necessary,
15 appoint one (1) of its number to serve a one
16 (1)-year term as Treasurer’s designee. The
17 Treasurer or Treasurer’s designee shall co-
18 sign, along with the WEA Executive Director,
19 all checks and warrants drawn upon the
20 Association’s accounts.

21
22 **Section 12 – WEA Board Minutes**
23 The WEA Board shall ensure that minutes
24 of the WEA Board meetings are sent to
25 presidents of locals, committee chairs,
26 delegates to the Delegate Assembly, and
27 others as may be directed by the WEA Board.
28 The approved minutes will be posted using
29 NEA 360 Edcommunities or other suitable
30 platform for distribution of information to the
31 general membership.

32
33 **Section 13 – Membership Ratio**
34 **Computation**
35 The WEA Board shall provide for the
36 computation of the statewide representation
37 ratios based on the January 15 active
38 membership of the current year. These ratios
39 shall be applied to the appointment of
40 committee members, the WEA Board’s
41 membership, and any other appointed or
42 elected body within the Association.

43
44 **Section 14 – WEA Delegate Assembly**
45 The WEA Board shall:
46
47 A. make provisions to recycle any recyclable
48 item, whenever possible.
49
50 B. secure appropriate statewide locations for
51 future delegate assemblies.
52
53 C. ensure that the Delegate Assembly
54 handbook includes directions and guidelines
55 for writing and submitting platform proposals
56 and new business items. Delegate briefing

57 agendas shall include instructions for writing
58 and submitting platform and new business
59 items; and
60
61 D. ensure that the salary schedule and fringe
62 benefit plan for all WEA employees for the
63 current year shall be included in the Delegate
64 Assembly handbook.

65
66
67 **ARTICLE VIII: DUTIES OF STATEWIDE**
68 **OFFICERS**

69
70 **A. EXECUTIVE COMMITTEE**

71
72 **Section 1 – WEA President**
73 The President shall be the chief executive
74 officer of the Association and shall be
75 responsible for its governance function and
76 the quality of all Association policy forming
77 and adoption procedures. Term of office
78 begins July 15 of the year elected.

79
80 Duties include:
81 1. attending WEA Board meetings as a
82 voting member.
83 2. serving as a voting delegate to the
84 WEA Delegate Assembly;
85 3. attending region Delegate Assembly
86 briefings as a resource.
87 4. presiding over all meetings of the
88 WEA membership and its governing units, the
89 WEA Board, and the WEA Delegate
90 Assembly, and exercising primary
91 responsibility in preparing the agendas for
92 these meetings.
93 5. ensuring that the minutes, platforms,
94 current new business items, Constitution,
95 Bylaws, and other non-financial records of the
96 Association are carefully and accurately kept,
97 and that they are distributed promptly and in
98 lucid form to presidents of locals, committee
99 chairs, delegates to the Delegate Assembly,
100 and others as may be directed by the WEA
101 Board.
102 6. presenting recommendations to the
103 WEA Board and Delegate Assembly for the
104 establishment of Association goals, priorities,
105 and action programs; being directly
106 accountable to the WEA Board and making a
107 regular report of governance activities and
108 needs.
109 7. ensuring that Delegate Assembly
110 handbooks contain the names and
111 educational assignments of delegates by local
112 and region.

1 8. ensuring that Delegate Assembly
2 handbooks shall clearly delineate all WEA and
3 NEA payments made to the WEA Executive
4 Director for salary and benefits.
5 9. providing for a meeting of local
6 presidents in conjunction with the beginning of
7 Delegate Assembly.
8 10. articulating communications
9 concerning the WEA Delegate Assembly and
10 WEA Board actions, goals, and membership
11 concerns, and acting as co-spokesperson with
12 the WEA Executive Director in keeping the
13 membership, WEA Board members, and the
14 public informed of vital positions which the
15 Association has taken.
16 11. serving as an ex-officio member,
17 without vote, of all WEA committees, and
18 making timely committee and chairperson
19 appointments, with advice and consent of the
20 WEA Board.
21 12. training all chairpersons as to their
22 responsibilities and roles and assuring that
23 proper conditions exist wherein, they can
24 successfully function.
25 13. assisting chairpersons to develop
26 program objectives and activities which assist
27 each committee to carry out its function
28 successfully.
29 14. establishing procedures and time
30 lines for formulating and adopting the
31 Association's annual budget, in conjunction
32 with the Program and Budget Committee and
33 WEA Executive Director seeing that
34 committees and local and region presidents
35 have input to the development of the budget;
36 chairing the Program and Budget Committee.
37 15. working cooperatively with WEA local
38 affiliate leaders in unifying and building
39 support for the United Education Profession,
40 engaging in on-going field visits to WEA local
41 affiliates to create a better understanding of
42 WEA governance objectives, and securing
43 direct input from local association leaders
44 regarding critical issues.
45 16. meeting on a regular basis with the
46 WEA Executive Director in order to discuss
47 issues in which WEA is or will be involved and
48 assisting in coordinating the respective roles
49 in areas where there is a sharing of
50 responsibility.
51 17. assisting the WEA Executive Director,
52 as directed by the WEA Executive Director, in
53 working with the staff; attending staff meetings
54 which are directed and coordinated by the
55 WEA Executive Director.

56 18. approving, in conjunction with the
57 WEA Executive Director, all WEA
58 expenditures within the Association budget
59 and expense reimbursement guidelines.
60 19. approving travel expenses of the
61 WEA Executive Director.
62 20. acquainting the WEA Vice-President
63 with the role as well as the role of WEA
64 President.
65 21. coordinating WEA's legislative
66 program and ensuring that all sponsored
67 positions are politically sound, are compatible
68 with Association objectives, and are feasible;
69 meeting extensively with elected local affiliate
70 leaders to explain, clarify, and enhance
71 support for WEA's legislative program, and
72 assisting WEA's lobbying efforts as a member
73 of the lobbying team.
74 22. keeping informed of regional and
75 national concerns and representing WEA's
76 governance interests with NEA at the NEA-
77 RA, at National Council of State Education
78 Association (NCSEA) meetings, at The NEA
79 Fund for Children and Public Education
80 meetings, and at other national meetings that
81 are related to governance concerns.
82 23. serving as or designating an alternate
83 to serve as the WEA liaison to the State
84 Board of Education and Professional
85 Teaching Standards Board and to any other
86 state committees that the WEA President and
87 WEA Executive Director deem important.
88 24. acting as chief elections officer by
89 overseeing all state election proceedings.
90 25. serving as chair of the Wyoming
91 Educators' Benefit Trust Board.
92 26. serving as chair of the Wyoming
93 Education Association Political Action
94 Committee for Education (WEA-PACE).
95 27. serving as Chair of the WEA
96 Executive Committee.
97 28. authorizing WEA financial support for
98 members requiring legal services, in
99 consultation with the WEA Executive Director
100 and legal counsel.
101 29. serving as a voting delegate to the
102 NEA-RA. When applicable, the President and
103 President Elect shall serve as voting
104 delegates to the NEA-RA, with expenses paid
105 by the Association.
106 30. serving as second alternate NEA
107 Director.
108 31. maintaining a residence in the city
109 where the WEA Headquarters Office is
110 located; and
111 32. fulfilling other duties as appropriate.

1 **Section 2 – WEA Vice President**

2 The Vice President shall discharge the
3 duties of the President in the absence or
4 incapacity of that officer and shall also
5 assume such duties as assigned by the
6 President or WEA Board. Term of office
7 begins July 15 of the year elected.

8
9 Duties include:

- 10 1. attend WEA Board meetings as a
- 11 voting member.
- 12 2. serving as a voting delegate to the
- 13 WEA Delegate Assembly;
- 14 3. attending region Delegate Assembly
- 15 briefings as a resource.
- 16 4. serving as the Chair of the
- 17 Membership Committee;
- 18 5. serving on the WEA Program and
- 19 Budget Committee.
- 20 6. serving on the Wyoming Educators’
- 21 Benefit Trust Board.
- 22 7. representing the WEA President as
- 23 requested at meetings and conferences.
- 24 8. assuming the WEA President’s if
- 25 absent.
- 26 9. serving as a voting delegate to the
- 27 NEA-RA. When applicable, the Vice
- 28 President and Vice President Elect shall serve
- 29 as voting delegates to the NEA-RA, with
- 30 expenses paid by the Association.
- 31 10. serving as first alternate NEA
- 32 Director; and
- 33 11. fulfilling other duties as appropriate.

34
35 **Section 3 – WEA Treasurer**

36 The Treasurer shall oversee all financial
37 records of the Association and shall
38 communicate the financial activities of the
39 Association to the WEA Board and to the
40 Delegate Assembly. Term of office begins
41 July 15 of the year elected.

42 Duties include:

- 43 1. attend WEA Board meetings as a
- 44 voting member.
- 45 2. serving as a voting delegate to the
- 46 WEA Delegate Assembly.
- 47 3. attending region Delegate Assembly
- 48 briefings as a resource.
- 49 4. conducting a program budget and
- 50 audit hearing at Delegate Assembly.
- 51 5. making the report of the financial
- 52 status of the Association prior to the adoption
- 53 of the proposed budget at Delegate
- 54 Assembly.

55 6. signing (or appointing a WEA
56 Treasurer’s designee to sign) all vouchers and
57 checks to be paid by the Association.

58 7. co-signing (or having designee co-
59 sign) notes for borrowing money for the
60 Association.

61 8. meeting with the auditor prior to the
62 WEA Board receiving the audit report.

63 9. conferring with the WEA Treasurer’s
64 designee prior to the financial report at WEA
65 Board meetings, when needed.

66 10. serving on the Wyoming Educators’
67 Benefit Trust Board.

68 11. serving on the WEA Program and
69 Budget Committee.

70 12. serving on the WEA Board
71 Negotiations Committee.

72 13. ensuring that bonding is provided for
73 the WEA Executive Director and any other
74 employees or WEA Board members directly
75 involved with the receipts and disbursements
76 of Association funds.

77 14. serving as liaison to WEA committees
78 as directed by the WEA President.

79 15. serving as a voting delegate to the
80 NEA-RA, with expenses paid by the
81 Association; and

82 16. fulfilling other duties as appropriate.
83

84 **Section 4 – NEA Director**

85 The NEA Director shall be a liaison
86 between the programs of the state
87 Association and NEA. Term of office begins
88 September 1 of the year elected.

89
90 Duties include:

91 1. representing WEA interests to the
92 NEA Board of Directors.

93 2. attend WEA Board meetings as a
94 voting member.

95 3. serving as a voting delegate to the
96 NEA-RA, with expenses paid by NEA.

97 4. communicating NEA programs and
98 positions to WEA leadership.

99 5. selecting, in conjunction with the WEA
100 President, NEA-funded delegates to
101 leadership summits.

102 6. working, in conjunction with the WEA
103 President and WEA Executive Director, to
104 secure NEA project funding.

105 7. serving as a voting delegate to the
106 WEA Delegate Assembly.

107 8. attending region Delegate Assembly
108 briefings as a resource.

109 9. serving on the WEA Program and
110 Budget Committee.

10. serving on the Wyoming Educators' Benefit Trust Board.
11. serving on the WEA Board Negotiations Committee.
12. serving as liaison to WEA committees as directed by the WEA President; and
13. fulfilling other duties as appropriate.

B. STATEWIDE REPRESENTATIVES

Section 1 - Education Support Professional (ESP) Statewide Representative

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

Duties include:

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

Section 2 - Ethnic-Minority Statewide Representative

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

Duties include:

1. attend WEA Board meetings as a voting member.
2. initiating and assisting governance and staff with Ethnic-Minority membership programs.

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

Section 3 - Higher Education (Higher Ed) Statewide Representative

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

Duties include:

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

1 **Section 4 - Wyoming Aspiring Educator**
2 **President**

3 The Wyoming Aspiring Educator
4 President shall be a liaison between the
5 aspiring educator members and The WEA
6 Board. Term of office begins July 15 of the
7 year elected.

8
9 Duties include:

- 10 1. attend WEA Board meetings as a
11 voting member.
- 12 2. presiding over chapter meetings.
- 13 3. attending leadership conferences or
14 ensuring chapter representation at such
15 conferences.
- 16 4. acting as liaison between chapter
17 members and the WEA Board by written, oral,
18 or electronic communication.
- 19 5. preparing written reports for WEA
20 Board meetings.
- 21 6. encouraging and supporting local
22 chapter presidents in the execution of their
23 duties.
- 24 7. involving UniServ Directors, state
25 leadership, committee members and other
26 chapter leaders in region functions.
- 27 8. overseeing all chapter committees.
- 28 9. serving as a voting delegate to
29 Delegate Assembly.
- 30 10 participating in caucus meetings at
31 Delegate Assembly.
- 32 11. preparing an annual report for
33 inclusion in the Delegate Assembly handbook.
- 34 12. serving as an official voting delegate
35 to NEA-RA, with expenses paid equal to that
36 of other state-funded delegates; and
- 37 13. fulfilling other duties as appropriate.

38
39 **Section 5 - WEA-Retired President**

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

44
45 Duties include:

- 46 1. attend WEA Board meetings as a
47 voting member.
- 48 2. serving as the Chair of the WEA-
49 Retired Executive Board.
- 50 3. attending WEA-Retired Board
51 meetings.
- 52 4. publishing WEA-Retired newsletter as
53 needed.
- 54 5. advising the WEA President regarding
55 WEA-Retired participation in all Association
56 activities.

- 57 6. initiating and assisting governance
58 and staff with WEA-Retired membership
59 programs.
- 60 7. conducting an annual meeting for
61 WEA-Retired members prior to Delegate
62 Assembly.
- 63 8. serving as a voting delegate to
64 Delegate Assembly.
- 65 9. participating in a Delegate Assembly
66 briefing session prior to Delegate Assembly.
- 67 10. reporting to the WEA Board and
68 preparing an annual report for inclusion in the
69 Delegate Assembly handbook on the status of
70 the WEA-Retired.
- 71 11. attending the NEA-Retired annual
72 meeting.
- 73 12. serving as an official voting delegate
74 to the NEA-RA, with expenses paid equal to
75 that of other state-funded delegates.
- 76 13. attending the NEA-Retired
77 Conference; and
- 78 14. fulfilling other duties as appropriate.

79
80 **C. RECALL PROCEDURE**

81 Any elected officer of the Association who
82 is charged with violation of the NEA's "*Code*
83 *of Ethics of the Education Profession*",
84 malfeasance, misfeasance, or nonfeasance
85 shall, upon the receipt by the WEA Board of a
86 petition signed by twenty-five percent (25%) of
87 the current WEA membership, be subject to a
88 secret ballot referendum for recall. A two-
89 thirds (2/3) vote of the active membership in
90 favor of recall of the elected officer will result
91 in removal from office.

92
93 **ARTICLE IX: DELEGATE ASSEMBLY**

94
95 **Section 1 – Annual Meeting**

96 The meeting of the Delegate Assembly
97 constitutes the annual meeting of the
98 Wyoming Education Association.

99
100 **Section 2 – Sessions**

101 The Delegate Assembly shall meet
102 annually in March or April. The WEA
103 President, with the consent of the WEA
104 Board, shall determine the specific time and
105 place of such sessions. Special sessions of
106 the Delegate Assembly may be convened in
107 the same manner. The delegates shall adopt
108 Standing Rules governing the Delegate
109 Assembly on an annual basis.

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

9
10 **Section 4 – Determining Policies**
11 The Delegate Assembly shall define the
12 policies of the Association by adoption or
13 amendment of the Standing Rules, Bylaws,
14 Platforms, and New Business Items. In
15 addition, it may propose amendments to the
16 Constitution and recommend to the WEA
17 Board means of carrying out policies.

18
19 **Section 5 – Program and Budget**
20 The Delegate Assembly shall accept the
21 preliminary Program and Budget submitted to
22 it by the WEA Board and may direct the WEA
23 Board to make changes in said Program and
24 Budget within the confines of the anticipated
25 revenues as presented. The WEA Board
26 shall exercise its authority to adjust actual
27 expenditures within the intended parameters
28 of the accepted final budget.

29
30 **Section 6 – Delegate Duties**
31 It shall be the duty of the delegates at
32 Delegate Assembly to represent the
33 professional interests of the Association, to
34 attend all meetings pertaining to Delegate
35 Assembly, and to inform members by
36 appropriate means of the issues and actions
37 of the Delegate Assembly.

38
39 **Section 7 – Apportionment of Delegates**
40 A. Delegates shall be apportioned to
41 chartered locals:
42 1. using a ratio of 1:40 active members or
43 major fraction thereof.
44 2. according to total membership as
45 shown by Association records as of January
46 15 of the previous WEA year. Where a local
47 has not previously existed, the latest available
48 membership records shall be used to
49 determine delegate allocations.

50
51 B. Every chartered local shall be entitled to at
52 least one (1) delegate.

53
54 C. Retired delegates shall be apportioned
55 using a ratio of 1:40 retired members or major
56 fraction thereof.

57 D. No person shall be counted as a member
58 of more than one (1) local. A delegate
59 representing a local must be a member of that
60 local.

61
62 **Section 8 – Delegate Allocation**
63 **Notification**

64 The WEA shall notify each local
65 association of the number of delegates to
66 which they shall be entitled for the next year's
67 Delegate Assembly. This notification shall
68 occur after January 15 of the current
69 membership year.

70
71 **Section 9 – Delegate Verification**

72 The president of each local association
73 should forward to the WEA Office, on a form
74 provided by the WEA, a list of the certified
75 delegates and alternates 60 days prior to
76 Delegate Assembly in that membership year.

77
78 **Section 10 – Delegate Certification**

79 The president of each local association
80 shall make final certification of the names of
81 delegates and alternates to the WEA. In the
82 event elected delegates and alternates are
83 unable to attend, the local shall secure
84 replacements by holding a special election. In
85 special circumstances (to be verified by the
86 WEA President in consultation with the local
87 president and/or region president), the local
88 president and/or region president may appoint
89 delegates to ensure that local's
90 representation.

91
92 **Section 11 – Credentials Committee**

93 A Credentials Committee consisting of the
94 region presidents shall be responsible for the
95 accreditation of delegates.

96
97 **Section 12 – Additional Members**

98 Members of the WEA Board shall be
99 voting members of the Delegate Assembly.

100
101 **Section 13– WEA-Retired Members**

102 WEA-Retired shall elect their own
103 representatives to Delegate Assembly
104 according to WEA procedures. WEA-Retired
105 delegates shall be voting members of the
106 Delegate Assembly.

107
108 **Section 14 – Wyoming Aspiring Educator**
109 **Members**

110 Wyoming aspiring educators shall elect
111 their own representatives to the Delegate
112 Assembly according to WEA procedures.

1 Aspiring Educator delegates shall be voting
2 members of the Delegate Assembly.

4 **Section 15 – WEA Past Presidents**

5 WEA Past Presidents of the Association
6 who are WEA members shall be voting
7 members of the Delegate Assembly.

9 **Section 16 – Ex-Officio Members**

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

18 **ARTICLE X: REGIONS**

20 **Section 1 – Region Boundaries**

21 Membership of the Association shall be
22 divided into regions according to place of
23 employment as follows:

24
25 A. Northeast Region, embracing Sheridan,
26 Johnson, Campbell, Crook, and Weston
27 counties.

28
29 B. Northwest Region, embracing Park, Big
30 Horn, Washakie, Hot Springs, Fremont, and
31 Teton counties.

32
33 C. Central Region, embracing Natrona,
34 Converse, and Niobrara counties.

35
36 D. Southwest Region, embracing Lincoln,
37 Carbon, Sweetwater, Uinta, and Sublette
38 counties; and

39
40 E. Southeast Region, embracing Laramie,
41 Albany, Platte, and Goshen counties.

43 **Section 2 – Region Structure**

44
45 A. The elected officers of each region shall
46 be a Region President, Region Vice
47 President, and Region Representative(s).

48
49 B. Regions shall be governed by a Region
50 Council comprised of region elected officers,
51 local association presidents (or official
52 designees), elected delegates to the WEA
53 Delegate Assembly, and region members of
54 WEA committees.

55

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

60
61 D. The Regions shall be governed by the
62 WEA Constitution and Bylaws as well as their
63 own governing documents.

65 **Section 3 – Region Elections**

66
67 A. Elections of the region officers shall be
68 conducted as part of the WEA general
69 elections and shall be by open nominations,
70 secret ballot, and majority of valid ballots cast.

71
72 B. All WEA active and retired members
73 within the region shall be entitled to vote.

74
75 C. The terms of office of the Region
76 President and the Region Vice President shall
77 coincide.

78
79 D. Region Representative I shall serve a term
80 on the WEA Board that alternates with that of
81 the Region President. If this election
82 coincides with the election of the Region
83 President, the initial term of Region
84 Representative I shall be only one (1)-year.

85
86 E. When multiple additional representatives
87 are elected for the same term, votes received
88 shall dictate representative position.

89
90 F. If a region qualifies for (an) additional
91 representative(s), the initial term of region
92 representative II shall be only one (1) year if
93 representative I is being elected at the same
94 time.

95
96 G. When no candidate for a region office
97 receives a majority of valid ballots cast, a
98 special run-off election shall be conducted as
99 outlined in ARTICLE V. Section 3.

101 **Section 4 – Terms of Office**

102
103 A. Each region officer shall be elected for a
104 term of two (2)-years.

105
106 B. The term of office for all region officers
107 shall be from July 15 to July 14.

108
109 C. No region officer shall be elected for more
110 than three (3) consecutive terms in each of

1 the three elected offices or serve in more than
2 one region office concurrently.

3 4 **Section 5 – Vacancy**

5
6 A. In the event of a vacancy in the office of
7 Region President, the Region Vice President
8 shall assume that office until the next WEA
9 election.

10
11 B. Other vacancies shall be filled by
12 appointment by the Region President with the
13 approval of a majority of the Region Council
14 until the next WEA election.

15
16 C. If a Region President, Region Vice
17 President, or Region Representative cannot
18 attend a WEA Board meeting, the Region
19 President will appoint a replacement from the
20 Region Council.

21 22 **Section 6 – Duties of the Region President**

23 Duties include:

- 24 1. attend WEA Board meetings as a
25 voting member.
- 26 2. planning, implementing, and presiding
27 at Region Council meetings and retreats.
- 28 3. attending leadership conferences or
29 ensuring region representation at such
30 conferences.
- 31 4. acting as liaison between region
32 members and the WEA Board by written, oral,
33 or electronic communication.
- 34 5. encouraging and supporting local
35 presidents in the execution of their duties.
- 36 6. involving UniServ Directors, state
37 leadership, committee members, and other
38 region leaders in region functions.
- 39 7. nominating candidates for committee
40 appointments.
- 41 8. preparing written region reports for
42 WEA Board meetings.
- 43 9. provide quarterly communication
44 (could include but not limited to newsletter,
45 recorded video message, email, in-person or
46 virtual meeting) to inform, engage, and
47 communicate information to members; with
48 opportunity for discussion (could include but
49 not limited to in-person or virtual meeting,
50 electronic group chat) as appropriate.
- 51 10. serving as a voting delegate to WEA
52 Delegate Assembly.
- 53 11. planning and conducting Delegate
54 Assembly briefing sessions prior to Delegate
55 Assembly.

- 56 12. planning and conducting caucus
57 meetings at Delegate Assembly.
- 58 13. serving on the Credentials Committee
59 at Delegate Assembly.
- 60 14. preparing an annual report for
61 inclusion in the Delegate Assembly handbook.
- 62 15. serving on the Program and Budget
63 Committee; and
- 64 16. fulfilling other duties as appropriate.

65 66 **Section 7 – Duties of the Region Vice 67 President**

68 Duties include:

- 69 1. attend WEA board meetings as a
70 voting member.
- 71 2. discharging the duties of the Region
72 President in the absence of said president.
- 73 3. chairing a regional membership
74 committee and serving on the statewide
75 Membership Committee.
- 76 4. assisting and conducting membership
77 efforts in the region as agreed by the
78 statewide Membership Committee, WEA
79 priorities, and region membership plan, or
80 other activities to boost membership.
- 81 5. reporting to the Region President
82 before each WEA Board meeting of the
83 membership efforts occurring in the region.
- 84 6. assisting in the planning of all region
85 meetings and other events.
- 86 7. attending all region meetings and
87 events.
- 88 8. Including assisting region president in
89 facilitating quarterly region virtual meetings.
- 90 9. serving as a voting delegate to WEA
91 delegate assembly; and
- 92 10. performing other duties assigned by
93 the Region President or the Region Council.

94 95 **Section 8 – Duties of the Region 96 Representative(s)**

97 Duties include:

- 98 1. attend WEA Board meetings as a
99 voting member.
- 100 2. participating in all region meetings by
101 assisting the Region President.
- 102 3. Including assisting region president in
103 facilitating quarterly region virtual meetings.
- 104 4. facilitating communication with region
105 members.
- 106 5. promoting participation of local
107 members in Association activities.
- 108 6. working with governance and staff in
109 gathering information from region members.
- 110 7. reviewing and reporting on the status
111 of the current new business items.

- 1 8. serving as a voting delegate to WEA
- 2 Delegate Assembly; and
- 3 9. fulfilling other duties as appropriate.

4
5 **Section 9 – Region Funding**

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

9
10 **Section 10 – Recall Procedures for Region**
11 **Officers**

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

23
24 **ARTICLE XI: LOCAL ASSOCIATIONS**

25
26 **Section 1 – Charter Requirements**

27 The following shall be chartering
28 requirements of WEA:

29
30 A. Each local association's name shall
31 include the words "Education Association".

32
33 B. Each local education association shall be
34 composed of active members of the WEA
35 within:

36 1. a unified school district. The WEA
37 Board may provide for separate chartering for
38 certified and classified local education
39 associations upon approval of a plan
40 providing for harmonious operation between
41 two (2) or more associations on items that
42 require joint assent or effort.

43 2. institutions of higher education.

44 3. the Wyoming Department of
45 Education; and

46 4. the Professional Teaching Standards
47 Board (PTSB).

48
49 C. Administrative, ESP, retired, or Aspiring
50 Educator members who are not eligible to
51 belong to an existing local may form a
52 statewide local education association and
53 affiliate with WEA. Delegates to the WEA
54 Delegate Assembly shall be allotted according
55 to ARTICLE IX, Section 7 of the WEA Bylaws.

57 D. Locals or institutions may, at their
58 discretion, combine to form larger local
59 education associations.

60
61 **Section 2 – Petition for Charter**

62 Any local education unit desiring a charter
63 as an affiliate of the WEA shall petition the
64 WEA Board. The petition for affiliation shall
65 include:

66 1. a copy of the unit's adopted
67 Constitution and, if so written as a separate
68 document, Bylaws consistent with the
69 Constitution and Bylaws of the NEA and the
70 WEA which shall include all of the standards
71 for affiliation from the WEA Bylaws.

72 2. results of a secret ballot election by all
73 members to determine whether the affiliate
74 shall be all-inclusive.

75 An affiliate that chooses, by secret ballot
76 election, to include certified or licensed non-
77 administrative personnel, administrators, and
78 education support professionals as its
79 membership, shall be called all-inclusive.
80 Where an all-inclusive affiliate exists, it shall
81 provide representation among its certified or
82 licensed non-administrative personnel
83 members, administrative members, and ESP
84 members, in both elective and appointive
85 bodies.

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

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

102 3. other documents as required by the
103 WEA Board.

104
105 **Section 3 – Standards for Affiliation**

106 To ensure continuous affiliation with
107 WEA, the latest revision of a local's adopted
108 governing documents must be filed with the
109 WEA and shall include, but not be limited to,
110 the following standards for affiliation:

111 1. unified membership.

112 2. an election procedure which:

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

41
42 **Section 4 – Due Process**

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

51
52 **Section 5 – Compliance**

53 When action is taken at Delegate
54 Assembly or by the membership to make
55 changes in the WEA Constitution or in the
56 WEA Bylaws which directly affect the

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

64
65 **ARTICLE XII: COMMITTEES**

66
67 **Section 1 – Authorized Committees**

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

- 73
- 74 A. Government Relations (GR)
- 75
- 76 B. Member Advocacy and Civil Rights
- 77 (MACR)
- 78
- 79 C. Membership
- 80
- 81 D. WEA Protocol; and
- 82
- 83 E. Ad Hoc Committees.

84
85 **Section 2 – Appointment and Terms**

- 86
- 87 A. Appointments to committees shall be
- 88 made by the WEA Board.
- 89
- 90 B. Members of committees shall be
- 91 appointed for overlapping two (2)-year terms
- 92 and may be reappointed for two (2)
- 93 succeeding terms.
- 94
- 95 C. Terms of committee members shall be
- 96 from July 15 through July 14.
- 97
- 98 D. There must be a lapse of at least one (1)
- 99 term before members can be appointed again.
- 100
- 101 E. Committee membership shall comply with
- 102 NEA guidelines.
- 103
- 104 F. Each of the regions shall be represented
- 105 by at least one (1) member on each of the
- 106 committees.
- 107
- 108 G. WEA-Retired shall be represented by at
- 109 least one (1) member on each of the
- 110 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, and
7 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
26 A. make recommendations for WEA policy:
27 in their advisory role to the WEA Board and
28 Delegate Assembly, study and formulate
29 amendments and recommendations to
30 present to the WEA Board or the Protocol
31 Committee for presentation at Delegate
32 Assembly.

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

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

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

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

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

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

55

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

59

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

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

66

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

69

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

73

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

76

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

80

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

85

86 **Section 7 – Membership Committee**

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

90

91 A. recruiting members.

92

93 B. approving promotional materials.

94

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

97

98 D. promoting NEA member benefits.

99

100 **Section 8 – Protocol Committee**

101 The Protocol Committee shall:

102

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

105

106 B. present at each Delegate Assembly the
107 platforms defining proposed policy decisions
108 of the Association.

109

1 C. assist members in formulating language
2 for proposed amendments to documents upon
3 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; and

41 C. is not required to meet the provisions of
42 the Bylaws as outlined in Article XII, Section 2
43 and 3.

44

45 **Section 10 – Absenteeism**

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

51

52 **ARTICLE XIII: NEA AFFILIATION**

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

56

57 **ARTICLE XIV: AMENDMENTS**

58

59 **Section 1 – WEA Constitution**

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

64

65 **Section 2 – WEA Bylaws**

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

73

74 **Section 3 – Standing Rules Governing the 75 Delegate Assembly (Standing Rules)**

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