

Wyoming Education Association

Table of Contents
Bylaws

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

Article I Name 4

Article II WEA Year 4

Article III Discipline 4

 Section 1 Code of Ethics 4

 Section 2 Membership Denial or Sanctions 4

 Section 3 Due Process 4

 Section 4 Negotiator Denial 4

Article IV Membership 4

 Section 1 Categories 4

 Section 2 Active Membership 4

 Section 3 Reserve Membership 5

 Section 4 Retired Membership 6

 Section 5 Aspiring Educator Membership 6

 Section 6 Honorary Membership 6

 Section 7 Community Ally 6

 Section 8 Educational Position 6

 Section 9 Category Change 6

 Section 10 Limitations 7

Article V Elections 7

 Section 1 Notification 7

 Section 2 Types of Election 7

 Section 3 Election Procedures 8

 Section 4 Campaign Practices 8

 Section 5 Definitions for Elections 8

Article VI Membership on the WEA Board 8

 Section 1 Membership on the WEA Board 8

 Section 2 Region Representation 8

 Section 3 Ethnic-Minority, Education Support
 Professionals (ESP), and Higher Education
 Statewide Representation 9

 Section 4 Advisory Members 9

1	Article VII	Duties of the WEA Board	9
2			
3	Section 1	Program Responsibility	9
4	Section 2	Staff Employment	9
5	Section 3	WEA Executive Director Reports	10
6	Section 4	Financial Statements	10
7	Section 5	Program and Budget Preparation	10
8	Section 6	Audit	10
9	Section 7	Bonding	10
10	Section 8	NEA Representative Assembly (NEA-RA)	
11		Directives	10
12	Section 9	Quorum and Meetings	11
13	Section 10	Accountability	11
14	Section 11	Treasurer's Designee	11
15	Section 12	WEA Board Minutes	11
16	Section 13	Membership Ratio Computation	11
17	Section 14	WEA Delegate Assembly	11
18			
19	Article VIII	Duties of Statewide Officers	11
20			
21	A. Executive Committee		11
22			
23	Section 1	WEA President	11
24	Section 2	WEA Vice President	13
25	Section 3	WEA Treasurer	13
26	Section 4	NEA Director	14
27			
28	B. Statewide Representatives		14
29			
30	Section 1	Education Support Professional (ESP)	
31		Statewide Representative	14
32	Section 2	Ethnic-Minority Statewide	
33		Representative	14
34	Section 3	Higher Education (Higher Ed)	
35		Statewide Representative	14
36	Section 4	Wyoming Aspiring Educator President	15
37	Section 5	WEA-Retired President	15
38			
39	C. Recall Procedure		15
40			
41	D. Vacancies		16
42			
43	Article IX	Delegate Assembly	16
44			
45	Section 1	Annual Meeting	16
46	Section 2	Sessions	16
47	Section 3	Session Identification	16
48	Section 4	Determining Policies	16
49	Section 5	Program and Budget	16
50	Section 6	Delegate Duties	16
51	Section 7	Apportionment of Delegates	16
52	Section 8	Delegate Allocation Notification	16
53	Section 9	Delegate Verification	16
54	Section 10	Delegate Certification	17
55	Section 11	Credentials Committee	17
56	Section 12	Additional Members	17

1	Section 13	WEA-Retired Members	17
2	Section 14	Aspiring Educator Members.....	17
3	Section 15	WEA Past Presidents.....	17
4	Section 16	Ex-Officio Members	17
5			
6	Article X	Regions	17
7			
8	Section 1	Region Boundaries	17
9	Section 2	Region Structure	17
10	Section 3	Region Elections	17
11	Section 4	Terms of Office	18
12	Section 5	Vacancy	18
13	Section 6	Duties of the Region President	18
14	Section 7	Duties of the Region Vice President	18
15	Section 8	Duties of the Region Representatives	19
16	Section 9	Region Funding.....	19
17	Section 10	Recall Procedures for Region Officers	19
18			
19	Article XI	Local Associations	19
20			
21	Section 1	Charter Requirements.....	19
22	Section 2	Petition for Charter	19
23	Section 3	Standards for Affiliation	20
24	Section 4	Due Process.....	20
25	Section 5	Compliance	20
26			
27	Article XII	Committees.....	20
28			
29	Section 1	Authorized Committees.....	20
30	Section 2	Appointment and Terms.....	21
31	Section 3	Chair: Term, Appointment, and Responsibilities.....	21
32	Section 4	General Duties of Committees.....	21
33	Section 5	Government Relations (GR) Committee	21
34	Section 6	Member Advocacy and Civil Rights (MACR) Committee.....	21
35			
36	Section 7	Membership Committee.....	22
37	Section 8	Protocol Committee	22
38	Section 9	Ad Hoc Committees	22
39	Section 10	Absenteeism	22
40			
41	Article XIII	NEA Affiliation	22
42			
43	Article XIV	Amendments	22
44			
45	Section 1	WEA Constitution	22
46	Section 2	WEA Bylaws.....	22

47

1 Bylaws
2 of the Wyoming
3 Education Association

4
5 April 2025

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, honorary,
71 and community ally. A member may appeal
72 the assigned category of membership to the
73 WEA 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 person employed
87 as a faculty member, support staff, supervisor,
88 or administrator.
- 89 5. certified/permitted school nurse.
- 90 6. contingent (adjunct) faculty.
- 91 7. substitute teacher.
- 92 8. Education Support Professional
93 (ESP) (non-certificated position).
- 94 9. classified college personnel.
- 95 10. person elected to or employed by the
96 Wyoming Department of Education; and
- 97 11. person employed by the Professional
98 Teaching Standards Board.

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

1 C. Membership Dues
2 1. The annual membership dues for
3 active members, except substitute teachers
4 ESP, and contingent (adjunct) faculty; shall be
5 1.133% of the average base salary for
6 Wyoming certified staff.

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

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

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

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

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

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

47 7. Membership dues for Education
48 Support Professionals/classified college
49 personnel shall be a percentage of the
50 membership dues described in C. 1. using the
51 following dues scale:

- 52 • 50% of the average teacher's base
53 salary – 25% dues
- 54 • Above 50% to 75% of the average
55 teacher's base salary – 50% dues

- 56 • Above 75% to 100% of the average
57 teacher's base salary – 75% dues
 - 58 • 100% and above the average
59 teacher's base salary – 100% dues
- 60 8. The state membership dues for
61 contingent (adjunct) faculty who are employed
62 fifty percent (50%) or less of the normal
63 schedule for a full-time faculty member (as
64 verified by the local association) shall be \$65.

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

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

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

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

88 89 **Section 3 – Reserve Membership** 90

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

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

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

102
103 B. Reserve members may not vote or hold
104 elective or appointive positions in the
105 Association.

106
107 C. The annual membership fee for reserve
108 members shall be one-half (1/2) of the
109 appropriate active membership category.

110
111

1 **Section 4 – Retired Membership**

2
3 A. Retired membership shall be open to any
4 retired employee of a school district, college,
5 university, or other institution devoted
6 primarily to educational work.

7
8 B. Retired members shall be entitled to the
9 rights, benefits, and privileges as approved by
10 the WEA Board and/or the Delegate
11 Assembly, including voting, holding elective
12 and appointive office, and serving as a
13 delegate of affiliated education associations
14 and the WEA, except where prohibited.

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

32
33 D. The membership dues for WEA-Retired
34 members and pre-retired subscribers shall be
35 a one-time (1) payment of \$50 for lifetime
36 membership.

37
38 E. WEA-Retired membership for retired
39 members or pre-retired subscribers shall be
40 unified with NEA-Retired membership.

41
42 **Section 5 –Aspiring Educator Membership**

43
44 A. Aspiring Educator membership shall be
45 open to all students who are enrolled in a
46 teacher education program in an accredited
47 college or university and are unified members
48 of the NEA Aspiring Educator Program.
49 Aspiring Educator membership shall be
50 closed to those who are qualified for any other
51 membership category.

52
53 B. Wyoming Aspiring Educator members
54 shall be entitled to the rights, benefits, and
55 privileges as approved by the WEA Board

56 and/or the Delegate Assembly, except the
57 right to hold WEA elective office.

58
59 C. The annual membership dues for aspiring
60 educator membership shall be \$8.50.

61
62 **Section 6 – Honorary Membership**

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

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

80
81 C. There shall be no dues for honorary
82 membership.

83
84 **Section 7 – Community Ally**

85
86 A. Community Ally membership shall be
87 open to any person interested in advancing
88 the cause of public education, who supports
89 the mission, vision, and core values of the
90 WEA and who is not eligible for any other
91 WEA membership category.

92
93 B. A Community Ally shall receive the
94 publications of the Association, and may
95 attend events (except where prohibited), but
96 may not vote, hold elected office, nor receive
97 legal services.

98
99 C. The membership dues for WEA
100 Community Ally members shall be an annual
101 payment of \$25.

102
103 **Section 8 – Educational Position**

104 Where Association membership is denied
105 on the local level by virtue of educational
106 position, the WEA shall provide for
107 membership at the state level.

108 “Educational position” shall be defined as
109 the job classification held by a member in a
110 Wyoming school district or institution of higher
111 education.

1 **Section 9 – Category Change**
2 Any member who changes professional or
3 occupational position shall be transferred to
4 the category of membership applicable to the
5 new position. Dues shall be adjusted as of
6 the date of change.

7
8 **Section 10 – Limitations**
9 Membership privileges and services,
10 including legal responsibilities, shall be limited
11 to activities occurring after the first day of
12 membership.

13
14 **ARTICLE V: ELECTIONS**

15
16 **Section 1 – Notification**

17
18 A. The WEA shall notify each local
19 association after Delegate Assembly of offices
20 and positions that are to be filled and of the
21 WEA nomination and election procedure.

22
23 B. The WEA shall make every reasonable
24 effort to publicize the names and qualifications
25 of all candidates in a publication of the WEA,
26 as well as the WEA website, preceding the
27 election.

28
29 **Section 2 – Types of Election**

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

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

40
41 B. Statewide and Regional Positions
42 1. Statewide Officers to be elected shall
43 be WEA President, WEA Vice President,
44 WEA Treasurer, and NEA Director.

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

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

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

54 5. Regional NEA-RA cluster delegates.

55 6. Nominations for all positions shall be
56 open to active members only and shall be

57 filed with the WEA as per WEA governing
58 documents by the required deadline.
59 Nominations may be made from the floor of
60 the Delegate Assembly for any positions
61 without any nominated candidates or for
62 positions that do not have the allotted number
63 of candidates running and will be included
64 with the secret ballot.

65 7. In the event that no members have
66 been nominated for any position exactly one
67 week from the Delegate Assembly briefing,
68 WEA shall make every reasonable effort to
69 secure at least one (1) candidate for the
70 position to be filled.

71 8. Any unopposed candidate running for
72 office shall be considered elected by
73 acclamation at Delegate Assembly and will
74 not be included on the secret ballot.

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

78 10. Elections shall be by open nomination
79 procedure, secret ballot and majority of valid
80 ballots cast.

81 11. The one-person-one-vote principle
82 shall apply.

83
84 C. Run-Off

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

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

96
97 D. Statewide Proportionate Representation
98 1. Upon notification by the WEA Board
99 that statewide proportionate representation
100 ratios regarding membership on the WEA
101 Board are not being met, the WEA shall
102 secure the names of active members from the
103 ranks of the statewide proportionate
104 representation membership.

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

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

1 **Section 3 – Election Procedures**

2 The WEA shall conduct voting
3 electronically.

4 A. Electronic Ballots

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

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

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

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

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

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

29
30 **Section 4 – Campaign Practices**

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

36
37 **Section 5 – Definitions for Elections**

38
39 A. Open Nominations

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

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

57 B. Election by Secret Ballot

58 A secret ballot shall mean a procedure for
59 voting in such a manner that the person
60 expressing a choice cannot be identified with
61 the choice expressed.

62 C. Election by Majority Vote

63 The requirement of a majority vote is
64 interpreted to mean more than 50 percent
65 (50%) of the valid ballots cast. WEA shall
66 provide for runoff elections as necessary to
67 ensure elections by majority vote.

68
69 D. One-Person – One-Vote Principle

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

73
74 E. Initiative and referendum

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

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

83
84 **ARTICLE VI: MEMBERSHIP ON THE WEA
85 BOARD**

86
87 **Section 1 – Membership on the WEA Board**

88 Voting members of the WEA Board shall
89 include:

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

105
106 **Section 2 – Region Representation**

107
108 A. Each region shall be represented on the
109 WEA Board by the region president, region
110 vice president, and region representative(s),
111 using an apportionment scale of 1:550 with
112 major fraction, for the first 1375 active

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

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

11 *Active Members Representation*

12 Up to 1375	Region President and
13	Region Rep I
14 1376-1925	Region Rep II
15 1926-2475	Region Rep III

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

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

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

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

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

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

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

47 *Active Members Representation*

48 Up to 825	Statewide Rep I
49 826-1375	Statewide Rep II
50 1376-1925	Statewide Rep III

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

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

61 E. Ethnic-Minority Representation

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

67 F. Definition of “Ethnic-Minority”

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

73 **Section 4 – Advisory Members**

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

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

86 **ARTICLE VII: DUTIES OF THE WEA
87 BOARD**

89 **Section 1 – Program Responsibility**

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

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 shall
107 employ, upon recommendation from the WEA
108 Executive Director, the necessary
109 professional staff and office personnel to
110 implement the program of the Association as

1 contained in the program and budget
2 accepted by the Delegate Assembly.
3

4 **Section 3 – WEA Executive Director** 5 **Reports**

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

16 **Section 4 – Financial Statements**

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

26 **Section 5 – Program and Budget** 27 **Preparation**

28
29 A. The Program and Budget Committee shall
30 prepare a Program and Budget for each WEA
31 year. The WEA President, WEA Vice
32 President, WEA Treasurer, NEA Director, and
33 Region Presidents shall comprise the
34 committee. The WEA President shall preside
35 as Chair. A member of the committee shall
36 serve only while a member of the WEA Board.
37 The WEA Executive Director and the WEA
38 Business Manager shall serve as consultants
39 to the committee, without a vote.
40

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

48 C. The income from WEA members' dues,
49 available for the next fiscal year's proposed
50 budget, shall be calculated using ninety-five
51 percent (95%) of the active certified and
52 active ESP FTEs (full-time equivalents) and
53 one hundred percent (100%) of all other
54 membership categories, as of December 15 of
55 the current Association year.
56

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

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

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

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

82 **Section 6 – Audit**

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

94 **Section 7 – Bonding**

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

104 **Section 8 – NEA Representative Assembly** 105 **(NEA-RA) Directives**

106
107 A. The WEA Board shall prepare, publish,
108 and implement directives, in accordance with
109 current NEA governing documents, for the
110 nomination, election and funding of the state,
111 region (when applicable), and local delegates
112 to the NEA-RA. Each NEA-RA state delegate

1 will be elected in a statewide election for a two
2 (2)- year term.

3
4 B. A vacancy in the position of a regular
5 delegate must be filled by an elected
6 successor. Successor delegates should be
7 elected at the same time and in the same
8 manner as the regular delegates and must
9 meet the same requirements as regular
10 delegates. Successor delegates shall be
11 listed in rank order of votes received.

13 **Section 9 – Quorum and Meetings**

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

23 **Section 10 – Accountability**

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

35 **Section 11 – Treasurer's Designee**

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

44 **Section 12 – WEA Board Minutes**

45 The WEA Board shall ensure that the
46 minutes of the WEA Board meetings are
47 made available upon request to any member
48 of the Association.

50 **Section 13 – Membership Ratio 51 Computation**

52 The WEA Board shall provide for the
53 computation of the statewide representation
54 ratios based on the January 15 active
55 membership of the current year. These ratios
56 shall be applied to the appointment of

57 committee members, the WEA Board's
58 membership, and any other appointed or
59 elected body within the Association.

61 **Section 14 – WEA Delegate Assembly**

62 The WEA Board shall:

63
64 A. make provisions to recycle any recyclable
65 item, whenever possible.

66
67 B. secure appropriate statewide locations for
68 future delegate assemblies.

69
70 C. ensure that the Delegate Assembly
71 handbook includes directions and guidelines
72 for writing and submitting platform proposals
73 and new business items. Delegate briefing
74 agendas shall include instructions for writing
75 and submitting platform and new business
76 items; and

77
78 D. ensure that the salary schedule and fringe
79 benefit plan for all WEA employees for the
80 current year shall be included in the Delegate
81 Assembly handbook.

84 **ARTICLE VIII: DUTIES OF STATEWIDE 85 OFFICERS**

87 **A. EXECUTIVE COMMITTEE**

89 **Section 1 – WEA President**

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

96
97 Duties include:

98 1. attending WEA Board meetings as a
99 voting member.

100 2. serving as a voting delegate to the
101 WEA Delegate Assembly;

102 3. attending region Delegate Assembly
103 briefings as a resource.

104 4. presiding over all meetings of the
105 WEA membership and its governing units, the
106 WEA Board, and the WEA Delegate
107 Assembly, and exercising primary
108 responsibility in preparing the agendas for
109 these meetings.

110 5. ensuring that the minutes, platforms,
111 current new business items, Constitution,
112 Bylaws, and other non-financial records of the

1 Association are carefully and accurately kept,
2 and that they are distributed promptly and in
3 lucid form to presidents of locals, committee
4 chairs, delegates to the Delegate Assembly,
5 and others as may be directed by the WEA
6 Board.
7 6. presenting recommendations to the
8 WEA Board and Delegate Assembly for the
9 establishment of Association goals, priorities,
10 and action programs; being directly
11 accountable to the WEA Board and making a
12 regular report of governance activities and
13 needs.
14 7. ensuring that Delegate Assembly
15 information contains the names and
16 educational assignments of delegates by local
17 and region.
18 8. ensuring that Delegate Assembly
19 reports shall clearly delineate all WEA and
20 NEA payments made to the WEA Executive
21 Director for salary and benefits.
22 9. providing for a meeting of local
23 presidents in conjunction with the beginning of
24 Delegate Assembly.
25 10. articulating communications
26 concerning the WEA Delegate Assembly and
27 WEA Board actions, goals, and membership
28 concerns, and acting as co-spokesperson with
29 the WEA Executive Director in keeping the
30 membership, WEA Board members, and the
31 public informed of vital positions which the
32 Association has taken.
33 11. serving as an ex-officio member,
34 without a vote, of all WEA committees, and
35 making timely committee and chairperson
36 appointments, with advice and consent of the
37 WEA Board.
38 12. training all chairpersons as to their
39 responsibilities and roles and assuring that
40 proper conditions exist wherein; they can
41 successfully function.
42 13. assisting chairpersons to develop
43 program objectives and activities which assist
44 each committee to carry out its function
45 successfully.
46 14. establishing procedures and time
47 lines for formulating and adopting the
48 Association's annual budget, in conjunction
49 with the Program and Budget Committee and
50 WEA Executive Director seeing that
51 committees and local and region presidents
52 have input to the development of the budget;
53 chairing the Program and Budget Committee.
54 15. working cooperatively with WEA local
55 affiliate leaders in unifying and building
56 support for the United Education Profession,

57 engaging in on-going field visits to WEA local
58 affiliates to create a better understanding of
59 WEA governance objectives, and securing
60 direct input from local association leaders
61 regarding critical issues.
62 16. meeting on a regular basis with the
63 WEA Executive Director in order to discuss
64 issues in which WEA is or will be involved and
65 assisting in coordinating the respective roles
66 in areas where there is a sharing of
67 responsibility.
68 17. assisting the WEA Executive Director,
69 as directed by the WEA Executive Director, in
70 working with the staff; attending staff meetings
71 which are directed and coordinated by the
72 WEA Executive Director.
73 18. approving, in conjunction with the
74 WEA Executive Director, all WEA
75 expenditures within the Association budget
76 and expense reimbursement guidelines.
77 19. approving travel expenses of the
78 WEA Executive Director.
79 20. acquainting the WEA Vice-President
80 with the role as well as the role of WEA
81 President.
82 21. coordinating WEA's legislative
83 program and ensuring that all sponsored
84 positions are politically sound, are compatible
85 with Association objectives, and are feasible;
86 meeting extensively with elected local affiliate
87 leaders to explain, clarify, and enhance
88 support for WEA's legislative program, and
89 assisting WEA's lobbying efforts as a member
90 of the lobbying team.
91 22. keeping informed of regional and
92 national concerns and representing WEA's
93 governance interests with NEA at the NEA-
94 RA, at National Council of State Education
95 Association (NCSEA) meetings, at The NEA
96 Fund for Children and Public Education
97 meetings, and at other national meetings that
98 are related to governance concerns.
99 23. serving as or designating an alternate
100 to serve as the WEA liaison to the State
101 Board of Education and Professional
102 Teaching Standards Board and to any other
103 state committees that the WEA President and
104 WEA Executive Director deem important.
105 24. acting as chief elections officer by
106 overseeing all state election proceedings.
107 25. serving as chair of the Wyoming
108 Educators' Benefit Trust Board.
109 26. serving as chair of the Wyoming
110 Education Association Political Action
111 Committee for Education (WEA-PACE).

- 1 27. serving as Chair of the WEA
2 Executive Committee.
3 28. authorizing WEA financial support for
4 members requiring legal services, in
5 consultation with the WEA Executive Director
6 and legal counsel.
7 29. serving as a voting delegate to the
8 NEA-RA. When applicable, the President and
9 President Elect shall serve as voting
10 delegates to the NEA-RA, with expenses paid
11 by the Association.
12 30. serving as second alternate NEA
13 Director.
14 31. maintaining a residence in the city
15 where the WEA Headquarters Office is
16 located; and
17 32. fulfilling other duties as appropriate.
18

19 **Section 2 – WEA Vice President**

- 20 The Vice President shall discharge the
21 duties of the President in the absence or
22 incapacity of that officer and shall also
23 assume such duties as assigned by the
24 President or WEA Board. Term of office
25 begins July 15 of the year elected.
26
27 Duties include:
28 1. attend WEA Board meetings as a
29 voting member.
30 2. serving as a voting delegate to the
31 WEA Delegate Assembly;
32 3. attending region Delegate Assembly
33 briefings as a resource.
34 4. serving as the Chair of the
35 Membership Committee;
36 5. serving on the WEA Program and
37 Budget Committee.
38 6. serving on the Wyoming Educators'
39 Benefit Trust Board.
40 7. serving on the WEA Board
41 negotiations committee.
42 8. representing the WEA President as
43 requested at meetings and conferences.
44 9. assuming the WEA President's if
45 absent.
46 10. serving as a voting delegate to the
47 NEA-RA. When applicable, the Vice
48 President and Vice President Elect shall serve
49 as voting delegates to the NEA-RA, with
50 expenses paid by the Association.
51 11. serving as first alternate NEA
52 Director; and
53 12. fulfilling other duties as appropriate.
54
55
56

57 **Section 3 – WEA Treasurer**

- 58 The Treasurer shall oversee all financial
59 records of the Association and shall
60 communicate the financial activities of the
61 Association to the WEA Board and to the
62 Delegate Assembly. Term of office begins
63 July 15 of the year elected.
64 Duties include:
65 1. attend WEA Board meetings as a
66 voting member.
67 2. serving as a voting delegate to the
68 WEA Delegate Assembly.
69 3. attending region Delegate Assembly
70 briefing(s) as a resource.
71 4. conducting a program budget and
72 audit hearing at Delegate Assembly.
73 5. making the report on the financial
74 status of the Association prior to the adoption
75 of the proposed budget at Delegate
76 Assembly.
77 6. signing (or appointing a WEA
78 Treasurer's designee to sign) all vouchers and
79 checks to be paid by the Association.
80 7. co-signing (or having designee co-
81 sign) notes for borrowing money for the
82 Association.
83 8. meeting with the auditor prior to the
84 WEA Board receiving the audit report.
85 9. conferring with the WEA Treasurer's
86 designee prior to the financial report at WEA
87 Board meetings, when needed.
88 10. serving on the Wyoming Educators'
89 Benefit Trust Board.
90 11. serving on the WEA Program and
91 Budget Committee.
92 12. serving on the WEA Board
93 Negotiations Committee.
94 13. ensuring that bonding is provided for
95 the WEA Executive Director and any other
96 employees or WEA Board members directly
97 involved with the receipts and disbursements
98 of Association funds.
99 14. serving as liaison to WEA committees
100 as directed by the WEA President.
101 15. serving as a voting delegate to the
102 NEA-RA, with expenses paid by the
103 Association; and
104 16. fulfilling other duties as appropriate.
105
106
107
108
109
110
111
112

1 **Section 4 – NEA Director**

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

6
7 Duties include:

- 8 1. representing WEA interests to the
- 9 NEA Board of Directors.
- 10 2. attend WEA Board meetings as a
- 11 voting member.
- 12 3. serving as a voting delegate to the
- 13 NEA-RA, with expenses paid by NEA.
- 14 4. communicating NEA programs and
- 15 positions to WEA leadership.
- 16 5. selecting, in conjunction with the WEA
- 17 President, NEA-funded delegates to
- 18 leadership summits.
- 19 6. working, in conjunction with the WEA
- 20 President and WEA Executive Director, to
- 21 secure NEA project funding.
- 22 7. serving as a voting delegate to the
- 23 WEA Delegate Assembly.
- 24 8. attending region Delegate Assembly
- 25 briefings as a resource.
- 26 9. serving on the WEA Program and
- 27 Budget Committee.
- 28 10. serving on the Wyoming Educators’
- 29 Benefit Trust Board.
- 30 11. serving on the WEA Board
- 31 Negotiations Committee.
- 32 12. serving as liaison to WEA committees
- 33 as directed by the WEA President; and
- 34 13. fulfilling other duties as appropriate.

35
36 **B. STATEWIDE REPRESENTATIVES**

37
38 **Section 1 - Education Support**
39 **Professional (ESP) Statewide**
40 **Representative**

41 The ESP Statewide Representative shall
42 be a liaison between the ESP members and
43 The Board. The term of office begins July 15
44 of the year elected.

45
46 Duties include:

- 47 1. attend WEA Board meetings as a
- 48 voting member.
- 49 2. initiating and assisting governance
- 50 and staff with ESP membership programs.
- 51 3. communicating with WEA ESP
- 52 members.
- 53 4. advising the WEA President regarding
- 54 ESP participation in all Association activities.
- 55 5. serving on the committee to select the
- 56 WEA ESP of the Year Award winner.

- 57 6. serving as a voting delegate to
- 58 Delegate Assembly.
- 59 7. participating in a Delegate Assembly
- 60 briefing session prior to Delegate Assembly.
- 61 8. chairing the ESP Caucus at Delegate
- 62 Assembly.
- 63 9. reporting to the WEA Board and
- 64 preparing an annual report for inclusion in the
- 65 Delegate Assembly handbook on the status of
- 66 the ESP Program; and
- 67 10. fulfilling other duties as appropriate.

68
69 **Section 2 - Ethnic-Minority Statewide**
70 **Representative**

71 The Ethnic-Minority Statewide
72 Representative shall be a liaison between the
73 ethnic-minority members and The Board. The
74 term of office begins July 15 of the year
75 elected.

76
77 Duties include:

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

99
100 **Section 3 - Higher Education (Higher Ed)**
101 **Statewide Representative**

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

106
107 Duties include:

- 108 1. attend WEA Board meetings as a
- 109 voting member.
- 110 2. initiating and assisting governance
- 111 and staff with Higher Ed membership
- 112 programs.

- 1 3. communicating with WEA Higher Ed
- 2 members.
- 3 4. advising the WEA President regarding
- 4 Higher Ed participation in all Association
- 5 activities.
- 6 5. serving as a voting delegate to
- 7 Delegate Assembly.
- 8 6. participating in a Delegate Assembly
- 9 briefing session prior to Delegate Assembly.
- 10 7. chairing the Higher Ed Caucus at
- 11 Delegate Assembly.
- 12 8. reporting to the WEA Board and
- 13 preparing an annual report for inclusion in the
- 14 Delegate Assembly handbook on the status of
- 15 the Higher Ed program.
- 16 9. serving as liaison for Higher Ed
- 17 members and locals with NEA, the National
- 18 Council on Higher Education, and state
- 19 associations of higher education faculty and
- 20 support staff.
- 21 10. attending the NEA Higher Education
- 22 Conference; and
- 23 11. fulfilling other duties as appropriate.

24
25 **Section 4 - Wyoming Aspiring Educator**
26 **President**

27 The Wyoming Aspiring Educator
28 President shall be a liaison between the
29 aspiring educator members and The WEA
30 Board. The term of office begins July 15 of
31 the year elected.

32
33 Duties include:

- 34 1. attend WEA Board meetings as a
- 35 voting member.
- 36 2. presiding over chapter meetings.
- 37 3. attending leadership conferences or
- 38 ensuring chapter representation at such
- 39 conferences.
- 40 4. acting as liaison between chapter
- 41 members and the WEA Board by written, oral,
- 42 or electronic communication.
- 43 5. preparing written reports for WEA
- 44 Board meetings.
- 45 6. encouraging and supporting local
- 46 chapter presidents in the execution of their
- 47 duties.
- 48 7. involving UniServ Directors, state
- 49 leadership, committee members and other
- 50 chapter leaders in region functions.
- 51 8. overseeing all chapter committees.
- 52 9. serving as a voting delegate to
- 53 Delegate Assembly.
- 54 10. participating in caucus meetings at
- 55 Delegate Assembly.

- 56 11. preparing an annual report for
- 57 inclusion in the Delegate Assembly handbook.
- 58 12. serving as an official voting delegate
- 59 to NEA-RA, with expenses paid equal to that
- 60 of other state-funded delegates; and
- 61 13. fulfilling other duties as appropriate.

62
63 **Section 5 - WEA-Retired President**

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

68
69 Duties include:

- 70 1. attend WEA Board meetings as a
- 71 voting member.
- 72 2. serving as the Chair of the WEA-
- 73 Retired Executive Board.
- 74 3. attending WEA-Retired Board
- 75 meetings.
- 76 4. publishing WEA-Retired newsletter as
- 77 needed.
- 78 5. advising the WEA President regarding
- 79 WEA-Retired participation in all Association
- 80 activities.
- 81 6. initiating and assisting governance
- 82 and staff with WEA-Retired membership
- 83 programs.
- 84 7. conducting an annual meeting for
- 85 WEA-Retired members prior to Delegate
- 86 Assembly.
- 87 8. serving as a voting delegate to
- 88 Delegate Assembly.
- 89 9. participating in a Delegate Assembly
- 90 briefing session prior to Delegate Assembly.
- 91 10. reporting to the WEA Board and
- 92 preparing an annual report for inclusion in the
- 93 Delegate Assembly handbook on the status of
- 94 the WEA-Retired.
- 95 11. attending the NEA-Retired annual
- 96 meeting.
- 97 12. serving as an official voting delegate
- 98 to the NEA-RA, with expenses paid equal to
- 99 that of other state-funded delegates.
- 100 13. attending the NEA-Retired
- 101 Conference; and
- 102 14. fulfilling other duties as appropriate.

103
104 **C. RECALL PROCEDURE**

105 Any elected officer of the Association who
106 is charged with violation of the NEA's "*Code*
107 *of Ethics of the Education Profession*",
108 malfeasance, misfeasance, or nonfeasance
109 shall, upon the receipt by the WEA Board of a
110 petition signed by twenty-five percent (25%) of
111 the current WEA membership, be subject to a

1 secret ballot referendum for recall. A two-
2 thirds (2/3) vote of the active membership in
3 favor of recall of the elected officer will result
4 in removal from office.

5 6 **D. VACANCIES**

7 A. In the event of a vacancy in the office of
8 President, the Vice President shall assume
9 that office for the remainder of the term.

10
11 B. In the event of a vacancy in the office of
12 vice president, treasurer, NEA Director, or
13 other statewide representative, the President
14 shall appoint a replacement with board
15 approval and that appointment will serve for
16 the remainder of the term.

17 18 **ARTICLE IX: DELEGATE ASSEMBLY**

19 20 **Section 1 – Annual Meeting**

21 The meeting of the Delegate Assembly
22 constitutes the annual meeting of the
23 Wyoming Education Association.

24 25 **Section 2 – Sessions**

26 The Delegate Assembly shall meet
27 annually in March or April. The WEA
28 President, with the consent of the WEA
29 Board, shall determine the specific time and
30 place of such sessions. Special sessions of
31 the Delegate Assembly may be convened in
32 the same manner. The delegates shall adopt
33 Standing Rules governing the Delegate
34 Assembly on an annual basis.

35 36 **Section 3 – Session Identification**

37 The WEA Board shall identify each
38 annual session of the Delegate Assembly by
39 consecutive numbering. Any special session
40 shall be identified with the annual session it
41 follows. The agenda of each session shall
42 use the term “meeting” to identify the several
43 segments of each session.

44 45 **Section 4 – Determining Policies**

46 The Delegate Assembly shall define the
47 policies of the Association by adoption or
48 amendment of the Standing Rules, Bylaws,
49 Platforms, and New Business Items. In
50 addition, it may propose amendments to the
51 Constitution and recommend to the WEA
52 Board means of carrying out policies.

53 54 **Section 5 – Program and Budget**

55 The Delegate Assembly shall accept the
56 preliminary Program and Budget submitted to

57 it by the WEA Board and may direct the WEA
58 Board to make changes in said Program and
59 Budget within the confines of the anticipated
60 revenues as presented. The WEA Board
61 shall exercise its authority to adjust actual
62 expenditures within the intended parameters
63 of the accepted final budget.

64 65 **Section 6 – Delegate Duties**

66 It shall be the duty of the delegates at
67 Delegate Assembly to represent the
68 professional interests of the Association, to
69 attend all meetings pertaining to Delegate
70 Assembly, and to inform members by
71 appropriate means of the issues and actions
72 of the Delegate Assembly.

73 74 **Section 7 – Apportionment of Delegates**

75 A. Delegates shall be apportioned to
76 chartered locals:

77 1. using a ratio of 1:40 active members
78 or major fraction thereof.

79 2. according to total membership as
80 shown by Association records as of January
81 15 of the previous WEA year. Where a local
82 has not previously existed, the latest available
83 membership records shall be used to
84 determine delegate allocations.

85
86 B. Every chartered local shall be entitled to at
87 least one (1) delegate.

88
89 C. Retired delegates shall be apportioned
90 using a ratio of 1:40 retired members or major
91 fraction thereof.

92
93 D. No person shall be counted as a member
94 of more than one (1) local. A delegate
95 representing a local must be a member of that
96 local.

97 98 **Section 8 – Delegate Allocation** 99 **Notification**

100 The WEA shall notify each local
101 association of the number of delegates to
102 which they shall be entitled to for the next
103 year's Delegate Assembly. This notification
104 shall occur after January 15 of the current
105 membership year.

106 107 **Section 9 – Delegate Verification**

108 The president of each local association
109 should forward to the WEA Office, on a form
110 provided by the WEA, a list of the certified
111 delegates and alternates 60 days prior to
112 Delegate Assembly in that membership year.

1 **Section 10 – Delegate Certification**
2 The president of each local association
3 shall make final certification of the names of
4 delegates and alternates to the WEA. In the
5 event elected delegates and alternates are
6 unable to attend, the locals shall secure
7 replacements by holding a special election. In
8 special circumstances (to be verified by the
9 WEA President in consultation with the local
10 president and/or region president), the local
11 president and/or region president may appoint
12 delegates to ensure that local's
13 representation.

14
15 **Section 11 – Credentials Committee**
16 A Credentials Committee consisting of the
17 region presidents shall be responsible for the
18 accreditation of delegates.

19
20 **Section 12 – Additional Members**
21 Members of the WEA Board shall be
22 voting members of the Delegate Assembly.

23
24 **Section 13– WEA-Retired Members**
25 WEA-Retired shall elect their own
26 representatives to Delegate Assembly
27 according to WEA procedures. WEA-Retired
28 delegates shall be voting members of the
29 Delegate Assembly.

30
31 **Section 14 – Wyoming Aspiring Educator**
32 **Members**
33 Wyoming aspiring educators shall elect
34 their own representatives to the Delegate
35 Assembly according to WEA procedures.
36 Aspiring Educator delegates shall be voting
37 members of the Delegate Assembly.

38
39 **Section 15 – WEA Past Presidents**
40 WEA Past Presidents of the Association
41 who are WEA members shall be voting
42 members of the Delegate Assembly.

43
44 **Section 16 – Ex-Officio Members**
45 Members of the Protocol Committee, and
46 other committee chairs shall be recognized as
47 ex-officio members of the Delegate Assembly
48 with full privileges of debate on matters
49 pertaining to the business of that committee,
50 but without vote, unless also serving as a
51 voting delegate in another capacity.

52
53
54
55
56

57 **ARTICLE X: REGIONS**

58

59 **Section 1 – Region Boundaries**

60 Membership of the Association shall be
61 divided into regions according to place of
62 employment as follows:

63

64 A. Northeast Region, embracing Sheridan,
65 Johnson, Campbell, Crook, and Weston
66 counties.

67

68 B. Northwest Region, embracing Park, Big
69 Horn, Washakie, Hot Springs, Fremont, and
70 Teton counties.

71

72 C. Central Region, embracing Natrona,
73 Converse, and Niobrara counties.

74

75 D. Southwest Region, embracing Lincoln,
76 Carbon, Sweetwater, Uinta, and Sublette
77 counties; and

78

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

81

82 **Section 2 – Region Structure**

83

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

87

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

94

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

99

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

103

104 **Section 3 – Region Elections**

105

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

111

- 1 B. All WEA active and retired members
2 within the region shall be entitled to vote.
3
4 C. The terms of office of the Region
5 President and the Region Vice President shall
6 coincide.
7
8 D. Region Representative I shall serve a term
9 on the WEA Board that alternates with that of
10 the Region President. If this election
11 coincides with the election of the Region
12 President, the initial term of Region
13 Representative I shall be only one (1)-year.
14
15 E. When multiple additional representatives
16 are elected for the same term, votes received
17 shall dictate representative position.
18
19 F. If a region qualifies for (an) additional
20 representative(s), the initial term of region
21 representative II shall be only one (1) year if
22 representative I is being elected at the same
23 time.
24
25 G. When no candidate for a region office
26 receives a majority of valid ballots cast, a
27 special run-off election shall be conducted as
28 outlined in ARTICLE V. Section 3.

30 **Section 4 – Terms of Office**

- 31
32 A. Each region officer shall be elected for a
33 term of two (2)-years.
34 B. The term of office for all region officers
35 shall be from July 15 to July 14.
36
37 C. No region officer shall be elected for more
38 than three (3) consecutive terms in each of
39 the three elected offices or serve in more than
40 one region office concurrently.

42 **Section 5 – Vacancy**

- 43
44 A. In the event of a vacancy in the office of
45 Region President, the Region Vice President
46 shall assume that office the remainder of the
47 term.
48
49 B. Other vacancies shall be filled by
50 appointment by the Region President with the
51 approval of a majority of the Region Council
52 until for the remainder of the term.
53
54 C. If a Region President, Region Vice
55 President, or Region Representative cannot
56 attend a WEA Board meeting, the Region

57 President will appoint a replacement from the
58 Region Council.

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

- 61 Duties include:
62 1. attend WEA Board meetings as a
63 voting member.
64 2. planning, implementing, and presiding
65 at Region Council meetings and retreats.
66 3. attending leadership conferences or
67 ensuring region representation at such
68 conferences.
69 4. acting as liaison between region
70 members and the WEA Board by written, oral,
71 or electronic communication.
72 5. encouraging and supporting local
73 presidents in the execution of their duties.
74 6. involving UniServ Directors, state
75 leadership, committee members, and other
76 region leaders in region functions.
77 7. nominating candidates for committee
78 appointments.
79 8. preparing written region reports for
80 WEA Board meetings.
81 9. provide quarterly communication
82 (could include but not limited to newsletter,
83 recorded video message, email, in-person or
84 virtual meeting) to inform, engage, and
85 communicate information to members; with
86 opportunity for discussion (could include but
87 not limited to in-person or virtual meeting,
88 electronic group chat) as appropriate.
89 10. serving as a voting delegate to WEA
90 Delegate Assembly.
91 11. planning and conducting Delegate
92 Assembly briefing sessions prior to Delegate
93 Assembly.
94 12. planning and conducting caucus
95 meetings at Delegate Assembly.
96 13. serving on the Credentials Committee
97 at Delegate Assembly.
98 14. preparing an annual report for
99 inclusion in the Delegate Assembly handbook.
100 15. serving on the Program and Budget
101 Committee; and
102 16. fulfilling other duties as appropriate.

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

- 105 Duties include:
106 1. attend WEA board meetings as a
107 voting member.
108 2. discharging the duties of the Region
109 President in the absence of said president.
110

- 1 3. chairing a regional membership
- 2 committee and serving on the statewide
- 3 Membership Committee.
- 4 4. assisting and conducting membership
- 5 efforts in the region as agreed by the
- 6 statewide Membership Committee, WEA
- 7 priorities, and region membership plan, or
- 8 other activities to boost membership.
- 9 5. reporting to the Region President
- 10 before each WEA Board meeting of the
- 11 membership efforts occurring in the region.
- 12 6. assisting in the planning of all region
- 13 meetings and other events.
- 14 7. attending all region meetings and
- 15 events.
- 16 8. including assisting region president in
- 17 facilitating quarterly region virtual meetings.
- 18 9. serving as a voting delegate to WEA
- 19 delegate assembly; and
- 20 10. performing other duties assigned by
- 21 the Region President or the Region Council.

22
23 **Section 8 – Duties of the Region**
24 **Representative(s)**

- 25 Duties include:
- 26 1. attend WEA Board meetings as a
 - 27 voting member.
 - 28 2. participating in all region meetings by
 - 29 assisting the Region President.
 - 30 3. Including assisting region president in
 - 31 facilitating quarterly region virtual meetings.
 - 32 4. facilitating communication with region
 - 33 members.
 - 34 5. promoting participation of local
 - 35 members in Association activities.
 - 36 6. working with governance and staff in
 - 37 gathering information from region members.
 - 38 7. reviewing and reporting on the status
 - 39 of the current new business items.
 - 40 8. serving as a voting delegate to WEA
 - 41 Delegate Assembly; and
 - 42 9. fulfilling other duties as appropriate.

43
44 **Section 9 – Region Funding**

45 The WEA budget shall provide funding for
46 region implementation of activities to advance
47 the WEA Mission and Strategic Priorities.

48
49 **Section 10 – Recall Procedures for Region**
50 **Officers**

51 Any elected officer of the region who is
52 charged with violation of the NEA's "*Code of*
53 *Ethics of the Education Profession*",
54 malfeasance, misfeasance, or nonfeasance
55 shall, upon receipt by the Region Council of a
56 petition signed by twenty-five percent (25%) of

57 the current region membership, be subject to
58 a secret ballot referendum for recall. A two-
59 thirds (2/3) vote of the active region
60 membership in favor of recall of the elected
61 officer will result in removal from office.

62
63 **ARTICLE XI: LOCAL ASSOCIATIONS**

64
65 **Section 1 – Charter Requirements**

66 The following shall be chartering
67 requirements of WEA:

- 68
- 69 A. Each local association's name shall
- 70 include the words "Education Association".
- 71
- 72 B. Each local education association shall be
- 73 composed of active members of the WEA
- 74 within:
 - 75 1. a unified school district. The WEA
 - 76 Board may provide separate chartering for
 - 77 certified and classified local education
 - 78 associations upon approval of a plan
 - 79 providing harmonious operation between two
 - 80 (2) or more associations on items that require
 - 81 joint assent or effort.
 - 82 2. institutions of higher education.
 - 83 3. the Wyoming Department of
 - 84 Education; and
 - 85 4. the Professional Teaching Standards
 - 86 Board (PTSB).
 - 87
 - 88 C. Administrative, ESP, retired, or Aspiring
 - 89 Educator members who are not eligible to
 - 90 belong to an existing local may form a
 - 91 statewide local education association and
 - 92 affiliate with WEA. Delegates to the WEA
 - 93 Delegate Assembly shall be allotted according
 - 94 to ARTICLE IX, Section 7 of the WEA Bylaws.
 - 95
 - 96 D. Locals or institutions may, at their
 - 97 discretion, combine to form larger local
 - 98 education associations.
 - 99

100 **Section 2 – Petition for Charter**

101 Any local education unit desiring a charter
102 as an affiliate of the WEA shall petition the
103 WEA Board. The petition for affiliation shall
104 include:

- 105 1. a copy of the unit's adopted
- 106 Constitution and, if so written as a separate
- 107 document, Bylaws consistent with the
- 108 Constitution and Bylaws of the NEA and the
- 109 WEA which shall include all of the standards
- 110 for affiliation from the WEA Bylaws.

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

4 An affiliate that chooses, by secret ballot
5 election, to include certified or licensed non-
6 administrative personnel, administrators, and
7 education support professionals as its
8 membership, shall be called all-inclusive.
9 Where an all-inclusive affiliate exists, it shall
10 provide representation among its certified or
11 licensed non-administrative personnel
12 members, administrative members, and ESP
13 members, in both elective and appointive
14 bodies.

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

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

31 3. other documents as required by the
32 WEA Board.

34 **Section 3 – Standards for Affiliation**

35 To ensure continuous affiliation with
36 WEA, the latest revision of the local's adopted
37 governing documents must be filed with the
38 WEA and shall include, but not be limited to,
39 the following standards for affiliation:

- 40 1. unified membership.
- 41 2. an election procedure which:
 - 42 a. shall observe the one-person-
43 one-vote principle (all-inclusive affiliates must
44 provide proportionate representation on their
45 governing bodies) and
 - 46 b. shall guarantee open
47 nominations, secret ballot, and elections by
48 majority vote.
- 49 3. a policy that recognizes the
50 preeminence of NEA's "*Code of Ethics of the*
51 *Education Profession*".
- 52 4. a statement that the membership and
53 fiscal year are to be the same as that of the
54 WEA.
- 55 5. a statement that provides for no fewer
56 than two (2) general meetings each year.

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

63 7. a procedure for assessment and
64 collection of all membership dues;

65 8. a procedure to elect officers whose
66 names shall be submitted to the WEA as per
67 WEA governing documents.

68 9. a procedure to elect delegates and
69 alternates to the WEA Delegate Assembly
70 whose names shall be submitted to the WEA
71 as per WEA governing documents.

72 10. a procedure consistent with NEA
73 governing documents and WEA Board policy
74 for the nomination and election of local
75 representatives to the NEA-RA.

76 11. a procedure to amend the
77 Constitution and Bylaws; and

78 12. a statement that the Association shall
79 pursue a full and vigorous professional
80 program in a manner consistent with the WEA
81 governing documents.

83 **Section 4 – Due Process**

84 The WEA Board may censure, suspend,
85 or disaffiliate a chartered local for failure to
86 abide by the provisions of the WEA
87 Constitution and Bylaws or for just cause,
88 provided that no local may be censured,
89 suspended or disaffiliated without a due
90 process hearing, which shall include an
91 appropriate appellate procedure.

93 **Section 5 – Compliance**

94 When action is taken at Delegate
95 Assembly or by the membership to make
96 changes in the WEA Constitution or in the
97 WEA Bylaws which directly affect the
98 constitutions and bylaws of the local
99 associations, the WEA Board will see that
100 notification is given to the local associations to
101 bring their respective constitutions and bylaws
102 into compliance and send the updated copies,
103 with the date of amendment, to the WEA to be
104 filed.

106 **ARTICLE XII: COMMITTEES**

108 **Section 1 – Authorized Committees**

109 The following committees are authorized.
110 Their duties shall be limited to preparing
111 recommendations for decision by the

1 Delegate Assembly or for action by the WEA
2 Board.
3
4 A. Government Relations (GR)
5
6 B. Member Advocacy and Civil Rights
7 (MACR)
8
9 C. Membership
10
11 D. WEA Protocol; and
12
13 E. Ad Hoc Committees.
14
15 **Section 2 – Appointment and Terms**
16
17 A. Appointments to committees shall be
18 made by the WEA Board.
19
20 B. Members of committees shall be
21 appointed for overlapping two (2)-year terms
22 and may be reappointed for two (2)
23 succeeding terms.
24
25 C. Terms of committee members shall be
26 from July 15 through July 14.
27
28 D. There must be a lapse of at least one (1)
29 term before members can be appointed again.
30
31 E. Committee membership shall comply with
32 NEA guidelines.
33
34 F. Each of the regions shall be represented
35 by at least one (1) member on each of the
36 committees.
37
38 G. WEA-Retired shall be represented by at
39 least one (1) member on each of the
40 committees.
41
42 H. In the event of an absence of the
43 appointed committee member, the WEA
44 Board shall provide a method of filling the
45 position for that meeting.
46
47 **Section 3 – Chair: Term, Appointment, and**
48 **Responsibilities**
49
50 A. The Chair of each committee shall be
51 appointed by the WEA President to serve a
52 one (1)- year term and may be reappointed.
53 The Chair shall be a voting member of the
54 committee.
55

56 B. The term of the Chair shall be from July 15
57 through July 14.
58
59 C. The Chair shall be responsible for
60 preparing and presenting a report of
61 committee action and accomplishments to the
62 Delegate Assembly.
63
64 **Section 4 – General Duties of Committees**
65 Committee members are to:
66
67 A. make recommendations for WEA policy:
68 in their advisory role to the WEA Board and
69 Delegate Assembly, study and formulate
70 amendments and recommendations to
71 present to the WEA Board or the Protocol
72 Committee for presentation at Delegate
73 Assembly.
74
75 B. become knowledgeable in the area of
76 concern to their respective committee; and
77
78 C. monitor the area of their concern for
79 developments that require attention and then
80 recommend possible action.
81
82 **Section 5 – Government Relations (GR)**
83 **Committee**
84 The GR committee concerns itself with
85 the entire legislative program of the
86 Association. The GR committee shall:
87
88 A. Study the needs of Wyoming education
89 that should be incorporated into state statutes
90 and evaluate all bills introduced into the state
91 legislature.
92
93 B. Be responsible for carrying out the
94 directives of the Delegate Assembly that
95 require legislative action; and
96
97 C. Be responsible for the coordination of
98 legislative activities in the implementation of
99 WEA legislative programs.
100
101 **Section 6 – Member Advocacy and Civil**
102 **Rights (MACR) Committee**
103 The MACR Committee concerns itself
104 directly with human and civil rights issues and
105 member advocacy. The MACR Committee
106 shall:
107
108 A. recommend in-service education of
109 members concerning their rights.
110

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

4
5 C. recommend strategies for negotiations at
6 the state, region, and local levels.

7
8 D. work with other committees to include
9 salary and benefit interests in the Negotiations
10 Platform; and

11
12 E. submit amendments and/or new
13 philosophical statements for the MACR and
14 Negotiations Platforms to the Protocol
15 Committee at Delegate Assembly.

17 **Section 7 – Membership Committee**

18 The Membership Committee shall
19 oversee and evaluate membership promotion
20 strategies, including, but not limited to:

21 A. recruiting members.

22
23 B. approving promotional materials.

24
25 C. targeting locals and/or special interest
26 groups; and

27
28 D. promoting NEA member benefits.

29 30 **Section 8 – Protocol Committee**

31 The Protocol Committee shall:

32
33 A. present at each Delegate Assembly the
34 constitution, bylaws, and standing rules.

35
36 B. present at each Delegate Assembly the
37 platforms defining proposed policy decisions
38 of the Association.

39
40 C. assist members in formulating language
41 for proposed amendments to documents upon
42 request; and

43
44 D. supervise the submission and processing
45 of all new business items.

46
47 E. present at each delegate assembly all
48 proposed constitution, bylaws, standing rules,
49 platform, and new business item
50 amendments, as well as all new business
51 items submitted by any member or unit of the
52 association.

53
54 F. ensure that the various documents of the
55 association are not in conflict. Any conflict

56 shall be referred to the respective committees
57 or to the delegate assembly for resolution.

58
59 During the Association year, the Protocol
60 Committee shall:

61
62 A. Within a five (5) year cycle, or upon
63 request, evaluate the constitution and bylaws
64 of local associations to ensure they are
65 consistent with current WEA/NEA governing
66 documents and make recommendations for
67 any changes needed; and

68
69 B. Maintain templates for local association
70 constitution and bylaws that are consistent
71 with current WEA/NEA governing documents.

72 73 **Section 9 – Ad Hoc Committees**

74 Ad Hoc Committees shall:

75
76 A. analyze and recommend action on a
77 single, short-term issue.

78
79 B. report to the next Delegate Assembly; and

80 C. is not required to meet the provisions of
81 the Bylaws as outlined in Article XII, Section 2
82 and 3.

83 84 **Section 10 – Absenteeism**

85 If any member of a committee is absent
86 for two (2) regular meetings within one (1)
87 year without the Chair's prior notification, that
88 position shall be declared vacant and filled by
89 the WEA Board.

90 91 **ARTICLE XIII: NEA AFFILIATION**

92 The WEA shall meet the minimum
93 standards for affiliation as set forth in the NEA
94 official governing documents.

95 96 **ARTICLE XIV: AMENDMENTS**

97 98 **Section 1 – WEA Constitution**

99 Amendments will be submitted to the
100 WEA membership for adoption upon a two-
101 third (2/3) affirmative vote of the Delegate
102 Assembly.

103 104 **Section 2 – WEA Bylaws**

105 Amendments will be adopted upon a two-
106 third (2/3) affirmative vote of the Delegate
107 Assembly. Adopted amendments shall
108 become effective immediately, except for
109 dues adjustments and election procedures
110 which shall be in effect at the beginning of the
111 new fiscal year.

1 **Section 3 – Standing Rules Governing the**
2 **Delegate Assembly (Standing Rules)**

3 Amendments may be proposed from the
4 floor prior to the adoption of the Standing
5 Rules and will be accepted upon a majority
6 vote.