

1 **CARBON ONE EDUCATORS ASSOCIATION**

2 **CONSTITUTION AND BY-LAWS**

3 **ARTICLE I NAME**

4 The name of this Association shall be the Carbon One Educators' Association (COEA).

5 **ARTICLE II ORGANIZATION AND MEMBERSHIP**

6 Section 1. The COEA shall operate as a chartered local unit of the Wyoming Education Association.

7 Membership in the COEA shall be open to all certified educators of Carbon County School District One in Carbon
8 County, Wyoming. Active members shall hold appropriate membership in COEA, WEA and NEA.

9 Section 2. The term "educator" shall mean any certified employee of Carbon County School District 1. ~~any~~
10 ~~employee who provides services to students and public education.~~

11 Section 3. All Association members shall pay the unified dues for the current school year.

12 Section 4. Adherence to the Code of Ethics of the education profession, adopted by the WEA Delegate
13 Assembly, shall be a condition of membership of COEA.

14 Section 5. Membership and fiscal year shall be the same as the WEA: September 1 to August 31.

15 Section 6. The COEA guarantees that no member may be censured, suspended, or expelled without a due
16 process hearing, which shall include an appropriate appellate procedure.

17 Section 7. The COEA shall not deny membership to individuals on the basis of race, creed, sex, sexual
18 orientation, gender identity, genetic information, disability, or national origin.

19 Section 8. The COEA shall meet the minimum standards for affiliation as set forth in the NEA and the WEA
20 official governing documents.

21 **ARTICLE III – PURPOSE**

22 Section 1. To promote within the membership the highest level of professional practices, to encourage active
23 participation of all educators in the solution of school problems, to urge every member to be a progressive

1 student of education, and to arouse allegiance to a genuine spirit of professional ethics.

2 Section 2. To encourage high qualifications for entrance into the education profession; to promote educator
3 participation in school management; to aid in securing and maintaining competitive salaries, bargaining rights,
4 continuing contract status, sound retirement systems; and other improvements and conditions that enable
5 educators to function properly as a vital factor in the educational process.

6 Section 4. To cooperate with parent-teacher groups and other civic bodies having educational objectives and to
7 aid in interpreting to the public the problems, functions, and steady progress of the public schools.

8 Section 4. To encourage educators to exercise their rights and privileges as citizens and willingly accept-
9 leadership in civic affairs.

10 Section 5. To provide for representation of COEA members at the Delegate Assembly of the Wyoming
11 Education Association.

12 Section 6. The Association shall pursue its objectives in a manner consistent with the policies and rules of the
13 Wyoming Education Association.

14 ARTICLE IV. MEMBERSHIP FEE

15 Section 1. The annual local membership dues shall be \$65 for certified members and \$30 for Education
16 Support Professionals (ESP). Membership dues shall be collected in accordance with WEA membership
17 guidelines.

18 Section 3. A stipend of \$900.00 each will be paid for duties performed by the Co-Presidents (or equally split
19 between Co-Presidents) as a lump sum at the completion of the term.

20 ARTICLE V. OFFICERS

21 Section 1. The officers of the COEA shall be President (or Co-Presidents as determined by membership vote,
22 Secretary, and Treasurer. ~~Co-Presidents shall consist of one Certified COEA member and one ESP COEA member.~~

23 Section 2. All officers of the COEA shall be elected for a two-year term of office. Elections shall be staggered as
24 follows: Certified Co-President(s) and Treasurer in even years; and, ESP Co-President and Secretary in odd years.

1 Terms of office shall be from June 1 to May 31. Nominations for officers shall be open to all COEA members.
2 Officers shall be elected by a plurality of the COEA membership voting. Election of officers of the COEA shall be
3 held not later than May 15 of each year. Election shall be conducted by secret ballot and in compliance with
4 WEA election procedures.

5 Section 3. Names of officers elected will be submitted to the WEA office as per WEA Election Policy and
6 Guidelines.

7 Section 4. Vacancies which may occur during the school year shall be filled through appointment by the
8 Executive Committee.

9 Section 5. Elections procedures shall observe the one-person-one-vote principle, and shall guarantee open
10 nominations, secret ballots, and elections by majority vote.

11 **ARTICLE VI DUTIES OF OFFICERS**

12 Section 1. It shall be the responsibility of the Co-President(s) to provide leadership and direction for the COEA.
13 They will preside at meetings of the COEA and the Executive Committee, maintain effective communication with
14 the WEA and other professional educational organizations, act as spokespersons for the COEA in Carbon County
15 School District One, and will carry out other appropriate functions of coordination and leadership within the
16 COEA. The Co-President(s) shall assume primary responsibility for the faithful observance of the bylaws of the
17 COEA. They shall sign all vouchers for payment of bills incurred by the COEA. A budget will be presented to the
18 membership annually.

19 Section 2. The Co-President(s) shall serve as membership chairpersons for the COEA. They, if not an elected
20 delegate to Delegate Assembly, will serve as the COEA alternate delegate.

21 Section 3. The Secretary shall keep a complete and accurate record of the proceedings of all general and
22 Executive Council meetings of the COEA. They shall submit a list of officers and delegates to the WEA prior to
23 June 1 of each year. They shall submit a current copy of by-laws to the WEA S&O Committee for review and
24 recommendation to the Board for action. An acting secretary may be appointed by the Co-President(s) during

1 the temporary absence of the secretary.

2 Section 4. The Treasurer shall have charge of all funds of the COEA, shall keep an accurate and balanced
3 account, shall deposit them in the bank in the name of the COEA, and shall disburse them as authorized by the
4 **Co-President(s)**. They shall sign all vouchers for payment of bills with the approval and signature of the **Co-**
5 **President(s)**.

6 Section 5. The Executive Committee shall consist of all elected officers
7 It shall be responsible for the business and professional program of the COEA. It shall plan and approve the
8 budget of the COEA. It shall have the authority to affirm or deny the appointment of all ad hoc committees as
9 necessary to carry out the business or program of the COEA.

10 Section 6. The **Co-President(s)**, upon the recommendation of the negotiations spokesperson, shall be given the
11 authority by the COEA to enter into agreements for the COEA upon ratification of such agreements by the COEA
12 general membership.

13 **ARTICLE VII. ASSOCIATION REPRESENTATIVES**

14 Section 1. Association Representatives shall be COEA members in each building who are exemplary members
15 of the Association. Every effort shall be made to have at least two (2) Association Representatives per worksite,
16 ~~one (1) Certified COEA member and one (1) ESP COEA member.~~

17 Section 2. Names of Association Representatives shall be submitted to the WEA office as per WEA Election Policy
18 and Guidelines.

19 Section 3. Association Representative terms of office shall be annual from June 1 to May 31.

20 Section 4. Representatives cannot be elected officers of the COEA.

21 Section 5. The Association Representative shall be responsible to:

22 a. Enroll members of their faculty as members of the COEA.

23 b. Keep their COEA members informed about COEA/WEA/NEA activities, services, achievements, and
24 developments.

1 c. Represent COEA members' interests, needs, and perspectives at COEA meetings.

2 d. Encourage active participation in COEA activities among COEA members.

3 **ARTICLE VIII. COMMITTEES**

4 Section 1. The **Co-President(s)** shall have the authority to appoint ad hoc committees based on the needs of
5 the COEA, subject to the approval of the Executive Committee.

6 Section 2. Committee members must be members in good standing of the COEA.

7 ~~Section 3. Whenever possible, all committees shall have equal representation of Certified and ESP COEA~~
8 ~~members.~~

9 **ARTICLE X. MEETINGS**

10 Section 1. The **Co-President(s)** of the Association shall call at least two (2) general membership meetings each
11 year and give notice of the time and place at least five (5) school days in advance. Special general
12 membership meetings may be called by twenty percent (20%) of the members, the Executive Committee, or the
13 **Co-President(s)**, for a single purpose only.

14 Section 2. Prior to the first student day each year, the **Co-President(s)** shall set a schedule of at least five (5)
15 meetings of the Executive Committee and Association Representatives for the purpose of planning COEA
16 activities, discussing issues affecting COEA members, and carrying out membership growth and engagement
17 plans.

18 Section 3. Meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

19 Section 4. Only COEA members shall attend and participate in COEA meetings, unless such meetings are
20 specifically designated as open to potential members.

21 Section 5. Those members present and voting shall be considered a quorum.

22 **ARTICLE XI. AMENDMENTS**

23 **Section 1. The author(s) of an amendment(s) to this document shall present orally his/her proposed**
24 **amendment(s) at an COEA meeting. The amendment(s) will then be presented to the membership in writing at**

1 least thirty (30) days prior to the vote. A secret ballot vote shall be conducted by the COEA once the thirty (30)
2 days of consideration have been met.

3 Section 2. This Constitution and By-laws may be amended by a two-thirds affirmative vote of the membership.

4 **ARTICLE XII. INITIATIVE, REFERENDUM AND RECALL**

5 Section 1. Twenty percent (20%) of the membership may propose any measure, or may request a referendum
6 or recall. Such initiative, referendum, or recall shall be committed by the Executive Committee to a vote of the
7 membership. A two-thirds majority vote of the membership shall be required for acceptance of such proposal.

8 Revised 06/99

9 Revised 03/2020

10 Revised 08/2020