

1 **Wyoming Education**  
2 **Association-Retired**  
3 **Bylaws**  
4

5 **ARTICLE I. MEETINGS**

6 **Section 1. Executive Board**

7 The Executive Board of the WEA-  
8 Retired shall meet at least once a year, or  
9 at the call of the President, or at the  
10 request of any three (3) members of the  
11 Executive Board.

12 **Section 2. General Membership**

13 A. The Executive Board shall arrange  
14 at least one (1) Annual Membership  
15 Meeting each year.

16 B. Special meetings of the  
17 membership may be called by the  
18 President or upon request of six (6)  
19 members for a special purpose; but no  
20 business, other than for which the  
21 meeting is called, may be transacted.

22 C. At least thirty (30) calendar days  
23 prior to the annual membership meeting,  
24 the President or Designee shall notify all  
25 members of the time and place of said  
26 meeting.  
27  
28

29 **Section 3. Order of Business**

30 The order of business of the General  
31 Membership Meeting shall be:

- 32 A. Welcome by WEA-Retired
- 33 President and introductions
- 34 B. Approval of minutes
- 35 C. Reports
- 36 D. Unfinished business
- 37 E. New business
- 38 F. Announcements
- 39 G. Adjournment
- 40
- 41
- 42

43 **ARTICLE II. QUORUM**  
44

45 **Section 1. Executive Board Meeting**

46 A minimum of five (5) members  
47 which includes at least one (1) officer  
48 shall constitute a quorum for an  
49 executive board meeting.  
50

51 **Section 2. General Membership Meeting**

52 The members present shall constitute  
53 a quorum for the General Membership  
54 Meeting.  
55

56 **ARTICLE III. POWERS AND DUTIES OF**  
57 **THE OFFICERS**  
58

59 **Section 1. WEA-Retired President**

60 The WEA-Retired President shall:

- 61 A. Be a Wyoming resident;
- 62 B. Preside over all meetings of the  
63 Executive Board and General  
64 Membership;

65 C. Appoint the chairperson and  
66 members of all standing committees and  
67 ad hoc committees, with the approval of  
68 the Executive Board, unless otherwise  
69 provided for in the WEA-Retired  
70 Constitution and Bylaws;

71 D. (Or designee) be responsible for  
72 all WEA Retired open positions being  
73 published electronically to the full  
74 membership by xx days prior to the date  
75 of the election for the positions;

76 E. Be an ex-officio member of all  
77 committees;

78 F. Shall serve as a voting member of  
79 the WEA Board of Directors;

80 G. Shall serve as a delegate to the  
81 NEA-Retired Annual Meeting;

82 H. Shall serve as an official delegate  
83 to the NEA Representative Assembly;

84 I. Represent the WEA-Retired  
85 exclusively before the public either  
86 personally or through a designated  
87 representative;

- 1 J. Recommend appointments to the  
2 Executive Board when vacancies occur;  
3 K. Together with the Retired  
4 Secretary/Treasurer, will request grant  
5 and dues balances from the wea  
6 business office at least once per annum.  
7 L. Be responsible for the official  
8 correspondence of the WEA-Retired;  
9 M. Provide periodic updates to the  
10 WEA Retired membership and prepare  
11 an annual written report to be presented  
12 at their annual meeting and published in  
13 the delegate assembly handbook.  
14 N. Recommend appointments to the  
15 WEA president for members to serve on  
16 WEA committees;  
17 O. Notify the appropriate members  
18 prior to meetings, as directed in the  
19 WEA-Retired constitution and/or bylaws,  
20 or as needed; and  
21 P. Perform all other duties and  
22 functions as may be attributed to the  
23 office.

24  
25 **Section 2. WEA-Retired Vice President**

- 26 The WEA-Retired Vice President shall:  
27 A. Be a Wyoming resident;  
28 B. Assume all duties and functions in  
29 the absence of the president;  
30 C. Work closely with such standing  
31 and/or ad hoc committee(s) as the  
32 president may direct;  
33 D. Assume the office of president,  
34 when same becomes vacant, as provided  
35 for in Article V, Section 5, of the  
36 Constitution; and  
37 E. Shall serve as successor delegate  
38 to NEA-Retired Annual Meeting and NEA  
39 Representative Assembly.

40  
41 **Section 3. WEA-Retired**  
42 **Secretary/Treasurer**

- 43 The WEA-Retired Secretary/Treasurer  
44 or Designee shall:  
45 A. Be a Wyoming resident;

- 46 B. Be responsible for accurate  
47 minutes of all Executive Board, General  
48 Membership, and/or special meetings;  
49 C. Be responsible for the  
50 maintenance of official WEA-Retired  
51 files;  
52 D. Provide, as needed, copies of the  
53 minutes of all Executive Board, General  
54 Membership Meeting and/or special  
55 meetings;  
56 E. Ensure the publication of all  
57 proposed amendments to the  
58 Constitution and By-Laws as prescribed  
59 in Article VII of the Constitution and/or  
60 Article VIII of the Bylaws;  
61 F. Serve as second successor  
62 delegate to NEA-Retired annual meeting  
63 and NEA Representative Assembly; and  
64 G. Together with the WEA Retired  
65 President will request grants and dues  
66 balances from the wea business office at  
67 least once per annum.

68  
69 **Section 4. Representatives-at-large**

- 70 The WEA-Retired Representatives-at-  
71 large shall:  
72 A. Be a Wyoming Resident;  
73 B. Representatives-at-large shall be  
74 elected by secret ballot at the annual  
75 meeting to one year with no limits on  
76 how many times a person may be  
77 elected as stated in Article VI, Section 2  
78 of the WEA-Retired Constitution.  
79 C. Shall serve on the WEA-Retired  
80 Executive Board, and  
81 D. Shall serve as an official delegate  
82 to WEA Delegate Assembly.

83  
84 **Section 5. WEA-Retired President on the**  
85 **WEA Board**

- 86 WEA-Retired President (or designee)  
87 shall be the liaison member between the  
88 WEA and the WEA-Retired and be  
89 responsible for reports to the WEA  
90 board.

1 **ARTICLE IV. POWERS AND DUTIES OF**  
2 **THE EXECUTIVE BOARD**  
3  
4 A. Supervise and execute WEA-Retired  
5 and NEA-Retired program.  
6 B. Apply for grants for special projects  
7 or programs in consultation with the  
8 WEA active president and WEA executive  
9 director.

10  
11 **ARTICLE V. COMMITTEES**

12  
13 **Section 1. Structure**

14 WEA-Retired shall have standing and  
15 ad hoc committees with defined  
16 functions. Composition of said  
17 committees, whenever possible, shall  
18 broadly represent all members. The  
19 President may appoint the Chair and  
20 members of a committee for a term of  
21 one (1) WEA membership year  
22 (September 1 to August 31) with no limit  
23 as to how many times a person may be  
24 appointed.

25  
26 **Section 2. Appointment**

27 The WEA-Retired President may seek  
28 the advice and consent of the Executive  
29 Board in appointing the Chairs and  
30 members of all standing and ad hoc  
31 committees and filling all unexpired  
32 terms and/or vacancies thereof, as they  
33 occur.

34  
35 **Section 3. Meetings**

36 Each Standing or Ad Hoc Committee  
37 shall meet according to a calendar  
38 developed by said committee, approved  
39 by the Executive Board.

40  
41 **Section 4. Reports**

42 Each Committee, Standing or Ad Hoc,  
43 shall select a member of said Committee,  
44 other than the Chair, who will keep a  
45 continuing written record of the

46 Committee activities. A copy of said  
47 record will be forwarded to the WEA on  
48 a regular basis and kept on file by the  
49 WEA-Retired Staff Liaison. The Chair of  
50 each committee will also report, as  
51 necessary and appropriate, to the  
52 Executive Board and the General  
53 Membership. In addition, the Chair shall  
54 be responsible for preparing an annual  
55 written report, as necessary and  
56 appropriate, which shall become part of  
57 the committee records maintained for  
58 WEA-Retired.

59  
60 **Section 5. Standing Committees**

61 A. Membership Committee shall be  
62 involved with the recruitment of  
63 members and dissemination of member  
64 benefit information, and furnishing to  
65 WEA-Retired members information on  
66 health care, Wyoming Retirement  
67 System (WRS), Social Security, etc.  
68 through the WEA-Retired updates and  
69 the WEA news.

70 B. Retirement Committee shall be  
71 involved with monitoring the Wyoming  
72 Retirement System (WRS) and providing  
73 updates to the WEA-Retired President;

74 C. Legislative Committee shall be  
75 involved with:

76 1. Working in cooperation with  
77 the Wyoming Education Association's  
78 (WEA's) legislative goals and such other  
79 matters as may affect WEA-Retired  
80 members at the state and national levels;

81 2. Lobbying legislators at the  
82 state and federal level to achieve the  
83 goals of the WEA Legislative Platform  
84 and assist the WEA lobbying team  
85 whenever possible; and

86 3. Encouraging lobbying  
87 legislators between sessions and advise  
88 members about effective ways to make  
89 those contacts.

1 4. Following through on other  
2 duties as may be directed by the WEA-  
3 Retired Executive Board.

4  
5 **Section 6. Ad Hoc Committees**

6 As appropriate and necessary with  
7 the advice and consent of the executive  
8 board, the WEA-Retired President may  
9 appoint ad hoc committees.

10 Among these may be the following:

- 11 A. An Elections Committee,
- 12 B. Rapid Response Legislative Team,
- 13 C. Additional ad hoc committees as

14 deemed necessary and appropriate by  
15 the retired president.

16  
17 **ARTICLE VI. ELECTIONS**

18  
19 **Section 1. Nominations**

20 The Election Committee shall conduct  
21 nomination and election procedures for  
22 all offices of the WEA-Retired. Any  
23 member of the WEA-Retired may  
24 nominate another member after  
25 receiving their consent or may nominate  
26 themselves for elective office.

27 The retired president or designee will  
28 be responsible for all WEA retired open  
29 positions being published electronically  
30 to the full membership 30 days prior to  
31 the date of the election for the given  
32 positions.

33 The publication will state that  
34 nominations for all WEA retired positions  
35 must be submitted to the WEA-retired  
36 liaison by the date listed in the  
37 publication. The staff liaison will give the  
38 names of member-at-large candidate to  
39 the retired secretary to bring to the  
40 annual meeting and will give names for  
41 officers candidates to the WEA  
42 membership specialist to be included in  
43 the annual WEA statewide electronic  
44 ballot. Nomination for member-at-large  
45 positions may be taken from the floor at

46 the annual meeting.

47  
48 **Section 2. Balloting**

49 A. The Election Committee will be  
50 responsible for the use of secret ballots  
51 for all elective offices, amendments to  
52 the Constitution and/or Bylaws of the  
53 WEA-Retired and related matters.

54 1. When the number of  
55 candidates equals the number of vacant  
56 positions, no balloting will be necessary  
57 for that position. Hence, when one (1)  
58 candidate stands for one (1) position, the  
59 election shall be by acclamation and be  
60 so recorded in the relevant WEA-Retired  
61 records.

62 2. The WEA-retired President or  
63 designee will work with the WEA-Retired  
64 Staff Liaison will solicit names through  
65 the WEA-News or other virtual means of  
66 WEA-Retired delegates to the wea  
67 delegate assembly until a date in  
68 February as determined by WEA. If the  
69 number of candidates exceed the  
70 number of vacant positions, an electronic  
71 election will be held by March 1.

72 B. Member-at-large positions and  
73 changes to the constitution and bylaws  
74 will be voted on at the annual meeting or  
75 electronically within 10 business days of  
76 the annual meeting.

77 C. WEA-Retired officer elections will  
78 be held by statewide electronic balloting.  
79 The WEA-Retired Staff Liaison will submit  
80 the names of officer candidate to the  
81 WEA Membership Specialist each year by  
82 a date determined by the membership  
83 specialist.

84  
85 **ARTICLE VII. MISCELLANEOUS**

86  
87 **Section 1. Parliamentarian**

88 The President may appoint a  
89 Parliamentarian and/or a "Constitution  
90 and Bylaws Ad Hoc Committee" as

1 appears appropriate or necessary, each  
2 membership year.

3

4 **Section 2. Conduct of Meeting Authority**

5 The most recent edition of "Roberts  
6 Rules of Order" shall be the  
7 parliamentary authority for the WEA-  
8 Retired and all questions not covered by  
9 the Constitution and Bylaws; or any rules  
10 as the Executive Board may adopt for the  
11 operation of this organization.

12

13 **Section 3. Amendments to Bylaws**

14 Amendments will be adopted upon a  
15 two-thirds (2/3) affirmative vote of the  
16 members present at the general annual  
17 membership meeting and become  
18 effective immediately.