

BY LAWS

WYOMING RETIRED EDUCATION PERSONNEL ASSOCIATION

Article I – Nomination, Election and Appointment of Officers

1. All persons nominated for an elected or appointed office shall be members of WREP.
2. The election of officers shall take place during the annual meeting of the Association, with installation following the election. The election of officers will be by secret ballot.
3. The names of candidates for each office to be filled shall be presented to the Executive Committee prior to the annual meeting. When feasible, the names of the candidates will be listed in the WREP Newsletter and website prior to the annual meeting.
4. Officers shall be elected for a two year period with the president and secretary elected on even numbered years and the vice president and treasurer elected on odd numbered years. Persons elected to an office may seek to be re-elected to the same office for a maximum of two terms, or four years.
5. In the event that an office becomes vacant prior to the end of a given term of office, the Executive Committee shall appoint a member of WREP to fill the unexpired term of office.
6. The Executive Director shall be appointed by the Executive Committee.

Article II – Officer Responsibilities

The responsibilities for each elected position are as follows:

President

1. Utilizes the Associations' Constitution and By Laws to guide the process of conducting Association business.
2. Presides at all general membership and Executive Committee meetings.
3. Works with the Vice-President and Executive Director to prepare and distribute agendas for all meetings.
4. Assigns committees, appoints committee chair persons and makes member appointments to these committees.
5. Represents WREP at local, state, regional and national meetings as necessary.
6. May serve as an Association lobbyist during legislative sessions.
7. Attends, or appoints a designee to attend, Board meetings of the Wyoming Retirement System.
8. Identifies the time, location and site of Association meetings.
9. Works with the Executive Director, as needed, to conduct Association business.

10. Serves as a liaison between the Executive Committee and the Executive Director.

VICE-PRESIDENT

1. Serves as a member of the Executive Committee.
2. Presides at Executive Committee and general membership meetings in the absence of the President.
3. Works with the President and Executive Director in planning programs and agendas for Association meetings.
4. May serve as an Association lobbyist during legislative sessions and may represent WREP at meetings of the Wyoming Retirement System.
5. Assumes the office of President in the event the elected President is unable to complete the term of office.

SECRETARY

1. Serves as a member of the Executive Committee.
2. Records the minutes of all actions taken at Executive Committee and general membership meetings.
3. Distributes copies of the minutes of all actions taken at Executive Committee and general membership meetings to the Executive Committee.

TREASURER

1. Serves as a member of the Executive Committee.
2. Maintains all financial records pertaining to the operation of the Association.
3. Provides for the deposit of all revenue received and for the payment of all bills encumbered by the Association.
4. Reconciles the monthly bank statement with Treasurer maintained records.
5. Prepares and presents financial reports at Executive Committee and general membership meetings.
6. Prepares and presents, with the assistance of the Executive Committee, a proposed budget at the annual meeting of the Association.
7. May receive membership dues and information to forward to the Executive Director.
8. Works with the Executive Committee in providing financial/auditing information.

PAST PRESIDENT

1. Serves as a member of the Executive Committee.
2. Implements and monitors the scholarship program, and provides the Executive Committee with information about the program's progress.

3. Provides the Executive Committee with the scholarship applications and assists with the selection process.
4. Notifies the recipients of the scholarship awards and provides for media announcement.

Article III – Executive Committee Meetings

The Executive Committee will convene a minimum of three times during the calendar year to conduct the business of the Association. Other meetings and conference calls may be conducted as needed. The date, time and locations of such meetings will be determined to best meet the needs of the committee members and in the best interests of the Association.

Article IV - Annual Meetings

Annual meetings of the WREP shall be held at a place and time determined by the Executive Committee, and will be announced in the WREP Newsletter at least thirty (30) days prior to the meeting.

Article V – Membership Year

The membership year, for which dues are collected, will begin September 1, and end on August 31.

Article VI – Membership Dues

Membership dues will be established by the Executive Committee and announced in membership information. These dues will be reviewed by the Executive Committee on an annual basis.

1. Annual membership dues for persons joining WREP on, or after, September 1, 2012 shall be \$20.00, and received by September 1, of each year. Dues may be paid directly by members or processed through a dues deduction program developed with the assistance of the Wyoming Retirement System. Dues deducted by the WRS will be deducted from the member's July retirement benefit.
2. The annual dues for members who joined WREP prior to September 1, 2012 shall remain at \$10.00.
3. Life memberships, held previous to September 1986, in "WRTA", a section of WEA, shall be honored as WREP life members.

Article VII – Member Benefits

Member benefits will be available to members through an agreement with a designated provider. The agreement with the provider may permit the provider access to membership

information for the purpose of distributing benefit information. The agreement with the provider will be reviewed annually by the Executive Committee

Article VIII - Communication

Communication with Association members will be maintained through the use of a quarterly newsletter mailed to members and posted on the WREP website. Other mailings and/or electronic contacts may be used as needed.

Article IX – Governmental Relations

The Association will maintain a relationship with governmental bodies and agencies having control of, or influence over, pension benefits by having representatives attend meetings where business is conducted, policies made or other decisions considered, that affect the retirement benefits of members. Lobbyists may be appointed and agreements entered into with other groups having similar interests, to act on behalf of members of this Association.

Article X – Financial Policies and Practices

1. Financial reports will be prepared and presented at regular meetings of WREP by the Treasurer and/or the Treasurer's designee. These reports shall include a statement of income and expenses, along with anticipated income and anticipated expenses. The reports will be printed and distributed prior to presentation, and adoption, at the meeting.
2. No part of the net earnings of the Association shall inure to the benefit of, or be distributable, to its members, directors, trustees, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Articles II, III and IV of the WREP Constitution.
3. Upon the dissolution of this Association, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501 © of the Internal revenue Code.
4. The WREP may accept voluntary donations.
5. The WREP will make annual contributions to the Andrus Foundation for research in education and the science of human needs.

Article XI – Amendments to the Constitution and By Laws

The Constitution and By Laws may be amended by a two-thirds (2/3) vote of the members present at the annual meeting. The notification of proposed amendments will be provided to members prior to the annual meeting.

By Laws adoption date _____