

Corporate Bylaws
of the
West Hartford Education Association, Inc.



BYLAWS
OF THE
WEST HARTFORD EDUCATION ASSOCIATION, INC

ARTICLE I. Name

This organization shall be known as the WEST HARTFORD EDUCATION ASSOCIATION, INC.
(WHEA).

ARTICLE II. Purpose

The purpose of the WHEA shall be:

- A. To collectively represent the professional educators employed by the West Hartford Board of Education.
- B. To provide for the professional growth and welfare of its members
- C. To serve the best educational interest of the community; and
- D. To cooperate with all other organizations which are dedicated to the improvement of education.

ARTICLE III. Membership

Section 1. Types of Membership

Membership in the West Hartford Education Association, Inc. shall be of two types: Active and Honorary.

- A. Active
 - 1) Any person who is employed by the West Hartford Public Schools in the teaching profession and in educational work of a professional nature, below the rank of supervisor, shall be eligible to become an Active member of the Association with full privileges of membership if (a) the individual has earned a bachelor's or higher degree, (b) the individual holds or is eligible to hold a regular certificate issued by the Connecticut State Board of Education covering the position in which the individual is employed, and is enrolled as a member of the Connecticut Education Association and the National Education Association.
 - 2) An Active member is entitled to receive all Association communications, to attend and vote at General Meetings, to hold elective or appointive office in the Association, serve on Association committees and is eligible to be a delegate to represent the Association.

- 3) Active membership in the West Hartford Education Association, Inc. shall be retained (a) when a change in position or assignment within the West Hartford Public Schools requires a member to re-establish tenure and/or work toward additional certification, or (b) a member's services have been suspended because of reduction in force.
- 4) Active membership shall be determined, for the purpose of voting at annual meetings, by payment of dues through payroll deductions.

B. Honorary

- 1) An Honorary member shall be any person so designated by the Representative Council.
- 2) An Honorary member shall hold Honorary life membership.

Section 2. The term "member" shall be construed to mean Active member unless otherwise specified

ARTICLE IV. Dues and-Assessments

Section 1. Function

Annual membership dues in this organization shall be subject to periodic change by vote of a majority of the Representative Council. Assessments may be levied as needed by a majority vote of the Representative Council. The membership year shall be from September 1 through August 31.

ARTICLE V. Representative Council

Section 1. Function

The Council shall serve as the legislative body of the Association and shall determine its general policy.

Section 2. Powers and Limitations

- A. The Council's actions shall be subject to review by the Executive Committee, which may return any action to the Council for reconsideration before such action shall become effective. In such a case, the reconsidered opinion of the Representative Council shall be final.
- B. The actions of the Council are subject to review and repeal by the membership-at-large at a meeting called for this purpose.
- C. Elected officers and personnel holding offices of responsibility shall be removed upon a two-thirds vote of the Council through procedures as stated by these Bylaws.
- D. Membership in the Association may be revoked by a two-thirds vote of the Council through procedures as stated in these Bylaws.

- E. The Council shall be sole judge of the qualifications of its members and shall declare a vacancy for any of the following reasons:
- 1) Failure to hold Active membership;
 - 2) Failure to attend Council meetings as specified in Section 7, D-1;
 - 3) Failure to perform such duties as are set forth in Section 7, D of this Article or in these Bylaws; or
 - 4) Election to the position of Council Chairperson.

Section 3. Meetings

Regular meetings of the Representative Council shall be scheduled once a month during the school year. A second monthly meeting may be held at the discretion of the Council Chairperson or by request of twenty percent of the Council membership.

Section 4. Chairperson

A. Election

At its first May meeting the Council shall elect its Chairperson from Association members who have served at least one year on either the Executive Committee or the Council.

B. Term of Office

The term of office of the Council Chairperson shall be for two years.

C. The Council Chairperson shall take office at the Council meeting following the individual's election.

D. Duties

The Chairperson of the Representative Council shall:

- 1) Serve as liaison between the Council and the Executive Committee;
- 2) Record the Highlights of the Representative Council meetings;
- 3) Call and preside over all meetings of the Representative Council;
- 4) Be responsible for verifying the legality of new members; and
- 5) Chair the Nominating Committee.

Section 5. Vice Chairperson

A. Election

At its first May meeting the Council shall elect its Vice Chairperson from members of the Council.

B. Term of Office

The term of office of the Vice Chairperson of the Council shall be for two years.

C. The Vice Chairperson of the Council shall take office at the Council meeting following the individual's election.

D. Duties

The Vice Chairperson of the Representative Council shall:

- 1) Assume the duties of the Chairperson in the Chairperson's absence.
- 2) Upon the resignation of the Council Chairperson, preside over the election to fill the vacancy. In the event the Vice Chairperson is elected to the Council Chair, a new election shall be held to fill the Vice Chair.
- 3) Be responsible for the recording of accurate minutes of the Council;

Section 6. Structure

A. The designated units of the Representative Council are:

- 1) Each public school in West Hartford
- 2) One Representative from the West Hartford Retired Teachers' Association.
- 3) Other as determined by 2/3 vote of Representative Council.

B. Representative Council shall be composed of one Representative for each designated or one Representative for every twenty WHEA Active members or majority thereof one half or greater within the unit.

C. Active members assigned to more than one school shall be counted as members of the school where they spend the major portion of their assigned time. If there is no major portion, the member may elect which school will be assigned for membership purposes.

Section 7. Representatives and Alternates

A. Eligibility

- 1) Active members employed by the West Hartford Board of Education.
- 2) Retired Representative must hold retired membership status.

B. Election

- 1) Representatives and Alternates shall be elected from within their respective units under the direction of the Representative(s) during the month of April. If the quota of representatives does not exceed the number of representatives assigned to each school, then one vote will be cast by the Chair of the WHEA Representative Council electing them to their positions.
- 2) When contested, election of Representatives and Alternates shall be by secret ballot and majority vote of the unit members. If uncontested, another method may be chosen by the unit.
- 3) A special election shall be held to fill vacancies for the remainder of that representative's term.

C. Term of Office

- 1) The official term of office shall begin with the first May meeting of the Council.
- 2) Each Representative and Alternate shall serve for a term of two years.

D. Duties

The Representative shall:

- 1) Represent the unit at all Council meetings;
- 2) Report to the unit after each Council meeting;
- 3) Call meetings of the unit at the Representative's discretion or at the request of at least twenty-five percent of the unit's membership;
- 4) Assist in enrolling as members recently hired professionals who would qualify to be members under Article III of these Bylaws;
- 5) Advocate for teachers in meetings with administration, at the building level;
- 6) Assist in grievance processing and presentation.

E. Alternates

- 1) Each unit shall be entitled to Alternates on the same basis as Representatives.
- 2) The Alternate shall assume the duties of the Representative in case of the Representative's absence.

ARTICLE VI. Officers

Section 1. The officers of this organization shall be a President, Vice President Elementary, Vice President Secondary, and a Treasurer.

Section 2. Term of Office

The officers shall be elected from the Active members for a two-year term.

Section 3. Eligibility

To be eligible for the office of President, Vice President(s), or Treasurer, a candidate shall have been a member of the Association for at least two consecutive years immediately prior to candidacy.

Section 4. Removal from Office

Officers of the Association may be removed from office upon the vote of two-thirds of the Council, through procedures as stated in the Bylaws.

Section 5. Succession

A. Whenever the office of President shall become vacant between elections, the remaining members of the Executive Board shall nominate one of their members to serve as President Pro Tempore by a majority vote of Rep Council until the next general election. The newly chosen officer shall hold office for the remainder of the term.

B. If any other officer becomes vacant prior to the end of its term, it shall be appointed by the Executive Board. The person so chosen shall serve only until the end of the unexpired term.

ARTICLE VII. Election of Officers

Section 1. Election of officers shall take place on the second Tuesday of April unless it conflicts with a school holiday or school closing.

Effective with the spring 2025 election for the July 1, 2025-2026 school year:

- A. The election for the offices of President, Vice President-Secondary and Vice Chairperson shall occur in odd years. The term will be for two years from that point forward.
- B. The election for the offices of Vice President-Elementary, Treasurer and Chairperson shall occur in even years following the election in the spring of 2025. They shall serve a term of three years(July 1, 2025-June 30, 2028). After this initial election, the terms will continue as a two year term.

Section 2. To be a candidate for President, Vice President Secondary, Vice President Elementary, or Secretary/Treasurer, a member shall submit a written petition. Such petitions shall be signed by no fewer than fifteen Active members and submitted to the Nominating Committee no later than the first teaching day in March.

Section 3. The Nominating Committee shall consist of six Active members recommended by the Chairperson of the Council and approved by its members. Such recommendations shall be made no later than the third week in February.

Section 4. The Nominating Committee shall function under guidelines established by the Representative Council.

- A. Two weeks prior to the election a written or electronic copy of the slate of candidates will be distributed to the membership.
- B. In case an office does not receive any written or electronic petitions, the Nominating Committee shall select candidate(s) for that office. These names will be included on the list of candidates distributed to the membership.

Section 5. Election shall take place in the various buildings of the school system on a date during the month of April as determined by the Representative Council. Election shall be determined by plurality. Balloting shall be secret and written or electronic. The procedures for the election shall be determined by the Representative Council. If only one person runs for a particular office, then that person shall be elected by one vote by the Chair of the WHEA Representative Council.

Section 6. New officers shall assume office on the first day of July.

ARTICLE VIII. Executive Committee

The Executive Committee shall consist of the officers of the Association, the Chairpersons of the standing committees, and the Chairperson of the Representative Council. The function of the Executive Committee shall be to assist the President in coordinating the operations of the Association, to make recommendations to the Representative Council, and to perform such duties as are assigned to it under these Bylaws.

ARTICLE IX. Duties and Responsibilities of the Officers

Section 1. The duties of the President shall be to:

- A. Serve as administrator and executive of the Association;
- B. Carry out the general policy of the Association as defined by the Council and assure adherence to it by the Executive Committee;
- C. Preside over all general meetings of the Association and meetings of the Executive Committee;
- D. Call meetings of the Executive Committee and general meetings of the Association when, in the President's opinion, it shall be deemed necessary or upon petition of the members as specified in Article X, Section 2,
- E. Be a member ex-officio of all committees except the Nominating Committee;
- F. Sign, with the Treasurer, vouchers for expenditure of Association funds;
- G. At the end of President's term shall release all documents: electronic, financial and otherwise to the President-elect;

- H. Present to the Council suggestions and recommendations, make reports to the Council as directed by the Council, and present other business as the President deems pertinent to come before the Council;
- I. Appoint an auditor, upon approval of the Executive Committee, prior to the thirty-first of August to audit the accounts of the Association for a nominal fee; and
- J. As President-elect, prepare a budget for the ensuing year with the assistance of the outgoing President and the Treasurer-elect, and present it for approval to the Council during the month of May. Said budget year shall be from September 1 through August 31;
- K. Maintain and organize records of the association for historical and business purposes.

Section 2. The duties of the Vice President Elementary shall be to:

- A. Delegate additional responsibilities from the Executive Board and undertake such other duties as assigned by the President.
- B. Nominate members to its subcommittees subject the approval of the Executive Board and oversee subcommittee activities
- C. Keep the Executive Board committee updated on concerns and/or action items
- D. Meet with administration, as needed, regarding Elementary matters
- E. Serves as co-chair of Negotiations and Grievance Committees
- F. Monitor the Association's compliance with these Bylaws and to recommend revisions and amendments to these Bylaws.

Section 3. The duties of the Vice President Secondary shall be to:

- A. Delegate additional responsibilities from the Executive Board and undertake such other duties as assigned by the President.
- B. Nominate members to its subcommittees subject the approval of the Executive Board and oversee subcommittee activities
- C. Keep the Executive Board committee updated on concerns and/or action items
- D. Meet with administration, as needed, regarding middle school/high school matters
- E. Serves as co-chair of Negotiations and Grievance Committees

F. Serve as Parliamentarian at Representative Council.

Section 4. The duties of the Treasurer shall be to:

- A. Receive and account for all monies belonging to the Association;
- B. Make all business arrangements for receiving, disbursing, and maintaining permanent records of such monies;
- C. Sign, with the President vouchers for expenditure of Association funds;
- D. Make a report to the Representative Council monthly, to the membership annually, and at such other times as the President or Council may direct;
- E. Transfer funds within the current budget of the Association at the direction of the President, with the approval of the Executive Committee;
- F. Secure bond as provided by the Bylaws;

ARTICLE X. Meetings

Section 1. The annual meeting shall be held during the first two weeks of April.

Section 2. General meetings shall be called by the President or upon the petition of twenty-five percent of the Association members or upon a majority vote of the Council. A meeting thus requested shall be held within two weeks of the receipt of the petition by the president.

Section 3. A quorum at general meetings shall consist of five percent of the membership of the Association.

Section 4. The conduct of all meetings, when not otherwise specified by these Bylaws, shall be governed by Robert's Rules of Order.

ARTICLE XI. Committees

Section 1. Standing Committees

The President shall, subject to the approval of the officers, appoint the following standing committees: Instruction and Professional Development, Communication, Membership, Service, Negotiations, Political Action, and Grievance Committee.

Section 2. Duties and Responsibilities of Committees

- A. The Committee on Teacher Evaluation and Professional Development shall evaluate current educational philosophies, policies, practices and curriculum, and shall recommend those changes prerequisite to quality education. The Chairperson of this committee shall also be a member of the Teacher Review and Advisory Committee (TRAC) and the Professional Learning and Evaluation Committee (PLEC).

- B. The Public Relations Committee shall establish channels of communication, external and internal, which may include electronic representations/resources such as: a website, maintenance of such and social media which will foster a positive image of the teaching profession.
- C. The Committee on Membership shall work for the Association in promoting membership and in maintaining standards of membership.
- D. The Social Committee shall plan, recommend, and be responsible for social activities on behalf of the Association such as: teacher recognition, retirement and service.
- E. The Negotiation Committee/Team shall represent the Association in the collective bargaining process with the Administration of the West Hartford Public Schools. The Co-Chairpersons of this committee shall be the Vice Presidents.
- F. The Legislative Committee shall work to represent and advocate on behalf of teacher's issues as determined by the Representative Council within procedures determined by the Executive Council. Responsibilities shall include attending and reporting on Board of Education Meetings, organizing and supporting opportunities in the community to highlight teachers and the efforts of WHEA (ie: Celebrate West Hartford, parades, get to know local candidates or local officials, get out the vote campaigns, referendum support, participation in CEA lobbying efforts, etc.). Additional responsibilities may include attending and reporting on Town Council Meetings (as appropriate).
- G. Grievance Committee shall hear and act upon the merit of grievance(s) and if deemed meritorious shall be submitted to the Executive Committee. The Co-Chairpersons of this committee shall be the Vice Presidents.

Section 3. Chairpersons of Standing Committees

- A. The President shall appoint Chairpersons of standing committees subject to the approval of the Executive Council.
- B. Each Chairperson of a standing committee is authorized to submit vouchers for the expenditure of funds allocated to his/her committee.
- C. The Chairperson of each standing committee shall appoint all subcommittees and their chairpersons, subject to the approval of the President.

Section 4. The President shall appoint other committees, at his/her discretion, in order to carry out the general policy of the Association as established by the Council.

Section 5. Members of committees may be removed by the President with the approval of the Executive Committee. This shall not be construed as applying to persons elected, appointed, or approved by the general membership for such committee position.

ARTICLE XII. Election of Delegates to the Connecticut Education Association and the National Education Association Representative Assemblies

Section 1. Connecticut Education Association Representative Assembly Delegates

The delegates to the CEA Representative Assembly shall be chosen according to the procedures designated by the CEA and the Association wherever possible shall send the maximum number of delegates allotted.

Section 2. National Education Association Representative Assembly Delegates

The delegates to the NEA Representative Assembly shall be chosen according to the procedures designated by the NEA and the Association wherever possible shall send the maximum number of delegates allotted.

Section 3. Representatives of the CEA and NEA Representative Assemblies, if delegates do not exceed the quota allowed, then they shall be elected by one vote by the Chair of the WHEA Representative Council.

ARTICLE XIII. Affiliation

The Association shall affiliate annually with the West Hartford Retired Teachers' Association, the Connecticut Education Association and with the National Education Association. The term affiliate shall not be construed to mean the total acceptance of policies as set forth by said organizations.

ARTICLE XIV. Amendments/Revisions

Amendments/Revisions to the West Hartford Education Association, Inc. Corporate Bylaws shall be recommended to the membership by a two-thirds majority vote of the Representative Council. Proposed amendments/revisions shall be published in each school at least two weeks prior to the ratification vote. Amendments shall become effective upon ratification unless specified otherwise.

ARTICLE XV. Ratification

These Bylaws shall become effective upon ratification by a majority vote at a general meeting of this association.

ARTICLE XVI. Reserve Fund

The Reserve Fund of the West Hartford Education Association, Inc. shall be expendable by vote of a quorum of the Representative Council.

Corporate Bylaws adopted April 4, 1968

Revised: October 1968, December 1968, April 1969, February 1970, March 1971, April 1978, April 1983, March 1985, April 1989, February 1990, April 1993, April 2002, April 2009, May 2013, and February 2025.

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