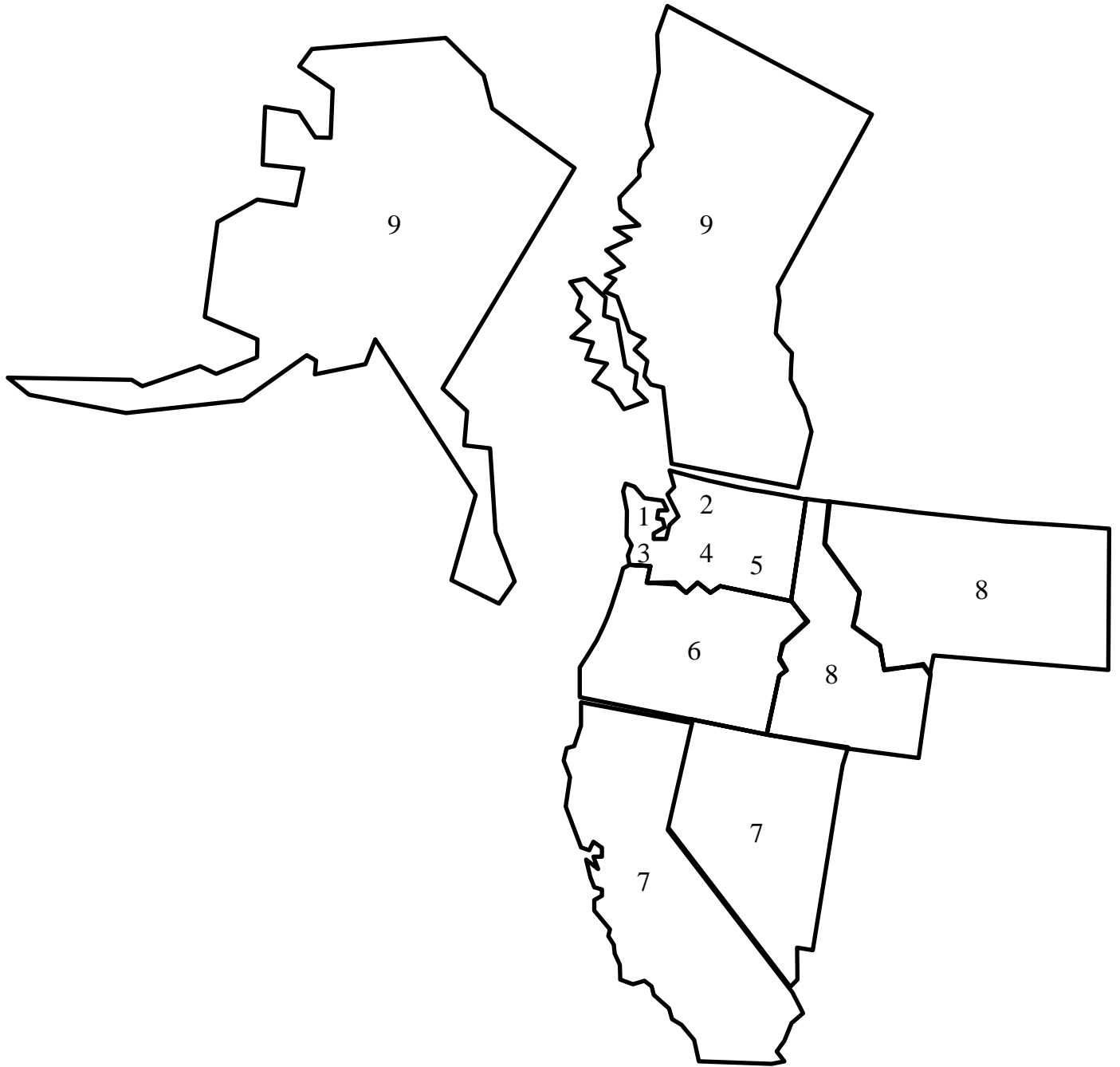


# WESTERN STATES HOSTAGE NEGOTIATORS' ASSOCIATION



# **BYLAWS OF WESTERN STATES HOSTAGE NEGOTIATORS' ASSOCIATION**

## **ARTICLE I: PURPOSE**

The purpose of this association is to improve the working environment of law enforcement agencies of the western United States which have designated employees as crisis or hostage negotiators.

The goal of the association is to develop in members a higher degree of proficiency in the performance of their professional duties. The association shall provide training for members, and the association shall act as a resource and conduit for information sharing.

This association shall be a non-profit organization registered in compliance with the laws of Washington State and the Internal Revenue Service. This association will not endorse a candidate for public office, and no member shall use the name of the association in any such private endorsement. In accordance with 501 (c) requirements, IRS Code 501 (c) (3) shall be kept on file by the business manager.

## **ARTICLE II: MEMBERSHIP**

### **SECTION I. MEMBERSHIP**

A. Membership in this association shall include those persons who have paid the dues required in Article V. These shall be sworn law enforcement, correctional, military, or communications officers who are currently assigned as crisis or hostage team negotiators for their respective agencies. Members may also be personnel who act as support in those situations where negotiators are utilized. Members may also be a contributor or supporter of the concept of negotiation.

B. Applications for membership shall be reviewed and approved or denied by the membership committee.

### **SECTION II. VOTING BY MEMBERS**

A. All members in good standing have the right to vote on issues pertaining to the association. Members must be present at meetings to cast their vote.

### **SECTION III. MEMBERSHIP COMMITTEE**

A. The membership committee shall consist of a representative from each geographical district. They shall act as an appointed standing committee. This committee shall be appointed by the President and confirmed by a majority of the officers.

B. It shall be the membership committee's responsibility to evaluate acceptance into the association. It shall also be their responsibility to initiate membership revocation and reinstatement.

#### **SECTION IV. MEMBERSHIP PROCESS/STATUS**

A. **Applications:** Applications will be submitted for all new members on an approved form, to the business manager. The list of new requests will be forwarded quarterly to the president for review and then action by the membership committee. A majority of the membership committee shall be required to accept new members. The newsletter editor will also receive the list for mailing purposes. The president will notify the business manager if the candidate does not meet the association's criteria for membership as outlined in Article II, Section 1.

B. **Status:** Members shall be apprised of their membership status at the spring business meeting. New members shall be initially notified by the membership committee chairperson of the action taken upon their application.

C. **Good Standing:** Members will be in good standing as long as dues are paid for the calendar year currently in progress. The Executive Board may take action to remove a member with due cause or violation of existing bylaws.

D. **Failure To Pay Dues:** Failure to pay annual dues, after notification of such failure and 30 days to pay, shall result in automatic loss of membership.

E. **Resignation:** Any member may resign from the association by filing a resignation with the membership committee.

### **ARTICLE III: ORGANIZATION**

#### **SECTION I. ORGANIZATION**

A. **General Powers:** The affairs of the association shall be managed by the elected officials/business manager.

B. **Titles:** The elected officers shall consist of one president, two vice-presidents, one secretary/treasurer, and one representative from each district. These officers and representatives shall constitute the executive board.

C. **Officers:** The officers shall be members in good standing and elected by a majority vote of the members of the association at the spring meeting.

D. **Tenure:** Officers shall be elected to serve a two-year term. The offices of the vice presidencies shall be area specific with one elected by general vote from area one and one elected by general vote from area two. Officers may not serve a term of office exceeding two consecutive terms.

E. **Election:** Officers shall be nominated from the floor by active members and shall be elected by majority ballot vote at the spring meeting. They shall assume the duties and responsibilities of the office 60 days after

such election.

F. **Vacancies:** In the event of a vacancy in any association office caused by prolonged absence, disability, resignation, termination, or removal, the executive board shall appoint a qualified member to serve the balance of the term.

G. **Duties:**

(1) **President:** The president shall preside over all meetings, including but not limited to executive board meetings, general membership meetings and other special meetings and/or training.

(2) **Vice-Presidents:** In the absence of the president or the inability of the president to perform those duties, the senior vice president shall perform said duties of the president and such other duties as may be assigned by the president or the executive board. The senior vice president is the one with the longest tenure in office. As of this revision the vice-president from the same area as the secretary/treasurer will assume the duties of secretary/treasurer to record the minutes of the meetings of the members and the meetings of the executive board.

(3) **Secretary/Treasurer:** The secretary/treasurer shall have charge and custody and be responsible for all funds and accounts of the association. The secretary/treasurer shall receive and give receipts and keep records for all monies due and payable for and by the association, and in general perform all duties incident to the office of secretary/treasurer and such other duties as may be assigned by the president or executive board. The secretary/treasurer will work in concert with the business manager to assure all financial records are maintained. The secretary/treasurer will record the minutes of the meetings of the members and the meetings of the executive board.

(4) **Representatives:** Representatives shall attend all meetings of the association, the executive board, and perform any other duties as designated by the president or executive board.

(5) **Executive Board:** The executive board shall consist of all presently elected officers, the elected representatives from each geographical district and the business manager. The executive board shall be empowered to conduct such association business as may be necessary to further the purposes of the association. All business conducted by the executive board shall be reported at the next membership meeting. Six members of executive board shall constitute a quorum for the transaction of official business.

(6) **Business Manager:** The executive board will have an appointed business manager to manage finances, collect dues, and oversee the billing of members. This person will also maintain records of all training provided by the association, and maintain an accurate membership list. The business manager will perform the functions as directed by the president. The business manager, unless a member, shall not have voting rights.

(7) **Newsletter Editor:** The newsletter editor will be an appointed position by the executive board. The editor will collect training information from inside/outside sources and publish this information quarterly. Each member will be sent a publication. The business manager will keep the editor informed of any additions and corrections of the membership. Funds to complete this task will be provided by executive order of the president via the business manager. The editor shall submit a written budget proposal prior to the next calendar year.

## H. **Committees:**

**Standing:** Standing committees shall be established by the executive board or by the membership at the membership meetings, as they are deemed necessary. Established standing committees shall presently include a membership committee and a training committee.

(1) **The Membership Committee:** The membership committee shall consist of the elected regional representatives. In addition, the elected secretary/treasurer shall act as president regardless of area or district. They shall perform the duties and responsibilities outlined in Article II, Section III.

(2) **The Training Committee:** The training committee shall consist of appointed active members. The training committee shall seek out negotiator resources and disseminate information on available training to association members. It shall be their responsibility to coordinate a training segment during the membership meetings.

(3) **Special Committees:** Special committees may be established by the president or executive board on an as needed basis to deal with subjects/objectives which ordinarily cannot be appropriately handled by the membership as a whole.

# ARTICLE IV: GENERAL GUIDELINES

## SECTION I. MEETINGS

A. **Scheduled Meetings.** A regular meeting shall be held annually. The meeting shall be during April or May.

B. **Location Of Meetings.** These meetings shall alternate between areas West and East and shall be the responsibility of a specifically named district. Exception to this schedule may be made under extenuating circumstances, acted on by the executive board or by majority vote at the prior meeting.

C. **Meeting Agenda.** Meetings shall consist of a business portion and shall be augmented by training specific to the goals of this association.

D. **Special Meetings.** Special meetings may be called by the executive board.

E. **Forty-five Days** notice shall be given to the membership in advance of the special meeting and regular meeting announcing the dates, place, and time.

(1) **A simple majority** of voting members present shall carry any vote at a regular meeting.

(2) **A quorum of the executive board** shall consist of 50% of the Board.

## **ARTICLE V: FINANCIAL**

**SECTION I.** The secretary/treasurer and/or business manager shall keep all accounts and records of financial matters. These books shall be open to inspection, and be audited every two years by two members appointed by the executive board. This process may be waived by a quorum as outlined in Article IV, Section I, and E.2.

**SECTION II.** Annual dues shall be collected during the month of January. Dues shall be \$25.00 per year per individual member. Dues may be changed by a majority vote of the membership.

**SECTION III.** Check, drafts, etc. All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation need only be signed by the secretary/treasurer or other executive board member in his/her absence.

**SECTION IV.** The fiscal year of the corporation shall begin on the first day of January and end on the last day of December in each year.

**SECTION V.** No member, officer, employee, or other persons connected with the corporation or any other private individual shall receive, at any time, any of the net earnings or profit from the operations of the corporation. Provided that this provision shall not prevent payment to any such person as reasonable compensation for service rendered to or for the corporation in effecting any of its purposes as shall be fixed by the executive board. Furthermore, no such person or persons shall be entitled to share in the distribution of, and shall not receive any of, the corporate assets on dissolution of the corporation.

## **ARTICLE VI: AMENDMENTS**

**SECTION I.** These bylaws may be altered, amended or replaced, and new bylaws may be added at any regular meeting.

## **ARTICLE VII: DISSOLUTION**

**SECTION I.** Dissolution of the association shall occur only upon the unanimous approval of the executive board and a majority of at least three-fourths of the members attending the annual meeting of the association.

**SECTION II.** Upon dissolution, the assets of the association shall be distributed in a manner determined by the unanimous vote of the executive board and in accord with IRS Code 501 (c) (3). Under no circumstances shall the assets of the association go to the benefit of any individual member of the association.

## **ARTICLE VIII: LIABILITY**

**Statement of liability limitation of officers and representatives:** The Corporation shall indemnify its officers, directors, employees, and agents to the greatest extent permitted by the law. The corporation shall have power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the corporation or who is or was serving at the request of the corporation as an officer, employee, or agent of another corporation, partnership, joint venture, trust, other enterprise, or employee benefit plan, against any liability asserted against such person and incurred by such person in any such capacity or arising out of any status of such, whether or not the corporation would have the power to indemnify such person against such liability under the provisions of this article.

# ARTICLE IX: GEOGRAPHICAL CONFIGURATION

## SECTION I. AREAS

There shall be two areas for the purpose of electing the two vice presidents. Area west shall be Districts one, two, and three and area east shall be districts four, five, six, eight, and nine.

## SECTION II. DISTRICTS

Geographical districts for the purpose of selecting representatives to the executive board shall be:

DIST. 1	DIST. 2	DIST. 3	DIST. 4	DIST. 5
KITSAP	WHATCOM	PIERCE	OKANOGAN	FERRY
CLALLAM	SKAGIT	THURSTON	CHELAN	STEVENS
JEFFERSON	SNOHOMISH	LEWIS	DOUGLAS	PEND OREILLE
MASON	KING	COWLITZ	KITTITAS	LINCOLN
GRAYS HARBOR	ISLAND	CLARK	GRANT	ADAMS
PACIFIC	SAN JUAN	SKAMANIA	YAKIMA	WHITMAN
WAHIAKUM			BENTON	FRANKLIN
			KLICKITAT	WALLA WALLA
				COLUMBIA
				GARFIELD
				ASOTIN
				SPOKANE
DIST. 6	DIST. 7	DIST. 8	DIST. 9	
OREGON	CALIFORNIA	IDAHO	ALASKA	
	NEVADA	MONTANA	CANADA	

Any member(s) from areas (State, County, Province, etc.) not currently represented, who have fewer than 20 members, shall be included in District 8.

11-4-98

Louise Adkins, Business Manager