

BY- LAWS
OF THE
WASHINGTON SCHOOL SAFETY ORGANIZATION (WSSO)
A State of Washington Non-Profit Organization

ARTICLE 1

Name:

The name of the organization is Washington School Safety Organization

ARTICLE 11

Purpose:

The purpose of the Washington School Safety Organization (hereinafter sometimes referred to as WSSO) is to provide a means to disseminate, share, advise and coordinate information and training which is beneficial and noteworthy to the personnel assigned to or employed by Schools in Washington State to further the cause of providing the best possible safe school campus environment.

ARTICLE III

Object:

The object of WSSO is to promote up to date training and sponsor annual training classes and/or an annual training conference to provide relevant information and materials to enable school based personnel to be better prepared in their jobs. To reinforce and maintain good will among members of the Washington School Safety Organization and to develop a means to disseminate information which is valuable to all school based personnel.

ARTICLE IV

Membership:

- A. MEMBERSHIP Members shall be designated within one of the following categories.
1. **REGULAR MEMBERS.** Regular members shall consist of any person who is employed in a capacity that supports the safety and well being of school students in Washington State, including but not limited to School Resource Officers, DARE Officers, School Security Officers, Teachers, School Support Staff, and School Administrators.
 3. **HONORARY MEMBERS.** The Executive Board may invite-selected persons to become honorary members when, in the Board's opinion, those selected persons have rendered outstanding service to WSSO or to the youth of this State through their work.

B. TERMINATION OF MEMBERSHIP

Any member who is not in good standing shall have their membership terminated upon a two-thirds vote of the Executive Board. The term "not in good standing" shall include:

1. One who fails to adhere to the By-Laws of WSSO.
2. One whose conduct is unbecoming a member of WSSO.

Prior to any vote to terminate membership, the member in question must be given notice in writing of the Board's intention to terminate the membership and give the member the right to be heard at a meeting of the Board.

C. VOTING

Each regular member shall be entitled to one vote at the annual WSSO training Conference. Proxy voting shall not be permitted.

ARTICLE V

Executive Board:

A. POWERS

1. General Powers.

The Organization's activities and affairs shall be managed, and all power shall be exercised, by or under the Board's direction.

2. Specific Powers.

Without prejudice to the general powers set forth in Section A. 1. of these by-laws, but not subject to the same limitations, the Executive Board shall have the power to:

- a. Appoint and remove at the pleasure of the Board all Organization's Officers, agents, and employees, as prescribed by Article IV Section B: prescribe powers and duties for them that are consistent with the law, with the articles of incorporation, and with these by-laws; and fix their compensation and require from them security for faithful performance of their duties.
- b. Change the principal office or the principal business office in Washington from one location to another: cause the Organization to be qualified to conduct its activities in any other state, territory, dependency, or country; conduct its activities within or outside Washington and designate any place- within or outside Washington for holding any meeting or members.
- c. Adopt and use an Organization logo or insignia.
- d. Adopt standing rules which regulate or concern the management of the Organization.

B. NUMBER AND QUALIFICATION OF BOARD MEMBERS

The authorized number of executive board members shall be nine (9), each of whom will also be an officer of the Organization. The Board shall be comprised of the following officers who shall be elected by the general membership:

President, Past President, Vice-President, Secretary, Treasurer, Sgt. at Arms, and 3 At Large Positions. The members of the executive board shall be currently performing the duties of and working in a capacity that supports the safety and well being of the school students in Washington State, such as School Resource Officers, DARE Officers, School Security Officers, Teachers, School Support Staff, and School Administrators. All executive board positions shall be a two year term of office.

1. **PRESIDENT.** The President shall be a member in good standing and be elected at the WSSO annual conference, each even numbered year. The length of term shall be two years, commencing upon the conclusion of the State conference. The President shall fulfill the following duties:
 - a. Preside at all meetings of the Association and the executive board and appoint all committees.
 - b. Represent the WSSO at the State level as required.
 - c. The President shall sign all correspondence and contracts of the Organization which have been approved by the Executive Board or the membership.
 - d. The President shall be an ex-officio member of all committees with the right to debate.
 - e. The President shall represent the WSSO at all media events as determined by the Board.
 - f. The President shall not have the power to vote except in order to break a tie vote.

2. Vice-President.

The VP shall be a member in good standing and be elected at the WSSO annual conference each even numbered year. The length of term shall be two years commencing upon the conclusion of the WSSO annual conference. The VP shall fulfill the following duties:

- a. The VP shall assist the President in carrying out the objectives of the Organization.
- b. The VP shall be chairman of committees as appointed by the President.
- c. The VP shall perform all the duties of the office of the President during the President's absence.

3. Immediate Past President.

The Past President shall be a member in good standing. The length of term shall be two years commencing upon the conclusion of the WSSO annual conference. The Past President shall fulfill the following duties:

- a. Assist when asked by the Board and provide historical perspective to help ensure continuity in the running of the Organization.

4. Secretary.

The Secretary shall be a member in good standing and be elected at the WSSO annual conference each even numbered year. The length of term shall be two years commencing upon the conclusion of the WSSO annual conference. The Secretary shall fulfill the following duties:

- a. Receive and convey all correspondence as directed by the Executive Board.
- b. Prepare response and/or replies to such correspondence as directed by the Executive Board.
- c. Keep an up-to-date roster of all WSSO members.
- d. Receive approval from the Board before purging any files. Present a membership report at the annual conference. Keep the minutes of all meetings of the Organization

5. Treasurer.

The Treasurer shall be a member in good standing and be elected at the WSSO annual conference each odd numbered year. The length of term shall be two years commencing upon the conclusion of the WSSO annual conference. The Treasurer shall fulfill the following duties:

- a. Sign all checks as approved by the Board.
- b. Shall be the custodian of the funds of this Organization and shall keep such funds in the financial institutions approved by the Executive Board.
- c. Present a financial report at each meeting of the Executive Board and at the annual WSSO conference and have an annual audit by a 3-member committee appointed by the President.
- d. Maintain a true and correct record of the Organization's assets and liabilities.
- e. Shall not expend money without the approval of the Executive Board except routine expenditures incurred in the normal business of the Organization not to exceed one hundred and fifty dollars (\$150.00).
- f. Receive all dues and assessments
- g. Shall be responsible for preparing all checks and assuring that all checks are properly authorized.

6. Sergeant-At-Arms.

The SAA shall be a member in good standing and be elected at the WSSO annual conference, each odd numbered year. The length of term shall be two years commencing upon the conclusion of the WSSO conference. The SAA shall perform the following duties:

- a. The SAA shall be the Chief Parliamentarian presiding over all meetings.
- b. The SAA shall call to order all meetings and conferences.
- c. The SAA shall preserve order during all meetings and have the power to remove those persons as directed by the Executive Board.
- d. The SAA shall introduce visitors to the Executive Board and assist the presiding officer as needed.
- e. The SAA shall preside over all elections.

7, 8, 9. At large positions (3).

The persons appointed to an at large position by the Executive Board shall be members in good standing and be appointed after the WSSO annual conference 2 each in odd numbered years and 1 each in even numbered years. The length of term shall be two years commencing upon the conclusion of the WSSO annual conference. The At Large positions shall fulfill the following duties:

- a. Responsibilities and tasks as assigned by the Board for the benefit of the Organization.

The Executive Board shall make every effort to ensure that a representative from The following groups serve on the WSSO Board: School Resource Officer, DARE Officer, School Security Officer, and School Advisory or Administration.

B. QUORUM

A quorum of the Executive Board exists when 6 out of 9 members are present.

C. VOTING PROCEDURE

To initiate action of the Executive Board the following Board vote shall be required:

1. Suspension of members. Majority vote of the quorum. More than one negative vote is necessary to suspend a member.
2. Termination of members. Unanimous vote of the quorum.
3. Reinstatement of members. Unanimous vote of the quorum.
4. Amendments to the By-laws. Two-thirds vote of the quorum.
5. On all matters not specifically designated. Simple majority of the quorum.

ARTICLE VI

VACANCY IN OFFICES

- A. Should the office of the President become vacant, the VP shall automatically succeed to that position for the duration of the existing term.
- B. Should the office of the VP become vacant, the Board shall appoint a replacement until elections can be held as provided in ARTICLE VIII.
- C. Any other Board positions that become vacant shall be filled by Board appointment until elections can be held as provided in ARTICLE VIII.
- D. The Board shall ensure that the staggering of Board positions be maintained when making appointments.
- E. If a Board member's primary job assignment is no longer school based, then that Board member shall resign and the Board shall appointment a replacement as described in the above sections.

ARTICLE VII

AMENDMENTS

New by-laws may be adopted or these by-laws may be amended or repealed by approval of the members at any annual conference or the Organization by a 2/3 vote of the members present.

No amendment may extend a board member's term beyond that for which the board member was elected.

ARTICLE VIII

REFERENDUM

The members shall have the right, at the yearly WSSO conference, to adopt or rescind actions of the Executive Board. Such action shall require an affirmative vote of 3/4 of the members registered at the WSSO Conference.

ARTICLE IX

DUES, FEES AND ASSESSMENTS

A. ESTABLISHMENT OF DUES AND BILLING

1. The membership dues will be set annually by the Executive Board.

B. FISCAL YEAR

The WSSO fiscal year shall begin on the first of July and end on the 30th of June.

C. ADDITIONAL FEES

Additional fees may be imposed by a unanimous vote of the Executive Board.

ARTICLE X

ELECTIONS

A. ELECTION PROCEDURES

1. Elections shall be by written secret ballot except as provided by number 2.
2. If an office is uncontested, a voice vote may be taken.
3. Absentee or Proxy ballots are not permitted.
5. The SAA shall conduct the election in the following manner:
 - a. The SAA shall verbally describe the office(s) to be voted upon and the qualifications of the individuals for said office(s) as specified in the By-Laws.
 - b. The following time allowances shall apply:

| | |
|--------------------------|------------|
| 1) Nominating | 5 minutes |
| 2) Seconding | 5 minutes |
| 3) Candidates speech | 5 minutes |
| 4) Rebuttal | 3 minutes |
| 5) Questions to nominees | 15 minutes |
6. The SAA shall be responsible for the preparation, distribution, collection, and tabulation of the ballots.

7. The SAA will supervise the counting of the ballots along with 2 other Board Members and will announce the results of the voting.
8. In the case of a tie vote, the winning candidate will be determined by a coin flip.

ARTICLE XII

PARLIAMENTARY PROCEDURE

The rules of Parliamentary Procedure, contained in 'Roberts Rules of Order, Newly Revised,' and any appropriate "Brown Acts" shall be the authority governing all meetings of the WSSO and of the Executive Board, subject always to existing law and these By-Laws.

The following standard order of business will be followed after the call to order:

- Roll Call
- Minutes of Last Meeting (oral/written)
- President's Report
- Secretary's Report
- Treasurer's Report

ARTICLE XIII

CERTIFICATE OF SECRETARY

I certify that I am the duly elected acting Secretary of the Washington School Safety Organization, a Washington Non-Profit Organization, that the above By-Laws, consisted of 10 pages, are the By-Laws of this organization as amended on 11/28/2007.

Executed on 11/28/2007 at the Mercer Island Police Department, Mercer Island, Washington.

Jennifer Franklin
WSSO Secretary
Mercer Island DARE Officer