

WASHINGTON STATE SHERIFFS ASSOCIATION

BY-LAWS

ARTICLE I MEMBERSHIP

SECTION 1. Active members shall consist of all persons duly elected to the office of Sheriff in the respective counties of the State of Washington and who are in good standing as defined herein. This does not prohibit membership of temporarily appointed Sheriffs who are holding an elected Sheriff's position. Only active members shall be eligible to vote.

SECTION 2. Associate members shall be voted upon by active members of the Association. Associate members shall consist of Undersheriffs or that person serving in a comparable position as second in command of a Sheriff's Office.

SECTION 3. Honorary members shall be determined by a vote of the Executive Board based on achievements, accomplishments and service to the Association. Honorary members shall be nominated to the Executive Board by an active member.

ARTICLE II DUES

SECTION 1. The dues of the Association shall be determined at the Fall Washington Association of Sheriffs and Police Chiefs Conference, payable on the first day of each calendar year. The amount established shall be by vote of the active members.

SECTION 2. Members in Good Standing. Only members who have paid their current dues to December 31 are in good standing.

SECTION 3. There shall be no dues required of honorary members.

ARTICLE III OFFICERS

SECTION 1. Only active members shall be eligible to hold an office in the Association.

SECTION 2. The elected officers of the Association shall include a President, Vice President, and Secretary/Treasurer. Such officers shall serve on the Executive Board of this Association.

SECTION 3. If any elected officer of the Association shall resign, expire or vacate the office as Sheriff, the elected position in the Association shall immediately be filled by the President, with the approval of the Executive Board. If the office of President shall become vacant, the Vice President shall immediately become President and shall appoint a member in good standing, approved by the Executive Board, to fill the office of Vice President.

ARTICLE IV ELECTION OF OFFICERS

SECTION 1. A President, Vice President, and Secretary/Treasurer shall be elected at the Washington Association of Sheriffs and Police Chiefs Spring Conference by balloting of a quorum. Terms of the office shall be two years, commencing at the time of their installation. Newly elected officers shall preside over the remainder of the meeting.

SECTION 2. The President, Vice President, Secretary/Treasurer, and Past President are to be the Executive Board of the Washington State Sheriff's Association.

ARTICLE V QUORUM

SECTION 1. A minimum of ten (10) active members shall constitute a quorum for the transaction of business at any session of any annual or special meeting of the Association, provided that the President or Vice President conducts the proceedings after due notice of the time and place of such meetings, which may be given at any previous session of which all members of the Association have received notice by mail.

ARTICLE VI DUTIES OF OFFICERS

SECTION 1. The duties of the President shall be:

- (a) To Preside over all meetings
- (b) To call the regular and special meetings, designating the time and place for said meetings, and providing advance notice to the membership.
- (c) To appoint members and designate the chairman to various committees for which need shall arise and to fill vacancies in such committees as they occur, including vacancies in the Executive Board.
- (d) To serve as a member of ex-officio of any and all committees.
- (e) To appoint a three member Nominating Committee and Designate the chairman.

- (f) To correspond with members of the Association and send out all notices of meetings and committee meetings to the members of the respective committees.
- (g) To contact each Sheriff at least once each year to explain policy and assist in resolving problems.

SECTION 2. The duties of the Vice President shall be:

- (a) To attend any and all meetings of this Association and assist the President or Secretary/Treasurer as necessary.
- (b) To fulfill the duties of the President in the absence of the President or his inability to preside before meetings of the organization or fulfill the duties of his office.

SECTION 3. The duties of the Secretary/Treasurer shall be:

- (a) To attend any and all meetings of this Association and keep minutes of the proceedings thereof.
- (b) To collect any and all dues and receive all other monies belonging to the Association.
- (c) To effect publicity favorable to individual Sheriffs and the Association.
- (d) To pay, by check, out of the funds of the Association, all claims against the Association
- (e) To keep the Executive Board informed as to the name and location of all banks that are doing business with the Association and the deposits in such banks.
- (f) To have an independent audit performed annually and report the results of the audit to the membership at the Washington Association of Sheriffs and Police Chiefs Fall Conference.

**ARTICLE VII
EXECUTIVE BOARD**

SECTION 1. The duties of the Executive Board shall be:

- (a) It shall be the responsibility of the Executive Board to formulate direction and leadership to the Association. To promote active participation and professionalism by all members. To perpetuate active involvement in legislative issues or any other issue involving the office of Sheriff that will result in higher quality law enforcement services to the people of the State of Washington
- (b) To meet prior to the regular meeting prior to the opening meeting of the membership and also at any time during the year as deemed necessary by the President.
- (c) To consider the needs and requirements of Sheriffs of the State and take such action as it deems appropriate for the purpose of improving conditions and administration of such offices.

- (d) To authorize payment of bills by the Secretary/Treasurer without previous reference to the entire body in order that bills may not have to hold over until the next meeting of the membership.

ARTICLE VIII NOMINATING COMMITTEE

SECTION 1. The Nominating Committee of three (3) members shall be appointed by the President at the Washington Association of Sheriffs and Police Chiefs Fall Conference prior to Spring election and shall serve until the following Spring Conference.

SECTION 2. The duties of the Nominating Committee shall be:

- (a) To receive names and qualifications of nominees for President, Vice President and Secretary/Treasurer from the membership.
- (b) To submit the names of such nominees at the Washington Association of Sheriffs and Police Chiefs Spring Conference. Nominations from the floor for all offices shall be received for consideration by the membership at this meeting only.

ARTICLE IX COMMITTEES

SECTION 1. The Washington State Sheriffs' Association shall establish the following committees as standing committees and each committee shall be chaired by an active member

Legislative Committee—Responsible for proposing an annual legislative agenda specific to issues affecting the Sheriffs' of Washington State. This committee will also work closely with the WASPC legislative committee and WACO legislative committee to assist in avoiding duplication of legislative efforts. The committee chair will be responsible for soliciting legislative proposals from active members at least 30 days prior to the Association meeting held at the annual WACO conference. These proposals will be discussed and approved or denied at the business meeting held in conjunction with the WACO conference each year. The legislative committee chair will serve as the Sheriffs' representative to the WACO and WASPC legislative committees.

Search and Rescue Committee—Responsible for monitoring issues affecting search and rescue in Washington State. The committee chair or designee will participate in meetings conducted by the Washington State Search and Rescue Coordinators Association and assist them as requested. The committee chair will be responsible for submitting legislative proposals specific to search and rescue to the legislative chair as necessary

Jail Services Committee—Responsible for reviewing legislation that may adversely impact Sheriffs’ operating jails within their respective jurisdiction. The committee chair will also work with NSA and the Western States Sheriffs’ Association on issues that arise specific to federal mandates and housing of federal inmates.

Training Committee—The training committee is responsible for soliciting and securing executive level training for the membership. Executive level training shall be provided at least once each year and generally will be held at the Association meeting held in conjunction with the Fall WASPC conference. Active members will be requested to provide suggestions for training topics to the chair by January 15th of each year.

SECTION 2. The President shall appoint various committees for specific tasks as the need may arise.

ARTICLE X FINANCES

SECTION 1. All deposits shall be made within an approved bank within the State of Washington.

ARTICLE XI MEETINGS

SECTION 1. THE TWO REGULAR MEETINGS OF THIS Association shall be held at the general Spring and Fall Conference of the Washington Association of Sheriffs and Police Chiefs.

SECTION 2. The President may call a meeting of the general membership or of any duly appointed or elected committee at any time upon reasonable notice.

ARTICLE XII AMENDMENT OF BY-LAWS

SECTION 1. The By-Laws may be amended by the vote of two-thirds of the members present at any meeting of the Association, provided that notice has been given to members of the Association not later than thirty (30) days prior to the commencement of such meetings.

ARTICLE XIII ADOPTION OF BY-LAWS

SECTION 1. These By-Laws shall become effective immediately upon adoption.