



## **Article I Name**

This association shall be known as the Indiana School Resource Officers Association. Hereinafter referred to as “I.N.S.R.O.A.” or “INSROA”. No individual, member, or group of members shall be authorized to use the name of the INSROA or its’ designated symbols, without prior approval of the duly elected officers of the INSROA.

## **Article II Purpose**

Setting the standard for school safety in Indiana.

## **Article III Mission**

The mission of INSROA is to promote safe learning environments in Indiana schools by providing high quality training, building relationships and connecting members to resources. INSROA shall be a non-commercial, non sectarian and non partisan organization, INSROA shall not endorse any candidate nor shall the name of INSROA or the names of its’ officers or directors be used as such in connection with any projects of partisan interest or other interests other than those consistent with these bylaws; and all funds collected in the name of the INSROA shall be used for the express purposes outlined under Article II, purpose, herein.

## **Article IV Membership**

Members shall be designated with one (1) of the following classifications:

### **Active Member**

A person shall be eligible for Active Membership if they are:

1. Employed or appointed by a law enforcement agency or school district as a School Resource Officer Juvenile Justice System, or
2. Employed or appointed by a school district as a School Administrator, or
3. A member of a law enforcement agency actively involved in developing and encouraging school based policing programs and other programs that impact the young people and youth of the state of Indiana, or
4. An employee of the State of Indiana working with law enforcement agencies in training school based law enforcement officers and other youth officers and/or developing youth crime prevention programs.

### **Associate Member**

A person shall be eligible for Associate Membership if they:

1. Do not meet the requirement for Active Membership, but who are otherwise connected to law enforcement and/or educational institutions
  - 1.1. An Associate Member will have all the privileges of Active Membership except those of voting and holding office.

### **Honorary Membership**

Honorary Membership may be conferred on individuals or other such members who:

1. Rendered outstanding service to the Association or youth of the State of Indiana for the purpose for which this Association was formed.
  - 1.1. A person may be awarded Honorary Membership as a result of a two-thirds majority vote of the Board of Directors (BOD) present and voting.
  - 1.2. An Honorary Member shall have all of the privileges of the Active Membership except those of voting or holding office.
  - 1.3. An Honorary Member is not subject to annual dues.

### **Life Membership**

Life Membership may be conferred on individuals or other such members who:

1. Have rendered outstanding service to the Association or youth of the State of Indiana for the purpose for which this Association was formed.
  - 1.1. A person may be awarded Life Membership as a result of a two-thirds majority vote of the Board of Directors (BOD) present and voting.
  - 1.2. All Past Presidents shall be recognized as Life Members.
  - 1.3. A Life Member shall have all of the privileges of Active Membership except those of voting or holding office.
  - 1.4. An Honorary Member is not subject to annual dues

**Termination of Membership:** Any member who, reportedly, is not in good standing may have their membership terminated upon a two-thirds vote of the BOD. Prior to any vote to terminate membership, the member in question must be given a notice in writing of the BOD's intent to terminate their membership and give the member the right to respond to the BOD in writing. The term "not in good standing" shall be defined as:

1. One who fails to adhere to the bylaws of the INSROA; or
2. One who fails to renew his/her membership; or
3. One who has been found to have committed conduct unbecoming of the vision or mission of the INSROA.

## **Article V Meetings**

### **Meetings shall:**

1. Be held a minimum of once annually.
  - 1.1. The President may call additional meetings as deemed necessary to conduct the business of the INSROA.
2. Be announced each year with such a meeting to be held at a time and place to be specified by the BOD.

### **Quorum Requirements**

1. A quorum for a general membership meeting shall consist of twenty percent (20%) of the INSROA Active Membership.
2. A majority of the Active Members present at a properly convened meeting shall be sufficient to conduct business.
3. A quorum for a BOD meeting shall consist of two-thirds of the Executive Board Members.
4. The right to vote will be limited to
  - 4.1. Active Members in good standing with the INSROA; and
  - 4.2. Each member shall have only one vote.

## **Article VI Dues and Assessments**

The BOD may assess a membership fee as a condition of initial or continued membership. Dues will be due annually.

## **Article VII Board of Directors**

The following officers shall constitute the Executive Board of Directors:

1. The President
2. 1st Vice President
3. 2nd Vice President
4. Secretary
5. Past President
6. Treasurer
7. Training Director
8. Regional Representative Director
9. Executive Director
10. Lead Educational Representative also known as the Executive Board.

The BOD shall be the governing body empowered by its membership and shall:

1. Have custody, control, and management of all funds, property and effects of INSROA .

The legislative powers of the organization shall be:

1. Vested in the BOD for establishing Policy and Procedures.

The ultimate powers of this Association shall be:

1. Vested in the best interest of the active membership.

The BOD may conduct business by:

1. Regular mail, electronic mail (email), online meeting (Zoom or similar) or telephone when the need arises, without a formal meeting.
2. In addition, when called by the President, the Executive Board may conduct INSROA business via conference call.

### **Election of Officers**

To ensure that the INSROA business and activities are maintained at the highest level of quality and consistency, the offices of President, 1st Vice President, 2nd Vice President, Secretary and Treasurer will be filled by a system of a general election process.

### **Elections**

1. The office of Vice President, Secretary and Treasurer will be selected by a general election process on odd years.
2. The general election process for the office of President and 2nd Vice President will take place on even years.
3. Each nominee shall have a completed nomination form containing name, address, short biography and release form authorizing nominee to run for the position.

### **Terms**

1. Each office, whether by election or appointment, will be for two (2) years, with the exception of:
  - 1.1. Regional Representatives, Lead Educational Representative and the Training Director, which are appointed offices, which shall hold office until they:
    - 1.1.1. Choose to resign from that office; or
    - 1.1.2. Are removed from the office by a majority vote of the Board of Directors.
2. Officers and Directors shall hold office until the expiration of the term of their office and the election and installation of their successors.

## **Elected Officers Requirements and Duties**

### **President**

#### **Requirements**

The President shall:

1. Have served two (2) years on the Executive Board immediately preceding their term as President;
2. Be a member in good standing;
3. Be a Master Level SRO certified through the INSROA Accreditation Program;
4. Have a demonstrated ability to adequately communicate through varied methods such as written statements, social media posts, electronic communications, radio and television interviews both recorded or live, or other ways with INSROA members and the public;
5. Be a certified full time law enforcement officer; and
6. The length of the term shall be two (2) years, commencing upon the culmination of the INSROA annual meeting.

#### **Duties**

The President shall:

1. Preside at all meetings of the INSROA and the BOD;
2. Make all committee appointments
3. Represent INSROA at the State level as required;
4. Be an ex officio member of all committees with the right to debate;
5. Sign all correspondence and contracts of INSROA and all other legal documents required by the Bylaws;
6. Attend State President's Meetings at the National Conference, if
  - 6.1. Funds are available, and may appoint someone in their place if unable to attend themselves;
7. Be aware of all received and transmitted correspondence;
8. Appoint members of the Board, with the approval of the BOD, in the event of a vacancy; and
9. Have the power to vote.

### **1st Vice President**

#### **Requirements**

The 1st Vice President shall:

1. Have served two (2) years on the Executive Board immediately preceding his/her term as 1st Vice President;
2. Be a member in good standing;
3. Be at least a Professional Level SRO certified through the INSROA Accreditation Program;
4. Have a demonstrated ability to adequately communicate through varied methods such as written statements, social media posts, electronic communications, radio and television interviews both recorded or live, or other ways with INSROA members and the public;

5. Be a certified full time law enforcement officer; and
6. Serve at the position for two (2) years, commencing at the INSROA annual meeting.

### **Duties**

The 1st Vice President shall:

1. Assist the President in carrying out the objectives of INSROA;
2. Perform all the duties of the Office of the President during the President's absence;
3. Attend State Presidents Meetings at the National Conference,if
  - 3.1. Funds are available, and if not able to attend, the President can appoint someone in their place;
4. Be the liaison with the venue for the State Conference; and
5. Have the power to vote.

### **2nd Vice President**

#### **Requirements**

The 2nd Vice President shall:

1. Have served at least one (1) year on the Executive Board or two (2) years as a Regional Representative at some previous time;
2. Be a member in good standing;
3. Be at least a Certified Level SRO through the INSROA Accreditation Program;
4. Be a certified full time law enforcement officer; and
5. Serve at the position for two (2) years, commencing at the INSROA annual meeting.

#### **Duties**

The 2nd Vice President shall:

1. Assist the President in carrying out the objectives of the INSROA;
2. Perform all the duties of the Office of the President during the President's and 1st Vice President's absence;
3. Oversee or delegate another BOD member the accreditation process; and
4. Have the power to vote.

### **Secretary**

#### **Requirements**

The Secretary shall:

1. Be an elected member of the Executive Board;
2. Have previously served as a Regional Representative or at least one (1) year experience on the Executive Board;
3. Be a member in good standing;
4. Be at least a Certified Level SRO through the INSROA Accreditation Program; and
5. Be a certified full time law enforcement officer.

## **Duties**

The Secretary shall:

1. Keep the minutes of all meetings of the INSROA;
2. Update bylaws as necessary;
3. Receive all nominations for elections and appointments;
4. Maintain an accurate list of the membership;
5. Notify members of regular and special meetings;
6. Sign certain documents required by the byLaws;
7. Maintain official documents of the INSROA; and
8. Have the power to vote.

## **Treasurer**

### **Requirements**

The Treasurer shall:

1. Be an elected member of the Executive Board;
2. Be a member in good standing;
3. Be at least a Certified Level SRO through the INSROA Accreditation Program

### **Duties**

The Treasurer shall:

1. Keep and maintain the financial records of the Association, including the depositing and disbursement of monies, although
  - 1.1. The Treasurer may direct the Executive Director or their designee to accomplish the preceding duties.
2. Provide the financial records for inspection by any Active Member in good standing, at all reasonable times, upon reasonable request, at regularly scheduled Board meetings or the Office of the Association; and
3. Have the power to vote.

## **Immediate Past President**

The Immediate Past President shall:

1. Be an INSROA member in good standing;
2. Have their term expired without being removed from office for cause; and
3. The term of office of Past President will be Life-time tenure.
4. Be designated as a Life Member of INSROA.

## **Duties**

The current Past President shall:

1. Act as a resource to the incumbent President and/or other Executive Board Members;
2. Serve as an ambassador for the INSROA as directed or called upon by the President and/or the Executive Board;
3. Fill any vacancies in office, on an interim basis, as appointed by the incumbent President should they occur in accordance with the bylaws;
4. Serve on committees as designated by the President; and
5. Have the power to vote.

## **Special Presidential Appointments**

The INSROA President may appoint INSROA members to positions that are deemed necessary for maintaining the good order, discipline, fidelity and integrity of the Association and to better serve the needs of the association of the members.

## **Executive Director**

### **Requirements**

The Executive Director shall:

1. Be appointed by the President;
2. Be subject to the oversight by the BOD The Executive Director will
3. Be, at a minimum, a Professional Level SRO through the INSROA Accreditation Program;
4. Have served on the INSROA Executive BOD for a minimum of two (2) years, preferably in multiple roles;
5. Be a Certified NASRO Safe Schools Practitioner;
6. Have a demonstrated ability to adequately communicate through varied methods such as written statements, social media posts, electronic communications, radio and television interviews both recorded or live, or other ways with INSROA members and the public;
7. Have a demonstrated knowledge of legislative affairs; and
8. Not be financially compensated.

### **Duties**

Executive Director shall:

1. Be the general manager of INSROA;
2. Oversee marketing, operations, events and membership development;
3. Assist and be actively involved in legislative affairs and staff leadership of INSROA;
4. Not have any voting right except when:
  - 4.1. The vote is needed to establish a quorum; or
  - 4.2. A tie among normal voting members of the BOD occurs and the BOD agrees to allow the Executive Director to cast a vote.



## **Regional Representative Director**

### **Requirements**

The Regional Representative Director shall:

1. Be a member in good standing;
2. Be at least a Certified Level SRO through the INSROA Accreditation Program;
3. Be a certified full time law enforcement officer;
4. Be appointed by the President; and
5. Be approved by the BOD.

### **Duties**

The Regional Representative Director shall:

1. Serve as a member of the BOD;
2. Serve as the liaison to the Regional Representatives;
3. Perform all tasks delegated by the President and/or BOD; and
4. Have the power to vote.

## **Regional Representative**

### **Requirements**

A Regional Representative shall:

1. Be appointed by the INSROA President;
2. Be approved by the BOD;
3. Be a member in good standing;
4. Be at least a Certified Level SRO through the INSROA Accreditation Program;  
and
5. Be a certified full time law enforcement officer.

### **Duties**

A Regional Representative shall:

1. Serve as a liaison to the members and the agencies in their regions,
2. Serve on committees;
3. Perform all tasks delegated by the President and/or BOD; and
4. Not be a voting member of the BOD.

## **Media Director**

### **Requirements**

The Media Director shall:

1. Be appointed by the President;
2. Be approved by the BOD
3. Remain in good standing with the BOD;
4. Have a demonstrated awareness of social norms and expectations with communication when referencing the INSROA BOD, INSROA members and NASRO; and

5. Be readily available to communicate promptly with INSROA members or the public as requested by the President; and
6. Not be financially compensated.

### **Duties**

The Media Director shall:

1. Keep communications to members and public in accordance with the general consensus of beliefs and practices of the INSROA members and NASRO, unless otherwise directed by the BOD.
2. Maintain official INSROA website in accordance with established NASRO policies and procedures and/or applicable laws;
3. Establish and maintain a system of registering all Association Members;
4. Adequately communicate to members information regarding dates, locations, etc. as the BOD requests;
5. Ensure annual INSROA Conference is posted well in advance so that members can plan accordingly,
6. Assist INSROA Secretary as required to disseminate information to members;
7. Keep records of all communications disbursed to INSROA members and public;
8. Obtain prior INSROA BOD approval before any purchases; and
9. Perform other duties assigned.

### **Training Director**

#### **Requirements**

The Training Director shall:

1. Be appointed by the INSROA President;
2. Be approved by the BOD;
3. Be a member in good standing;
4. Be at least a Certified Level SRO through the INSROA Accreditation Program; and
5. Be a certified full time law enforcement officer.

#### **Duties**

The Training Director shall:

1. Serve on committees and perform all tasks delegated by the President, including the annual conference, serves as co-chairperson of the conference committee and any other scheduled training;
2. Create timelines and work plans for each event as directed by the BOD;
3. Organize training materials including participant binders, handouts, etc.;
4. Ensure appropriate supplies are on site for all events;
5. Develop training for the State Conference and off site locations;
6. Summarize evaluation reports for trainings and provide outcomes to BOD;
7. Support administrative functions of training programs and staff as needed.
  - 7.1. This includes, but is not limited to: correspondence with training participants and clients, data entry, transportation and other travel logistics, photocopying, scheduling, etc.;

8. Perform other duties as assigned; and
9. Have the power to vote.

## **Educational Representative**

### **Requirements**

The Educational Representative shall:

1. Be appointed by the INSROA President;
2. Be approved by the BOD;
3. Remain in good standing with the BOD;
4. Hold administrative accreditation through the State of Indiana; and
5. Reside in the State of Indiana.

### **Duties:**

1. Review curriculum for trainings;
2. Assist with the development of curriculum for INSROA;
3. Make recommendations to the BOD as to any academic procedural changes as necessary;
4. Serve as liaison to the Indiana Department of Education;
5. Promote INSROA to educators within the State of Indiana; and
6. Be a voting member of the BOD.

A maximum of three educators that reside in the State of Indiana as Educational Representatives may be appointed by the President. If more than one Educational Representative is appointed, the BOD shall designate one representative to be the Lead Educational Representative. Additional representatives will not be voting members of the BOD and will report to the Lead Educational Representative.

## **Vacancy in Offices**

1. In the event that an elected or appointed officer is unable to serve out his/her term of office, the Immediate Past President shall fulfill that term.
2. If a vacancy occurs in a regional representative position, the President shall select a member in good standing to fill the vacancy for the length of that term, by a majority vote of the BOD.
3. If a BOD member misses 3 consecutive Board meetings or more than 30% of meetings without just cause, the President (or BOD in the instance in which the President is in violation) may nominate a member in good standing to replace the officer for the remainder of that term by a majority vote of the BOD. Just cause will be determined by the BOD.

## **Article VIII COMMITTEES**

All Committees and their chairperson shall be appointed by the BOD and announced by the President.

## **Article IX FUNDS MANAGEMENT**

1. All funds received by the treasurer of the INSROA shall be deposited in an account in the name of INSROA and not in the name of any individual.
2. Fund expenditures shall be restricted to the purchase, production and/or distribution of material necessary to accomplish the purpose and objectives of the INSROA for the rental of facilities and equipment, transportation, lodging consultant services and other items deemed necessary to conduct the business of INSROA.
3. The Treasurer of the INSROA shall keep and maintain adequate and correct books and records of accounts of the properties and business transactions relating to the INSROA, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and matters customarily included in financial statements. The books of account shall be open to inspection by the BOD of the INSROA at all reasonable times. Said books and records shall be kept and maintained in accordance with nationally accepted general accounting principles and both state and federal regulations.
4. The Treasurer of that INSROA shall deposit all monies and other valuables in the name and to the credit of the INSROA with such depositories as may be designated by the INSROA BOD shall render to the President and to the BOD upon request an account of transactions related to the INSROA and a report of the financial condition of the INSROA prescribed by the INSROA BOD.
5. The President, Treasurer, Director of Operations or Secretary shall be authorized to spend up to and including five hundred dollars (\$500) for legitimate INSROA business without prior approval of the BOD.
6. The BOD is empowered to accept grants, gifts and donations to carry out the purpose and objectives of the INSROA.
7. The INSROA may be dissolved only with authorization by its BOD given at a special meeting called for that purpose and with subsequent approval by a two-thirds vote of the BOD. Upon dissolution or other termination of the INSROA all remaining assets of the INSROA after payment in full of all its debts, obligations and necessary final expenses or after the making of adequate provision therefore, shall be distributed to such tax-exempt organizations (with purposes similar to those of the INSROA) as shall be chosen by the then existing BODs of the INSROA.

## **Article X BYLAW AMENDMENTS**

Amendments to the bylaws of the INSROA shall:

1. Require a majority vote of the BOD; or
2. May be amended or repealed by approval of the general membership at any annual meeting of the INSROA by a two thirds vote of the members present providing the amendment or proposal has been submitted to the BOD at least thirty (30) days prior to the annual meeting.

Additional bylaws of the INSROA shall:

1. Be adopted or repealed by approval of the general membership at any annual meeting of the INSROA by a two thirds vote of the members present providing the amendment or proposal has been submitted to the BOD at least thirty (30) days prior to the annual meeting.

## **Article XI PARLIAMENTARY PROCEDURE**

The rules of Parliamentary Procedure, contained in “Robert’s Rules of Order, Newly Revised” shall be the authority governing all meetings of the INSROA and the BOD subject always to existing law and these bylaws.

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

1. Roll Call
2. Minutes of last meeting
3. President’s report
4. 1st Vice President’s report
5. 2nd Vice President’s report
6. Secretary
7. Treasurer
8. Director
9. Committee's Reports
10. Unfinished Business
11. New Business
12. Miscellaneous Matters
13. Adjournment

## **Article XII DECLARATION**

Notwithstanding any other provision of these articles, the INSROA shall not carry on any voter activities not permitted to be carried on:

1. By a corporation exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or,
2. By by corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal (Revenue Law),
3. The fiscal year of the Association shall be January 1st- December 31st of each year.

## **Article XIII CERTIFICATE OF SECRETARY**

I certify that I am the duly elected or acting Secretary of the INSROA. An Indiana not for profit corporation, that the above bylaws are the bylaws of this corporation as originally adopted by the BOD on Next Meeting as amended by the BOD on Oct 9, 2022.

Amendments adopted by the BOD on October 9, 2022.

Secretary: Richard Hipskind

Date: 10.09.22

Witnessed: Julie Quesenbery

Witnessed: Tommy Steele