



# **INDIANA SCHOOL RESOURCE OFFICERS ASSOCIATION (INSROA)**

## **BYLAWS**

### **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.". No individual, member, or group of members shall be authorized to use the name of the I.N.S.R.O.A. or its' designated symbols, without prior approval in writing of the duly elected officers of the I.N.S.R.O.A.

### **ARTICLE II**

#### **Vision:**

Setting the standard for school safety in Indiana.

### **ARTICLE III**

#### **Mission:**

- 1) The Mission of I.N.S.R.O.A. is to promote safe learning environments in Indiana Schools by providing high quality training, building relationships and connecting members to resources.
  - a) A non-commercial, non-sectarian and nonpartisan organization. I.N.S.R.O.A. shall not endorse any political candidate nor shall the name of the I.N.S.R.O.A. or the names of its officers or directors be used as such in connection with any projects of partisan interests or other interests other than those consistent with these bylaws; and
  - b) All funds collected in the name of the I.N.S.R.O.A. shall be used for the express purposes outlined under ARTICLE II, PURPOSE, herein.

### **ARTICLE IV**

#### **MEMBERSHIP CLASSIFICATION:**

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

- 1) Active Member: A person shall be eligible for Active Membership if he/she is:
  - a) Employed or appointed by a law enforcement agency or school district as a School Resource Officer, D.A.R.E. Officer, G.R.E.A.T. Officer, or a member of the Juvenile Justice System.

- b) Employed or appointed by a school district as a School Administrator.
  - c) Is 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,
  - d) Is 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.
- 2) Associate Member: Persons who do not meet the requirement for Active Membership but who are otherwise connected to law enforcement and/or educational institutions are entitled to associate membership. An Associate Member will have all of the privileges of active membership except those of voting and holding office.
- 3) Honorary Membership: Honorary Membership may be conferred on any person who has rendered outstanding service to the Association or youth of the State of Indiana or the purpose for which this Association was formed. A person may be awarded Honorary Membership as a result of a two-thirds majority vote of the Board of Directors present and voting. An Honorary Member shall have all of the privileges of active membership except those of voting or holding office. Not subject to annual dues.
- 4) Life Membership: Life Membership may be conferred on individuals or other such members who have rendered outstanding service to the Association or youth of the State of Indiana or the purpose for which this Association was formed. A person may be awarded Life Membership as a result of a two-thirds majority vote of the Board of Directors present and voting. All past Presidents shall be recognized as life members. A Life Member shall have all of the privileges of active membership except those of voting or holding office.
- 5) Termination of Membership
- a) Any member who, reportedly, is not in good standing may have his/her membership terminated upon a two-thirds (2/3) vote of the Board of Directors (B.O.D.). The term "not in good standing" shall be defined as:
    - i) One who fails to adhere to the bylaws of the I.N.S.R.O.A.
    - ii) One who fails to renew his or her membership or
    - iii) Conduct unbecoming of the vision or mission of I.N.S.R.O.A.
  - b) Prior to any vote to terminate membership, the member in question must be given a notice in writing of the B.O.D.'s intent to terminate their membership and give the member the right to respond to the B.O.D, in writing.

## **ARTICLE V**

### **MEETINGS:**

I.N.S.R.O.A. shall conduct a minimum of one meeting of the membership annually. The President may call additional meetings as deemed necessary to conduct the business of the I.N.S.R.O.A. The annual meeting shall be announced each year with such meeting to be held at a time and place specified by the B.O.D.

- 1) **QUORUM:** A quorum for a general membership meeting shall consist of twenty percent (20%) of the I.N.S.R.O.A. active membership. A majority of Active Members present at a properly convened meeting shall be sufficient to conduct business.
- 2) **BOARD OF DIRECTORS:** A quorum for a B.O.D. meeting shall consist of two-thirds (2/3) of the Executive Board members.
- 3) **VOTING:** The right to vote will be limited to Active Members in good standing with the I.N.S.R.O.A. and each member shall have only one vote.

## **ARTICLE VI**

### **DUES AND ASSESSMENTS:**

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

## **ARTICLE VII**

### **BOARD OF DIRECTORS:**

**BOARD OF DIRECTORS:** The following officers shall constitute the B.O.D: The President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Technology Director, Training Director, Lead Educational Representative, and Regional Representative Director; also known as the Executive Board. The B.O.D. shall be the governing body empowered by its membership and shall have custody, control, and management of all funds, property and effects of I.N.S.R.O.A.

The Legislative powers of the organization shall be vested in the Executive Board of Directors for establishing Policy and Procedures. The ultimate powers of this Association shall be vested in the best interest of the active membership. The B.O.D. may conduct business by regular mail, electronic mail (email), or telephone when the need arises, without a formal meeting. In addition when called by the President, the Executive Board may conduct I.N.S.R.O.A. business via conference call.

- 1) **ELECTION AND PROGRESSION OF OFFICERS:** To ensure that the I.N.S.R.O.A. business and activities are maintained at the highest level of quality and consistency, the offices of President and 1st Vice President and will be filled by a system of progression rather than through the general election process. The highest office to be filled by the general election process is the 2nd Vice President. Each nominee shall have a completed nomination form containing Name, Address, Short biography and release form authorizing nominee to run for the position. The 2nd Vice President will be elected for a term of (8) years and will automatically advance through the offices as follows:
  - i) Serve first two (2) years as 2nd Vice President,
  - ii) Serve 2nd (2) years as 1st Vice President
  - iii) Serve third two (2) years as President, then
  - iv) Serve fourth two (2) years as Past President

- b) Each office, whether by election or succession, will be for two (2) years, with the exception of the Treasurer, Secretary, Regional Representatives, Technology and Training Director, which are appointed offices. The Treasurer, Secretary, Technology and Training Director shall hold office until they choose to resign from that office or are removed from the office by a majority vote of the Board of Directors. Officers and Directors shall hold office until the expiration of the term of their office and the election and installation of their successors.

## 2) DUTIES OF OFFICERS:

- a) President: The President shall be a member in good standing and, with the exception of the initial I.N.S.R.O.A. President, shall have served, if possible, one (1) year as Vice President immediately preceding his/her term as President. The length of the term shall be two (2) years, commencing upon the culmination of the I.N.S.R.O.A. annual meeting.
- i) President's duties:
- (1) presides at all meetings of the I.N.S.R.O.A. and the B.O.D. and appoints all committees,
  - (2) represents I.N.S.R.O.A. at the State level as required,
  - (3) shall be an ex officio member of all committees with the right to debate.
  - (4) shall sign all correspondence and contracts of I.N.S.R.O.A. and all other legal documents required by the By-Laws.
  - (5) shall represent I.N.S.R.O.A. at all media events as determined by the B.O.D.,
  - (6) shall attend State Presidents Meetings and National conference, if funds are available, and if not able to attend, can appoint someone in his/her place,
  - (7) shall be a certified a School Resource Officer (SRO) and full-time law enforcement officer
  - (8) shall be aware of all received and transmitted correspondence
  - (9) shall have the power to vote.
- b) 1st Vice President: The 1st Vice President shall be a member in good standing and as Vice President, the length of his/her term shall be two (2) years, commencing at the I.N.S.R.O.A. annual meeting. Then after serving two (2) years as Vice President, the Vice President shall automatically be elevated to the Office of the President. The 1st Vice President shall fulfill the following duties:
- i) shall assist the President in carrying out the objectives of the I.N.S.R.O.A.
  - ii) shall be chairman of committees, as appointed by the President,
  - iii) shall perform all the duties of the Office of the President during the President's absence,
  - iv) shall attend State Presidents Meetings if funds are available, and if not able to attend, the President can appoint someone in his/her place.
  - v) shall be Co-Chairman of the conference committee,
  - vi) shall be a certified School Resource Officer (SRO),

- vii) shall be a certified full-time law enforcement Officer, and
  - viii) shall have the power to vote.
- c) 2nd Vice President: The 2nd Vice President shall be a member in good standing and as 2nd Vice President, the length of his/her term shall be two (2) years, commencing at the I.N.S.R.O.A. annual meeting. The 2nd Vice President will succeed to 1st Vice President after an election at the annual conference at the end of the (2) year term by written ballot of the active membership of the association. If for some reason that the 2nd Vice President is unable to fulfill their (2) year term the B.O.D may appoint a replacement until the (2) year term expires. The 2nd Vice President shall perform the following duties:
- i) shall assist the President in carrying out the objectives of the I.N.S.R.O.A..
  - ii) shall perform all the duties of the Office of the President during the President's and 1st Vice President's absence,
  - iii) shall be a certified School Resource Officer (SRO), d. shall be a certified full-time law enforcement Officer, and
  - iv) shall have the power to vote.
- d) Secretary: The Secretary will be an appointed member of the executive committee and will serve in the office of Secretary at the pleasure of the Board of Directors. The Secretary will be a voting member of the Board of Directors. The Secretary appointment will be approved by the Board of Directors with a majority vote. The Secretary shall perform the following duties:
- i) keeps the minutes of all meetings of the I.N.S.R.O.A.,
  - ii) receives all nominations for elections and appointments,
  - iii) receives and transmits all correspondence and prepares replies to such correspondence as directed by the B.O.D.,
  - iv) maintain an accurate list of the membership
  - v) notify members of regular and special meetings
  - vi) signing certain documents required by the By-Laws
  - vii) maintain official documents of I.N.S.R.O.A
- e) Treasurer: The Treasurer will be an appointed member of the executive committee and will serve in the office of Treasurer at the pleasure of the Board of Directors. The Treasurer will be a voting member of the Board of Directors. The Treasurer appointment will be approved by the Board of Directors with a majority vote. The Treasurer shall perform the following duties:
- i) presents a membership report at the annual meeting,
  - ii) receive all dues and assessments, keeps an up-to-date roster of all members,
  - iii) transfer I.N.S.R.O.A. funds in accordance with Article IX, Funds Management,
  - iv) presents a financial report at each meeting of the B.O. D. and at the annual meeting of the I.N.S.R.O.A.,

- v) maintain a true and correct record of the Associations assets and liabilities,
- vi) prepares all checks and expenditures which must be approved by the B.O.D. except in accordance with ARTICLE IX, Funds Management.
- f) Indiana Attorney General's Office Coordinator: A liaison from the Indiana Attorney General's Office and serves as an advisor to the Executive Board.
- g) Past President: Past President shall be a I.N.S.R.O.A. member in good standing whose term of office as President has expired without being removed from office for cause. The term of office of Past President will be Life-time tenure. The current Past President will perform the following duties:
  - i) Act as a resource to the incumbent President and/or other Executive Board Members.
  - ii) Serve as an Ambassador for the I.N.S.R.O.A. as directed or called upon by the President and/or the Executive Board.
  - iii) Fill any vacancies in office, on an interim basis as appointed by the incumbent President, should they occur, in accordance with Section E of Article VII.
  - iv) Serve on committees as designated by the President.

### **3) SPECIAL PRESIDENTIAL APPOINTMENTS**

- a) Presidential Appointments: The I.N.S.R.O.A. President has the right to appoint I.N.S.R.O.A. 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 members.
- b) Regional Representatives: Regional Representative will be appointed by the President and approved by the B.O.D. for a period of 2 years and will not be a voting member of the Board of Directors. At the end of 2 years if they wish to continue serving as regional representatives they will submit in writing to the B.O.D. their intent. The Regional Representatives will serve as a liaison to the members and the agencies in their regions and serve on committees and perform all tasks delegated by the President and/or B.O.D.
- c) Technology Director: The President and/or Executive Board shall appoint an official I.N.S.R.O.A. Technology Director. The purpose of which is to establish and provide for a solid base whereby information concerning I.N.S.R.O.A. operations and administration and other invaluable information may be disseminated to its members and information made available to the general public He/she will be a voting member of the I.N.S.R.O.A. Executive Board. This shall be a non-paid, appointed position. The Technology Director shall perform the following duties:
  - i) Maintain official I.N.S.R.O.A. website in accordance with established N.A.S.R.O. policies and procedures and/or applicable laws
  - ii) Establish and maintain a system of registering all Association members.
  - iii) Post all official I.N.S.R.O.A. Executive Board correspondence and provide for e-mail notifications for all new changes, additions and postings.

- iv) Ensure I.N.S.R.O.A. website is kept current and up-to-date with all available information with approved items submitted being posted within a reasonable amount of time.
  - v) Maintain historical photograph archive file from previous years is maintained. Including but not limited to: Past Presidents, past conference site locations and I.N.S.R.O.A. milestones- significant achievements file.
  - vi) Ensure annual I.N.S.R.O.A. Conference is posted well in advance so that members can plan accordingly.
  - vii) Assist I.N.S.R.O.A. Secretary as required to disseminate information to members.
  - viii) Obtain prior I.N.S.R.O.A. Board approval before purchasing any required software necessary to maintain a technologically advanced and informative website.
  - ix) Perform other duties as assigned.
- d) Training Director: The President and/or Executive Board shall appoint an I.N.S.R.O.A. Training Director. The Training Director will serve on committees and perform all tasks delegated by the President, including the annual conference, serves as a co-chairperson of the conference committee and any other scheduled trainings. He/She will be a voting member of the Executive Board. The Training Coordinator shall perform the following duties:
- i) Create timelines and work plans for each event, as directed by B.O.D.
  - ii) Organizes training materials including participant binders, handouts, name tags, table tents, and signage, etc,
  - iii) Ensure appropriate supplies are on site for all events.
  - iv) Develop training for the State Conference and off site locations. Provide on site staffing logistics management and support staffing at most training events
  - v) Summarizing evaluation reports for trainings and providing outcomes to B.O.D. within one week of training.
  - vi) Supporting administrative functions of training program and staff, as needed. This includes but is not limited to: correspondence with training participants and clients, data entry, filing, photocopying, scheduling, booking travel, etc.
  - vii) Compiling final reports for training programs.
  - viii) Track participant RSVP forms and keep other databases as needed for different training events.
  - ix) Perform other duties as assigned.
- e) Educational Representative: The President and/or Executive Board shall appoint up to a maximum of three educators that reside in the State of Indiana as Educational Representatives, so long as there is at least one Educational Representative. If more than one Educational Representative is appointed, the President and/or Executive Board shall designate one representative to be the Lead Educational Representative. He/she will be a voting member of the

Executive Board. Additional representatives will not be voting members of the Board of Directors and will report to the Lead Educational Representative. The Educational Representative(s) shall perform the following duties:

- i) Review curriculum for trainings
- ii) Assist with the development of curriculum for I.N.S.R.O.A.
- iii) Make recommendations to the Executive Board as to any academic procedural changes as necessary
- iv) Serve as a liaison to the Indiana Department of Education
- v) Promote the I.N.S.R.O.A. to educators within the State of Indiana

#### 4) VACANCY IN OFFICES

- a) In the event that an elected or appointed officer is unable to serve out his/her term of office, the progression of officers shall be followed as outlined in Article VII, Section A. Appointment will be for the remainder of that term.
- b) 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 B.O.D.
- c) If a B.O.D. member misses three (3) consecutive Board Meetings or more than 30% of meetings without just cause, the President may nominate a member in good standing to replace the Officer for the remainder of that term, by a majority vote of the B.O.D. Just cause will be determined by the B.O.D.

### **ARTICLE VIII**

#### **COMMITTEES:**

All committees and their chairperson shall be appointed by the Board of Directors and announced by the President.

### **ARTICLE IX**

#### **FUNDS MANAGEMENT:**

- 1) All funds received by the Treasurer of the I.N.S.R.O.A. shall be deposited in an account in the name of the I.N.S.R.O.A. and not in the name of any individual. Withdrawal from such fund shall require the signature of the Treasurer, President, Director of Operations or Secretary
- 2) Fund expenditures shall be restricted to the purchase, production, and/or distribution of material necessary to accomplish the purpose and objectives of the I.N.S.R.O.A., for the rental of facilities and equipment, transportation, lodging, consultant services and other items deemed necessary to conduct the business of the I.N.S.R.O.A.
- 3) The Treasurer of the I.N.S.R.O.A. shall keep and maintain adequate and correct books and records of accounts of the properties and business transactions relating to the I.N.S.R.O.A., 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 B.O.D. of the



I.N.S.R.O.A. 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 the I.N.S.R.O.A. shall deposit all monies and other valuables in the name and to the credit of the I.N.S.R.O.A., with such depositories as may be designated by the I.N.S.R.O.A. B.O.D.; shall render to the President and to the B.O.D. upon request an account of transactions related to the I.N.S.R.O.A. and a report of the financial condition of the I.N.S.R.O.A. prescribed by the I.N.S.R.O.A. B.O.D.
- 5) The President, Treasurer, Director of Operations or Secretary shall be authorized to spend up to and including one hundred dollars (\$500.00) for legitimate I.N.S.R.O.A. business, without prior approval of the B.O.D.
- 6) The B.O.D. is empowered to accept grants, gifts, and donations to carry out the purpose and objectives of the I.N.S.R.O.A.
- 7) The I.N.S.R.O.A. may be dissolved only with authorization by its Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the B.O.D. Upon dissolution or other termination of the I.N.S.R.O.A., all remaining assets of the I.N.S.R.O.A., 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 I.N.S.R.O.A.) as shall be chosen by the then existing Board of Directors of the I.N.S.R.O.A.

## **ARTICLE X**

### **AMENDMENTS:**

- 1) Amendments to the bylaws of the I.N.S.R.O.A. shall require a majority vote of the B.O.D.
- 2) New bylaws may be adopted or these bylaws may be amended or repealed by approval of the general membership at any annual meeting of the I.N.S.R.O.A. by a two-thirds (2/3) vote of the members present providing the amendment or proposal has been submitted to the B.O.D. at least thirty (30) days prior to the annual meeting.

## **ARTICLE XI**

### **PARLIAMENTARY PROCEDURE:**

- 1) The rules of Parliamentary Procedure, contained in "Robert's Rules of Order, Newly Revised" shall be the authority governing all meetings of the I.N.S.R.O.A. and of the B.O.D., subject always to existing law and these bylaws.
- 2) The following standard order of business will be followed after the call to order:
  - a) Roll Call
  - b) Minutes of Last Meeting (oral/written)
  - c) President's Report
  - d) 1st Vice President's
  - e) 2nd Vice President's

- f) Secretary
- g) Treasurer's Report
- h) Director's Report
- i) Committee Reports
- j) Unfinished Business
- k) New Business
- l) Miscellaneous Matters (announcements, requests, etc.)
- m) Adjournment

## **ARTICLE XII**

### **DECLARATION**

Notwithstanding any other provision of these articles, the I.N.S.R.O.A. 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 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 Indiana School Resource Officer Association, An Indiana not for profit corporation, that the above bylaws are the bylaws of this corporation as originally adopted by the Board of Directors on February 7, 2012 as amended by the Board of Directors on January 22, 2020.

Amendments Adopted by BOD on January 22, 2020

Signed:

3-14-168 DJ. Schoeff, Secretary

Witnessed:

Witnessed: