

# Oregon Law Enforcement Torch Run Executive Council **BYLAWS**

## **ARTICLE I: ORGANIZATION**

### Section 1

The name of this organization is the Oregon Law Enforcement Torch Run Council, hereafter referred to as the Council.

### Section 2

The duration of this organization is intended to be perpetual, so long as law enforcement volunteers are willing to participate.

## **ARTICLE II: PURPOSE**

### Section 1

The Council's primary focus shall be on inclusion for people with intellectual disabilities through supporting the Special Olympics Oregon (SOOR) movement.

### Section 2

As the governing body of the Oregon Law Enforcement Torch Run, the purpose of the Council is to provide support for the athletes of Special Olympics Oregon by providing direction and centralized organization to the Oregon Law Enforcement Torch Run (LETR) movement. The Council will support officers and agencies engaging in programs, training, fundraising, and other events to support SOOR athletes.

## **ARTICLE III: MEMBERSHIP**

### Section 1

Members of the Council shall consist of persons engaged in or honorably retired from the law enforcement profession; this can include not only sworn law enforcement officers but also non-sworn administrative or support staff. Members of the Council may remain on the Council in accordance with these bylaws provided they remain in good standing and are not subject to removal as detailed in these bylaws.

### Section 2

There may be up to two non-law enforcement Council members, consisting of the SOOR staff member employed as the LETR liaison and one SOOR Athlete. These non-law enforcement members are considered regular Council members with full voting privileges.

### Section 3

Any exceptions to sections one or two of this article may be made by a 2/3 majority vote of the Council members.

#### Section 4

The Council may nominate and elect new Council members at any time pursuant to Article VI: Elections and Terms (below).

#### Section 5

To remain a Council member in good standing, the member must attend (either in-person or via telephone) at least four meetings per year.

### **ARTICLE IV: COUNCIL POSITIONS**

#### Section 1: Regional Coordinators

Regional Coordinators serve on the Council to better coordinate LETR efforts statewide. The number of regional coordinators will be designated by the Council, and may be adjusted as needed to best serve LETR needs. Regional Coordinators should reside or work within the boundaries of their region. Within their region, their duties include, but are not limited to:

- Identify and collaborate with primary contacts for law enforcement agencies
- Acting as a resource for primary agency contacts
- Relaying information to LETR partners
- Reporting regional LETR activities to the appropriate members of Council

#### Section 2: Torch Run Coordinator

The signature event of LETR is the Law Enforcement Torch Run. The Torch Run coordinator's duties include, but are not limited to:

- Partnering with Regional Coordinators to identify and collaborate with the primary contact for LE agencies for Torch Run participation
- Working with Regional Coordinators to identify primary LE contacts at priority agencies with no existing primary contact
- Ensuring Torch Run t-shirts are designed and distributed in a timely fashion
- Collaborating with other agencies or entities to ensure the logistics for the Torch Run event are addressed in a timely manner
- Partnering with Regional Coordinators to ensure information about Torch Run events are reported to the Awareness Chair and LETR International

#### Section 3: Polar Plunge Coordinator

As Polar Plunge events are a significant fundraising venture, the Polar Plunge Coordinator has duties that include, but are not limited to:

- Partnering with Regional Coordinators to identify and collaborate with primary Law Enforcement contacts for each Polar Plunge event; if there is no primary LE contact, work to establish one
- Maintaining an understanding of each Polar Plunge event, to ensure the events appropriately represent Oregon law enforcement
- Acting as a resource for Polar Plunge LE contacts to provide support for each event
- Collaborating with the LETR Liaison to provide LE oversight when needed
- Partnering with Regional Coordinators to ensure information about Polar Plunge events is reported to the Council

### Section 3: Finance Coordinator

As a grass-roots organization with a focus on fundraising, it is important to ensure financial information is appropriately tracked and documented. The Finance Coordinator's duties include, but are not limited to:

- Partnering with Regional Coordinators to ensure fundraising efforts are being documented and reported properly
- Providing routine reports to Council regarding the financial impact of fundraising events, and how events performed related to any established goals
- Collaborating with the Fundraising Chair and LETR Liaison to ensure accurate reporting of LETR fundraising efforts to LETR International

### Section 4: LETR Liaison

The LETR Liaison is a SOOR staff member that is a vital link between the LETR Council and SOOR. Their duties on the LETR Council include, but are not limited to:

- Attending EC meetings as an advisor
- Sharing information from, and advocate for, SOOR
- Sharing information from, and advocate for, LETR
- Reporting any changes or developments within the SOOR organization that may impact Special Olympics athletes
- Disseminating information about SOOR events to Regional Coordinators to assist in recruiting volunteers
- Ensuring information is accurately reported to LETR International in a timely fashion

### Section 5: SOOR Athlete:

As a member of the group LETR is embodied to serve, having a SOOR athlete serve on the Council can provide valuable insights and perspectives on the LETR Council. Their duties include, but are not limited to:

- Active participation in SOOR
- Sharing information about LETR with athletes
- Providing athlete's feedback to LETR
- Acting as a liaison between LETR and other SOOR athlete leadership groups

#### Section 6: Assistant Council Positions

Each position on the LETR Council is eligible to have an assistant to that position. That assistant must meet all the other requirements of the position, and must be elected by the same process as the regular Council position. The purpose of the assistant position is to share the duties of the lead in that Council position as well as offering an avenue to for succession as positions change. The Assistant Council positions are non-voting positions.

### **ARTICLE V: EXECUTIVE COUNCIL POSITIONS**

#### Section 1: Structure

Executive Council (EC) positions are selected from existing Council members. These leadership roles carry additional expectations in addition to their regular Council role. By way of example, if the Region 3 Coordinator is elected to serve as Awareness Chair, that member would continue to serve in both roles for the duration of their appointment(s).

#### Section 2: Council Chair

The Council Chair has the highest level of responsibility as a representative of Oregon LETR. Their duties include, but are not limited to:

- Routine collaboration with SOOR leadership
- Participating on the SOOR Board of Directors
- Facilitating LETR EC and regular Council meetings
- Ensuring compliance with Oregon LETR bylaws
- Appointing committees as needed
- Voting on International LETR matters as a representative of Oregon LETR
- Ensuring objectives and programs of the Council are consistent with its purpose
- Working to ensure the Council Chair-Elect is adequately prepared to assume the role of Council Chair

#### Section 3: Council Chair-Elect

The Council Chair-Elect is expected to take an active leadership role on the Executive Council. Their duties include, but are not limited to:

- Ensuring they are adequately prepared to assume the role of Council Chair
- Ensuring compliance with Oregon LETR bylaws
- Participating in EC and Council meetings
- Assisting the Council Chair as needed in leadership roles
- Assuming the duties of Council Chair during the Council Chair's absence
- Serving as Interim Council Chair in the event the Council Chair is unable to complete their term.

#### Section 4: Fundraising Chair

Fundraising is one of the foundational concepts of LETR. Representing this ideal on the EC, the Fundraising Chair's duties include, but are not limited to:

- Maintaining a big-picture awareness of LETR fundraising activities
- Participating in EC and Council meetings
- Acting as a resource for fundraising events not addressed by the Polar Plunge Coordinator
- Documenting monthly activity related to fundraising efforts for distribution to the Council
- Ensuring the EC is briefed on the struggles and successes of LETR fundraising efforts
- Collaborating with the LETR Liaison and Finance Coordinator to accurately track fundraising revenue
- Verifying annual reporting to LETR International

#### Section 5: Awareness Chair

Awareness is one of the foundational concepts of LETR. Representing this ideal on the EC, the Awareness Chair's duties include, but are not limited to:

- Maintaining a big-picture awareness of LETR awareness activities
- Participating in EC and Council meetings
- Documenting monthly activity related to awareness efforts for distribution to the Council
- Ensuring the EC is briefed on the struggles and successes of LETR awareness efforts
- Collaborating with the LETR Liaison to accurately track event participation
- Verifying annual reporting to LETR International

### **ARTICLE VI: ELECTIONS AND TERMS**

#### Section 1

Nominations for the Council Chair Elect position will be accepted at the annual planning meeting in even-numbered years. The vote may be held at that meeting or after the meeting, but in any case the voting shall be completed no later than December 15<sup>th</sup> and the selected candidate acknowledged no later than December 20<sup>th</sup>. A simple majority constitutes a successfully elected candidate.

#### Section 2

The Council Chair Elect will serve in that position for two years, beginning January 1<sup>st</sup> of odd-numbered years. This term will immediately be followed by serving two years as Council Chair, for a total of four years in those leadership roles.

### Section 3

Once the Council Chair's term is completed, that person may be elected to serve in that leadership position for a subsequent term, but must first serve as Council Chair Elect in accordance with these bylaws.

### Section 4

Awareness Chair and Fundraising Chair positions serve terms of two years. They will be nominated and elected at the annual planning meeting on odd-numbered years, and begin their term of service on January 1<sup>st</sup> of even-numbered years (the opposite of the Chair/Chair-elect positions). They may be nominated and re-elected to serve consecutive terms in their positions.

### Section 5

Nominations for new Council members can be made at any time. The vote may be held at the meeting after discussing the nomination or within 30 days of the nomination. A simple majority constitutes a successfully elected candidate.

### Section 6

Council position terms are five years in duration, beginning with the date they were first elected to serve in that position. The member may be re-elected to serve in that position (or another) at the conclusion of their term.

## **ARTICLE VII: VOTING**

### Section 1

A formal vote is not required to take action on any specific matter unless otherwise noted in these bylaws. However, if any Council member desires to propose a vote and that motion is seconded by another Council member, a vote will be held after further discussion. A vote may be carried out by a show of hands, a proclamation of "Aye" or "Nay", or by a paper ballot as proposed by the Council member proposing the vote.

### Section 2

A simple majority will carry any motion at a regular meeting, provided at least five Council members in good standing are present to vote (either in person, via telephone, or by proxy).

### Section 3

If a vote is to be carried out electronically the deadline for a response must allow a minimum of one week from the date the voting notice is sent.

### Section 4

The LETR Liaison and SOOR Athlete Council positions are voting positions. The LETR Liaison participates on the Executive Council in an advisory capacity, and does not vote on matters at the EC level.

#### Section 5

Although most matters requiring a vote will be taken to the full Council, in the event the Executive Council requires a vote to take action three votes of the four positions carry the motion. In the event of a tie, the motion will be taken to the full Council for a vote.

#### Section 6

Selection of an Oregon LETR representative for any LETR Final Leg event shall be completed by a vote of the Council. A simple majority vote constitutes a successfully elected candidate.

#### Section 7

Selection of the annual Ken Davis Unsung Hero Award recipient shall be completed by a vote of past Unsung Hero Award recipients. A simple majority vote constitutes a successfully selected Unsung Hero Award recipient.

### **ARTICLE VIII: MEETINGS**

#### Section 1

General Council meetings shall be held at least five times per year (approximately every other month). At least two of these should be in-person meetings; the rest may be via teleconference or similar means. Committees may meet as often as deemed necessary.

#### Section 2

Executive Council meetings shall be held at least five times per year in the months between Council meetings. Executive Council members are expected to attend both EC meetings as well as Council meetings.

#### Section 3

An annual planning meeting shall be held in-person (unless not feasible) during the months of October, November, or December in order to discuss Oregon LETR's direction for the upcoming year.

### **ARTICLE IX: RESIGNATION AND REMOVAL**

#### Section 1

Council members resigning from the Council may do so in person or in writing to the Chair.

#### Section 2

Council members may be removed from the Council in one of two ways: either by the 2/3 majority vote of the Council in any regular Council meeting with at least six people in attendance, or by the unanimous agreement of the Executive Council.

### Section 3

The Chair or Chair Elect may be removed from their position by a 2/3 majority vote of the Council at any regular Council meeting with at least six people in attendance.

Whether they are removed from the Council entirely or just from that position must be identified in the motion to remove that person from office.

## **ARTICLE X: FINANCES**

### Section 1

With the exception of SOOR staff member(s), Council members are volunteers and shall not be paid or compensated monetarily for their service. Meals, travel and related expenses, or small LETR-related gifts are not considered compensation so long as they are customary and publicly known amongst the Council.

### Section 2

Under no circumstances shall LETR, SOOR, or any Council members make or take any loans with donations collected for SOOR. Doing so is grounds for immediate dismissal from the Council.

### Section 3

Excepting personal donations, cash monies collected for SOOR as donations shall not be deposited into personal checking accounts in order to write a single personal check to SOOR. Money orders or cashier's checks shall be obtained (using donated money as needed) or else deposited into a business or government account to write a check for disbursement to SOOR.

### Section 4

SOOR staff (eg the LETR Liaison) shall prepare a report for review at least once per year that provides an overview of donations raised and expenses incurred by LETR for the year. This will not only provide accountability but also direction for the planning meeting.

## **ARTICLE XI: AMMENDMENTS & RATIFICATION**

### Section 1

These bylaws may only be adapted with a 2/3 majority ratification vote of the Council. Upon ratification, current Council members shall sign a copy of the bylaws documenting their status as current Council members.

### Section 2

Amendments or changes to these bylaws may only be made by a 2/3 majority vote of the Council. Once an amendment or change is proposed, at least 30 days must be allowed for all Council members to vote. Votes may be collected electronically.