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MISSION STATEMENT

The purpose of the Association is to foster and develop professionalism and integrity within the Wyoming law enforcement community, to identify and advance positive change within the law enforcement profession, to enhance communications between the public, law enforcement agencies and other governmental entities, and to provide leadership on all law enforcement issues within the state of Wyoming.

OBJECTIVE AND PURPOSE:

To consider and deal by all lawful means with common problems involved in the delivery of executive and management services to public law enforcement agencies located within the geographic boundaries of the state of Wyoming and to secure cooperative action in advancing the common purpose of the members of the Association and to do anything necessary and proper for the accomplishment of such purpose.

WYOMING ASSOCIATION OF SHERIFFS AND POLICE CHIEFS
CONSTITUTION AND BY-LAWS

ARTICLE I
Name

The name of this Association shall be WYOMING ASSOCIATION OF SHERIFFS AND CHIEFS OF POLICE.

ARTICLE II
Principal Office

The principal office of the Association shall be located in the City of Gillette, County of Campbell, State of Wyoming. The Executive Director shall serve as the registered agent. The Association may have such other offices as may from time to time be designated by its members or its Executive Board. The principal office and the registered agent may be changed by the members or the Executive Board, as needed.

ARTICLE III
Purposes and Powers

The purposes and powers of the Association shall be:

(a) Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

(b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Not withstanding any other provision of this document, the organization shall not carry on any other activities not permitted

to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code or corresponding section of and future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV
Membership

(A) Classes.

(1) Active Members. Active members of this Association shall be persons who are the heads of city, county, and state departments regularly and currently engaged in the enforcement of the general criminal laws of the United States, the State of Wyoming and its political subdivision.

(2) Associate Members. Eligible for associate membership shall be (a) any officer of command authority regardless of rank serving under and endorsed by an active member of this Association, and (b) specific individuals who are employed or engaged in activities, by a public agency related to law enforcement. An associate member shall have the same powers as an active member except that he shall not have the power to vote or hold an elective office or board position. An associate member can serve as chairman of a committee.

(3) Retired Members. Any retired Wyoming Chief of Police or Sheriff shall be eligible for retired membership where their membership will benefit this Association and enhance the goals and objectives of law enforcement in the State of Wyoming and where they are endorsed by an Active member of this Association. A retired member shall have the same powers as an active member except that he shall not have the power to vote or hold an elective office or board position. A retired member can serve as chairman of a committee. Retired members shall be exempt from paying association dues.

(4) Life Time Members. Life Time Membership may be granted to any active or retired member who has 10 or more consecutive years of active and/or retired membership.

(5) Allied Members. Allied membership may be granted to any individual or corporation who because of interest or expertise, where their membership will benefit this association and enhance the goals and objectives of law enforcement in the State of Wyoming, where they are endorsed by an active member and approved by the executive board. Allied members shall have such rights as may be granted by the executive board.

(6) Honorary Membership. Honorary membership shall be chosen because of distinguished public service and interest in the law enforcement

profession. Honorary membership shall be granted only by a unanimous recommendation of the executive board. Honorary membership shall have such rights as may be granted by the executive board. Honorary members shall be exempt from paying association dues.

(7) Voting Rights. Active members shall be entitled to vote in the affairs of the Association. Proxy voting on matters for action by the entire membership is not permitted unless specifically provided elsewhere in the by-laws and constitution in regard to a particular matter.

(B) Qualification of Members. Any person having met the prerequisites for active or associate membership imposed in subsection (A)(1), or (A)(2) herein may, upon making application in writing to the Executive Director/Board, be eligible for election to membership in the Association.

(C) Election of Members. Application for all classes of membership shall be made in writing on a form prescribed by the Executive Board. The application shall be filed with the Executive Director/Board of the Association and shall be accompanied by such fee as the Executive Board may have prescribed. All applications shall be reviewed and acted upon promptly by action of the Executive Board.

(D) Issuance of Certificates of Membership. When a member has been elected to membership and has paid all fees and dues prerequisite thereto, a certificate of membership may be issued in his name and delivered by the Executive Director/Board. Such certificate shall be signed by the President or Vice President and by the Executive Director/Board. The individual name, agency name and address of each member and the date of issuance of a certificate shall be entered on the records of the Association. If any certificate should become lost, mutilated, or destroyed, a new certificate may be issued therefore upon such terms and conditions as the Executive Director/Board may determine.

(E) Payment of Dues. Dues determined by the Executive Board shall be payable in advance on the first day of July: i.e., the first day of the fiscal year. Newly elected members may exercise membership powers only after payment of first annual dues.

(F) Default in Dues Payment. When any member of any class shall be in default in the payment of dues the executive director shall cause to be sent a second notice of dues payment. If the member is in default for a period of nine (9) months from the beginning of the fiscal year, his or her membership is thereupon terminated automatically.

(G) Suspension or Expulsion of Members/Disciplinary Proceedings: The Executive Director shall receive any charge or allegations that a member's actions are inconsistent with or detrimental to the best interests of the Association. The Executive Director shall submit to the Executive Board the charges or allegations

against the member. The Executive Director shall notify the affected member by registered mail, sent to the last known address of the following: the existence of the charges or allegations, which if substantiated, may warrant disciplinary action including but not limited to suspension or expulsion; a description of the charges or allegations and the information presently understood to support the charges or allegations; and a notice of a designated time and place (no sooner than 10 days from the date the notice was mailed) in which the member may appear before the Executive Board to present documentation and statements in defense of the allegations or charges. At any such proceeding the Executive Board may administer oaths and make such inquiry as it deems reasonable to determine whether the charge or allegations are founded or unfounded. At the conclusion of the hearing the Executive Board shall determine by majority vote of the board members present whether the allegations/ charges are founded or unfounded. If the allegations are determined to be unfounded the Executive Board shall so inform the member in writing and will take no further action. If the Executive Board determines by majority vote of the board members present, that the charges are substantiated in whole, or in part, the Board shall by majority vote, impose such disciplinary action as it, in its discretion deems warranted, including but not limited to reprimand, suspension or expulsion. In all instances where disciplinary action is taken the member shall be provided a written notice of the Board's decision and the discipline to be imposed, mailed by registered mail to the Member's last known address. The disciplinary procedure outlined in this section shall be inapplicable to automatic termination of membership due to failure to pay dues as set forth in Article IV (F) or other grounds for automatic termination as set forth in (Article IV) (H).

(H) Other Termination of Membership. Membership shall be terminated automatically for active members who die, resign from the Association, default in dues payment, or cease to be regular and current law enforcement agency heads as provided in Article IV, Section (a). Membership shall be terminated automatically for associate members who die, resign from the Association, default in dues payment, or who cease employment or engagement in law enforcement related activities.

(I) Transfer of Membership. Active membership in this Association is transferable or assignable generally. Associate membership in this Association is not transferable or assignable generally. The Executive Board may, however, in its discretion, waive this limitation in cases where financial hardship to a small law enforcement agency or its executive can be shown.

ARTICLE V
Meetings

(A) Semi-Annual and Special Meeting.

(1) First annual meeting - Spring Meeting. There shall be an annual meeting of the Association during the month of April which shall be known hereinafter as the Spring Meeting and which shall be held at a site to be selected by the members of the Association at the second preceding meeting, or in the event the site is not selected at that time, at a site to be selected by the Executive Board. The Executive Board shall designate the date on which the meeting shall be held. The Spring Meeting shall be for the purpose of electing members of the Association to Executive Board positions and for transactions of such other business as may come before the membership. (Whenever feasible this meeting should be held in conjunction with the Wyoming Law Enforcement Academy's Administrators Conference.)

(2) Second Annual Meeting - Fall Meeting. There shall be a second annual meeting of the Association which shall be known hereinafter as the Fall Meeting and which shall be held during the month of September for transaction of general business of the Association at a site to be selected in the same manner as the annual Spring Meeting. (Whenever feasible this meeting should be held in conjunction with the Wyoming Peace Officers Association Conference.)

(3) Special Meetings. Special meeting may be called by the Executive Board for such times and places as may be determined to be necessary.

(B) Notice of Meetings.

(1) Semi-Annual Meetings. The Executive Director/Board shall give notice of the time and place of each of the semi-annual meetings not less than thirty (30) days prior to the date of such meetings.

(2) Special Meetings. The Executive Director/Board shall send notice in writing of all special meetings duly called to all active members whose names appear on the roles of the Association not less than ten (10) days prior to the date of such meetings. The purpose and agenda of special meetings shall be stated in the notice. If mailed, the notice of a meeting shall be deemed to be delivered when deposited with postage thereon prepaid in the United States mail addressed to a member at his address as it appears on the records of the Association.

(C) Quorum. For Semi-annual and special meetings, ten (10) active members plus a majority of the Executive Board constitutes a quorum and must be present for the transaction of business. If a quorum is not present at a point in time during such meeting, the presiding officer may adjourn the meeting from time to time until a quorum is present.

(D) Parliamentary Procedure. On questions of parliamentary procedure not covered in the Constitution, Roberts Rules of Order shall prevail.

ARTICLE VI
Executive Board

(A) Membership. The six (6) member Executive Board shall consist of the following: (1) three sheriffs elected from and by the active members present; (2) three police chiefs elected from and by the active members present.

(B) Executive Board term of office. At the expiration of the last of the initial periods involving staggered terms of the original six (6) members of the Association, their successors shall be elected to terms of six (6) years each so that each year one sheriff or one police chief, on an alternating basis, shall be elected at the annual Spring Meeting. A vacancy of position on the Executive Board shall occur when any such member dies; resigns his position or resigns from the Association, with said resignation becoming effective when received by the Executive Board; defaults in dues; membership is terminated for cause; is removed from the Board by majority vote of the Association Active members, or otherwise ceases to be an active member of this Association. Upon the occurrence of any vacancy, the President shall appoint a successor from the active membership of the division for such vacancy, subject to approval by the Executive Board.

(C) Powers of the Executive Board. The Executive Board shall have supervision, control, and direction of the affairs of the Association, shall execute the Association's objectives, and shall have discretion in the disbursement of funds. It may adopt such rules for the conduct of its business as shall be deemed advisable, and may, in the execution of powers granted, appoint subcommittees or agents to work on specific problems or reports. The Executive Board shall have a regular meeting at the time and place of the annual Spring and annual Fall meetings, and shall report to the membership on its activities. It shall meet on the call of the President or four (4) members of the Board. It shall also meet on demand of a majority of the voting members of the Association. The Executive Board shall be empowered to employ an Executive Director and such other employees as the board may in its discretion deem necessary to fulfill functions and obligations of the association. The Executive Board may delegate, in writing, authority to the Executive Director to employ such assistants or employees as the Executive Director deems necessary. The Executive Director and any other employees shall serve at the Executive Board's pleasure and shall be directed by the board. The Executive Board shall have no power to alter or amend the Constitution and by-laws of the Association. Reasonable and necessary expenses of Board members incurred in relation to Board business may be borne by the Association. A majority of the Executive Board shall constitute a quorum for the transaction of Executive Board business.

(D) Suspension or Removal of Executive Board. A Member of the

Executive Board may be suspended or removed at any time from his or her position as a member of the Executive Board, with or without cause by majority vote of the Active Members. Written notice of the reasons, if any for suspension or removal of the Executive Board Member may, but are not required to be provided.

(E) Conflicts of Interest. No member of the Executive Board may vote upon a matter coming before that body in which he or she has a direct financial interest. Immediately upon becoming aware that such a conflict may exist, a Board member must disclose the existence of the potential conflict to the remaining Board members, withdraw from further deliberation on the issue, and refrain from voting on the matter. Any such disclosure and withdrawal shall be fully documented in the organization minutes.

ARTICLE VII
Officers

(A) The officers of the Association shall be the President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, 4th Vice-President, 5th Vice-President, and Secretary/Treasurer. The elected officers shall be elected by the active members present at the meeting. In the event of a vacancy in elective office, an elected officer may, by majority vote of the Board, fill a vacant office and temporarily hold two offices in the Association to fill out the remaining term of the vacant office.

(B) Period of Service. The President, 1st Vice-President, 2nd Vice-President, 3rd Vice-President, 4th Vice-President, 5th Vice-President, and Secretary/Treasurer shall serve for a term of one (1) year. The policy of this Association is to advance a sheriff and a chief in alternating years to the office of President.

(C) Vacancies. A vacancy shall occur in an elective office whenever the holder thereof dies, resigns his office, resigns from the Association, membership is terminated for cause, is removed as an officer by vote of the members, or otherwise ceases to be an Active Member of the Association, or succeeds to another office in the Association. If a vacancy occurs it shall be the duty of the Executive Board to appoint a member of the Executive Board to fulfill the vacancy that exists.

(D) President. It shall be the duty of the President to preside at all meetings of the Association and of the Executive Board to appoint the members of all committees and to perform the general management and executive duties usually performed by the president of the organization. The Board of Directors may, by resolution, further define the duties of the President.

(E) Vice President. It shall be the duty of the 1st Vice President to perform

all the duties of the President during the absence of the President and in the absence of the 1st Vice-President it shall be the duty of the successive Vice-President to perform the duties of the President. The Board of Directors may, by resolution, further define the duties of each of the Vice Presidents.

(F) Secretary/Treasurer. The Secretary/Treasurer shall oversee the receipt and collection of all moneys from dues and other sources, and shall oversee the payment of all orders drawn upon him/her by vote of the Association or by the Executive Board, during the intervals between meetings of the Association; provided, that the Executive Board may authorize an alternate emergency signatory for such purposes. The elected Secretary/Treasurer shall give sufficient bond or security to cover amounts in his custody, the amount of such bond to be determined by the Association or by the Executive Board, the premium therefore to be paid by the Association. The Board of Directors may further define the duties of the Secretary/Treasurer by resolution, and may employ such employees as are necessary to aide the Board and the Secretary/Treasurer in performance of the duties of the Secretary/Treasurer.

At each Association meeting, or when requested to do so by the Executive Board, the Secretary/Treasurer or persons employed by the Board to assist in this function shall render a full report of all moneys received and disbursed by him. The Secretary/Treasurer with the assistance of persons employed by the Board to assist in this function, shall make a financial statement for the fiscal year to accommodate an audit of the Association's books. The Secretary/Treasurer shall issue all notices and bulletins and keep the minutes of all meetings of the Association. He shall promptly deliver all moneys, books, records and other property of the Association to his or her successor in office or to whomsoever the Association or Executive Board may appoint to receive the same.

(G) Suspension or Removal of Officers: An officer may be suspended or removed at any time from his or her position as an officer, with or without cause by majority vote of the Active Members. Written notice of the reasons, if any for suspension or removal of the officer may, but are not required to be provided.

ARTICLE VIII
Terms of Elective Positions

The term of office of the President shall end at the formal adjournment of the next succeeding spring business meeting of the general membership. Other members of the executive board shall advance into the next higher office until reaching the office of President.

ARTICLE IX
Committees

(A) Standing Committees. In addition to the Executive Board, this Association shall have standing committees as established by the Executive Board.

(B) Other Committees. The President shall appoint various committees for specific tasks as the need may arise.

ARTICLE X

Meetings by Telephone And Other Electronic Means

The Executive Board and any Committee of the Association may hold a meeting and take votes by telephonic, or such other electronic means, including but not limited to meetings via internet, so long as all persons participating in the meeting can communicate with one another. The notice of a meeting by telephone or other electronic means shall specify that the meeting will be held by telephone or other electronic means. Participation of a person in the call shall constitute presence of that person at the meeting.

ARTICLE XI
INDEMNIFICATION

Payment of expenses incurred by, or to satisfy a judgment or fine rendered or levied against, a present or former Officer, Director or employee of the Association, in an action brought by a third party against such person shall be made by the Association provided that: the Board of Directors determines that such officer, director or employee was acting in good faith and within what he or she reasonably believed to be within the scope of his or her authority, and in the betterment of interests of the Association. The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the Association, including a director, officer, employee or other agent of the Association against any liability, other than for violating provisions of law relating to self dealing, asserted against or incurred by the agent in such capacity, or arising out of the agent's status, whether or not the Association would have the power to indemnify the agent against such liability.

ARTICLE XI
Bonding

Persons entrusted with the handling of Association funds may be required, at the discretion of the Executive Board, to furnish, at Association expense, a suitable fidelity bond.

ARTICLE XII
Amendment

The Constitution and by-laws may be amended by the vote of two-thirds of the voting members present at any Spring or Fall meeting of the Association, provided that notice of proposed change has been given to the members of the Association no later than thirty (30) days prior to the commencement of such meetings. No amendment may be made to these By-Laws which would alter the charitable purposes, or would cause any benefit other than reasonable compensation and/or reimbursement for expenses or indemnification, to inure to any person who has a personal or private interest in the activities of the Association.

ARTICLE XIII
Dissolution Clause

Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purposes. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

APPROVED BY 2/3 OF THE ACTIVE VOTING MEMBERS

ON Sept. 16, 2010

ATTESTED TO BY: Jack R Howeth
PRESIDENT

DUTIES OF THE PRESIDENT

GENERAL: Preside at all meetings of the Association and Execute Board. Perform the general management and executive duties of the Association.

1. Appoint the members of all committees with the advice and consent of the Executive Board.

2. Serve as an ex-officio member of all committees.

3. Be the chief spokesperson of the Association.

4. Annually, with the advice and consent of the Executive Board, evaluate the performance of the Association staff.

5. Seek ways and means to make the Association more effective and better able to serve the needs of the membership.

6. Help to improve the overall financial condition of the organization.

7. Interpret the programs of the Association to the membership and general public through appropriate news releases, newsletters and public talks.

8. Counsel the executive staff on organizational affairs.

9. Execute with the Treasurer all contracts and other documents affective the operation of the Association.

10. Annually meet with the Executive Director and the President of the Wyoming Association of Municipalities and Wyoming Association of Counties to resolve and discuss joint concerns.

DUTIES OF THE 1ST VICE PRESIDENT

GENERAL: Perform all duties of the President during the absence of the President.

1. Assist the President in determining the needs and action of all committees.
2. Represent the Association at those activities requested by the President.
3. Be responsible to the President and the Executive Board.
4. Serve as an ex-officio member of any committee assigned by the President.
5. Organize annual meetings of the Association.

DUTIES OF THE SECRETARY/TREASURER

GENERAL: In accordance with the by-laws, he/she shall perform and oversee the financial management of the Association.

1. Receive and collect all monies of the Association.

2. Pay all orders authorized by the President and Executive Board.

3. Develop the annual budget of the Association.

4. Manage the investments of all idle funds.

5. Provide timely and accurate statements to members of the Executive Board of the Association at annual meetings.

6. Authorize the disbursement of the funds within the framework and intent of the budget, by-laws and policies of the Association.

7. Keep and provide records and minutes of all annual meetings of the Association.

DUTIES OF THE EXECUTIVE BOARD

GENERAL: In accordance with the by-laws, the Executive Board shall have supervisory control and direction of the affairs of the Association. The Board shall:

1. Execute the Association's objectives.

2. Control the disbursement of funds.

3. Adopt such rules and policies as necessary for the conduct of business.

4. Appoint committees and sub-committees to work on specific problems or reports.

5. Meet at least four times per year.

6. Set the annual dues of the Association.

7. Employ an Executive Director who shall be directed and serve at the pleasure of the Board.

The Executive Board does not have the power to alter or amend the Association by-laws.

DUTIES OF THE EXECUTIVE DIRECTOR

1. Gives due notice to all members of Association meetings and keeps the minutes thereof.

2. Maintains the records, files and library of the Association and handles its general correspondence.

3. Conducts continuous effort to increase the membership of the Association.

4. Assists and may act as the Secretary/Treasurer in preparing an annual budget of the Association for consideration and approval of the board of officers; keeps complete records of all monies owed to the Association and of expenditures incurred by the Association; takes all appropriate measures to assure the prompt collection, payment of, and accounting for all Association funds.

5. Represents the interests and needs of the members of the Association during the annual session of the Wyoming Legislature. Gathers all legislative bills impacting on law enforcement and follows their progress. Testifies on behalf of the Association when requested to do so by the President of the Association.

6. Serves as an informational resource to the Office of the Governor on matters affecting local law enforcement.

7. Identifies and, wherever possible, secures sources of additional funding for the Association.

8. Publishes newsletters, bulletins, annual reports and other material that meets the specific needs of the Association membership.

9. Assists the President and 1st Vice President in planning, organizing and coordinating the semi-annual meetings of the Association, including preparation of the agenda, provision of supporting material, arrangements for speakers of interest and for social engagements designed to further the Association's objectives.

10. Performs other related duties as directed by the President of the Association.

SPECIAL NOTE: The Executive Director is required to execute a bond to the Association in an amount to be determined by the Executive Board. The fee for such bond shall be borne by the Association.

GOALS OF THE ASSOCIATION, 2007-2008

FINANCIAL MANAGEMENT POLICIES AND PROCEDURES

I. General

1. In accordance with the by-laws of the Association, the President, Treasurer, and Executive Director shall be responsible for:

   a. Development of proposed annual budget for the receipt and expenditures of all funds for the consideration by the Executive Board, including an adequate explanation of the purpose of each item of revenue and expenditure by April 1 of each year;

   b. Disbursement of funds within the framework and intent of the budget as adopted by the membership;

   c. Management and investment of idle funds;

   d. Providing timely and accurate statements to members of the Executive Board and the membership.

II. Authorization for disbursements, signature required, and related matters.

1. The Executive Director shall have the authority to authorize the purchase of goods and services within the limitations of appropriations for all categories of funds approved in the annual budget.

2. No expenditures may be made, or obligations incurred, in excess of the amount appropriated for any category without the approval of a majority of the Executive Board.

3. No grant agreements, no receipt or disbursement of grant funds, shall be made without such agreement first being approved by the Executive Board.

4. All grant funds shall be accounted for in a manner sufficient to meet financial management requirements of the granting agency and the Association Treasurer.

5. All checks written from the Association's general account shall bear the signature of the Executive Director and the Treasurer of the Association or the Treasurer's designee.

6. All checks written from grant accounts shall require the signature of the Executive Director and the designated fiscal officer for the grant.

7. All deposits and withdrawals in interest-bearing accounts shall require the signature of the Executive Director and the Secretary/Treasurer.

8. The Executive Director shall be required to have a fidelity bond purchased by the Association in an amount set by the Executive Committee.

III. Travel

1. The following policies shall govern reimbursement of the expenses from the Association, such expenses shall be identified, to the extent possible in the Association budget.

   a. All airfare shall be reimbursed at the economy rate.

   b. All use of personal vehicle mileage expense shall be reimbursed at the current State of Wyoming rates.

   c. Lodging shall be reimbursed at actual cost.

   d. All meals and other expenses related to business travel for the Association shall be reimbursed at actual cost.

   e. All travel expenses must be supported by receipts or other documentation and approved by the President for payment.

2. The Executive Director shall be reimbursed for expenses incurred while attending meetings or conferences directly related to the conduct of the Association business.

3. As appropriate, the Association may host meals, coffee, room rentals, etc., for meetings.

IV. Contributions to Charitable Organizations

1. President, Secretary/Treasurer, and the Executive Director shall be authorized to make contributions to charitable organizations up to the amount of twenty-five dollars.

2. A majority of the Executive Board, when acting on a motion, shall be authorized to make contributions to charitable organizations up to the amount of one hundred dollars.

3. A majority of the Executive Board, when acting on a motion, shall be authorized to make a charitable contribution to the family of a member of the Association who is killed in the line of duty or who is killed as a result of an accident, up to the amount of five hundred dollars.

4. Any other request for charitable contributions for more than one hundred dollars shall have to be approved by a majority of the membership at a general membership meeting.

WYOMING ASSOCIATION OF SHERIFFS AND CHIEFS OF POLICE

DUES STRUCTURE

1-5	$50.00
6-10	$150.00
11-20	$250.00
21-30	$350.00
31-40	$400.00
40+	$500.00
Individual Dues:	$25.00

ANNUAL MEETING FORMAT

GENERAL: The annual business meeting of the Association shall be as follows:

1. The Executive Board meeting shall be held the day before the meeting of the general membership or at the call of the President.

2. The Executive Board shall receive reports and resolutions from standing committees and special committees at this meeting.

3. Resolutions and reports receiving favorable recommendations from the Executive Board shall be reported out to the general membership at the beginning of the regular business meeting.

4. Information portion of the general meeting shall be held following the Executive Board and business meetings.

USE OF LETTERHEAD
USE OF ASSOCIATION LEETERHEAD ON ISSUES OF PUBLIC CONCERN

GENERAL: The following protocol shall be established for any member of the Association who wishes to use the official letterhead to comment on issues of public and the Association's concern.

1. The author of the correspondence shall send a draft of the letter to the President for review.

2. If, in the opinion of the President, the correspondence is controversial he shall contact the executive board members to authorize permission to publish the correspondence.

3. If the majority of the Executive Board agrees with the content and purpose of the letter, the author shall be given permission to use Association letterhead.

4. A copy of the letter shall be forwarded to the Executive Director to be maintained in the Association's files.

5. If the letter refers to an individual or an incident that is specific to a certain county, town or city, a copy of the correspondence shall be provided to that Sheriff and/or Chief of Police.

COMMITTEE AUTHORITY AND RESPONSIBILITY

AUTHORITY

The authority of each committee is delegated by the Executive Board and committee action must be approved by the Executive Board before being presented to the full membership.

RESPONSIBILITY

The committee is responsible for carrying out its assigned project as stated in the committee mission and goals and approved by the Executive Committee. Each committee member is responsible for work assigned by the chairperson and for proper functioning of the committee.

SELECTION OF COMMITTEE MEMBERS

Committee members will be assigned by the President with the advice and consent of the Executive Board. The committee chair may request and obtain approval of a non-member for resource purposes on expertise in the field of interest of the committee. Committee assignments will run from April 1 to March 30 of each year.

PROJECT APPROVALS

As projects requiring funding are developed by a committee, they must be reviewed and approved by the Executive Board.

POSITION STATEMENT

A position statement on resolutions approved by a committee does not become the Association's position until approved by the Executive Committee and, in some cases, by the general membership.

COMMITTEE CHAIRPERSON'S DUTIES

RESPONSIBILITY

The chair is responsible to see that the mission and goals of the committee, as approved by the Executive Committee, are carried out on the time schedule.

AUTHORITY

The chair has the authority to call regular and special meetings and to appoint appropriate sub-committees and to direct their performance. The chair has the authority to communicate with other governmental entities and law enforcement organizations on committee work.

PLANNING

The chair will organize the committee's activities, and will be responsible to set the date, time and place of meetings and record the minutes of the meetings.

CONDUCT OF MEETING

The chair will present the goals to the committee by formulating problem statements, resolutions to problems by committee consent and develop position statements in writing to present to the Executive Board.

ACCOUNTABILITY

The chair will be responsible to appear before the Executive Board to provide recommendations of the committee. All recommendations should be in resolution or written form. If recommendations are approved by the Executive Committee, it shall be the responsibility of the committee chair to make the report to the full membership at the annual business meeting.

LAW ENFORCEMENT ISSUES AND GOALS COMMITTEE

RESPONSIBILITY

The chairperson of the Law Enforcement Issues and Goals Committee shall convene the committee at least two times per year. The committee shall review emerging trends affecting law enforcement, state mandates, professionalism and other law enforcement issues. The committee makes recommendations to the Executive Board for Association goals, programs and other issues affecting law enforcement.

COMMITTEE REVIEW

Prior to July of each year all proposals and programs shall be reviewed and prioritized. Those programs identified by the committee to receive committee recommendation shall be reported to the Executive Board prior to the September annual meeting. Proposals shall be in resolution or written form prior to review by the Executive Committee. The committee chair will be responsible to appear before the Executive Board to present the committee recommendations.

EXECUTIVE BOARD REVIEW

The Executive Board shall meet prior to the fall annual business meeting to consider proposals from the Law Enforcement Issues and Goals Committee. If proposals are approved by the Executive Board, it shall be reported out to the full membership for their consideration during the business meeting. The chairperson of the Law Enforcement Issues and Goals Committee shall make the presentation and recommendation at the fall business meeting.

LAW ENFORCEMENT ISSUES AND GOALS COMMITTEE

LEGISLATIVE COMMITTEE

RESPONSIBILITY

The chairperson of the legislative committee shall convene the committee in April of each even numbered year. The committee shall solicit legislative proposals from members of the Association to be considered for inclusion in the Association legislative program.

COMMITTEE REVIEW

Prior to July of each even numbered year, all legislative proposals received from the membership shall be reviewed and prioritized. Those proposals identified by the committee to receive the committee's recommendation shall be reported to the Executive Board prior to the September annual meeting. Legislation should either be in bill or resolution form prior to review by the Executive Board. The committee chair will be responsible to appear before the Executive Committee to present the committee's recommendations.

EXECUTIVE BOARD REVIEW

The Executive Board shall meet prior to the fall annual business meeting to consider proposals from the Legislative Committee. If the legislative proposal is approved by the Executive Board, it shall be reported out to the full membership for their consideration during the business meeting. The chairperson of the Legislative Committee shall make the presentation and recommendation at the fall business meeting.

LEGISLATIVE COMMITTEE

Legislative Committee – Sheriff Pond, Board Liaison

DETENTION COMMITTEE

RESPONSIBILITY

The chairperson of the detention committee shall convene the committee at least one time per year. The committee shall review emerging trends affecting detention state mandates, professionalism and other detention issues. The committee makes recommendations to the Executive Board for Association goals, programs and other issues affecting law enforcement.

COMMITTEE REVIEW

Prior to July of each year all proposals and programs shall be reviewed and prioritized. Those programs identified by the committee to receive committee recommendation shall be reported to the Executive Board prior to the September annual meeting. Proposals shall be in resolution or written form prior to review by the Executive Committee. The committee chair shall be responsible to appear before the Executive Board to present the committee recommendations.

EXECUTIVE BOARD REVIEW

The Executive Board shall meet prior to the fall annual business meeting to consider proposals from the Detention Committee. If proposals are approved by the Executive Board, it shall be reported out to the full membership for their consideration during the business meeting. The chairperson of the Detention Committee shall make the presentation and recommendation at the fall business meeting.

DETENTION COMMITTEE

EDUCATION AND TRAINING

RESPONSIBILITY

The chairperson of the Education and Training committee shall convene the committee at least two times per year. The committee shall review emerging and continuing needs in the area of law enforcement education and training. The committee makes recommendations to the Executive Board for Association goals, programs and other issues affecting law enforcement education and training.

COMMITTEE REVIEW

Prior to July of each year all proposals and programs raised by committee members shall be reviewed. Those identified by the committee to receive committee recommendation shall be reported to the Executive Board prior to the September annual business meeting. Proposals shall be in resolution form prior to review by the Executive Board. The committee chair will be responsible to appear before the Executive Board to present the committee recommendations.

EXECUTIVE BOARD REVIEW

The Executive Board shall meet prior to the fall annual business meeting to consider proposals from the Education and Training Committee. Proposals approved by the Executive Board shall be reported out to the full membership for consideration during the business meetings. The chairperson of the Education and Training Committee shall make the presentation and recommendations at the fall business meeting.

EDUCATION AND TRAINING COMMITTEE

Chief Janes, Board Liaison

- Chief Bob Fecht
- WLEA Director Harris
- RMIN Representative Lin Bashford
- Sheriff Clint Becker
- Chief Snell

ADVISORY
BYLAWS REVIEW

ADVISORY COMMITTEE

Chief Feathers Board Liaison

- Liz Zerga (legal representation)

By-Laws Review Sub-committee

- Chief Snell
- Sheriff Colson
- Sheriff Hoffmeier

LAW ENFORCEMENT HALL OF FAME

LAW ENFORCEMENT HALL OF FAME COMMITTEE

Sheriff Zimmer Board Liaison

- Sheriff Stahla
- Chief Emmert
- Sheriff Glick

Chief Mitch Allamaras

ADMINISTRATORS' CONFERENCE

ADMINISTRATORS' CONFERENCE COMMITTEE

Executive Board

ALCOHOL ISSUES

ALCOHOL ISSUES COMMITTEE

Sheriff Glick Board Liaison, Sheriff Pond Vice-Chairman

- Executive Director Oedekoven
- Sheriff Bill Ware
- Tom Montoya
- Byron Rookstool
- Chief Lori Emmert
- Tony Reichenbach
- Anna Thompson
- Chief Tom Pagel

MANAGEMENT SERVICES

MANAGEMENT SERVICES COMMITTEE

Chief Feathers Board Liaison

Assessment Center Sub-Committee

- Casper PD – Chief Pagel
- Cheyenne PD – Lt Munari
- Powell PD – Sgt Eckerdt
- Gillette PD –
- Torrington PD – Lt Lamm

MEMBERSHIP

MEMBERSHIP COMMITTEE

Executive Director Oedekoven to identify possible members

PEACE OFFICER RETIREMENT COMMITTEE

Chief Fecht

WYOMING LAW ENFORCEMENT ACADEMY ADVISORY BOARD

COMMUNICATION TRAINING ADVISORY BOARD

NATIONAL LAW ENFORCEMENT AND CORRECTIONS TECHNOLOGY CENTER

FINANCE COMMITTEE

Chief Lowell, Board Liaison

- Chief Emmert

STOP GRANT REVIEW COMMITTEE

PEACE OFFICERS INSURANCE REVIEW COMMITTEE

WYOMING ASSOCIATION OF MUNICIPALITIES

WYOMING COUNTY COMMISSIONERS ASSOCIATION

STATE ASSOCIATION OF CHIEFS OF POLICE

U. S. ATTORNEYS LECCC COMMITTEE

Training Committee – Chief Janes Board Liaison

- Chief Bob Fecht
- WLEA Director Harris
- RMIN Representative Lin Bashford
- Sheriff Clint Becker
- Chief Snell

Issues Committee –

Finance Committee – Chief Lowell Board Liaison

- Chief Emmert

Legislative Committee – Sheriff Pond Board Liaison

Retirement Committee

- Chief Fecht

Advisory Committee- Chief Feathers Board Liaison

- Liz Zerga (legal representation)

By-Laws Review

- Chief Snell
- Sheriff Colson
- Sheriff Hoffmeier

Law Enforcement Hall of Fame – Sheriff Zimmer Board Liaison

- Sheriff Stahla
- Chief Emmert
- Sheriff Glick
- Chief Mitch Allamaras

Administrators Conference Committee – Executive Board

Alcohol Issues Committee – Sheriff Glick Board Liaison, Sheriff Pond Vice-Chairman

- Executive Director Oedekoven
- Sheriff Bill Ware
- Tom Montoya

- Byron Rookstool
- Chief Lori Emmert
- Tony Reichenbach
- Anna Thompson
- Chief Tom Pagel

Management Services Committee – Assessment Centers – Chief Feathers Board Liaison

- Casper PD – Chief Pagel
- Cheyenne PD – Lt Munari
- Powell PD – Sgt Eckerdt
- Gillette PD –
- Torrington PD – Lt Lamm

Membership Committee – Executive Director Oedekoven to identify possible members

Representative Assignments

Amber Alert Representative	Chief Lori Emmert
SACOPS Representative	Chief Bob Fecht

Badge of Honor
Awarded to persons who distinguish themselves by exceptionally meritorious service in the performance of outstanding services or achievements; for the law enforcement community that significantly supports or enhances the accomplishment of the law enforcement mission and the quality of life of Wyoming citizens.

Badge of Courage
Awarded for outstanding acts of heroism by a peace officer in the performance of his duty; or any person while rendering assistance to a peace officer in the performance of his duties; or to any person while coming to the aid of another in danger; that involves imminent personal hazard of life, with full knowledge of the risk involved.

Nominations
Nominations for the Badge of Honor/Courage Awards may be made by any WASCOP member. Nominations shall be made in writing to the executive board and specifically describe all acts and services rendered that will meet the awards criteria and full identify any persons or organizations served by these actions.

Review
The WASCOP executive board shall review all nominations. There must be clear and convincing evidence that all required criteria have been met. Upon the presentation of such evidence the award may be made upon a unanimous vote of approval by all executive board members.

Presentation
The Badge of Honor/Courage awards shall be presented by the Governor of the State of Wyoming at a time and place mutually agreed upon. It shall be the responsibility of the WASCOP executive director to make all such arrangements for the award ceremony and appropriate media coverage of the event.

Award
The award shall consist of a plaque bearing the WASCOP emblem; a top rocker stating 'Badge of Honor' or 'Badge of Courage'; the name of the award recipient and the date awarded.

In addition a certificate signed by the Governor is presented to the recipient. The certificate contains a citation formally detailing the achievements for which the individual is being recognized. The WASCOP executive director will draft and the executive board will approve what the citation will say for each award. Due to space limitations on the face of the certificate, the citations are usually seventy words or less.

If the recipient is an active duty peace officer the award will also include a service ribbon to be worn on the uniform. The executive board shall authorize and adopt the design of specific ribbons for each award.

Conflict of Interest Policy for the General Memberships of WASCOP

Conflicts of Interest. No member of WASCOP may vote upon a matter coming before that body in which he or she has a direct financial interest. Immediately upon becoming aware that such a conflict may exist, a member must disclose the existence of the potential conflict to the remaining members, withdraw from further deliberation on the issue, and refrain from voting on the matter. Any such disclosure and withdrawal shall be fully documented in the organization minutes.

Adopted February 2012

WHISTLEBLOWER POLICY ***Adopted December 2011***

General
The WASCOP Executive Board, members, representatives and employees observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of WASCOP, we all must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility
It is the responsibility of all these individuals to comply with the policies of WASCOP and to report violations or suspected violations in accordance with this policy.

No Retaliation
No Board member, member, representative or employee who in good faith reports a violation of any policy shall suffer harassment, retaliation or adverse consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns within WASCOP prior to seeking resolution outside the organization.

Reporting Violations
WASCOP encourages an open door policy and suggests that board members, members and employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the executive director is in the best position to address an area of concern. However, if someone is not satisfied with the director's response, the individual is encouraged to speak with a member of the WASCOP Executive Board.

Accounting and Auditing Matters
The Executive Director or Executive Board should immediately be made aware of any complaints regarding accounting practices, internal controls or auditing.

Acting in Good Faith
Anyone filing a complaint concerning a violation or suspected violation of policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the code. Any allegations that prove not to be substantiated prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality
Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

BEST PRACTICES STATEMENT FOR LAW ENFORCEMENT

STATE OF WYOMING

WYOMING ASSOCIATION OF SHERIFFS AND CHIEFS OF POLICE

December 2011

RECOMMENDATIONS FOR ELECTRONIC RECORDING OF CUSTODIAL INTERVIEWS

1. Any custodial interrogation of a person who is in a fixed place of detention and who, at the time of the interrogation, is suspected of having committed any violent felony offense should be electronically recorded in its entirety.

2. Any custodial interrogation of a person who is not in a fixed place of detention and who, at the time of the interrogation, is suspected of having committed any violent felony offense, where practicable, be electronically recorded in its entirety.

3. The interrogating entity should not destroy or alter any electronic recording made of a custodial interrogation until the time that a conviction for any offense relating to the interrogation is final and all direct and collateral appeals are exhausted or the prosecution for that offense is barred by law. To facilitate storage and protection of the record during the time period specified above, the interrogating entity may make true, accurate, and complete copies of the electronic recording.

4. The guidelines for electronic recording of a custodial interrogation are not applicable if:

a. The suspect refuses to speak to law enforcement if the interrogation is electronically recorded. Such refusal should be documented either by electronic recording demonstrating such refusal, or through a written statement signed by the suspect.

b. Access to recording equipment required to electronically record an interrogation is not reasonably available during the period of time that the suspect is lawfully detained.

c. The equipment malfunctions and replacement equipment is not reasonably available.

d. The law enforcement officers, in good faith, fail to record the custodial interrogation because the officers inadvertently fail to operate the recording equipment properly, or without the officer's knowledge the recording equipment malfunctions or stops operating.

e. The law enforcement officers conducting the custodial interrogation reasonably

believe that the crime of which the person is suspected is not a violent felony.

f. Exigent circumstances make electronic recording impossible or impractical.

5. Definitions applicable to this best practices statement are as follows:

a. "Custodial interrogation" means express questioning or its functional equivalent that is conducted by a law enforcement officer from the time the suspect is, or should be, informed of his or her "Miranda" rights, until the time that the questioning ends. It does not include questions put by law enforcement personnel, and the person's responsive statements, which are part of a routine processing or booking of the person.

b. "Electronic recording" refers to either audio recording or combined audio and video recording. The latter is recommended. Law enforcement officers are encouraged, if videotaping, to position the camera to capture the suspect's face.

c. "Fixed place of detention" means a jail, a police or sheriff's station, a holding cell, or a correctional or detention facility.

d. A person is "suspected of" committing a violent felony if law enforcement officers have reasonable cause, at the time of the interrogation, to believe that the person committed a violent felony.

6. Law enforcement officers should continue to prepare written summaries of custodial questioning, and continue to obtain written statements from suspects.

[NOTE: This document provides recommendations for electronic recording of custodial questioning. No document can address all the circumstances or exigencies which officers may encounter, and this model is not intended to be a comprehensive treatment of all the factors involved in criminal investigations. While it is a general guide outlining methods for custodial questioning, the recommendations are intended to be used as guidelines, and are not intended to create any substantive or procedural rights.]