



WASHINGTON STATE  
LAW ENFORCEMENT  
INFORMATION  
AND  
RECORDS ASSOCIATION

*Dedicated to the advancement of knowledge  
through sharing and exchange of professional  
experiences and technology*

# CONSTITUTION AND BYLAWS

*September 2022*

***Washington State Law Enforcement Information and Records Association***  
***Constitution and Bylaws***  
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## **ARTICLE I NAME**

### Section 1

This Association shall be known as the Washington State Law Enforcement Information and Records Association.

### Section 2

This Association is incorporated as a non-profit organization under the laws of the State of Washington.

### Section 3

The principal office of LEIRA shall be that of the Treasurer of LEIRA.

## **ARTICLE II PURPOSE AND OBJECTIVES**

### Section 1

The **Washington State Law Enforcement Information and Records Association** is formed to meet the following objectives:

- A. To promote the profession of criminal justice support personnel through an organized assemblage to identify and promote best practices through education and training.
- B. To advance individual knowledge and techniques by sharing and exchanging professional experiences and information related to criminal justice support services.
- C. To maintain liaison with the **Washington Association of Sheriffs and Police Chiefs** on legislation related to criminal justice support services.
- D. To encourage professionalism and high standards of performance among criminal justice support services personnel in the discharge of their responsibilities.

## **ARTICLE III MEMBERSHIP AND VOTING**

### Section 1

The membership of the Association shall consist of active and life members in good standing.

- A. Active Members - shall be persons who are employed in information and records systems of a law enforcement agency in the State of Washington. Any Police, Sheriff's Department, Department of Public Safety, Tribal Law Enforcement, University Law Enforcement or other specifically named agencies with arrest powers, shall be considered for Active Membership.
  
- B. Life Members - may be granted to any current or past members who have distinguished themselves by deed or act on behalf of the objectives and principles of this organization. The granting of such membership shall be by the Executive Board, acting on a written proposal from an active member in good standing. Such proposal shall contain a description of the act(s) or deed(s) of the prospective life members. Past Presidents will automatically have Life Member status. Life members will be allowed to serve as chairpersons of committees, but they may not hold an elective office.

Each agency that has an active member will be granted one vote for representation of the general membership. The agency voter will be designated by their respective Sheriff, Police Chief or Agency Director. The following named agencies shall be considered one agency throughout the State, regardless of various office locations and allowed only one vote:

Washington State Patrol  
Department of Wildlife  
Gambling Commission  
Liquor Enforcement  
State Parks  
National Parks  
Department of Corrections

### Section 2

The membership of any member may be revoked by the Executive Board when the actions or conduct of the member can be shown to be in conflict with the provisions of these bylaws or otherwise detrimental to the Association. Such revocation shall be by affirmative vote by a 60% majority of the Executive Board members and following a hearing that affords the member due process of law.

Any member who is in default in payment of dues by March 31 of the current year will be automatically removed from the membership directory. Receipt of payment of dues after this period of time will result in automatic reinstatement of membership and benefits.

### Section 3

Active members who cease to be regular and current employees in law enforcement, courts or criminal justice information systems shall have their membership automatically terminated.

### Section 4

Any member may resign from the Association by filing a resignation with the Executive Board but such resignation will not relieve the member of obligation to pay any dues, assessments or other fees accrued and unpaid.

### Section 5

Membership in the Association is generally not transferable; however, at its discretion and by a majority vote, the Executive Board may waive this limitation in cases where it is appropriate and in the best interest of the Association to do so.

### Section 6

Voting Rights – Agency designated voters and Life members shall be entitled to vote in the affairs of the association. The agency may change the designated voting member at any time. In the case that a vote will be taken in person, each member agency will be given a minimum of a 10 day notice of the pending vote. If they are unable to have a voting representative at the vote, they will be provided an absentee ballot.

### Section 7

Application for membership shall be made in writing on a form prescribed by the Executive Board. The board will act promptly on all applications.

### Section 8

Upon approval of an applicant and upon receipt of the applicant's dues, the name and address of each member and date of membership will be entered on the records of the Association.

### Section 9

Elections for open Executive Board positions shall be held each fiscal year, other votes by the general membership will take place as needed. Electronic voting is authorized. General voting procedures will be addressed in the standing rules.

## **ARTICLE IV DUES AND ASSESSMENTS**

### Section 1

Membership dues for the Association shall be set by the Executive Board.

### Section 2

Life members are not required to pay dues.

### Section 3

The fiscal year for LEIRA will be from January 1 to December 31, inclusive.

### Section 4

Special assessments that may be required shall be levied only after a majority vote of the Executive Board.

## **ARTICLE V MEETINGS**

### Section 1

One (1) regular General Membership Business Meeting shall be scheduled during each fiscal year. A general membership meeting will be held at each conference. In the event that there is no conference in a fiscal year, a meeting will be held during the 4<sup>th</sup> quarter of the fiscal year. The general membership will be given at least a 30 day notice of each meeting date, location, and time.

### Section 2

Special General Membership Business Meetings may be called by the President or Executive Board. If special General Membership Business Meetings are called, members must be notified in writing at least 10 days prior to the meeting. The notification must state the purpose and/or agenda of the meeting as well as the date, location, and time.

### Section 3

A quorum shall consist of 50% of the agency designated Active members shall constitute a quorum for all regular and special meetings. If a quorum is not present, the presiding officer may adjourn the meeting until a quorum is present. A quorum is required for a vote to be binding.

#### Section 4

The Executive Board shall meet at the call of the President to transact emergency business, if necessary.

#### Section 5

Any membership meeting may be conducted solely through electronic means. In the event of an e-meeting the membership must be given a minimum of a 10 day notice of the technology being used, connection requirements, and free access to the necessary software.

Executive Board meetings may be conducted solely through electronic means.

## **ARTICLE VI OFFICERS**

#### Section 1

The officers of the Association shall be the President, First Vice President, Second Vice President, Secretary, and Treasurer. The President, First Vice President, Second Vice President and Secretary will be elected for a term of one (1) year and may be re-elected for an additional one (1) year term. They will not, however, serve for more than two (2) consecutive years in any one office. The Treasurer will be elected for a term of two (2) years and may be re-elected for an additional two (2) year term. The Treasurer will not, however, serve for more than four (4) consecutive years in that office. Members are limited to serving four(4) terms in each of these positions. The First Vice President and/or Second Vice President positions may be left unfulfilled if no candidate is identified.

#### Section 2

The policy of the Association is to elect an eastern Washington representative in alternating years to the office of First Vice President and Second Vice President, provided that this policy may be suspended prior to any annual election by a two-thirds vote of the Executive Board.

#### Section 3

Officers shall be elected by ballot at the fall meeting with installation of new officers taking place January 1 of the following year. Officers will be sworn in at the first regularly scheduled meeting the following year. To be eligible for election as an officer or as a director, a member must be in the Active or Life classification and no more than one member of an agency shall serve as an officer or director at any one time. To be eligible for candidate for President, a member must have served one (1) full year as an Executive Board Member within the last two (2) years.



In the event that any vacancy is created on the Executive Board, the President may appoint an Active or Life member to fill the position, subject to approval by the Executive Board. The appointed person shall serve out the remaining length of the term prior to the position being opened for election again. In the event the appointed person serves less than 50% of the appointed term, it will not count towards term limit restrictions established in accordance with Section 1.

#### Section 4

In the event where the Executive Board is not able to identify a candidate in accordance with the restrictions listed in section 3, a 2nd member from a represented agency may be appointed by the President to serve in the positions of 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, or Secretary. In this circumstance the agency with 2 members serving will be allotted 1 vote which will be cast by the elected Board member. If this situation results in a tie vote, the President will appoint a non-voting member of the Executive Board to cast the deciding vote. Executive Board members from the same agency will not be allowed to 2<sup>nd</sup> their own motion.

#### Section 5

The President will appoint a person or person(s) responsible for organizing and submitting nominations for each office to the membership 30 days prior to a vote.

#### Section 6

The policy-making body of the Association shall be the Executive Board. The Executive Board may consist of the immediate Past President, officers of the Association, and up to three (3) directors elected by the general membership.

The directors are elected for a two (2) year term and may not be re-elected unless one year has elapsed since serving in that position. To provide continuity of administration, one director is elected on every odd number year; and up to two (2) directors are elected on every even number year.

Additionally, The supervisor of the Washington Uniform Crime Reporting/Incident Base Reporting section of the Washington Association of Sheriffs and Police Chiefs, liaison officer ex-officio; and the appointed Conference Committee Chairperson; and the appointed Training Committee Chairperson are expected to attend all board meetings and act as advisors to the board, but not vote on issues.

#### Section 7

If an immediate Past President is unavailable or chooses not to serve on the board in this position, the position shall be filled by Presidential appointment from the general active membership, subject to approval of the Executive Board or may be left empty at the President's discretion.

## Section 8 - Duties

President: preside at Association and Executive Board meetings, preside at all LEIRA conferences, appoint ex-officio members and chairpersons of all standing or special committees that are required for the attainment of the goals of the Association; to perform all other duties normally incident to this office; may delegate any of these duties when deemed necessary or expedient to do so.

First Vice President: in absence of or the inability of the President, perform the duties of the President; attend all meetings of the Association and Executive Board and such other duties as may be assigned from time to time by the President or Executive Board.

Second Vice President: in the concurrent absence or inability of the President and First Vice President, perform duties of the President; attend all Association and Executive Board meetings, and perform any duty as assigned by the President or Executive Board.

Secretary: prepare and respond to correspondence of the Association; to serve as Secretary to the Executive Board; record, prepare and distribute the minutes of the Association meetings as directed by the President; maintain an accurate list of the membership and perform any duty as designated by the President.

Treasurer: collect and receive all monies from dues and other sources; pay all accounts established by the Association or by the Executive Board; provided, that the Executive Board may authorize an alternate signature for such purposes in the absence of the Treasurer.

The elected Treasurer shall give sufficient bond or security to cover amounts in his/her 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.

At each Association meeting, or when requested to do so by the Executive Board, the Treasurer shall render a full report of all monies received and disbursed by him/her at each Association meeting, and shall maintain accurate and verifiable records of all accounts established and maintained by the Association and to perform any duty as designated by the President or Executive Board. The Treasurer shall promptly deliver all books, records, and other property of the Association to a successor in office, or to whomever the Association Executive Board may appoint to receive the same.

All books, records of account and expenditures shall be open at all times for inspection by the Executive Board.

Liaison Officer (Ex-Officio): to attend all meetings of the Association and the Executive Board; act as liaison between the **Washington State Law Enforcement Information and Records Association** and the **Washington Association of Sheriffs and Police Chiefs**.

Directors: to attend all meetings of the Association and of the Executive Board, serve as policy-making body of the Association; continuously monitor activities in the Association to assure that policies are being observed; and perform any other duties as designated by the President.

#### Section 9

The Executive Board shall have no power to alter or amend the BYLAWS of the Association without the approval of a vote of the general membership. Reasonable and necessary expenses of the Executive Board Members incurred in relation to Board business shall be borne by the Association.

## Section 10

- A. Agents and Representatives: The Executive Board may appoint such agents and representatives of LEIRA with the powers to perform such acts or duties on behalf of LEIRA as the Executive Board may see fit, as far as may be consistent with these by-laws, and to the extent authorized or permitted by applicable statute.
- B. Endorsement of Contracts and Documents: The Executive Board may authorize any officer or agent to enter into any contract or execute or deliver any instrument in the name of, or on behalf of, LEIRA. Such authority may be general or confined to a specific instance and, unless so authorized by the Executive board or by these bylaws, no officer, agent, or employee shall have any power or authority to bind LEIRA by any contract or engagement, or to pledge its credit, or incur any pecuniary liability for any purpose in any amount. In no event may any officer, director, agency enter into an agreement on behalf of LEIRA when said agreement involves LEIRA's expenditure or receipt of an amount in excess of \$500 without the express authorization of the Executive Board.
- C. Fiscal year: The fiscal year of LEIRA shall consist of a calendar year and extend from January 1<sup>st</sup> to December 31<sup>st</sup> in each year.
- D. Indemnification Granted: LEIRA may indemnify and defend any director or officer or former director or officer of LEIRA, or any person who may have served at its ..... request as a director or officer of another organization to the fullest extent permitted by law.
- E. Inspection of Articles and Bylaws: LEIRA shall keep in its principal office in the State of Washington as outlined in Article 1 Section 3 of these BYLAWS the original copy of its Articles of Incorporation and of these BYLAWS, as amended to date, which shall be open to inspection by the directors and such other persons as required by law during the annual meeting and at all reasonable times.

## Section 11

Leave of Absence: Any Executive Board member may ask for, and be granted by the President, up to a six (6) month leave of absence from their board duties for reasons such as health, workload responsibilities, or other urgent needs. During this time their duties will be reassigned to another Board member. The position will not be filled during the absence by an appointment. The position will be considered vacant for the purposes of establishing a quorum or percentage for a vote. The leave of absence time will still count towards term limits for the Board member. If at any time during the leave, the Board member determines that the leave of absence needs to be longer, the Board member will formally resign the position.

## Section 12

Removal from Office: Any member of the Executive Board may be removed for substantial cause by the unanimous vote of the other Board members present at any meeting at which there

is a quorum. The action must appear on the published agenda thus giving the Board member notice. Substantial cause shall include, but not be limited to, the failure to participate in the activities of the Executive Board as evidenced by the failure to attend at least two (2) consecutive regularly scheduled meetings of the Executive Board without being excused in advance, dereliction of duties, bullying, potentially criminal activity, or other actions detrimental to the organization.

## **ARTICLE VII COMMITTEES**

### Section 1

Committees will be created and supported by the association on an as needed basis. The Standing Rules of the association will address committee rules and regulations.

## **ARTICLE VIII PARLIAMENTARY PROCEDURES**

### Section 1

The Rules of Procedure contained in **Roberts Rules of Order, Revised**, shall be used in conducting business of the Association in all cases where they do not conflict with the rules of the Association, as interpreted by the Executive Board.

## **ARTICLE IX EMBLEM AND PUBLICATION**

### Section 1

An emblem that has been approved by the majority of the membership shall be designated the official emblem of the Association.

### Section 2

The official emblem of the Association may be used on all documents produced by the Association. The emblem may be manipulated as needed for authorized activities of the association such as memorabilia, website applications, letterhead, etc. as long as it does not significantly alter the agreed upon image.

### Section 3

The official publication of the Association shall be known as "FOR THE RECORD".

## **ARTICLE X AMENDMENTS**

### Section 1

Amendments to these bylaws shall be adopted upon a 50% majority vote of approval by those eligible to vote in association elections provided that notice has been given to members of the Association not later than thirty (30) days to the commencement of the vote.

# **ARTICLE XI DISSOLUTION**

## Section 1

Dissolution of the Association shall occur only upon the unanimous approval of the Executive Board and a majority of at least three-fourths of the eligible voting membership.

## APPENDIX I

### **STANDING RULES OF LEIRA:**

*Motions that have been passed at the LEIRA Executive Board and/or General Membership Meetings detailing procedures of the organization. These “standing rules” cover day-to-day operating details, whereas the bylaws govern the organization. Originally compiled in 1992 and printed in the newsletter, the “standing rules” were evaluated by the Executive Board for accuracy in 1995. In 1997, the Executive Board reevaluated these standing rules and reformatted these and deleted those that have subsequently been replaced as bylaw revisions or included in committee descriptions. From this time forward, these decisions shall be officially recorded as an appendix to the bylaws.*

Nancy Lingel By-Law Chair  
08-06-97

*On October 12, 2017 at the General Membership meeting changes were approved to the standing rules. This reflects the most current standing rules.*

Cathy Munoz, 2<sup>nd</sup> Vice President  
10-12-17

#### **SR 1**

The acronym LEIRA will be pronounced “Le - Ira”.

#### **SR 2**

Employees of organizations which have interests in criminal justice activities such as WASPC, AOC, 911 centers, and corrections may be considered for membership upon application.

#### **SR 3**

Removed 3-6-24.

#### **SR 4**

Minutes of meetings will be published on the website and not read aloud at the meetings.

#### **SR 5**

A banner depicting the LEIRA logo will serve as the official banner.

#### **SR 6**

It was decided to have documented committee reports published on the LEIRA website to save time during the general business meetings at future conferences.

#### **SR 7**

The President’s gavel will be passed from president to president.

#### **SR 8**

Board Members of other states’ records associations can join as non-voting, non-paying members of LEIRA in order to attend conferences at member rates.

#### **SR 9**

For renewing members, dues shall not be pro-rated. If payment is received prior to December 31, members will be billed at the regular billing time. If payment is received after January 1, members will not be billed that year.



**SR 10**

The Board Directors act as Board Liaison Officers to the LEIRA committees. If the committee doesn't appear to be functioning, that fact should be reported to the Executive Board and a recommendation made for the removal of that chair.

**SR 11**

If an approved instructor is sent out to train more than one agency, LEIRA will pay the expenses.

**SR 12**

No restrictions shall be put on members who become conference vendors unless problems are encountered.

**SR 13**

Removed 3-23-2023.

**SR 14**

Awards of free conference registration and hotel room are the property of the member or non-member for the next scheduled conference, and may be transferable at their discretion upon notification to the Executive Board.

**SR 15**

Removed 9-7-2022.

**SR 16**

Miscellaneous LEIRA supplies, such as letterhead and envelopes, will be turned in as soon as a position is relinquished. LEIRA stationery is not to be used for expression of personal opinions and should only be used to further the interests of LEIRA. All letters written on LEIRA stationery should have a copy forwarded to the president.

**SR 17**

Removed 9-7-2022.

**SR 18**

Any LEIRA member may make nominations for the Outstanding Achievement Award by submitting a letter nominating the person to the Second Vice-President for presentation to the Executive Board. The member must have shown particularly outstanding achievement and may receive this award more than once. The Executive Board will consider all nominations and present the award at the next scheduled conference.

**SR 19**

LEIRA will pay one night in a motel for each training day, full registration, and mileage at current rate for instructors who are LEIRA members (unless costs are paid by the instructor's agency). Instructors who are not LEIRA members will be contracted on a case-by-case basis by the Training Committee.

**SR 20**

LEIRA will pay all board function costs, i.e., mileage, meals, conference registration, and hotel (if applicable). State guidelines on mileage and hotel accommodations will be used. Refer to LEIRA Travel Policy Document for further clarification.

**SR 21**

LEIRA will pay for meals for any committee chair that attends Board Meetings. Other expenses, such as hotel, mileage, etc., will be paid if chairperson's attendance is required in the BYLAWS, or has been requested to attend by the President. Approval of other expenses would require a vote of the EB.

**SR 22**

Removed 9-7-2022.

**SR 23**

It was decided to discontinue publishing a Membership Booklet, since this information is now kept updated on the LEIRA website. A copy of the membership directory, minutes, and training records will be created and archived by the secretary at the end of each fiscal year. The documentation will be stored in the WASPC archive.

**SR 24**

Removed 9-7-2022.

**SR 25**

It was decided to give plaques to the outgoing presidents.

**SR 26**

The Conference hosting group based on their needs shall determine vendor fees.

**SR 27**

The Executive Board shall appoint two LEIRA members each year that will be responsible to review the treasurer's annual report and submit same at the next board meeting. (Note: This is the annual audit.)

**SR 28**

The Presidents' expenses to attend Training Committee Meetings will be paid; or the expenses of another Executive Board member if so designated by the President to attend in his or her absence.

**SR 29**

Creation of Lifetime Achievement Award guidelines. Award renamed "Judy deMello Lifetime Achievement Award."

**SR 30**

The LEIRA training scholarship is named the "Wanda Wareham Memorial Scholarship." At the discretion of the board, a current LEIRA member may be awarded a scholarship to include registration and lodging costs for a conference. At the discretion of the board, a current LEIRA member may be awarded a scholarship to include registration costs for a regional training. Individual members may receive a maximum of 1 scholarship per calendar year.

**SR 31**

The Nominating Committee will, within 30 days of the scheduled election of officers, confirm to the Executive Board that candidates meet qualifications as stated in the bylaws. A confirmation of agency support is also required.

**SR 32**

As a reward for serving on the Executive Board, Executive Board members receive a discount on registration fees. This creates a three-tiered pricing system: Executive Board members, members, and non-members. Executive Board members must follow normal registration procedures and use the provided discount code at the time of registration.

For LEIRA-provided trainings, Executive Board members receive a discount equal to the cost of member registration to enable them to attend free of charge.

For trainings that are sponsored by LEIRA but taught by a third-party provider, the Executive Board shall determine a discount for Executive Board members proportional to the cost of the training.

*(updated 3-6-24)*

**SR 33**

Host agency(s) will receive up to 2 complimentary LEIRA training registrations per day for regional training and online trainings. Conference committee members will receive a 50% discount for conference registrations.

**SR 34**

For official Executive Board business, proxy representatives for absent Executive Board members shall not be authorized to vote or receive compensation for expenses. (*updated 2-23-2023*)

**SR 35**

An Honorary Lifetime Membership may be granted to any person that has made outstanding contributions to LEIRA and its membership. Any LEIRA member may recommend the potential recipient a by sending a recommendation letter to the 2<sup>nd</sup> Vice President. The board will then consider all nominations at the next regularly scheduled board and or business meeting.

**SR 36**

Per Article III Membership and Voting, Section 1, each of the state agencies listed as an example have one vote per agency.