

Wyoming Highway Patrol Association Incorporated Operational Bylaws

ARTICLE 1

Section 1

The association of Wyoming Highway Patrol Employees shall be known as the Wyoming Highway Patrol Association, hereinafter also referred to as the Association.

Section 2

The purpose of this association shall be:

- To promote the welfare of the Wyoming Highway Patrol in all ways compatible with good government, efficient workmanship and the public interest.
- To provide a medium of official communication between the members of the Wyoming Highway Patrol and the Administration of the Wyoming Highway Patrol.
- To stimulate harmony and friendship and to foster cooperation and efficiency among all Wyoming Highway Patrol employees.
- To support such charitable causes as the membership sees fit, and
- To promote better economic and working conditions of its members through administrative and legislative processes.

ARTICLE 2

Section 1

Sworn Member: Any sworn employee of the Wyoming Highway Patrol is eligible for membership in this Association; however, such membership is not compulsory. Each sworn member in good standing shall be entitled to vote in any matter requiring a vote of the general membership. Only members of the Executive Board or the Board of Directors shall have voting rights at the business meetings of the Association.

Section 2

Civilian Member: Any full-time, permanent employees or any branch of the Wyoming Highway Patrol, to wit, Communications, Ports of Entry, Clerical Services or Administration, shall be eligible for membership in this Association. The civilian membership shall be entitled to two representatives on the Board of Directors, one to be drawn from the Communications Division, and one to be drawn from the Ports of Entry Division. Each representative shall be entitled to one vote at the business meetings of the Association. Civilian members shall be entitled to take advantage of, and to take part in, all Association programs, except those which are expressly reserved for sworn members, or those which, by their very nature, do not apply to civilian members.

Section 3

Retired Member: Any retired sworn or civilian employee of the Wyoming Highway Patrol shall be eligible for membership in this Association. Retired members shall not have voting rights in any case. Retired members shall be entitled to one representative on the Board of Directors, to be drawn from the retired sworn officers of their group who shall be entitled to one vote at business meetings of the Association. Retired members shall be entitled to take advantage of, and to take part in, all Association programs, except those which are expressly reserved for active employee members, or those which, by their very nature do not apply to retired members.

Section 4

Associate Member: Any person at large, who, sponsored by two active, sworn members, and subsequently approved by a two-thirds majority of the Board of Directors, shall be eligible for associate membership in this Association. Associate members shall have no voting rights in any case, and may not hold elective office. No Associate member shall automatically be renewed, but shall require annual co-sponsorship and two-thirds (2/3) approval annually.

Section 5

Life Member: Any sworn, civilian or retired members who have paid dues for fifteen years, shall be awarded a Lifetime Membership, and shall be exempt for life from further payment of dues.

Section 6

Revocation of Membership: All membership in this Association, including lifetime membership, is viewed as a privilege, and as such, may be revoked by a two-thirds (2/3) majority vote of the Board, for any single act or collective activity regarded as immoral, illegal, insubordinate, unbecoming, insolent or otherwise bringing discredit or embarrassment to the Association. Once revoked, membership shall not be renewed in any case.

ARTICLE 3

Section 1

Governing Body

The governing body of the Association shall be the Board of Directors. It shall consist of the Executive Officers and one representative elected from the membership of each division of the Patrol. Additionally, an ex-officio members shall be included from the Command Staff of the Patrol, as designated by the Administrator.

Section 2

Term Limits

The term of office for Division Representatives and Executive Officers shall be two years. Executive Officers may succeed themselves no more than one term.

Section 3

Executive Board

Executive Officers shall be the President, Vice-President, Treasurer, Secretary and Immediate Past President, and, with the exception of Immediate Past President, they shall be elected by the general membership as outlined in Section 4. Their respective duties shall be as follows:

President: The President shall be the Chief Executive Officer of the Association, and shall preside over all meetings of the Board of Directors. He shall serve as an ex-officio officer of all committees. He shall be the official spokesperson for the Association to the general public, media and the Administration of the Wyoming Highway Patrol, in all matters pertaining to Association business, but shall have the option of appointing another member of the Association as spokesperson.

Vice-President: The Vice-President shall assume all duties of the President in his absence, or in the event the President is unable to complete his term.

Treasurer: The Treasurer shall be the sole custodian of all Association monies and properties, and shall maintain accounts, make deposits, issue payments, or pursue any other financial transactions at the direction of the Board. He shall be an authorized signer of all investments, drafts, notes, deposits and charges. The Treasurer shall be bonded, in an amount determined by the Board, at the expense of the Association.

Secretary: The Secretary shall keep an accurate record of all meetings of this Association and the Board of Directors. She shall maintain with the assistance of the Treasurer, a current list of members of this Association, and shall make necessary correspondence, etc., as designated by the President and Board of Directors.

Immediate Past President: The Immediate Past President shall be a voting member of the Executive Board, and shall serve in an advisory capacity to the President and all Executive Officers.

Section 4

Replacement of Executive Officers

At such a time that a vacancy should exist in the Executive Board, the following procedure will govern that vacancy:

President: Should the President be unable to complete his term for any reason, the Vice-President shall assume all powers and duties of the Presidency for the remainder of the term.

Vice-President: At the option of the Executive Officers, this position may or may not be filled pro tem. If not filled, the Treasurer shall assume the additional duties of Vice-President.

Treasurer or Secretary: The President shall, at his discretion, appoint his choice of replacement from the current members of the Board of Directors. That person shall immediately assume the duties of the office vacated. At the next regularly scheduled business meeting of the Board, this appointment shall be ratified or rejected by the Board. If rejected, the President shall select another member of the board from those present, and again a vote shall be taken. This process shall be repeated until a satisfactory candidate has been ratified by the Board.

No succession or appointment shall be included in the term limits clause of the bylaws, and such officers shall be entitled to run for, and serve, two successive terms of office.

Section 5

Elections

Members of the Board of Directors shall be elected by the Association members assigned within their respective divisions. This shall take place prior to the annual membership meeting, or as necessary due to vacancy.

Upon transfer from his division, that Board Member shall resign his office and another Association Member shall be elected by the members of that division.

Executive Officers shall be nominated by the Board of Directors from the Association membership at large. A ballot shall then be cast by each sworn member of the Association and submitted by the division representative to the Elections Committee. Each civilian representative shall cast their vote only after obtaining a consensus from the civilian members they represent. The Election Committee shall then tally the votes, maintaining the ballots until the votes are confirmed. They shall then advise the candidates of the results. This shall be accomplished in December of each year requiring an election.

Section 6

Committees

The President, with the approval of the Board, shall appoint such special committees as deemed necessary for the proper functioning of the special activities and programs of the Association.

Section 7

Divisions

For the purposes of this article, each of the following are divisions:

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, S, T, X, Civilians, Ports of Entry, and Retirees (as defined by the Association).

ARTICLE 4

Section 1

Meetings

An annual meeting of this Association shall be held at a time and place designated by the Board of Directors.

Section 2

The Board of Directors shall meet at least twice in a calendar year in regular meetings.

Section 3

Special meetings may be called by:

- a majority of the Board of Directors;
- a written request from the majority of the membership;
- the President.

Section 4

The President shall provide written or electronic notice of all meetings, at least two weeks prior to the meeting date, to each division representative and officer. The written or electronic notice may be waived by majority concurrence of the executive officers in emergency situations. All members are invited to all meetings.

Section 5

Two-thirds of the members of the Board of Directors shall constitute a quorum for transaction of business at any meeting.

Section 6

The business of the Association meetings will be by voice vote; however, upon a request by three (3) Board members, a secret ballot shall be taken. A standing vote may be called for where indecision may arise by voice vote, if requested by any member of the Board.

Section 7

The order of business for meetings shall be:

- Call to Order
- Roll call — may be in written form
- Reading of the minutes from the last meeting
- Treasurer's Report
- Program / Committee Reports
- Division Reports
- Old Business
- New Business
- Miscellaneous
- Good of the Order

Section 8

Robert's Rules of Order shall govern all proceedings of this Association, so long as they do not conflict with the bylaws, which shall, in such case, govern.

ARTICLE 5

Section 1

Finance

The Wyoming Highway Patrol Association general fund shall be created by the payment of dues from the membership.

Section 2

Dues shall be assessed each calendar year at the rate of \$60.00 per active member and \$12.00 per retired member, by the last day of the current year, but no later than March 1st.

Section 3

No member shall be exempt from payment of dues to this Association, except by resolution of the Board.

Section 4

In the event of disbandment of this Association, any residual assets shall be turned over to an organization which is exempt under Section 501 of the Internal Revenue code, and whose goals are compatible with those of this Association. The recipient organization shall be determined by the Board of Directors at the final business meeting. In no case shall the funds be distributed for the benefit of any private individual.

Section 5

Special assessments may be levied by a two-thirds (2/3) vote of the Board of Directors.

Section 6

No member of this Association shall receive directly or indirectly, any pecuniary advantage from his membership in the Association. The only exception of this restriction shall be the utilization of a member's services for the benefit of the Association. The member selected for, as well as the amount to be paid, for any service to the Association, shall be approved by majority [vote] of the Board of Directors. The continuation of any service by any member shall be reviewed and reaffirmed annually by majority vote.

Section 7

This Association may participate in a mutual fund; the amount and circumstances to be designated by the Board of Directors.

Section 8

Any funds received through donations or special projects may be placed in the general fund, or, a special account may be established as specified by the Board of Directors.

ARTICLE 6

Section 1

Fiscal Year

The fiscal year of this Association shall be January 1 through December 31.

ARTICLE 7

Section 1

Annual Report

The Board of Directors through the office of President shall provide an annual report to the membership, of its proceedings and findings along with recommendations for the future. This report shall be presented at the annual meeting.

Section 2

The Treasurer shall provide an annual report of the financial condition of the Association. This report, along with supporting documentation, shall be audited by a committee appointed by the President. The Treasurer's annual report shall be presented at the annual meeting.

ARTICLE 8

Section 1

Disbandment

The Wyoming Highway Patrol Association may be disbanded in the following manner and by no other means:

A resolution calling for disbandment shall be presented to the Board of Directors by a Board member or any other Association member. If approved by a two-thirds (2/3) majority of the Board, the resolution shall be forwarded to all members for ratification. Each division representative shall give notice to his members at least 15 days prior to the actual balloting. Each division representative shall poll the membership in that division and shall report the outcome of all votes cast to the President within three days of balloting. If three-fourths (3/4) of the membership votes for disbandment, this Association shall be disbanded.

ARTICLE 9

Section 1

Amendments

The bylaws of the Wyoming Highway Patrol Association may be amended in the following manner only:

A resolution setting forth the proposed amendment must be presented by a member of the Board of Directors and approved by two-thirds (2/3) majority of the Board. Subsequently, the resolution shall be forwarded to each division for ratification. It shall be the duty of each division representative to distribute the proposed amendment in writing at least fifteen days prior to actual voting to each member, and then to obtain the votes of his members, sending the results to the President of this Association. If proposed amendment is approved by two-thirds (2/3) majority of the membership, the President shall declare the amendment adopted.

Section 2

Policies and Procedures

The following are policies of the Association, as approved over the years, by the resolution or motion.

It is important to understand that motions and resolutions are binding as bylaws — the difference being that a bylaw change requires the entire membership to vote, wherein a motion or resolution is, by its nature, subject to change simply by another motion or resolution by the governing body only. Bylaws are meant to be permanent, while resolutions and motions are more temporary in nature.

Retired Policy

Retired shall mean any person, sworn or civilian, who shall have separated from employment with the Wyoming Highway Patrol, and who, directly and primarily due to honorable service to the State of Wyoming and the Wyoming Highway Patrol, is eligible to receive any amount of pension payment immediately upon such separation, or, shall have served on the Wyoming Highway Patrol for a minimum of twenty (20) years, or shall have served until the maximum allowable age if less than twenty (20) years, or shall have been honorably retired for medical or psychological reason, regardless of age and length of service.

Meeting Attendance Policy

All members shall be reimbursed for actual expenses incurred while attending any meetings of the Board. Any mileage in excess of 300 shall be reimbursed at the rate of \$.15 per mile, in addition to actual expenses.

Crisis Assistance Policy

It shall be the responsibility of any officer notified of a need, to notify the remaining Executive Officers. The Executive Officers shall convene and shall be authorized to grant up to \$1,000.00 in assistance to any employee or his immediate family experiencing an emergency or crisis, to assist in sudden expenses. It shall be the responsibility of the best placed officer to see that the assistance is delivered as soon as possible. The Executive Officers shall determine who constitutes immediate family.

Charitable Contribution Policy

Due to constant requests from a never-ending line of very honorable charities, the Board of Directors enacted a policy limiting the types of charitable organizations the Association may consider donating to. The are organizations which:

Assist the traumatically or terminally ill;

Promote highway safety and / or defensive driving;

Assist peace officers and / or their families;

Honorably memorialize deceased peace officer.

Assistance to Other Peace Officers Policy

The President is authorized to make benevolent contributions to the family of any state trooper or highway patrol officer killed in the line of duty. This contribution will be in the amount of \$100 but may be increased to \$500 at the discretion of the Executive Board based upon special circumstances.

Section 3

Programs

Scholarships

Each year, the Wyoming Highway Patrol Association, depending upon financial condition, grants a minimum of two \$1,000 scholarships to those eligible applicants found most worthy. Further, there shall be two "Presidential Scholarships" in the amount of \$1,500 to be granted at the discretion of the President, who shall announce and explain his choices for the Presidential Scholarships at the first subsequent business meeting of the Board. Below are the criteria for successful application. Individual application forms are available from your local division representative.

Order of Priority

1. Dependents of WHPA members, WHP retirees, former WHP members who are retired due to disability, or deceased members and who are entering studies in law enforcement on a full-time basis.
2. Any spouse, dependents of WHPA members, WHP retirees or former WHP members who are retired due to disability and who are entering studies in areas other than law enforcement on a full-time basis.
3. Dependents of any WHP employee who are entering studies in law enforcement on a full-time basis.
4. Dependents of any WHP employee who are entering studies in areas other than law enforcement on a full-time basis.
5. Any member of the WHPA who is entering studies in an institute of higher learning. However, the amount allocated in this category shall not exceed the total cost of the tuition and shall be reduced by the amount of possible tuition reimbursement available through the State Tuition Refund Program.

Prior academic performance shall be considered first in awarding all scholarships. Final determination shall be made by the Scholarship Committee based upon the above guidelines and any other information the committee deems relevant.

Deadline is April 1st at midnight! All applications must be postmarked or hand delivered by this moment — no exceptions!

Items needed by the committee in addition to the application are:

- Transcript of last semester of education

- Updated activity sheet — includes all activities and humanitarian activity the applicant would like the committee to consider. Includes activities both in and out of school.

Textbook Reimbursement

All Life Members, upon submission of receipts, shall be eligible, regardless of any scholarship benefit, for up to \$500 per calendar year in reimbursement for textbooks purchased at or for any institution of higher learning.

Awards

Once each year, the WHPA recognizes the heroic or distinguished efforts of members of the Wyoming Highway Patrol as well as the general public. The nomination process and details of the awards are as follows:

- Upon learning of a deed or series of events for which an award is deserved, any person may nominate any other person for the appropriate award.
- A copy of any report, documentation, other written matter if available, shall be submitted to the Awards Committee chairperson, along with the nomination, in writing, naming the award sought. Nominations may be anonymous.

Awards Committee

The committee shall be appointed by the President and shall consist of five persons as follows:

- One Sworn Executive Officer to serve as chairperson;
- One Sworn member from the Northern Zone;
- One Sworn member from the Southern Zone;
- One Civilian communications member;
- One Sworn officer at large; plus
- One Sworn member from the Command Staff, appointed by the Administrator

The chairperson must be an executive officer, while the other committee members may be any members in good standing. All sworn committee members must have one year experience as Wyoming Highway Patrol Officers, and likewise, the communications member must have one year experience as a communications specialist.

The committee, at the direction of the Chair, shall investigate the nominations as they are submitted, and shall vote among themselves to recommend or not recommend the approval of each award. The vote of each committee member shall be privileged and confidential to the Chair. If a majority of committee members recommend approval, the Chair shall, at the January Board meeting, inform the Board as to the names of the recommended nominees and the incident of events which led to the nomination. The Board will then vote on each recommended nomination individually. Those approved by the Board will be informed and invited to attend the awards presentation to be decorated. The vote of the Board shall be final in all cases.

Should a member of the committee be a nominee, that person shall step aside, and in the case of a tie, the President will cast the deciding vote.

Eligibility

All persons who meet the criteria are eligible to be considered for an award.

The medals and awards are as follows:

Medal of Valor

The Medal of Valor is presented to sworn officers only who, at extreme, clear and direct risk to their own life or limb, save, rescue or protect another person from death or imminent grave bodily injury. The risk to the officer shall have been so great that no blame could be laid upon the officer had he not acted.

Distinguished Service Medal

The Distinguished Service Medal shall be presented to sworn officers or civilian employees. It shall be presented when any one unusual or unique, dangerous incident or series of events demonstrates an unusually high degree of intelligence, courage, fortitude, strength, skill or tenacity on the part of the recipient, and such actions were above and beyond the call of duty. Further, it shall be presented for any act or series of events which greatly enhance the image, efficiency or safety of the Wyoming Highway Patrol and / or its employees.

Combat Cross

The Combat Cross shall be presented to any sworn officer who actively, primarily and directly is involved in any confrontation with a violent adversary, wherein shots were fired or direct hand-to-hand combat took place, with or without edged or sharp instruments. Such hand-to-hand combat must have been extreme and taxing due to the suspect's strength and skill.

Purple Heart

The Purple Heart shall be presented to any sworn officer who, in any law enforcement activity or emergency response action, on or off duty, sustains serious bodily injury. Serious bodily injury is defined as any trauma or internal injury, which requires the immediate attention of a medical doctor, and time off for recovery. The minimum time off shall be the remainder of the day of the incident.

Luke Schauland Medal of Life

The Luke Schauland Medal of Life shall be presented to any person who, because of quick, direct action, saves the life of any person who most certainly would have expired had the recipient not acted with skill and urgency. This shall include, but not be limited to:

- Use of Cardio Pulmonary Resuscitation or Artificial Respiration;
- Control of bleeding or shock;

- Hypothermia recovery;
- Treatment for deadly animal or insect bite.

Pete Visser Medal of Honor

The Peter Visser Medal of Honor shall be presented to the surviving members of any Wyoming Highway Patrol Officer killed in the line of duty. Further, a \$1,000 trust will be established for each of the officer's minor children.

Exemplary Conduct Award

The Exemplary Citizen Award shall be presented to any civilian not attached to the Wyoming Highway Patrol who, at great personal risk, comes to the aid of any Wyoming Highway Patrol Officer in need of assistance due to the combative subject.

Meritorious Conduct Award

The Meritorious Conduct Award shall be presented to any Wyoming Highway Patrol employee who, in any unusual or unique incident, performs at a level deserving of peer group recognition, and, in the event of any other person not attached to the Wyoming Highway Patrol, performs above and beyond any level which would be expected of a civilian volunteer.

Magazine

Twice each year, the Wyoming State Trooper Magazine is published. The Association receives a royalty from the advertising and uses this income to bring forth our various programs and activities. Members receive this magazine free, and are invited to contribute articles and photos.

Contributors to the magazine whose pictures or articles are published will receive the following amounts:

- Cover photo with story — \$50
- Story (up to 500 words) — \$25
- Story (more than 500 words) — \$50
- Inside black and white photographs — \$10

These will be paid only to members in good standing, and not to regular contributors. An equal amount, as specified above, will be paid to the charity of choice of the contributor. The charity must meet Association criteria.

Member Benefits

- Regular Membership
- Oversight of Legislative Activity
- Salary Surveys
- Retirement Improvement and Review
- Trinkets

- Scholarships
- Crisis Assistance
- Benevolent Representation
- Fitness Equipment
- Awards
- Public Relations Activity
- 25-Year Service Plaque*
- Retirement Plaque*
- \$10,000 / \$20,000 Accidental Death and Dismemberment Policy (\$20,000 is for line of duty)

**All employees who reach 25 years of service with, or retire from the Wyoming Highway Patrol, will receive plaques.*

Life Membership

- Textbook Reimbursement
- Free attendance at any Association function with one guest

And Upon Retirement

- Retired badge and wallet and \$50 in free trinkets
- Effective January 1, 2003, retirees who wish to purchase their service weapon may petition the Board of Directors on an individual basis for reimbursement of 50% of the price.

Services Available in the Event of a Line of Duty Death

- The U.S. Department of Justice provides a death benefit of approximately \$250,000 (for the 2001 fiscal year) to the beneficiaries of a deceased member. This amount changes as the Consumer Price Index changes. Our administration must notify the DOJ.
- Public Servants Funeral Program is available to firefighters and law enforcement officers. This entails free burial and services. Contact Steve More, (906) 969-1251, for more information.
- Smith and Barney provides free consultation services for investment advice, life insurance payments, etc. Contact the nearest Smith and Barney office (Salt Lake City or Denver).
- \$20,000 line of duty death benefit through WHPA life insurance policy
- Peter Visser Memorial Trust Fund — \$1,000 a piece per minor child through the WHPA
- The WHP will, upon request, provide an honor guard

Concerns of Police Survivors Provides:

- Peer support from others who have lost a loved one in a line of duty death
- Yearly information sharing and grief work
- Yearly weekend retreat for surviving parents
- Financial assistance for law enforcement surviving children in need of psychological counseling

- “Cops Kids” summer camp provides spouses with children the opportunity to work with professional counselors to improve communication within the family unit and resolve grief issues together
- Scholarships to surviving children (under age 30) and surviving spouses
- Support during trials and parole hearings of “Cop Killers”