



WISCONSIN SCHOOL SAFETY COORDINATORS ASSOCIATION, INC.

Constitution and Bylaws

Last Updated: December 2016

Wisconsin School Safety Coordinators Association, Inc:
Constitution

ARTICLE I

Name

Section 1 The name of the organization shall be: Wisconsin School Safety Coordinators Association, Inc. (WSSCA) Hereafter, referred to in this document

ARTICLE II

Purpose

Section 1 WSSCA a non-stock (nonprofit) corporation, shall serve as a coordinating unit for those with interest and/or responsibility for all phases of school safety and security for the purpose of:

- a) Improving the existing programs and promoting new programs of safety and security education in cooperation with public and/or private agencies.
WSSCA is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.
- b) Conducting or co-sponsoring meetings of WSSCA. These shall include (1) an Annual Conference designated as the official Annual Meeting; (2) workshops, round tables and conferences at a time designated by the Board of Directors, and; (3) the Board of Directors may plan such other meetings as are deemed advisable.
- c) Acquiring and disseminating accurate information concerning school safety, security and health.
- d) Incorporating other specific purposes, which may, from time to time, as necessary and proper.

ARTICLE III
Membership

Section 1 No individual will be denied admission to, participation in, the benefits of, or be discriminated against in any service, program activity, or facility associated with the Wisconsin School Safety Coordinators Association because of the individual's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.

Section 2 Memberships in WSSCA:

- a) Member: All safety personnel who are responsible for a broad program of safety and security. All other persons interested in the field of safety, security and the education thereof.
- b) Student Membership: Students interested in school safety and security.
- c) Retirement Membership: Active members of WSSCA who retire and wish to maintain their interest in school safety and security.
- d) District Membership: Schools and/or school districts intending to support the purposes of WSSCA and be eligible for all rights and privileges that are accorded to members of WSSCA.
- e) Corporate Membership: And individual from a business or industry wishing to support the purposes of WSSCA and be eligible for all the rights and privileges that are accorded to members of WSSCA. Corporate membership rate shall be at the discretion of the executive director communicated to the executive committee.

Section 3 A membership becomes active upon payment of the appropriate dues.

Section 4 Any member with dues two (2) or more months outstanding cannot hold a board position until their dues are paid

ARTICLE IV
Officers and Board of Directors

Section 1 The officers of WSSCA shall consist of a President, 1st Vice President, 2nd Vice President, Secretary, and Past President. The Officers make up the Executive Committee of the Association and shall be limited to one term in each office. An exception may be made for the Secretary who is appointed by the President and whose term may be extended by the President. A term is defined as one year.

Section 2 The 1st Vice President shall succeed the President.

- Section 3 The 2nd Vice President shall be a Board Member who has completed at least one year as a Board Member. The 2nd Vice President shall be elected by the membership at the annual meeting. The 2nd Vice President shall succeed the 1st Vice President. If there is more than one Board Member running for 2nd vice president, the non-elected Board Member(s), whose terms have not expired shall automatically retain seats as Board Members and do not stand for election.
- Section 4 There shall be eight at large Board Members. Board Member terms are for two consecutive years. A Board Member may be reelected two times for a total of six years. The President may then appoint an individual to any position for which she/he is qualified (i.e. Advisors). An individual may also be reelected as a Board Member after one year.
- Section 5 The Board of Directors will consist of the officers of WSSCA, Board Members, Executive Director, IT Director, and Advisors. To be a member of the Board of Directors, an individual must have some official tie to an organization involved in schools and/or school safety and security, or be a practicing safety and security professionally. Members who retire from a position as defined above may remain as active members of the Board of Directors until they have completed the terms of the office for which they were elected.
- Section 6 Each elected member, except advisors, shall have voting privileges at Board of Director meetings and other meetings of WSSCA, and must be present or actively participating to exercise the privilege. Neither the Executive Director or any of the Advisors shall have voting authority. Corporate members (to include conference sponsors/vendors) will have a single vote per corporation. School districts are limited to four votes per district. Care must be taken to ensure these requirements are followed for all elections.
- Section 7 The Board of Directors shall conduct the business of WSSCA.
- Section 8 The President may establish committees that are deemed necessary to carry on the work of WSSCA or disband committees that have completed their assigned charge.
- Section 9 Any Board of Director member who misses three consecutive meetings or three meetings total during a term, unless cleared with the President, will be removed from the Board immediately and the Board of Directors shall appoint a replacement to fill the vacancy.
- Section 10 The established parliamentary procedure of **Roberts' Rules of Order** shall guide the Board of Directors in carrying out their duties.

ARTICLE V
Amendments

Section 1 Any member may propose an amendment to the Constitution. Proposed amendments shall be submitted in writing to any Board Member. The Board Member shall present all such proposals to the Board of Directors for discussion and action.

Section 2 Adoption of proposed amendments shall be accompanied by:

- a) An affirmative two-thirds (2/3) vote of the members present and voting at the annual meeting, or;
- b) An approval by two-thirds (2/3) of the ballots cast in a mail or electronic vote, or;
- c) An affirmative two-thirds vote of **all** Board Members. The Constitution is the organization's business and moral compass and any changes to it must be treated with the utmost sensitivity. **Thus, maximum input from the board is essential.** The board member vote may be accomplished in person at a board meeting or if a member is unable to attend the meeting, by personal communication through the President/Executive Director.

Wisconsin School Safety Coordinators Association, Inc:
Bylaws

ARTICLE I
Membership

- Section 1 The fiscal year of WSSCA shall be for twelve (12) months. Membership dues paid any time during the fiscal year shall validate membership in WSSCA for a 12-month period from month of payment for new members or from date of expiration/renewal for current members.
- Section 2 The Board of Directors shall establish the annual dues for all classes of membership in conjunction with the annual budget review by the Executive Director.
- Section 3 Retirement membership shall be recommended to the Board of Directors on an annual basis for approval. Retirement memberships shall be at no cost and may be renewed annually upon submission of the membership renewal form.

ARTICLE II
Elections

- Section 1 Elections shall be held at the Annual meeting for the 2nd Vice President and for Board Members whose terms of office expire.
- Section 2 The Board of Directors shall be maintained at eight at large members. The appropriate number of elections shall be conducted at the Annual meeting to maintain eight (8) Board Members
- Section 3 Elections shall be conducted from a slate of candidates prepared by the Past President or in his/her absence to the First Vice-president and from nominations submitted from the general membership.
- Section 4 Election to office shall be by a majority vote of the qualified members WSSCA.
- Section 5 In the event that there are any ties during the election process, the names of those that are tied for the specific position(s) will be put in a hat and one name will be drawn. An independent WSSCA member will select the name from the hat and oversee the tie breaker process. The tie breaker process will be witnessed by the

Past President and at least two (2) other WSSCA members. If the Past President is not available for this duty, the current President will oversee the process.

Section 6 Those elected shall assume office at the close of the Annual meeting.

ARTICLE III

Duties

Section 1 The President's (or designee) suggested duties may include but are not limited to:

- a) To act as chairperson of all meetings of WSSCA and the Board of Directors meetings. Schedule five (5) board meetings annually to address the needs of the organization and the President may call special meetings of the board.
- b) To appoint such committees as may be necessary
- c) To conduct business, not otherwise provided for, that may arise between meetings of the Board of Directors by working with the Executive Committee. If there is a need, the President may seek support for intended action by conducting an electronic vote of the Board of Directors.
- d) To approve all expenses of WSSCA to be paid by the Executive Director
- e) To appoint, with the Board of Directors approval and receipt of appropriate dues, individuals to fill administrative positions that the Board of Directors determines are necessary to carry out the everyday business of WSSCA.
- f) To appoint advisory representatives, upon receipt of appropriate dues as outlined in Constitution: Article 3, Section 2, from organizations or associations, who because of their purpose and endeavors in the field of safety/security and health, can contribute substantially to the services and purposes of WSSCA. No more than one person from any discipline shall be appointed as an advisor unless approved by the Board or President.
- g) To appoint members to each of the standing committees. Each standing committee may include at least one non-Board Member appointed by the President upon recommendation of the committee.
- h) And such others as normally befall the office.

Section 2 The 1st Vice President duties may include but are not limited to:

- a) To learn the office and functions of the President.
- b) To act for the President in his/her absence, and in case of the death or resignation of the President, to succeed the President for the unexpired term.
- c) To maintain contact with committee chairs assuring committee assignment completion.
- d) And such others as normally befall the office.

Section 3 The 2nd Vice President duties may include but are not limited to:

- a) Oversight of WSSCA’s finances, by reviewing the monthly financial reports submitted by the Executive Director and submit a monthly review report to the President.
- b) To oversee the planning of the conference/expo in concert with the Professional Development Committee.
- c) Conduct orientation for new board members
- d) And such others as normally befall the office

Section 4 The Past President’s duties may include but are not limited to:

- a) To function as a consultant in planning of WSSCA programs.
- b) To provide for recognition of Board of Director members whose appointments have expired.
- c) Oversee, if necessary, the tie breaker process during the elections.
- d) Assist with recruitment of candidates for Board of Directors.
- e) And such other duties as are assigned by the President

Section 5 The Executive Director’s duties may include but are not limited to:

- a) To provide leadership in School Safety and Security by:
 - i. Assisting the President and Board of Directors in defining, implementing and evaluating the Annual goals of WSSCA.
 - ii. Working with the Board Committees in defining and implementing WSSCA’s programs and goals.
 - iii. Assisting in the initiation and implementation of WSSCA training programs.
 - iv. Researching and providing (school) safety, security and health related information to membership.
 - v. Soliciting membership in WSSCA.
 - vi. Recommending policy and procedure changes to the Board of Directors.
 - vii. Establishing appropriate liaison and communications with:
 - The President, Officers, and Directors of WSSCA
 - WSSCA membership
 - WSSCA Committees
 - Applicable state agencies
 - State school affiliated organizations
 - State and national legislative bodies or departments
 - Regional, state, and national educational interest groups

- b) To direct and administer WSSCA affairs by:
 - i. Keeping the Board of Directors informed of all matters related to its functions.
 - ii. Assisting the President in the preparation of agendas for the annual business meeting and regular Board of Director meetings.
 - iii. Preparing the WSSCA Newsletter.
 - iv. Providing WSSCA related services to the membership.
 - v. Maintaining an office with proper files and records.
 - vi. Attending all Board of Director meetings.
 - vii. Preparing and assisting in the preparation of special reports.
 - viii. Reviewing and providing a written evaluation of the IT director annually.
 - ix. Verifying the proceedings of all meetings are published in the official records of WSSCA.
 - x. Obtaining past records of proceeds and providing them (if necessary) at Board of Directors and Annual Meeting(s).
 - xi. To handle official correspondence of WSSCA.

- c) To oversee the financial status of WSSCA by:
 - i. Managing WSSCA's finances.
 - ii. Collecting membership dues and pay all obligations contracted by WSSCA, keeping record of all expenditures, receipts, and authorization for them.
 - iii. Distributing WSSCA publications and documents to members.
 - iv. Maintaining an up-to-date list of all members and their contact information.
 - v. Providing accounting and financial reporting services by WSSCA.
 - vi. Providing assistance with the annual financial transaction review.
 - vii. Creating and making available an annual budget review to WSSCA.

- d) To oversee the planning of meetings, conferences, training(s) by:
 - i. Attending all Board of Directors meetings and the Annual Conference/Expo.
 - ii. Coordinating the Annual Conference and appropriate workshops with the appropriate committees.
 - iii. Preparing a slate of candidates for the positions of Board Member
 - iv. Preparing a slate of candidates for the office of 2nd Vice President
 - v. Coordinating Conference/Expo and training information for the newsletter with the appropriate committee(s).
 - vi. Working with site coordinators to schedule the locations for hotel for the Annual Conference/Expo and training(s).

- vii. Creating promotional material for the Annual Conference/Expo and training(s).
- viii. Evaluating the Annual Conference/Expo and report to the Board of Directors with recommendations for improvements and changes.
- ix. Making room, meal, and other arrangements at the Annual Conference/Expo and training(s) and other Board of Directors meetings.
- x. Scheduling the location of Board of Directors meetings.

e) And such other duties as assigned by the President and the Board of Directors.

Section 6 The Secretary's duties may include but are not limited to:

- a) Recording the attendance of all members at regular and special meetings and report the same in the minutes of the meetings.
- b) Recording the proceedings of all meetings of WSSCA and of the Board of Directors meetings.

Section 7 The Director of Technology's duties may include but are not limited to:

- a) Updating and maintaining the WSSCA website(s), social media and other electronic sources.
- b) Providing IT support to WSSCA and the Board of Directors.
- c) Working with the various WSSCA committees to assist with their communication needs.
- d) A full job description is provided in Exhibit A in the [Appendix Section] of the Bylaws.

Section 8 The Advisor's duties may include but are not limited to:

- a) Informing WSSCA of safety, security and health activities trends from the organization profession they represent.
- b) Making objective comments and evaluations regarding topics presented at WSSCA meetings to ensure a balanced perspective.
- c) Suggesting safety and security activities for WSSCA to become involved with.
- d) Serving as a resource for WSSCA and related training.
- e) Such other duties as are assigned by the President.

Section 9 The Board of Director's duties may include but are not limited to:

- a) Determining plans and policies for WSSCA.

- b) Acting upon such matters as may require immediate disposition.
- c) Promoting needed legislation.
- d) Appointing persons to fill unexpired terms of office, which have become vacant.
- e) Encouraging interested groups to contribute to the effectiveness of school safety, security and health programs.
- f) Hosting an Annual Conference/Expo.
- g) Assuming the responsibility for marketing WSSCA.
- h) Providing an article for the monthly newsletter on an annual basis
- i) Other functions as may be designated by the President

ARTICLE IV Meetings

- Section 1 The Annual Business meeting of WSSCA shall be the Annual Conference/Expo, held at a time to be selected by the Board of Directors.
- Section 2 Each member shall vote in accordance with their membership as defined in Constitution: Article 4, Section 6, unless otherwise stated in this article.
- Section 3 Student, Retirees and Advisors may participate in all affairs of WSSCA, but shall not have voting privileges.

ARTICLE V Committees

- Section 1 There will be four standing committees to carry out the purpose and mission of WSSCA as assigned by the president. The committees are:
- Executive Committee;
 - Communications Committee;
 - Professional Development Committee, and;
 - Membership Committee
- The President may appoint ad hoc committees to address particular issues.
- Section 2 Each committee will make an update/progress report at the Board of Directors assigned meetings.
- Section 3 The duties of each committee will be reviewed and updated by the Board of Directors annually.

- Section 4 Each committee may recommend to the President, at least one but not more than two, non-Board of Director members to join the committee. The individual selected should be based on the nature of the project(s) to be completed by the committee.
- Section 5 The duties of the Communications Committee may include but are not limited to:
- a) Reviewing associated literature in books, brochures, handouts, website, social media, etc.
 - b) Reviewing and updating associated content on website and newsletter
 - c) Reviewing and updating the constitution every two years, bring recommendations forward to the WSSCA Board for a vote.
 - d) Assisting the Executive Director with the content, creation and sending out of the monthly newsletter
 - e) Assisting the Director of Technology with updates and communication pieces associated with WSSCA.
- Section 6 The duties of the Professional Development Committee may include but are not limited to:
- a) Determining topics and obtaining presenters for the Conference/Expo and trainings.
 - b) Creating and forwarding Conference/Expo and Training information to newsletter editor for publication in the newsletter.
 - c) Assisting the 2nd Vice President and Executive Director in planning the Annual Conference/Expo and Trainings.
 - d) Oversee the School Safety and Security Coordinator Certification Program.
 - e) Review the curriculum on a bi-annual basis and evaluate syllabus for current needs of membership.
- Section 7 The duties of the Membership Committee may include but are not limited to:
- a) Assisting the Executive Director in monitoring WSSCA records to identify those whose memberships will expire in the next 60 days.
 - b) Assisting the Executive Director in the reviewing of WSSCA records to identify those whose memberships have expired.
 - c) Assisting the Executive Director in identifying potential new members through all available resources.
 - d) Circulating and soliciting input among the leadership and members of WSSCA to build upon the handbook needs.
 - e) Revising the handbook bi-annually, including the new board member handbook.

- Section 8 The duties of the Executive Committee may include but are not limited to:
- a) Assisting the President in conducting business of WSSCA, not otherwise provided for, between meetings of the Board of Directors. The President shall consult with as many members as is reasonably possible in carrying out WSSCA business.
 - b) Evaluating the performance of the Executive Director and report to the Board of Directors
 - c) Serving as a mentor for new Board Members and conduct appropriate training so new Board Members will understand their role and function on the Board of Directors.
 - d) Reviewing methods of funding for WSSCA in conjunction with the Executive Director.
 - e) Soliciting and suggesting strategic planning methods for WSSCA.
 - f) Reviewing dues and fees charged for the operation and promotion of WSSCA on an annual basis.
 - g) Conducting a financial transaction review at the end of the fiscal year with a report at the Annual Meeting.

- Section 9 The duties of the Ad-Hoc Groups may include but are not limited to:
- a) Filling the needs of areas not addressed by any one committee
 - b) Acting as a sub-committee or group to any one or multiple existing committee(s) currently established in the constitution.

ARTICLE VI

Expenses

- Section 1 The Board of Directors shall review the budget and work with the Executive Director to determine the amount of money to be budgeted annually for necessary operational expenditures and allocated operational budgets
- Section 2 WSSCA shall endeavor to pay the necessary expenses of travel, room and board, not to exceed IRS rates, which are otherwise not reimbursable, for any officer and Board of Directors' member attending a Board of Director meeting.
- Section 3 For purposes of budgeting and continuity of contracts the fiscal year should be June 1st to May 31st.

**ARTICLE VII
Amendments**

- Section 1 Adoption of proposed amendments shall be accomplished by:
- a) An affirmative two-thirds vote of the members present and voting at the Annual Meeting, or via electronic ballot, or;
 - b) An approval by two-thirds of the ballots cast in a mail or electronic vote, or;
 - c) An affirmative two-thirds vote of the members or sitting Board Members.

**ARTICLE VIII
Dissolution Procedure**

Section 1 Upon dissolution of WSSCA the Board of Directors shall, after paying or making provisions for the payment of all the liabilities of WSSCA, dispose of all of the assets of WSSCA exclusively for the purposes for WSSCA in such a manner, or to such organization or organizations organized and operated exclusively for the charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Any such assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of WSSCA 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.

Section 2 Section 1 of Article VIII is irrevocable.

History of Constitution and Bylaw Changes

Adopted	March, 1995
Revised & Adopted	March, 1998
Revised Draft	June, 1999
Revised Draft	September, 2000
Revised & Adopted	February, 2001
Revised Draft	March, 2001
Revised Draft	September 2001
Revised Draft	December 2001
Revised & Adopted	February 2002
Revised Draft	December 2002
Revised & Adopted	February 2003
Revised Draft	December 2003
Revised & Adopted	February 2004
Revised Draft	December 2004
Revised & Adopted	February 2005
Revised Draft	December 2005
Revised & Adopted	February 2006
Revised Draft	January 2009
Revised & Adopted	March 2009
Revised and Adopted	November 2012
Revised and Adopted	February 3, 2015
Revised Draft	May 2016
Revised and Adopted	February 2017(TBD)

Appendix

Exhibit A: Director of Technology Job Description

Exhibit B: Structural Chart of WSSCA Board and Committees

Exhibit C: WSSCA Board Member Candidate Prospectus

Exhibit A
Director of Technology IT Director



WISCONSIN SCHOOL SAFETY COORDINATORS ASSOCIATION

WSSCA Director of Technology
Job Description

Supervised by: Executive Director of WSSCA

- Maintain, monitor, and update WSSCA websites, social media, and email accounts independently and upon direction of the Executive Director.
- Provide IT support to the Executive Director.
 - Maintain “LogMeIn” site or other preferred resource for remote viewing of Executive Director’s computer
 - Direct and advise organizational utilization of Cloud communication tools (Google Drive Suite)
- Assist Executive Director in developing the layout of all printed and electronic materials for WSSCA business.
 - Annual conference materials
 - WSAT Evaluation materials
 - Wisconsin School Safety and Security Coordinator Certification
- Assist the Executive Director in maintaining and monitoring the membership management systems, vendor lists, contact lists, and data bases as necessary.
- Advise Executive Director, Executive Committee, and Board of Directors on matters pertaining to improvement of all WSSCA electronic communication, social media, peer-to-peer support, eLearning, membership surveys and services, and online event registration.
- Attend scheduled Board meetings and annual conference.
- Provide technical support to presenters at annual conference.
- Assist the Executive Director in communicating, fostering relationships, and developing partnerships with safety and security related organizations and businesses.
- Assist with other duties as deemed necessary and appropriate by the Executive Director, President, and Board of Directors.

Submitted and approved: June 17, 2016

Exhibit B
Structural Chart of WSSCA Board and Committees



WISCONSIN SCHOOL SAFETY COORDINATORS ASSOCIATION

Exhibit C

WSSCA Board Member Candidate Prospectus



WISCONSIN SCHOOL SAFETY COORDINATORS ASSOCIATION

WSSCA Board membership means being willing to attend, participate, collaborate with the board to build and foster a strong association. You should be willing to share ideas and speak up at meetings.

- Term
 - 2 years
- Time Commitments
 - 4 meetings per year typically located in Madison or Milwaukee area travel required, 9AM - 1PM, includes lunch
 - annual conference attendance 2 days (includes board meeting before and board debrief after) typically in WI Dells travel required, typically Sunday afternoon through Tuesday afternoon, assistance with conference duties (registration table, silent auction, vendor assistance)
- Miscellaneous Tasks
 - Promote WSSCA with peers
 - 1 newsletter article, topic of your choice with assistance from exec director if needed
 - Obtain 5 donations from vendors for silent auction at annual conference
 - Each board member receives a google email account, needs to be monitored for important communications, meeting information and collaboration
 - Assist with WSSCA website peer to peer communication tool
 - Opportunities to present at Certification training classes if desired
- Obtain School Safety Coordinator Certification through WSSCA if not already certified.
- Board Meetings
 - most work completed at these meetings
 - attendance is critical
 - will be assigned to one of 3 committees (communication, professional development, membership)
 - committees may hold extra meetings as needed to complete assignments