

WASHINGTON STATE  
LAW ENFORCEMENT  
INFORMATION AND  
RECORDS  
ASSOCIATION L.E.I.R.A.



**CONSTITUTION AND BY-LAWS**

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

*October 2011  
Becky Miner, LEIRA President*

*CHARTERED IN 1985*

**Washington State Law Enforcement Information and Records Association By-Laws**

**TABLE OF CONTENTS**

ARTICLE	TITLE	PAGE
I	Name .....	1
II	Purpose and Objectives.....	1
III	Membership .....	2
III	Voting .....	3
IV	Dues and Assessments.....	4
V	Meetings .....	5
VI	Officers .....	6
VI	Executive Board.....	6,7
VI	Duties of the President .....	7
VI	Duties of the Vice-Presidents .....	7
VI	Duties of the Treasurer.....	7
VI	Duties of Liaison Officer/ Ex-Officio .....	8
VI	Duties of Directors .....	8
VI	Duties of Past President .....	6,9
VI	Nominating Committee .....	6
VII	Parliamentarian .....	9
VII	Committees .....	8
VII	By-laws Committee .....	9
VII	Training Committee .....	9
VII	Publication Committee.....	9
VII	Legislative Committee .....	10
VII	Forms Committee.....	10
VII	Membership Committee .....	10
VII	Regional Training Committee .....	10
VII	Conference Committee.....	11
VII	Memorabilia Committee.....	11
VII	Archivist/Librarian Committee.....	11
VIII	Property and Evidence Committee.....	11
VIII	Parliamentary Procedures.....	11
IX	Emblem and Publication .....	11
X	Amendments.....	12
XI	Dissolution .....	12
	INDEX .....	13-14
	APPENDIX I Standing Rules .....	15-17

**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 principle office of LEIRA shall be that of the Treasurer for 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. (Rev 10-28-2010)
- B. To advance individual knowledge and techniques by sharing and exchanging professional experiences and information related to criminal justice support services. (Rev 10-28-2010)
- C. To maintain liaison with the **Washington Association of Sheriffs and Police Chiefs (WASPC)** on legislation Related to criminal justice support services. (Rev 10-28-2010)
- D. To encourage professionalism and high standards of performance among criminal justice support services personnel in the discharge of their responsibilities. (Rev 10-28-2010)

**ARTICLE III  
MEMBERSHIP AND VOTING**

Section 1

The membership of the Association shall consist of active, associate, and life members in good standing. (Rev. 4-17-08)

- A. Active Members - shall be persons who are employed in information and records systems of a law enforcement agency in the State of Washington and whose application for this classification

is endorsed by their respective Sheriff, Police Chief or Agency Director. Only one active member per agency shall be allowed\*.

\*See SR-29(Rev. 10-23-96)

B. Associate Members - shall be persons who are employed in the field of law enforcement information and records systems in the State of Washington, and whose application for membership is endorsed by an active member from their agency. Associate Members will be allowed to serve as chairperson of a committee, but they may not hold an elective office or Director position.

(Rev. 10-23-96)

C. Life Members – may be granted to any current or past members who have distinguished themselves by deed or act in 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 deeds(s) of the prospective life members. Past Presidents will automatically have Life Member status.

(Rev. 04-12-94, Rev. 11-02-06, Rev 10-28-2010)

## 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 of at least seven (7) members and following a hearing which 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.

(Rev. 10-23-96)

## Section 3

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

(Rev. 4-17-08)

## 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 - Active and Life members shall be entitled to vote in the affairs of the Association. If the active member is unable to be in attendance to cast the agency vote, then an associate member of that

agency, who has been designated by the agency's active member, shall be entitled to vote for the agency. If an agency is unable to be represented by an eligible elector, a mail-in ballot shall be provided.

(Rev 10-28-2010)

### Section 7

Associate members (except those identified in Section 6) will be allowed to serve as chairperson of a committee but they may not hold an elective office or Director position.

(Rev. 4-17-08)

However, the Executive Board, by a two-thirds majority vote, may authorize, in a particular case, an exception to either or both restrictions when there is a good cause to believe that it is in the best interests of the Association to do so, provided further, that such exception shall be revocable by majority vote of either the Executive Board or Association members.

### Section 8

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

### Section 9

Upon approval of an applicant and upon receipt of the applicant's dues, a certification of membership may be issued in the applicant's name and signed by the President or Vice President of the Association. The name and address of each member and date of issuance of certification will be entered on the records of the Association.

## **ARTICLE IV DUES AND ASSESSMENTS**

### Section 1

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

(Rev. 04-14-93)  
(Rev. 10-23-96)  
(Rev. 10-12-00)  
(Rev. 04-17-08)  
(Rev. 10-28-2010)

### Section 2

Life members are not required to pay dues.

(Rev. 10-23-96)  
(Rev 10-28-2010)

### Section 3

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

(Rev 10-28-2010)

### Section 4

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

(Rev 10-28-2010)

## **ARTICLE V MEETINGS**

### Section 1

Two (2) regular General Membership Meetings shall be scheduled during each fiscal year. One meeting will be held at the Fall Training Conference at which the election and installation of officers will take place. The second meeting shall be held at the Spring Training Conference.

### Section 2

Special General Membership Business Meetings may be called by the President or Executive Board.

### Section 3

A majority of the active and life members registered 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.

### Section 4

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

### Section 5

Notice of not less than thirty (30) days prior to date of meeting stating the time and place of each semi-annual meeting must be made to the membership.

(Rev. 04-20-85)

### Section 6

If special General Membership Business Meetings are called, active and life 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.

## **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.

#### 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

In the event of a vacancy in an Association office, caused by prolonged absence, disability, resignation or termination, the Executive Board shall appoint a qualified member to serve the balance of the term.

#### Section 4

Officers shall be elected by ballot at the fall meeting with installation of officers taking place prior to the end of the conference. 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.

(Rev. 7-21-88)

#### Section 5

A nominating committee of five (5) active members of the Association shall be appointed at the spring meeting for the purpose of submitting nominations for each office to the membership at the following fall meeting.

(Rev. 4-6-88)

#### Section 6

The policy-making body of the Association shall be the Executive Board. The Executive Board will consist of the immediate Past President, officers of the Association, as listed, and three (3) directors elected by the general membership; and 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. 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; two (2) directors are elected on every even number year.

(Rev. 10-23-96)  
(Rev. 04-08-04)

#### 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.

#### Section 8 - Duties

- A. 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 which 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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**.
- G. 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 by-laws 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, so far as may be consistent with these Bylaws, 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 the 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 Sec. 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.

## **ARTICLE VII COMMITTEES**

### Section 1

The Standing Committees shall be:

By-Laws Committee  
 Regional Training Committee  
 Training Committee  
 Conference Committee  
 Publication Committee  
 Memorabilia Committee  
 Legislative Committee  
 Archivist/Librarian Committee  
 Forms Committee  
 Property and Evidence Committee  
 Membership Committee

...and such other committees, for specific tasks, as the Executive Board shall, from time to time, deem necessary. The President shall be an ex-officio member of all standing committees with the exception of the Nominating Committee.

(Rev. 04-02-97)

### Section 2

The chairperson of each standing committee, special and/or ad hoc committees, shall be appointed by the President, with approval of the Executive Board. The Chairperson for the Nominating Committee will be the immediate Past President or, if required, an active member appointed by the Executive Board.

### Section 3

Each standing committee shall prepare a Statement of Goals and Objectives for the conduct of business of the committee; such document shall be presented to and approved by the Executive Board and shall be reviewed and revised as necessary at least once a year.

(Rev. 10-23-96)

### Section 4

The By-Laws Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The duties of the committee shall be to make and evaluate suggestions for amendments or revisions of each of the articles and submit same to the Executive Board for approval. The By-Laws Committee shall be responsible for the distribution of the approved proposed changes to the membership of LEIRA not less than 30 days prior to the next General Business Meeting of the Association. In addition, the Committee shall report to the membership of the Association during the General Business Meeting of the Training Conference, and to maintain and amend as necessary the original bylaws document.

(Rev. 10-23-96)

The Chairperson of the By-Laws Committee will serve as a parliamentarian unless an alternate is appointed by the Executive Board. The Parliamentarian will attend the meetings of the Executive Board in an advisory capacity, and shall have no vote in the business proceedings.

(Rev. 7-21-88)

### Section 5

The Training Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The Training Committee in co-operation with the Conference Committee shall submit a training agenda prior to its publication to the Executive Board for approval. The Training Committee shall report to the membership of the association during the General Business Meeting of the Training Conference; and to maintain records of all training addressed through the Association. The Chairperson of the Training Committee will attend all meetings of the association. The Chairperson will attend the meetings of the Executive Board in an advisory capacity, and shall have no vote in the business proceedings.

(Rev. 04-02-97)

(Rev. 04-08-04)

### Section 6

The Publication Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The duties of the committee shall be to document in publication form all suggestions forwarded by all standing committees; provide documented overviews of training covered at the training conferences; provide in publication form a network for sharing information, opening channels of communication to draw upon knowledge, ability, technology and resources readily available; maintain a chronological listing of all publications issued the Association with original copies forwarded to the LEIRA Archivist.

(Rev. 04-02-97)

### Section 7

The Legislative Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The duties of the committee shall be to work with the Liaison Officer (Ex-Officio) in making recommendations to and receive input from the **Washington Association of Sheriffs and Police Chiefs** on information and records systems related to legislation; receive proposed legislation which is pertinent to the Association; provide a source of information to the Association members on matters of legislation; and to coordinate the efforts of the Association with the Legislative Liaison Committee of the **Washington Association of Sheriffs and Police Chiefs** in its attempts to influence the course of legislation pertaining to criminal justice information and records management. Proposals to amend/modify pending or existing statutes or for new legislation, will be presented to the WASPC Legislative Liaison Committee for their concurrence and presentation to the Legislature.

(Rev. 04-02-97)

### Section 8

The Forms Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The duties of the committee shall be to review on request of the Executive Board the possible creation, modification and standardization of law enforcement records forms and gather information pertinent to L.E.I.R.A. The forms committee shall maintain a library of resource forms.

### Section 9

The Membership Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The duties of the committee shall be to maintain a current mailing list of all L.E.I.R.A members. The committee is responsible to invoice agencies each year and to follow-up with agencies who fail to renew membership promptly. It is the goal of the committee to bill agencies during the month of December for payment in the first quarter of the following year. The committee shall provide each new member of the organization with a L.E.I.R.A. pin and current By-Law publication. The committee is also responsible for regular and current updates to the official membership roster on the L.E.I.R.A. website. At least once each year, an effort will be made to contact non-member agencies to encourage membership.

(Rev. 04-17-08)

### Section 10

The Regional Training Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The duties of the committee shall be to recruit Regional Training Coordinators for each designated region. The committee shall work to develop and provide regional training specific to the needs of the agencies contained in each respective region and to provide a resource to address other regional concerns.

### Section 11

Conference Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The duties of the committee shall be to assist in recruiting future conference sites and assist conference groups as needed to prepare for conferences. The committee shall also maintain and update as needed the "L.E.I.R.A. Conference Guidebook". The Chairperson of the Conference Committee will attend all meetings of the association. The Chairperson will attend the meetings of the Executive Board in an advisory capacity, and shall have no vote in the business proceedings.

(Rev. 04-08-04)

## Section 12

Memorabilia Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The duties of the committee shall be to provide an inventory of items imprinted with the L.E.I.R.A. logo which will be sold to promote L.E.I.R.A. as an organization. The committee shall be responsible to maintain accurate records of items purchased and sold and receipt monies to the L.E.I.R.A. Treasurer.

## Section 13

Archivist/Librarian Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The duties of the committee shall be to maintain all official documents of the organization and photographs taken during official L.E.I.R.A. functions.

## Section 14

Property and Evidence Committee: shall meet when deemed necessary by the Association President, Committee Chairperson, or a majority of the committee members. The duties of the committee shall be to enhance the efforts of LEIRA in addressing the specialized needs of law enforcement property and evidence personnel through education, training, and networking. The Committee will strive to respond progressively to the dynamically changing property/evidence handling needs, while upholding the values and mission of the LEIRA organization.

(Rev.11-02-06)

# **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 which 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.

## Section 3

The official publication of the Association shall be known as "FOR THE RECORD" and shall be published by the Publication Committee as specified in Article VII, Section 6.

## **ARTICLE X AMENDMENTS**

### Section 1

Amendments to these by-laws shall be accomplished through the By-laws Committee, as specified in Article VII, Section 4.

### Section 2

Amendments shall be adopted upon a majority vote of approval at the general business meeting of the Association provided that notice has been given to members of the Association not later than thirty (30) days to the commencement of such meetings.

## **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 members attending the general business meeting of the Association.

### Section 2

Upon dissolution, the assets of the Association shall be developed in a manner determined by the Executive Board; under no circumstances shall the assets of the Association devolve to the benefit of any of the individual members of the Association.

## **INDEX**

### **A**

Active Member .....	2, SR-29
Amendments .....	.9, 12
Applications for Membership.....	2,3
Assessments & Dues .....	4
Assets upon Dissolution .....	12
Associate Member.....	2, SR-2, SR-29
Awards .....	SR-16, SR-20, SR-34

### **B**

Ballots--Mail-in .....	3
------------------------	---

### **C**

Chairpersons, Appointment.....	7,9, SR-12
Chairpersons, Eligibility.....	2,3
Committees	

By-laws Committee .....	9
Legislative Committee.....	10
Nominating Committee .....	6
Other Committees .....	8,9
Publication Committee.....	9, SR-4,SR-7, SR-30
Training Committee .....	9, SR-3, SR-21
Forms Committee.....	10
Membership Committee .....	10, SR-9, SR-11,SR-26,SR-29
Regional Training Committee .....	10
Conference Committee.....	11
Memorabilia Committee.....	11
Archivist/Librarian Committee.....	11
Property & Evidence Committee.....	11
Conference Issues.....	SR-10,SR-14,SR-15,SR-16, SR-21,SR-24,SR-31

**D**

Directors .....	6,7, SR-12
Dissolution .....	11
Document of Policy.....	9
Dues .....	4, SR-10,SR-11, SR-24
Duties of .....	SR-18, SR-22
Directors.....	8
First Vice-President.....	7
Liaison Officers.....	8
Past President .....	7,SR-25,SR-27
President.....	7, SR-8,SR-17,SR-18
Second Vice-President .....	7
Secretary.....	7, SR-19
Treasurer .....	7,SR-32

**E**

Eastern Washington Representative .....	6
Election of Officers .....	5,6
Elective Office Qualifications .....	2,3
Emblem of Organization .....	11,SR-5
Expenses & Reimbursements .....	SR-13, SR-21,SR-22,SR-23,SR-24

**F**

Fall Conference .....	5, SR-16
Fiscal Year .....	4 SR-32

**L**

Liaison Officers .....	7,8,10
Life Member .....	2,SR-28

**M**

Meetings .....	5, SR-4,SR22,SR-33
----------------	--------------------

**N**

Name of Organization .....	1, SR-1
Name of Publication.....	12
Nominating Committee .....	6, 9
Non-Payment of Dues .....	2
Notification of Meetings.....	5

**O**

Objectives of Organization.....	1
Officers .....	5,6

<b>P</b>	
Parliamentarian .....	9
Parliamentary Procedure .....	10
Policy Making Body.....	6
Property and Evidence Committee.....	11
Publication .....	9,12,SR-30
Purposes of Organization .....	1
<b>Q</b>	
Qualification for Membership .....	2,3
Quorum .....	5
<b>R</b>	
Resignation from Membership .....	3
Revocation of Membership .....	2,3
Roberts Rules of Order.....	10
<b>S</b>	
Scholarship .....	SR-35
Special Assessments.....	4
Spring Conference.....	5, SR-16
<b>T</b>	
Term of Office .....	5,6
Training .....	SR-13,SR-21
<b>V</b>	
Vacancy of Office .....	6
Voting .....	2,3

## APPENDIX I

### STANDING RULES OF L.E.I.R.A.:

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

Nancy Lingel By-Law Chair  
08-06-97

**SR 1 10-07-85 Article 1, Section 1**

The acronym L.E.I.R.A. will be pronounced “Le - Ira”.

**SR 2 EB 04-20-86 Article III, Section 11**

Sheriffs and Police Chiefs may become associate members of L.E.I.R.A.

**SR 3 EB4-20-86 Article VII, Section 5**

The Training Committee will store the training materials and it will make available training materials requested by all departments.

**SR 4 EB4-21-86 Article VII, Section 6, Article V**

Minutes of meetings will be published in the Newsletter and not read at the meetings.

**SR 5 EB07-17-86 Article IX (Rev.EB09-04-03)**

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

**SR 6 EB07-17-86 (Rev 10/28/2010)**

It was decided that a glossary on law enforcement terminology be included in the WA State Records Management Guide and Retention Schedule.

**SR 7 EB10-05-86 Article VII**

It was decided to have documented committee reports for the newsletter to save time during the general business meetings at future conferences.

**SR 8 EB06-09-87 Article VI, Section 8A**

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

**SR 9 EB02-25-88 Article III**

L.E.I.R.A. pins will be given to new members at the time they join.

**SR 10 EB04-06-88 Article III**

Board Members of other states' records associations can join as non-voting , non-paying members of L.E.I.R.A. in order to attend conferences at member rates.

**SR 11 EB4-06-88 Article III, Section 2**

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 12 EB07-21-88 Article VII (Rev.EB 2-22-99)**

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

**SR 13 EB07-21-88, EB07-21-97 Article III, Section 5**

If an approved instructor is sent out to train more than one agency, L.E.I.R.A. will pay the expenses.

**SR 14 10-19-88 Article VII, Section 11**

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

**SR 15 10-19-88 Article, Article VII, Section 11**

An agency may pay one registration fee and split the days between two employees, each attending one day.

**SR 16 04-03-89 Article VII, Section (RevEB.02-22-99) (Rev.EB09-04-03)**

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 17 10-11-89 Article VI, Section 8A**

It was decided that the incoming President will sign the Executive Board Certificate for the outgoing President. All Executive Board members will receive certificates.

**SR 18 10-12-89 Article VI, Section 8**

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

**SR 19 01-25-90 Article VI, Section 8D**

The Secretary will be responsible for storing and distributing L.E.I.R.A. letterhead and envelopes.

**SR 20 11-29-90 Article VI, Section 8C (Rev.EB2-22-99) (Rev.EB09-04-03)(Rev.EB08-27-04)**

Any L.E.I.R.A. 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 21 01-16-92 Article VII, Section 11**

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

**SR 22 01-16-92 Article VI (Rev.EB08-27-04) (Rev.EB08-26-05)**

L.E.I.R.A. 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 23 10-14-92 EB (Rev.EB08-27-04) (Rev.EB08-26-05)**

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 By-laws, or has been requested to attend by the President. Approval of other expenses would require a vote of the EB.

**SR 24 01-13-93 EB (Rev.EB09-04-03) (Rev.EB01-20-05)**

Non-LEIRA members shall pay the non-member conference rate fee for conference registration.

**SR 25 10-12-93EB**

Past Presidents shall receive a pin designated by the Executive Board.

**SR 26 03-28-95EB (Rev.EB01-20-05) (Rev. EB 01-25-08)**

It was decided to discontinue publishing a Membership Booklet, since this information is now kept updated on the LEIRA website.

**SR 27 02-16-95EB**

The Board decided to give plaques to the Past Presidents.

**SR 28 02-16-95EB**

It was decided that Lifetime Members would receive a certificate.

**SR 29 08-21-96 EB, GB 10/96, Article III, Section 1(a)**

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. 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

**SR 30 10-22-96 EB Article VI, Section 6 (Rev.EB01-20-05)**

The L.E.I.R.A. Newsletter should be published two times or more per year. Deadlines for articles should be 20 days prior to publishing to allow ample time for formatting and distribution to the general membership.

**SR 31 08-06-97 EB**

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

**SR 32 10-02-97 EB (Rev.EB01-20-05)**

The Executive Board shall appoint two L.E.I.R.A. members each year who 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 33 06-22-98 EB**

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

**SR 34 09-04-03 EB (Rev.EB 6-22-04)**

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

**SR 35 6-22-04 EB (Rev.EB 08-27-04) (Rev.EB 08-26-05)(Rev. EB [date/2010]**

Decision to name the LEIRA training scholarship the "Wanda Wareham Memorial Scholarship". One scholarship is awarded per conference, or a total of two per year. If one is not awarded at the Spring Conference, two may be awarded for the Fall Conference. Expenses covered are registration and lodging.

**SR 36 08-26-05 EB**

The Nominating Committee will, within 30 days of the scheduled election of officers, confirm to the EB that candidates meet qualifications as stated in Article VI, Section 4 of the By-Laws. A confirmation of agency support is also required. Candidates seeking the office of Treasurer, must submit proof of training or work experience necessary to fulfill the duties of this office.

**Key to Abbreviations:**

**SR = Standing Rule**

**EB = Executive Board Meeting**

**GB = General Business Meeting**