

COMMUNITY SECURITY COALITION

BY-LAWS | SPOKANE CHAPTER

(Revision 3 – Published March 2018)

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MISSION STATEMENT

We, the members of the Community Security Coalition, recognize a need for a community based security group. We will work together to enhance the security of our community through joint activities, training, and participation. Our areas of focus are;

- Physical Security
- Technology Security
- Fraud/Corporate Investigations/Forensics
- Business Continuity/Disaster Recovery
- All Security related topics

ARTICLE I – NAME, PURPOSE, GOALS AND OBJECTIVES

Sect. 1 Organization Name

This organization shall be known as the Community Security Coalition.

Sect. 2 Purpose

The purpose of the Community Security Coalition is to work together for advanced security in the community and bring key people from the critical sectors together to discuss the security issues and topics surrounding our community.

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

Sect. 3 Goals

The goals of the Community Security Coalition are:

- A) To promote cooperation in all aspects of security, between the critical sectors in our community.
- B) To bring timely and beneficial training to the local area.
 - i. To ensure that educational topics are properly vetted to minimize advertising.
- C) To facilitate information sharing and thought leadership between member organizations.
- D) To set up opportunities for vendors to show new and emerging technologies and topics.
- E) To facilitate proactive collaboration and partnerships between partner organizations.
- F) Become a community resource for security related topics.

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Sect. 4 Objectives

The objectives of the Community Security Coalition are to accomplish our goals through:

- A) Regular meetings
- B) Communications
- C) Training events
- D) Open discussion
- E) An annual, all-day, security event
- F) Exercises to test the effectiveness of the group
- G) Helping organizations to build appropriate partnerships.

ARTICLE II – MEMBERSHIP

Sect. 1 Membership types

There shall be five (5) types of memberships which are defined as follows:

- A) Founding members – Founding members are considered lifetime members and shall have the right to vote on any major changes to the organization. Founding members, who are actively participating members, shall have all fees waived. Founding members are persons who are listed below groups;
- B) The first Board of Directors:
 - i. All persons who participated in the initial vote to elect officers
 - ii. The vendors who sponsored the introductory event;
- C) The serving Board of Directors:
 - i. All persons who have been elected by membership or appointed as per the rules set out in these laws;
- D) Contributor Memberships – Individuals working in any of the critical sectors (or Students) and who attend at least two events per year and who volunteer at least one time per year;
- E) Contributor Organizational Memberships – Organizations or governmental bodies working in any of the critical sectors and who sponsor any events or meetings;
- F) General Membership – Members or organizations in the critical sectors (or Students) who do not meet any of the above membership groups, but attend at least one meeting per year.

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Sect. 2 Membership Applications

Applications for new membership will be presented to the Board by the Second Vice-President to the Board of Directors for review.

The board will publish minutes after each meeting and will accept comments from the overarching membership, regarding the acceptability of the proposed members. This period shall be open, until the next board meeting.

Sect. 3 Membership Suspension

The Board of Directors shall have the power to suspend or expel any member by a two-thirds (2/3) vote.

Any member under consideration for suspension or expulsion must be notified in writing of such pending action at least thirty (30) days prior to the effective date. Such person may then request an appearance before a panel consisting of two members selected in a random drawing of members in good standing who volunteer to sit on the panel and one member in good standing, selected by the person under suspension or expulsion consideration. This request must be done in writing and within 15 days of the effective date. The panel shall then review all aspects of the suspension or expulsion and come to a decision, as to whether it shall be carried out. The panel shall meet and come to a decision prior to the effective date and shall deliver their decision to the Board of Directors, at least one day prior to the effective date.

The pool of volunteers shall be formed, prior to the written notice being sent to the person under consideration for suspension or expulsion and prior to any non-board disclosure of such activities.

These types of activities can have legal ramifications; to avoid any legal process, all conversations relating to such activities shall be contained to the formal hearings. Every effort should be made to avoid inappropriate disclosure of information that could be construed as illegal or inappropriate. The Board of Directors shall notify the membership of any actual suspensions or expulsions and the general nature of the reason for such activities.

Sect. 4 Membership Dues

The annual dues for all types of membership shall be set yearly by the Board of Directors.

The annual dues set by the Board of Directors may be adopted, only after two-thirds (2/3) vote of the members present at the next general membership meeting.

Any member who is delinquent in the payment of dues for a period of three (3) months shall be removed from the membership roster, as a member in good standing.

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The Board of Directors shall have the ability to set a cost for any events hosted or managed by the organization. These costs shall consider all levels of membership and fees shall be set accordingly.

Sect. 5 Membership in Good Standing

A member is in good standing if annual dues are current. A member who fails to keep dues current shall not have the ability to follow the requirements of membership suspension or expulsion as stated in Article II, Section 3 of the By-laws under “membership suspension.” This is because these members are not considered suspended or expelled, they are just not considered to be in good standing.

A member of the Community Security Coalition shall abide by the Code of Ethics established as the professional standard in Article II, Section 6 to be considered as a member in good standing.

A member is considered in violation of good standing if they engage in conduct which is against the best interest of the Community Security Coalition as prescribed by the Board of Directors or use the Community Security Coalition in any manner for one’s own personal benefit or profit. This includes usage of the membership list provided to all members. This list is not to be utilized as a mailing list, specifically if the member is going to benefit or financially profit from the usage. It is appropriate to network within the group and if there is mutual consent, marketing discussions are allowed.

Members considered in violation will be subject to membership suspension or expulsion as stated in Article II, Section 3 of the By-laws under “membership suspension.”

Sect. 6 Code of Ethics

For Community Security Coalition members, to maintain good standing, members must attest to the adherence of the following standards of professional and personal responsibility:

- A) To perform professional duties with the highest standards and principles.
- B) To be exemplary in obeying federal, state, and local laws and the By-Laws of the Community Security Coalition.
- C) Act honorably, honestly, justly, responsibly, and legally
- D) To strive for advanced knowledge in the security discipline.

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ARTICLE III – VOTING

Sect. 1 Eligible voters

Eligible voters are all active individual members in good standing. Organizational/Agency members will have only one vote.

ARTICLE IV - MEETINGS

Sect. 1 Business Related Meetings

The Community Security Coalition shall conduct a minimum of one business meeting per year. The President may call additional business meetings or Board of Directors meetings as he/she deems necessary to conduct the business of the Community Security Coalition during the course of the year.

Sect. 2 Board of Directors right to call meetings

The Board of Directors may order the President to call a business meeting if there is a majority vote of the Board of Directors favoring such a meeting. For matters needing immediate actions, conference calls or other means of communication may be used in place of a face-to-face meeting.

ARTICLE V – BOARD OF DIRECTORS

Sect. 1 Mission, Body and Titles

The Board of Directors shall encourage membership growth, facilitate membership retention/recruitment and support the decisions of the Community Security Coalition. A quorum shall be any meeting where 2/3 of the Board of Directors is present and able to participate. Members at large shall be afforded the opportunity to attend Board meetings and shall have the right to ask to speak at all board meetings.

In the event that a single person holds more than one position on the Board of Directors, he or she shall only be afforded one vote.

The Board of Directors shall consist of the following:

- A) President,
- B) First Vice-President,
- C) Second Vice-President,
- D) Secretary,
- E) Treasurer,
- F) Sergeant-at-Arms,

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- G) Chaplain,
- H) Founding Board Members

The Board of Directors shall be elected by a secret ballot at the annual conference and shall serve for a period of two years or until their respective successors have been duly elected and qualified. The President, First and Second Vice Presidents, and Sergeant-at-Arms, may be re-elected to the same office for a maximum of three (3) consecutive terms. The Secretary and Treasurer are not subject to term limits, but must run for re-election at their appointed times.

Board meetings of the Community Security Coalition shall require a quorum of board members. A majority 2/3 of the Board of Directors shall constitute a quorum.

Sect. 2 President

The President performs such duties as the Community Security Coalition may require in the conduct of its business and presides at all regular and special meetings of the Community Security Coalition. In the event that the President is unavailable, the 1st Vice-President shall preside over the meeting. Responsibilities also include: prepare agendas for all meetings; represent the organization to other organizations, the media and the public at large; serve as ex-officio member of all committees; appoint members to any special committees not addressed in the bylaws; ensure that the organization abides by its bylaws and established policies; receive reports from all officers and committees and monitor their progress; communicate regularly with the Board of Directors; review communications, reports and proposals of the organization.

Sect. 3 First Vice-President

The First Vice-President responsibilities include: chairperson of the training committee; serve on appointed committees; attend meetings at the President's request; familiarize himself or herself with the President's duties and responsibilities; in the absence of or at the request of the President, shall perform the duties and responsibilities of the President; and accede to the presidency in the event that a permanent vacancy arises.

Sect. 4 Second Vice-President

The Second Vice-President responsibilities include: chairperson of the membership committee; conduct new member orientation per Article II, Section 2, subsection b; serve on appointed committees; assist the First Vice-President and the President as appropriate; familiarize himself or herself with the First Vice-President's duties and responsibilities; and accede to the First Vice-President position in the event that a permanent vacancy arises.

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Sect. 4 Secretary

The secretary is the custodian of records for the organization and must keep a full and accurate record of all proceedings of the Community Security Coalition including: an accurate membership roster, a list of motions, the voting results, and present the minutes for approval at all meetings of the Community Security Coalition. In addition, the secretary's responsibilities include: serve on committees; and assist the Second Vice-President with the membership committee.

Sect. 5 Treasurer

The Treasurer of the Community Security Coalition is the officer entrusted with the custody of its funds. The Treasurer, and any other officers who handle funds of the Community Security Coalition, should be bonded for a sum sufficient to protect the Community Security Coalition from loss. Duties and responsibilities of the Treasurer include: him or his designee to receive and deposit all monies belonging to the Community Security Coalition in accounts that shall be placed in commercial banking institutions that are adequately insured; present to the Board of Directors an annual budget for the organization; monitor budgetary performance of the organization; and provide a detailed statement to be presented to all members at each annual Community Security Coalition meeting. The Treasurer is responsible to have an audit performed at the direction of the Board of Directors.

Sect. 6 Sergeant-at-Arms

The Sergeant-at-Arms shall maintain order at all Community Security Coalition meetings. Additional responsibilities include: participate as a member of the training committee and the membership committee; and assist with orientation of new members.

Sect. 7 Chaplain

The Chaplain provides spiritual support to the organization and its members.

Sect. 8 Vacancy

Positions on the Board of Directors shall be considered vacant if:

- A) The board member relinquishes their position which made them eligible for membership in the Community Security Coalition;
- B) The board member has two consecutive unexcused absences from board meetings.

Such vacancies shall be filled for the remainder of the term by a majority vote of the Board of Directors.

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Sect. 9 Displacement

When a member of the Board of Directors of the Community Security Coalition is reduced in rank or removed from his/her agency for misconduct, or when said member conducts himself in such a manner as to bring the Community Security Coalition into disrepute, and said member does not resign, the President shall appoint a three (3) member committee from the Board of Directors to investigate said allegations and report such findings at the next board meeting.

The President shall convene a special board meeting to review the results of the investigation and ascertain the suitability of such member to remain as a member of the Board of Directors. The member shall have at least two weeks' notice to appear at such hearing; said notice will set forth the allegations against the member.

After due notice to appear at such hearing, the Board of Directors may proceed with the hearing in the presence or absence of such member. If the member does appear, he shall be provided appropriate time to present any mitigating information.

An affirmative vote of two-thirds (2/3) of the Board of Directors present and voting shall suspend or remove such member from his elected or appointed office. The action of the Board of Directors is not subject to appeal.

If the member in question is the President, the First Vice-President shall take the appropriate action.

Sect. 10 Legacy Status

In order to ensure that the Coalition continues to flourish, the Founding Board Members have lifetime ability to participate in all board meetings as voting members.

Sect. 11 Failure to Perform

Failure to perform of any elected board member is a serious concern. In the event that any Board member is accused of failing to perform his or her duties, becomes a member in violation of good standing, is arrested for an offense involving integrity, fraud, or anything that is against the principles, ethics, or other best practices of the organization, a special board meeting shall be held without the presence of the person(s). This shall be convened by the President of the Board, unless the President of the Board is the person accused. In the event that the President is accused, the Founding Board Members shall convene the meeting.

During this meeting, the Board will hear the allegations and determine if they have merit. Based on the discussion, evidence, or other facts, they Board will vote on whether to take action against the person(s). If it is decided to take action, the Board will speak with the accused and determine if there are any factors that should be considered. At that time, the Board will vote on the appropriate action to take. This shall be binding.

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In the event that such action is taken against a member for an activity that the Board deems the person responsible: he/she shall never be allowed to hold office again.

ARTICLE VI – ELECTIONS

Sect. 1 Nominating Procedure

The format for elections is an open forum, any individual member in good standing shall be afforded the right to run for any position he/she is qualified for.

Any member in good standing must nominate his or herself in writing with an explanation of his/her qualifications.

Any person nominated must be a member of the Community Security Coalition for at least one year in good standing.

Sect. 2 Election Procedures

Elections shall be held at the business meeting held during the annual conference. The board positions will be up for elections as follows:

- Even years: President, Second Vice President, Treasurer;
- Odd years: First Vice President, Secretary, Sergeant-at-Arms.

All elections shall be by confidential written ballot. It shall be the duty of the Board of Directors to distribute, collect, tally, and return to the Secretary the election results after announcing the results.

The ballots are to be kept for a period of three months after the election.

ARTICLE VII – AMENDMENTS

Provisions of the By-Laws may be altered, amended, or revised at any duly called or scheduled meeting of the general membership if approved by two-thirds (2/3) vote of the members in good standing.

All recommended alterations, amendments, and revisions of the by-laws must be made available to members in good standing ten business days (10) prior to voting by mail or other electronic communication methods.

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ARTICLE VIII – GRANTS, GIFTS AND DONATIONS

Sect. 1 Empowerment

The Board of Directors is empowered to accept grants, gifts, and donations on behalf of the Community Security Coalition to carry out the purposes and objectives of the Community Security Coalition.

Sect. 2 Application toward the Greater Good

None of the monies received by the Community Security Coalition shall be used for the private gain or profit of any member.

ARTICLE IX – COMMITTEES

Sect. 1 Appointed Committee

The President may form committees and appoint the chairperson as the need arises.

The President and First or Second Vice-President may not serve on the same appointed committee.

The President may not serve as a committee chairperson.

All committee members shall be chosen by the committee chair person and approved by the President. The committee shall consist of at least three members in good standing.

Each committee chair person shall maintain a record of committee proceedings and report the same to the Board of Directors upon request.

The committee chair will submit records to the secretary at the completion of the task.

Sect. 2 Standing Committees

- A) Membership Committee – Responsible for all membership and recruiting new Community Security Coalition members;
- B) Training Committee - Coordinates training and conference lodging and facilities.

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ARTICLE XI – DISSOLUTION

Upon dissolution of the Community Security Coalition, all assets of the Community Security Coalition shall be donated to an organization focused around community service and security. The final decision would require a majority vote of the Board of Directors. In the event that the Board of Directors is not functional or cannot agree, dissolution would require a mediator to be selected.