



COMMUNITY SECURITY COALITION
SPOKANE CHAPTER

Community Security Coalition (CSC)
By-Laws of the Spokane Chapter



Table of Contents

REVISION HISTORY	4
MISSION STATEMENT	4
ARTICLE I – NAME, PURPOSE, GOALS AND OBJECTIVES	5
Sect. 1 Organization Name	5
Sect. 2 Purpose	5
Sect. 3 Goals	5
Sect. 4 Objectives	6
ARTICLE II – MEMBERSHIP	6
Sect. 1 Membership types	6
Sect. 2 Membership Applications	6
Sect. 3 Membership Suspension	7
Sect. 4 Membership Dues	7
Sect. 5 Membership in Good Standing	7
Sect. 6 Code of Ethics	8
ARTICLE III – VOTING	8
Sect. 1 Eligible voters	8
ARTICLE IV - MEETINGS	8
Sect. 1 Business Related Meetings	8
Sect. 2 Board of Directors right to call meetings	8
ARTICLE V – BOARD OF DIRECTORS	9
Sect. 1 Mission, Body and Titles	9
Sect. 2 President	9
Sect. 3 Vice President	10
Sect. 4 Secretary	10
Sect. 5 Treasurer	10
Sect. 6 At Large Board Members	11
Marketing and Web Design	11
Continuing Education Coordination	11
Sponsorship Relations Management	11
Sect. 8 Vacancy	11
Sect. 9 Displacement	11
Sect. 10 Legacy Status	12
Sect. 11 Attendance Requirements	12
Sect. 12 Failure to Perform	12

ARTICLE VI – ELECTIONS	13
Sect. 1 Nominating Procedure	13
Sect. 2 Election Procedures	13
ARTICLE VII – AMENDMENTS	13
ARTICLE VIII – GRANTS, GIFTS AND DONATIONS	13
Sect. 1 Empowerment	14
Sect. 2 Application toward the Greater Good	14
ARTICLE IX – COMMITTEES	14
Sect. 1 Appointed Committee	14
Sect. 2 Standing Committees	14
Communication Committee	14
Training & Event Committee	14
ARTICLE XI – DISSOLUTION	15

REVISION HISTORY

- Creation [2013]
- Revision 1 – Proposed: [Date proposed] | Ratified: [2014]
- Revision 2 – Proposed: [Date proposed] | Ratified: [2016]
- Revision 3 – Proposed: [Date proposed] | Ratified: [March 2018]
- Revision 4 – Proposed: [November 2018] | Ratified: [December 6th, 2018]

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 creating awareness of, providing activities and training for, and increasing participation in Information and Cyber Security. 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:

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

Sect. 4 Objectives

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

- Regular meetings
- Communications
- Training events
- Open discussion
- An annual, all-day, security event
- Exercises to test the effectiveness of the group
- 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:

1. 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;
 - a. 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;
2. The serving Board of Directors:
 - a. All persons who have been elected by membership or appointed as per the rules set out in these laws;
3. 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;
4. Sponsoring Memberships – Organizations or governmental bodies working in any of the critical sectors and who sponsor any events or meetings;
5. 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.

Sect. 2 Membership Applications

Induction of new membership will be facilitated by a voluntary subscription to the monthly newsletter. At the first board meeting of each quarter, the chair of the communications committee will present new members of the Contributor and General Memberships to the Board to the Board of Directors for review.

The Board of Directors 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. 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:

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

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:

- President
- Vice President
- Secretary
- Treasurer
- Three at large positions; each assigned one of the following roles:
 - Marketing and Web Design
 - Continuing Education
 - Sponsorship Relations
- Founding Board Members (no voting power)

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, Vice President and Board Members at Large 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. The founding board members are invited to all board meetings in perpetuity, but have no voting power.

Board meetings of the Community Security Coalition shall require a quorum of voting board members. A majority 2/3 of the voting 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. Responsibilities also include to:

- Represent the organization at large including the media, other organizations and the public;
- 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 committee leadership and Board of Directors;
- Review communications, reports and proposals of the organization.

In the event that the President is unavailable or incapacitated, the Vice President shall assume all presidential duties forthwith until the president is able to resume their duties or a new president has been voted in.

Sect. 3 Vice President

The Vice President assists with the responsibilities of the president as delegated. Additional duties include to:

- Chair of the training and event committee;
- Assist in fundraising for the organization;
- Serve on appointed committees;
- Attend board meetings;
- 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;
- Accede to the presidency in the event that a permanent vacancy arises;

Sect. 4 Secretary

The secretary is the custodian of records for the organization and must keep a full and accurate record of all proceedings for the organization including to:

- Maintain an accurate membership roster;
- Record a list of motions and results of the vote for said motions;
- Record meeting minutes and present the minutes of prior meetings for approval at each board meeting.

Additional responsibilities include to:

- Serve as a member of the membership committee;
- Work with the President to prepare and provide agendas for all meetings;
- Schedule and maintain monthly board meetings;
- Assist in fundraising for the organization;
- Serve on appointed committees;

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 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;
- Prepare and file all of the necessary organizational incorporation documents, renewals and tax filings at the state and federal levels
- Prepare and present an annual budget for the organization to the Board of Directors;
- Monitor budgetary performance of the organization;

- Provide a detailed statement annual to all members of the Community Security Coalition during the open board meeting;
- When directed by the Board of Directors, have an audit performed;
- Assist in fundraising for the organization.

Sect. 6 At Large Board Members

Three of the positions on the Board of Directors shall be set aside for administrative and organizationally critical tasks. Positions within the at large board members, can be increased or decreased with a two-thirds majority vote by the board. The duties should include at least:

Marketing and Web Design

- Chair of the communications committee;
- Responsible for Social Media, website(s) updates, maintenance and security;
- Recommending automation and vendor partnerships to the board of directors to further the efficiency of the organization and Board of Directors;
- Maintaining Board of Directors email access, and supporting platforms used by the Board of Directors;
- Assist in fundraising for the organization;

Continuing Education Coordination

- Chair of the Training and events committee;
- Responsible for CPE requests from the membership;
- Assist in fundraising for the organization;

Sponsorship Relations Management

- Chair of the Sponsorship & Fundraising Committee;
- Member of the training and event committee;
- Work with the Treasurer to ensure all sponsorship dues have been paid;
- Give notice to sponsors in advance of monies due;
- Responsible for Sponsorship and fundraising for the organization;

Sect. 8 Vacancy

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

- The board member relinquishes their position which made them eligible for membership in the Community Security Coalition;
- 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.

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 position 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 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 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 Attendance Requirements

To ensure the organization's Board of Directors can fulfill the goals of the organization, each board member may not be absent from more than one consecutive board meeting. Board members must not be physically absent for more than two consecutive board meetings unless approved by the President.

Planned absence must be communicated to the board within three business days prior to any formal board gathering. Otherwise the absence will be unexcused.

Sect. 12 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, has more than two unexcused absences at official board gatherings, 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. A two-thirds majority vote shall be binding.

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, Secretary, Treasurer;
- Odd years: Vice President, At Large Board Members.

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.

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 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 chairperson and approved by the President. The committee shall consist of at least three members in good standing. Each committee chairperson 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

Communication Committee

This established committee will maintain and approve all written, published and audio statements from the community security coalition. The committee chair will work closely with the president of the organization to ensure that communications are proofed prior to publication. This committee is responsible to send out member newsletters on a regular basis, including a prepared note from the president. The committee will return and report the second board meeting of each quarter on the activities of the committee.

Training & Event Committee

This established committee will bear the primary responsibility for gathering ideas for and putting together all events and trainings provided by the Community Security Coalition. The committee chair may delegate these responsibilities to any members serving on, or appointed to serve on the committee by the president of the organization and will also emcee the events to ensure proper execution. This committee will ensure that training and events are in line with the by-laws and industry trends to ensure proper information is being distributed. The committee will return and report the second board meeting of each quarter on the activities of the committee.

Sponsorship & Fundraising Committee

This established committee will bear the primary responsibility for planning and obtaining the funds necessary to operate the Community Security Coalition events and gatherings through sponsorships and donations. The committee chair may delegate these responsibilities to any members serving on, or appointed to serve on the committee by the president of the organization. These activities are crucial to the ongoing success of the organization and thus must be active and reported upon at every board meeting.

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.