

Constitution

Article I - Organization

This organization shall be known as the “WESTERN STATES ASSOCIATION OF SHERIFFS’ AIR SQUADRONS” (WSASAS). It is instituted as an association of law enforcement aero squadrons in the Western United States; to be of service in major disasters, during national or local emergencies; to search for downed or lost aircraft; to search for persons lost or in distress; to assist in the enforcement of Federal Air regulations; to foster and promote Civil Aeronautics in general; and to unite our members in a common bond of fellowship by our shared interest in aviation and law enforcement.

Article II - Government

This organization shall be governed by a body of officers composed of two members from each member Squadron of the Association; a Commander; and an immediate past commander or their appointed representative.

The Board of Officers so formed shall be known as the Squadron’s Council.

The Squadron’s Council shall nominate and elect the following WSASAS officers:

Association Commander

- Vice Commander-Secretary/Historian
- Vice Commander-Treasurer
- Vice Commander-Pistols
- Vice Commander-Flight Operations
- Vice Commander-Training
- Vice Commander-Quartermaster
- Vice Commander-Publications
- Vice Commander-Membership/Publicity



Article III - Ownership of Property

Title and ownership of all property and assets of the Association shall be vested in the name of WESTERN STATES ASSOCIATION OF SHERIFFS' AIR SQUADRONS. Any member Squadron in possession of any WSASAS possessions ceasing to be a member of the Association shall forfeit any and all right to, title of property funds, and assets of the Association to the Squadron Council.

Article IV - Demonstration or Support

No demonstration of support shall ever be made by the Association on behalf of any objective or purpose deemed to be entirely political, religious, or to advance any private commercial interest unless it clearly appears that such demonstration or support shall tend to promote the purposes of this Association as expressed in Article I hereof.

Article V - By-Laws

The Association shall adopt a code of by - laws for the purpose of regulating the business affairs and services of this Association. These by - laws shall be consistent with the provisions of this Constitution.

The by - laws shall be adopted by a two - thirds (2/3) or greater affirmative vote of the general membership in attendance at a meeting for this purpose.

Article VI - Amendments to the Constitution

Amendments to the Constitution and/or By-Laws may be made at any meeting of the Association by an affirmative vote of two - thirds (2/3) or greater of the regular members present, representing one - half (1/2) or more of the member Squadrons of the Association. Written notice of the intention to submit for a vote a proposed amendment to this Constitution shall be provided to the total membership (by US mail, electronic mail, or by posting on the WSASAS webpage) at least 30 days prior to the meeting, shall state the time and place of the meeting at which the vote will take place, and shall include a copy of the proposed amendment to be voted upon.



By-Laws

The following is adopted as a code of by - laws of the Western States Association of Sheriff's Air Squadrons (WSASAS) in accordance with Article V of the Constitution of that organization.

Each term, phrase, reference whether masculine or feminine in these By-Laws shall have equal application and shall not exclude any individual because of sex, race, religion or place of national origin.

Article I - Membership

Section 1. In accordance with Article I of the Constitution, any organized Sheriff's or City Police Air Squadron in the States of Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington and Wyoming shall be eligible for membership in the Association.

Section 2. A Sheriff's or City Police Air Squadron will not be considered a member squadron unless all of its members are Association members.

Section 3. Each member Squadron shall submit a current roster of the elected officers and all members of the squadron:

- Name
- Address
- Telephone numbers of home, business and cell
- Email Address
- Aircraft Model and N numbers

A complete mailing list containing this information about each squadron and members thereof shall be compiled for this Association.

Section 4. Any member Squadron may resign from this Association by giving sixty - (60) days notice to the Squadrons Council.

Section 5. Any member Squadron may be expelled from membership in the Association by a two-thirds ($\frac{2}{3}$) majority of a legal quorum of the Squadrons Council after notification to said squadron and after a formal hearing before the Squadrons Council. Such hearing shall convene within sixty - (60) days of written notice to the accused member squadron.

Section 6. Any former member of a Sheriff's Air Squadron or individuals who support search and rescue may become an associate and can participate in the activities of the Association for which they are qualified. These associate members will pay individual dues and will be known as the Phantom Squadron. They will not be eligible for team trophies or have voting rights.

Section 7. Honorary Members: WSASAS may at the discretion of the Squadrons Council confer honorary membership upon any person. Honorary Members may attend meetings and social events but have no voting rights or official duties; however, an Honorary Member is welcome on a voluntary basis to help out on any job or endeavor for which he/she is qualified. Honorary members may or may not hold a commission or badge from a Sheriff's or Police Agency.



Article II - Dues

The amount of dues shall be established by the Squadrons Council at the last official meeting of the Squadrons council of each year, such amount to be decided by a projected budget of the Association. Each individual member shall then be billed through the Squadron Commander of each member Squadron except for Article I, Section 6 above (*which will be billed individually*), with such dues being payable by said Squadron within sixty (60) days of notification. Honorary Members, Section 7 above, are not expected to pay annual dues.

Article III - Meetings of the Association

Section 1. There shall be an annual meeting of the Association at a time and place determined by the Squadron's Council. Written notice of the time and place of such meeting shall be sent to each individual member (via US Mail, electronic mail, or by posting on the WSASAS webpage) of the Association at least thirty - (30) - days prior to such a meeting. The meeting shall be held at the last official Fly - In of the year. The purpose of such a meeting is to install the officers elected by the Squadron's Council. The annual meeting shall also be used to introduce to the general membership a tentative schedule of events and activities for the succeeding year.

Section 2. Business meetings of the Association shall convene upon reasonable notification to each Commander of each Squadron by the Association Commander.

Section 3. A quorum shall exist in the Squadrons Council when voting representatives of one quarter (1/4) or more of the Squadrons are present. Such representatives for voting purposes shall be the Captain or Commander whichever he is so termed of each member squadron or his chosen representative at the meeting. Such chosen representative in the absence of said Commander shall bear written notification of proxy for voting privileges at a Squadrons Council meeting.



Article IV - Election of Officers

Section 1. The Squadrons Council shall nominate and elect the following WSASAS officers:

- Association Commander
- Vice Commander-Secretary/Historian
- Vice Commander-Treasurer
- Vice Commander-Pistols
- Vice Commander-Flight Operations
- Vice Commander-Training
- Vice Commander-Quartermaster
- Vice Commander-Publications
- Vice Commander-Membership/Publicity

Section 2. Election of said officers shall be held at the last official Squadrons Council meeting of the year. The newly elected officers will immediately assume the responsibilities of their elected positions.

Section 3. Said officers may be chosen from the general membership or from the Squadrons Council as long as they are active members in good standing with the Association.

Section 4. The presiding Association Commander shall appoint a nominating committee, which shall propose a slate of candidates for each office and present such candidates by written notice to the members of the Squadrons Council.

Section 5. The nominating committee shall take into consideration any member proposed by the Commander, members of the Squadrons Council or members of the general membership, evaluate such candidates for the above offices and obtain consent from the proposed candidates. The Chairman of the nominating committee will inform the Squadrons Council of the said nominations in writing at least thirty (30) days prior to the last official Squadrons Council meeting.

Section 6. Nominations from the floor of the Squadrons Council will be entertained at the time of the election. Such election may be accomplished by ballot or acclamation.



Article V - Officers

The Association officers shall be known henceforth as depicted in Article IV Section 1. Each elected officer shall serve faithfully for a term of one year or until a successor shall be elected.

Section 1. Commander

The Association Commander shall:

- Preside over the Squadrons Council meetings
- Appoint committees and committee chairmen for special and particular purposes
- Schedule business meetings of the Squadrons Council at appropriate times with enough advance notice that may be deemed reasonable
- Administer to the various duties requested of him by the members of the Squadrons Council
- Maintain a current statement of Responsibilities of Officers of Western States Association of Sheriffs' Air Squadrons and make it available to any member on request.
- Serve for a period of up to two years with the affirmation of the Council.
- See that the officers listed below perform all the duties assigned them.
- Personally investigate to determine that all job assignments are fulfilled and take such action necessary to get the job done.
- Prepare an Agenda prior to each WSASAS Council meeting.
- Appoint a member to maintain a membership roster.

In the absence or disability of the Association Commander, such duties of this office shall devolve upon the Vice Commanders, who shall decide mutually who shall preside over a meeting during the absence of the Commander. Such Vice Commander may convene the Commanders of the Squadrons in his area for a specific purpose in conducting the business of this Association.



Section 2. Vice Commander-Secretary/Historian

The Vice Commander-Secretary/historian shall:

- Have custody of all the papers, records and documents of the association and shall prepare and keep such forms and records as may be required for its efficient administration.
- Keep a diary of the Association's activities and record the minutes for all Squadron Council meetings. Such minutes shall be duplicated and a copy of such shall be sent by US Mail or by electronic mail to the Association Commander within ten (10) days of any official meeting of this organization. Also, the minutes will be published in the "FLIGHT PLAN" and on the WSASAS web page.
- Issue all notices and record the minutes of all meetings and shall conduct the correspondence in the Commander's name. He may appoint and authorize any member of the Association to assist him in the performance of his office.
- Handle WSASAS correspondence as directed by the Commander.
- Keep a copy (either a hard copy or a digital copy) of each FLIGHT PLAN, announcements of fly - in training seminars, competition exercises and quizzes, and such additional data as photographs and newspaper articles related to the Association or its members.
- The Historian shall catalog and maintain all historical data for ready transfer to the successor.

During the absence or disability of such Vice Commander-Secretary/Historian, a member of the Squadrons Council may be designated Vice Commander-Secretary/Historian and shall fulfill all said duties of the Association for the Commander.



Section 3. Vice Commander-Treasurer

The Vice Commander-Treasurer shall:

- After the first term, the Vice Commander-Treasurer's term may be extended year to year at the option of the Treasurer and the Commander.
- Handle all receipts and disbursements of WSASAS funds. All monies received shall be deposited in a Commercial Banking House to be selected by the Squadrons Council. Funds from the account may be withdrawn on the signature of the Association Commander or Vice Commander-Treasurer. Vice Commander-Treasurer shall render a report concerning the Association's finances on request and an annual financial report shall be made on the accountings of said Association Treasury to include all disbursements and deposits. A committee appointed by the Association Commander for that purpose might audit the financial records.
- Annually, in January, bill all WSASAS squadrons for dues at the rate established per each member of the squadron at the last official Squadrons Council for the prior year to cover costs of printing and mailing of the **"FLIGHT PLAN"** and any other expenses of the association.
- Prepare a financial statement for each Squadrons Council meeting and secure approval of the membership.
- Secure a membership roster from each squadron at the time the dues are collected.
- When the roster is received, it shall be immediately sent to the member responsible for the roster appointed by the Commander, who shall bring the membership roster up-to-date.
- Maintain an operating account with a maximum balance at any time of Three Thousand Dollars (\$3,000.00) and a long-term account for all Association funds in excess of Three Thousand Dollars (\$3,000.00). Funds may be withdrawn from the operating account upon the signature of either the Association Commander or the Vice Commander-Treasurer. Funds may be withdrawn from the long-term account only upon the dual signatures of two of the following three:
 - Association Commander
 - Vice Commander-Treasurer
 - Vice Commander-Secretary/Historian
- Prepare and file all required annual forms for state and federal taxes and forms to fulfill non-profit status.



Section 4. Vice Commander-Pistols

Vice Commander-Pistols shall:

- Maintain a record of all squadron members that shoot in WSASAS pistol shoots. Immediately after each pistol shoot, he shall secure the score cards from the squadron sponsoring the WSASAS Fly-In Seminar and will enter such pistol scores on WSASAS membership record cards and/or computerized records.
- Maintain current WSASAS pistols rules and make them available to any member upon request.
- Make sure that all rules established by WSASAS are followed at each meet. He shall supply the squadron sponsoring the Fly-In Seminar with scorecards upon which to record the matches. Vice Commander-Pistols shall maintain a record of pistol shooters including any hold harmless forms that may be prescribed by the Association.
- Compile Pistol Competition results for both the awards banquet and for publication in the **“FLIGHT PLAN”**.
- Act as referee in all matters and his ruling will be final.

Section 5. Vice Commander-Flight Operations

Vice Commander-Flight Operations shall:

- Maintain a record of all squadron members that compete in WSASAS Flying Events. Immediately after each event, he shall secure and score the event as indicated in the Flying Competition Rules.
- Make sure that all rules established by WSASAS are followed at each meet. He shall supply the squadron with message drop bags if requested. He shall supply the squadron sponsoring the Fly-In Seminar with scoring forms to record the events.
- Compile Flight Competition results for both the awards banquet and for publication in **“FLIGHT PLAN,”** and on the WSASAS web page.
- Act as referee in all matters and his rulings will be final.
- Maintain current WSASAS Flying Competition rules and make them available to any member upon request.



Section 6. Vice Commander-Training

Vice Commander-Training shall:

- Vice Commander - Training is responsible for implementing the Annual Training Plan .
- Will work with Squadrons with identified training requirements in developing a training curriculum.
- Will work with requesting Squadron to identify best qualified person to provide the training and determine costs associated with the requested training.
- Will submit the training requests to the WSASAS Executive Committee by January 31 of each year.
- • Shall announce the date, place and subjects to be covered in the seminar at least three (3) months prior to the exercise. Notice will be given in the “**FLIGHT PLAN**,” on the WSASAS web page, and forwarded to OES.

Section 7. Vice Commander-Quartermaster

Vice Commander-Quartermaster shall:

- Order the following supplies as needed by WSASAS:
 - Tie tacks
 - Pistol caps
 - Decals
 - Arm patches
 - Pistol score cards
 - Name badges
 - Miscellaneous other supplies
- Keep an adequate supply of the above WSASAS material on hand and to continue to present it and make it available at each of the WSASAS Fly-In Seminars.
- Submit all monies collected from sales of these items immediately to the Vice Commander-Treasurer for credit to WSASAS accounts. Any bills for supplies purchased shall be forwarded to the Vice Commander-Treasurer for payment.
- Assure that the annual trophies or plaques are acquired that will be awarded for individual flying, team flying, individual shooting, and team shooting at the first Safety Seminar of the year. Vice Commander-Quartermaster will provide this to the hosting squadron to be presented at the awards banquet.
- Assure the annual belt buckle for the outgoing Commander is acquired that will be awarded at the installation banquet.



Section 8. Vice Commander-Publications and Membership

The Vice Commander-Publications and Membership shall:

- Be responsible for the collection of inputs and preparation of the WSASAS “FLIGHT PLAN,” and the WSASAS web page. The “FLIGHT PLAN” shall be mailed (either by US mail or by electronic mail) immediately after each Fly - In Seminar and sufficiently in advance of upcoming WSASAS events.
- Contact all law enforcement agencies in the Western United States that have a volunteer Air Squadron with the purpose of soliciting their membership in WSASAS.
- Prepare letters and brochures to explain the purpose and goals of WSASAS.
- Develop a mailing list of eligible squadrons to be notified of WSASAS events.
- Assist present member squadrons in recruiting new members.
- Assist hosting squadrons in encouraging participation in WSASAS events.
- Be responsible for general publicity for WSASAS to all publications, radio stations and television. Issue news bulletins after each WSASAS event to acquaint the general public of the service that the association provides.
- Where possible, always use the Sheriff’s PIO to disseminate information to the public and press. No one is to speak to the press or TV except through the PIO
- Be innovative to enhance the image of WSASAS, and maintain the WSASAS web page.

Section 10. Removal

In the event of the removal, death, disability or resignation of any officer, the vacancy shall be filled by the nomination and election of a replacement by the Squadrons Council within a period of thirty - (30) days. It is the prerogative of the Squadrons Council to terminate the tenure of office of any officer by a two-thirds ($\frac{2}{3}$) vote of the assembled Squadrons Council sitting in quorum.

Article VI - The Squadrons Council

Section 1. The Squadrons Council shall consist of the Captain or Commander of each member squadron and the immediate past Commander or Past Captain of said squadron. Each squadron shall be represented by one vote at any official Squadrons Council meeting. The current Captain or commander shall retain such vote and in his absence shall designate by written notice or by personal communication to the Association Commander who shall retain such vote in representing his own squadron in the Association’s business meeting.

Section 2. A quorum of the Squadrons Council shall be composed of a minimum of one member for each squadron to represent at least one-fourth ($\frac{1}{4}$) of the number of member squadrons. No more than one designated member from each squadron shall have a vote during a Squadrons Council decision.

Article VII - Discipline

Section 1. Any member of the Association who shall conduct himself/herself in a manner not becoming a law enforcement officer, either in the squadron or elsewhere or who may do or fail to do anything calculated to disturb the harmony or impair the good of the Association or his own



squadron, may be reprimanded and suspended by the Association or expelled at the request of two-thirds ($\frac{2}{3}$) of the assembled Squadrons Council sitting in quorum.

Section 2. An officer may be removed from office when it is apparent that such action is required for the best interest of the Association. Inefficiency or offensiveness in the conduct of his duties shall be deemed contrary to the best interest of the Association.

Section 3. Sanction against any individual accused of violation(s) of Section 1 or Section 2 of this Article may be recommended by any member of the Association in open meeting, or may be proposed directly to the Squadrons Council outside of a meeting. If the accused is present at said meeting, he may rise to his own defense or may request the Association set a date for a future meeting at which he may provide for his own defense. If the accused is not present at the said meeting, he shall be given ten (10) days notice in writing (either by US Mail or by electronic mail) in advance of a meeting of the Association at which time accusations against him shall be considered by the Squadrons Council. Said notice shall contain a statement of the accusations. The time limit herein set forth shall be extended by the Association Commander when it is apparent that the enforcement of the said time limit would result in an injustice.

Section 4. An affirmative vote of two-thirds ($\frac{2}{3}$) of the assembled Squadrons Council sitting in quorum at a regular meeting shall be necessary for expulsion.

Article VIII - Committee

There shall be no standing or permanent committee until the need for it arises. Each member of the Association owes the Association the duty of active participation in its affairs to the best of his abilities. The Association commander shall encourage such activity on the part of the members by a liberal use of his powers to appoint chairmen and committees as their need may arise.

Article IX - Publication

Except by the permission of the Association commander, no information of proceedings or happenings of the Association shall be made available by printing, television and pictorial reproduction or otherwise.

