

# Western Pennsylvania Negotiators Association WPNA

## *Bylaws*

### Resolutions

Proposed for Meeting October 11, 2005

## *ARTICLE I*

### **Organizational Name**

This association shall be known as the Western Pennsylvania Negotiators' Association, and may be referred to as WPNA.

## *ARTICLE II*

### **Organizational Purpose**

The Western Pennsylvania Negotiators' Association (WPNA) is a *Not For Profit* professional organization made up of Crisis / Hostage Negotiation specialists in the law enforcement and private sectors. Our purpose is to provide training and a forum for the free exchange of up-to-date information related to the safe resolution of conflict through negotiation.

## *ARTICLE III*

### **Organizational Structure**

The Western Pennsylvania Negotiators' Association shall be governed by a Board of Directors to consist of five nominated active members, who shall be duly elected by the membership, and/or appointed, in accordance with the procedures set forth in the Association By-Laws. Their term shall not exceed two years, *but they may be re-elected*.

Among the elected Board of Directors, they shall elect a Board Chairman. The Chairman shall act in the capacity of President for the remainder of their elected term. The Chairman shall preside over all meetings, and be the official spokesperson for the organization.

The President may appoint regular members to Organizational Committees to further the goals and objectives of the organization. The committee Chairs will be approved by a majority of the Board of Directors. These committees may include, but are not limited to the following examples:

Training Committee  
Public Relations Committee  
Bylaws Committee

These committees shall be automatically dissolved at the termination of the President's term, however the members of these committees may be re-instated by the newly elected President, or new members may be nominated by Regular Members for approval by the newly elected Board.

The following positions shall also be nominated, accepted and elected by the regular membership, and shall serve a term not to exceed two years.

Librarian-DELETE

**Recording Secretary**

The duties of the Recording Secretary shall include recording and distributing the minutes from all meetings, preparing and distributing all official correspondence, and preparing any correspondence for training sessions and dissemination to the public. The Recording Secretary shall also take the roll at each regular meeting, and shall maintain all records and correspondence of the organization. He/She shall also oversee and control the yearly membership roster, and maintain the organizational archives.

**Treasurer**

The duties of the Treasurer shall include recording, maintaining, and disseminating all funds collected, and distributed by the organization. All funds distributed by the organization shall require the approval a majority of the Board of Directors, and the Treasurers signature prior to dissemination. The treasurer shall also disclose the financial standing of the organization, to include all monies received and distributed, at every meeting of the regular membership. The Treasurer shall also be responsible for the collection and recording of the annual dues.

All elected positions shall be for a term of two years. Nominations for Board of Director and Officer Positions shall be by regular members only. Nominees must accept the position and be seconded by a regular member. All nominations shall take place during the third quarter meeting of odd numbered years, and elections shall take place at the first quarter meeting of even numbered years. Only regular members are allowed to vote. Elected terms may be served consecutively.

The Board of Directors, may, in their discretion, appoint a Mental Health professional to act in an advisory role to the Association. The Mental Health Professional Advisor shall be nominated by a member of the Board, elected by a majority of the Board and serve in that capacity at the Boards discretion.

*ARTICLE IV*

**Organizational Membership**

Members of the Western Pennsylvania Negotiators Association shall include the following categories:

- |                  |   |
|------------------|---|
| Regular Member   | Any member who is up to date with annual dues, who is a sworn active or retired member of a law enforcement agency, criminal justice organization, Corrections Facility, Mental Health field Government or private organization, who is actively involved in crisis resolution through negotiation and/or has been formally trained in negotiations. Regular members shall have the right to nominate and vote on officer positions and resolutions put forth by the Board of Directors. <u>Regular Members shall attend at least two quarterly meetings to be eligible to vote and be in good standing with the organization.</u> —TO BE DELETED |
| Associate Member | Any supporter of the WPNA who holds an interest in the goals and objectives of the organization. Associate Members shall pay dues (1/2 of regular member dues) but do not have the right to vote. Associate Members must be nominated and accepted by a majority vote.  |

Charter Members

Any Regular Member who has been a member in good standing at the inception of these bylaws.

## *ARTICLE V*

### **Organizational Dues**

Annual dues for Regular Members shall be determined by a resolution put forth by the Board of Directors and voted on by the Regular Membership at the first quarter meeting of each year. Annual dues shall start at \$20.00 at the inception of these bylaws. Annual dues are to be paid in full by the end of February of each year. The WPNA calendar year shall run from January to December. Dues paid after the end of February shall be assessed a \$10.00 late fee.

## *ARTICLE VI*

### **Organizational Meetings**

The Western Pennsylvania Negotiators Association shall hold at a minimum, *two* meetings per calendar year. These meetings shall take place at the time and place set forth by the Board of Directors. Regular Member's organizations or departments may sponsor a regular meeting. All meetings shall be advertised to all Regular and Associate Members as early as possible. All regular meetings of the WPNA shall include the following at a minimum:

Opening of meeting by Chairman  
Roll of members in attendance  
Pledge of Allegiance  
Presentation by Treasurer  
Review of last meeting, old business  
New business  
Agenda for the rest of the meeting  
Review of any recent cases  
Close of meeting by nomination and second

All regular meetings shall include some type of training for the regular Members in attendance. This training shall be in the advertisement to all Regular and Associate Members. Training may include but is not limited to, guest speaker who is an expert in the field of crisis / hostage negotiations, role playing exercises, review of techniques and or equipment or a speaker from the mental health field.

## *ARTICLE VI*

### **Amendments to Bylaws**

These bylaws may be amended by a resolution of the Board of Directors put to the Regular Membership for a vote. A majority member vote must be affirmative for the resolution to amend the bylaws to be accepted. An amendment change must be advertised in advance of a regular meeting by contacting the members. (Contact may consist of e-mail, phone calls or regular mail.) . Any Regular Member of the WPNA may submit a request for amendment in writing to the Board of Directors.

*ARTICLE VII*  
**Organizational Elections**

Organizational elections shall be held at the first quarterly regular meeting of every second year from the inception of these bylaws. Only Regular Members in good standing are eligible to vote. The election for Board of Directors and Officer Positions are to be by written private ballot. The results shall be counted and read immediately at the conclusion of the vote. The vote shall be tallied and announced by a mutually agreed upon non- member prior to the vote. The out going Recording Secretary shall record the vote and the names of those who tallied the vote. All resolutions set forth by the Board of Directors shall be voted on by the members in good standing at the regular meeting following the presentation of the resolution. The vote shall be by a show of hands, and recorded by the Recording Secretary.

These By-Laws have been approved by a Majority of WPNA Members at a duly posted Association meeting held at:\_\_\_\_\_

*Location*

On: \_\_\_\_\_  
*Date*

Attest: \_\_\_\_\_  
Recording Secretary