

**WISCONSIN  
LAW ENFORCEMENT  
EDUCATION ADVOCATES  
ASSOCIATES, INC.  
BY-LAWS**



## **ARTICLE I: NAME AND PURPOSE**

### **SECTION 1: NAME**

The name of the organization shall be the Wisconsin Law Enforcement Education Advocates Association (WLEEEA). (Amended 02/09/2019)

### **SECTION 2: PURPOSE**

- A. To create a communications network for all Youth Law Enforcement Education participants in the State of Wisconsin.
- B. To keep participants informed of Regional and National events involving Law Enforcement Education.
- C. Assist participants in any manner possible to further Law Enforcement Education and benefit the youth of Wisconsin.

(Amended 02/09/2019)

## **ARTICLE II: MEMBERSHIP**

### **SECTION 1: MEMBERSHIP**

- A. Any individual who meets the following criteria shall be considered for membership in WLEEEA, Inc., and have a right to vote in matters concerning WLEEEA, Inc.:
  - 1. An adult in good standing with a law enforcement youth education program sponsored by a law enforcement agency, who has passed a comprehensive background investigation. For the purpose of WLEEEA, Inc. membership, "Good Standing" shall be understood to mean the member is approved as an adult leader by the sponsoring law enforcement organization, and is registered through a nationally recognized law enforcement youth education program.
  - 2. Individuals not affiliated with a law enforcement youth education program may apply for membership to WLEEEA, Inc. This individual must be sponsored by a current WLEEEA, Inc. member in good standing, and pass a background examination conducted by the WLEEEA, Inc. board of directors before membership is considered.
- B. Membership with WLEEEA, Inc. in any capacity will not be restricted on the basis of gender, race, religion, creed or political persuasion, or sexual orientation.
- C. Dues will be set by the Board of Directors on an annual basis dated from January 1 – December 31 of the current year.

(Amended 01/31/2015; 02/09/2019)

## **ARTICLE III: BOARD OF DIRECTORS**

### **SECTION 1: CREATION OF THE BOARD OF DIRECTORS**

- A. This section provides for the creation of the Board of Directors.
- B. The Board of Directors shall consist of the following Officers and Board Members:
  - 1. President
  - 2. Vice President
  - 5. Board Member
  - 6. Board Member

- 3. Secretary
- 4. Treasurer
- 7. Board Member
- 8. Board Member
- 9. Board Member

- C. The President has the authority to appoint additional, temporary members with the approval of the Board of Directors, as may be deemed necessary for the good of the Association.
- D. The Board of Directors may appoint Associate Members to recognize an individual for their contributions to the Association.

(Amended 02/09/2019)

**SECTION 2: EXECUTIVE OFFICERS**

- A. The positions of President, Vice President, Secretary and Treasurer shall be considered Executive Officers. In the case where action by members of the Board of Directors is needed and is not feasible or possible to take a full vote on a matter, the Executive Officers will: Act on the matter with full Board of Directors authority and must bring the matter to the attention of the full Board of Directors at the earliest opportunity.

**SECTION 3: EXECUTIVE OFFICER’S DUTIES**

**A. PRESIDENT**

- 1. The President shall preside over all meetings of the Board of Directors.
- 2. Enforce and observe the By-Laws of the Association.
- 3. Announce all decisions of the Board of Directors.
- 4. Perform any duties as required by the Board of Directors.

**B. VICE PRESIDENT**

- 1. Shall assume the duties of the President, temporarily, in the absence of the President.
- 2. Perform any duties as required by the Board of Directors.
- 3. President and Vice President can be Co-Chaired upon their request and by the approval of the Board of Directors.

**C. SECRETARY**

- 1. Keep minutes of any meetings of the Board of Directors or the Executive Officers.
- 2. Maintain a record of all law enforcement youth education programs within the State of Wisconsin, including adult leader(s) name, address and phone numbers.
- 3. Handle all correspondences of an official nature and shall issue all communications necessary for the transaction of business of the Association.

(Amended 02/09/2019)

**D. TREASURER**

- 1. Maintain an accurate financial accounting of Association funds.
- 2. Perform any duties as required by the Board of Directors.

**E. BOARD MEMBERS**

- 1. Serve as a voting member of the Board of Directors.
- 2. Perform any duties as required by the Board of Directors.

## **ARTICLE IV: ELECTION AND TERMS OF OFFICE**

### **SECTION 1: ELIGIBILITY**

- A. Is a member in good standing with WLEEEA, Inc.

(Amended 02/09/2019)

### **SECTION 2: ELECTIONS.**

Election of Officers for the Board of Directors shall be as follows:

- A. Nominations and elections shall be made at the annual WLEEEA conference.
- B. All Offices shall be for a 2-year term.
- C. The officers and board members shall have alternating elections years.
  - a. President, Treasurer, Board Members in positions "5" and "6" shall be up for election the 1st year this amendment is approved by the Association (2005).
  - b. Vice President, Secretary and Board Members in positions "7", "8" and "9" shall be up for election the following year.
  - c. If a board member from the alternating list is elected to another office, there shall be an election to fill the vacant 1-year office.

### **SECTION 3: ELECTION PROCEDURES**

- A. It shall be the responsibility of the Secretary of the WLEEEA to notify all known youth education programs in the state of those persons seeking election to the Board of Directors and prepare appropriate ballots.
- B. Each Association Member in attendance shall have one vote.

(Amended 02/09/2019)

### **SECTION 4: IMPEACHMENT**

- A. Any Officer of the Board of Directors can be removed from office by a 2/3 majority vote of the entire Board of Directors.

## **ARTICLE V: AMENDMENTS TO BY-LAWS**

### **SECTION 1: EXECUTIVE DIRECTIVES**

- A. These By-Laws shall be amended from time to time as needed for the efficient and effective functioning of the Association. Amendments of these By-Laws shall require a 2/3 vote of those Association members present and voting as a scheduled meeting. A written notice of proposed amendments must be distributed to the Association members at least 30 days prior to the meeting during which the amendments are to be voted upon.

## **ARTICLE VI: PARLIAMENTARY PROCEDURE**

- A. The conduct of meetings shall be in accordance with the latest edition of Robert's Rules of Order – Revised.

## **ARTICLE VII: ENDORSEMENT OR SPONSORSHIP OF EVENTS**

### **SECTION 1: DEFINITION OF ENDORSEMENT OR SPONSORSHIP**

- A. From time to time, organizations may approach WLEEEA and request a sponsorship or endorsement for an activity that organization is hosting. For the purpose of this article, the terms endorsement and sponsorship shall be one in the same, and shall mean that WLEEEA agrees to advertise the event via WLEEEA run websites and on written correspondence generated by WLEEEA. WLEEEA also agrees to allow its name and logo to be allowed on advertisement for sponsored events

### **SECTION 2: EVENTS THAT ARE ELIGIBLE FOR ENDORSEMENT**

- A. It is established that WLEEEA will only endorse an event that is hosted by a Wisconsin law enforcement youth education program who has an adult leader who is a member in good standing of WLEEEA.
- B. Law Enforcement youth education events or organizations located outside Wisconsin, or other law enforcement based organization located in Wisconsin who request sponsorship by WLEEEA, will be considered on a case-by-case basis.
- C. Any event that is endorsed by WLEEEA must have a purpose and goals that are compatible with WLEEEA, namely assist in any manner possible to further Law Enforcement youth education and benefit the youth of Wisconsin.  
(Amended 02/09/2019)

### **SECTION 3: COMPENSATION FOR ENDORSEMENT**

- A. It will be the policy of WLEEEA to not require any type of compensation or fee in exchange for endorsing an event. Organizers of an event may, if they choose, provide a service, donation, or other benefit to WLEEEA or its members, but at no time will compensation be a condition of endorsement.

### **SECTION 4: PROCEDURE TO RECEIVE WLEEEA ENDORSEMENT**

- A. Events and organizations interested in being endorsed by WLEEEA will submit a written request (at least 30 days prior to the event) to the WLEEEA Board of Directors outlining the event or organization to be endorsed. This request may be submitted via electronic mailing. The WLEEEA Board of Directors will vote on each request, with a majority of board members required to approve the endorsement. If the WLEEEA Board of Directors is not scheduled to meet in a timely enough fashion so that the endorsement would benefit the event, the board members may discuss and vote on the request via electronic mail or conference call.

### **SECTION 5: REVOCATION OF ENDORSEMENT**

- A. If it is found that an event endorsed by WLEEEA is not following the guidelines put forth in Article VII, the endorsement may be revoked by a majority vote by the board of directors. If a board of directors meeting is not

scheduled in a timely fashion, discussion and voting may take place via email or conference call.

## **ARTICLE VIII: SECURING OF FUNDS**

### **SECTION 1: PURPOSE**

- A. This organization is authorized to do all things necessary and appropriate to secure and provide the operation funds for its ventures to benefit the purposes for which the corporation was organized, to-wit:
- a. To create a communications network between all Law Enforcement youth education programs.
  - b. To keep programs informed of regional and national events involving law enforcement youth education program.
  - c. Assist programs in any manner possible to further law enforcement youth education and benefit the youth of Wisconsin.
  - d. Support and publicize local, regional, and national events.
  - e. Provide personnel and materials to support local, regional, and national training courses insofar as possible.

(Amended 02/09/2019)

### **SECTION 2: ANNUAL AUDIT**

- A. An annual audit of WLEEEA, Inc. funds, to include but not limited to receipt of funds, deposits and expenditures, will be conducted by a committee composed of at least three (3) members appointed by the president for this purpose. The association treasurer shall assist with the audit but may not serve as a member of the audit committee. The committee shall conduct an audit following the annual conference and will prepare and deliver an audit report to the Board of Directors at the next board meeting. In the event a conference is not held, the audit will be conducted in January, with the report delivered at the next board meeting. (Added 01/31/2015)

## **ARTICLE IX: INCORPORATION**

### **SECTION 1: UNDERSTANDING**

- A. The officers and directors understand and agree that they will at all times conform to the licensing requirements of the Articles of Incorporation these by-laws, and the Wisconsin Statutes under Wisconsin Statutes Chapter 181, as amended and Section 501(c)(3) of the Internal Revenue Code, as amended.

## **ARTICLE X: ASSOCIATION TAX EXEMPTION**

### **SECTION 1: ESTABLISHING AND MAINTAINING TAX EXEMPTION**

- A. The corporation shall take all necessary steps to establish itself as a 501(c)(3) organization.
- B. The corporation shall be authorized to file any and all documents necessary to complete such filing with the Internal Revenue Service and the Wisconsin Department of Revenue.

- C. The Board of Directors shall be authorized to expend such sums as might be necessary for legal and account fees required to accomplish the goal of achieving 501(c)(3) status (not-for-profit corporation).
- D. This corporation 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.
- E. The Articles of Incorporation and the Bylaws with these amendments do further require that the board, upon obtaining 501(c)(3) status shall operate in the conformity with all federal and State of Wisconsin rules for a Non-Profit Organization.
- F. The Board of Directors, by accepting the Articles of Incorporation and the Bylaws with these amendments, does agree to conform to this and all other necessary requirements to obtain 501(c)(3) status, maintain 501(c)(3) status and, in the event of dissolution to conform to the dissolution rules for a 501(c)(3) organization.
- G. The Articles of Incorporation and these Bylaws do hereby require that in the event of the dissolution of this organization, any remaining assets must be used exclusively for exempt purposes such as charitable, religious, educational, and/or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or shall be distributed to the Federal Government, or to a State or Local Government for a public purpose. Any such assets not disposed of shall be disposed of by the Court of General Jurisdiction of the County.

## **ARTICLE XI: ACADEMIC SCHOLARSHIPS**

### **SECTION 1: PURPOSE**

- A. It is the purpose of this article to establish guidelines for the awarding of an WLEEAA Academic Scholarship to eligible youth involved in a law enforcement education program.
- B. The number of scholarships awarded in a year, and the amount the scholarship(s) will be determined by a vote by the full Board of Directors at the first board meeting of the calendar year.

(Amended 02/09/2019)

### **SECTION 2: ELIGIBILITY REQUIREMENTS**

- A. To be eligible for consideration for a WLEEAA Academic Scholarship, an applicant must be a youth member of a Law Enforcement youth education program in good standing, with a Law Enforcement youth education program that is a member of WLEEAA.
- B. Applicants must have been a member of a Law Enforcement youth education program for a minimum of one year.
- C. Applicants must be a senior in high school, or a current college student.
- D. Applicants must provide proof that they are actively pursuing higher education.

(Amended 02/09/2019)

### **SECTION 3: APPLICATION PROCESS**

- A. Interested applicants will complete a scholarship application, available on the WLEEAA website. Incomplete applications will not be considered.
- B. Additional documentation required will include:
  - I. Current high school transcripts.
  - II. Letter of acceptance from a 4-year college or technical school. (if the applicant has not received a letter of acceptance at the time of application, a letter of explanation will be included)
  - III. Two (2) letters of recommendation.
  - IV. Completed five hundred (500) word essay.
- C. Applications must be received, by mail at the address designated on the application, by the due date on the application, to be considered.

### **SECTION 4: SELECTION PROCESS**

- A. A Scholarship Selection Committee made up of the WLEEAA Board of Directors Secretary, and two board members appointed by the President, shall consider all applications for scholarship.
- B. Upon reviewing all scholarship applications, the Scholarship Selection Committee will choose the top three candidates. They will then present those three candidates to the full board of directors, who will then vote and select a winner(s) of that year's scholarship(s).

### **SECTION 5: AWARDING OF SCHOLARSHIP**

- A. Upon selection of the scholarship winner(s), they will be notified by letter of the award. The lead adult leader of the winner's youth education program will also be notified.
- B. The winner and a guest will be invited to attend that year's WLEEAA conference to accept the scholarship award, which will be presented in the form of a certificate, in front of the assembled WLEEAA membership.
- C. The winning youth education program will also receive recognition in the form of a certificate or plaque.

(Amended 02/09/2019)

## **ARTICLE XII: COMPETITION SCHOLARSHIPS**

### **SECTION 1: PURPOSE**

- A. It is the purpose of this article to establish guidelines for the awarding of WLEEAA Competition Scholarships to eligible law enforcement youth education programs.
- B. The number of Competition Scholarships awarded in a year and the cash value of the scholarships will be determined by a vote by the Executive Board of Directors prior to the Annual State Law Enforcement Youth Education Conference.
- C. Competition Scholarships shall be awarded at the Annual State Law Enforcement Youth Education Conference to the law enforcement youth education program that demonstrate the highest levels of professional law

enforcement skills in scenario-based competition events. Awards for each event will be presented solely based on judge's scores.

- D. The funds will be kept in the Scholarship Account and youth education programs will be advised of their youth education program balance upon request.

(Amended 02/09/2019)

**SECTION 2: ELIGIBILITY REQUIREMENTS (For Payout to Individual Youth Participants)**

- A. To be eligible for consideration for a WLEEEA Competition Scholarship, an applicant must be a member of a youth law enforcement education program in good standing.
- B. Applicants must have been a member of a Law Enforcement youth education program for a minimum of one year.
- C. Applicants must be a senior in high school, or a current college student.
- D. Applicants must provide proof that they are actively pursuing higher education.
- E. Their respective program must have a Scholarship Account balance that is equal to or exceeds the requested scholarship amount.

(Amended 02/09/2019)

**SECTION 3: APPLICATION PROCESS (For program with Scholarship Balance)**

- A. Interested applicants will complete a scholarship application, available on the WLEEEA website. An adult from the applicants program must sign the application before consideration. Incomplete applications will not be accepted.
- B. Completed applications shall be turned into a member of the Executive Board for approval.

(Amended 02/09/2019)

**SECTION 4: SELECTION PROCESS**

- A. Upon receiving application the Treasure and at least two other members of the Executive Board shall verify the validity of the application and approve/deny moneys to be issued to applicant.

**SECTION 5: AWARDING OF SCHOLARSHIP**

- A. Upon approval/denial, a member of the Executive Board shall contact the applicant and their adult leader and advise them of the decision. If approved the Treasurer will issue a check to the eligible recipient's youth education program within two weeks of the decision.

(Amended 01/30/2016; 02/09/2019)

## **ARTICLE XIII: SCHOLARSHIP ACCOUNT**

### **SECTION 1: ACCOUNT SPECIFICS**

- A. A Scholarship Account has been set up by the Association. This account will be restricted and can only be used to pay Board approved scholarship applications of the Association. This money is held in trust by the Wisconsin Law Enforcement Education Advocates Association.
- B. Monies are awarded at the State Conference in the form of annual academic and competition scholarships. The dollar amount of each award will be determined by the Board prior to the commencement of each annual conference.
- C. The monies are available for five years from the year it was awarded in. Example, if \$200 was awarded to a program in 2014, that money must be paid out to an individual of that program by the 2019 conference. If that money is not used it shall be forfeited to the scholarship account and can be awarded in future conferences.
- D. If the program does not maintain membership for three consecutive years, their scholarship account shall be forfeited to the scholarship account and be awarded in future conferences.

(Amended 02/09/2019)

### **SECTION 2: TREASURER'S RESPONSIBILITIES**

- A. The Treasurer is responsible for maintaining and administrating the scholarship account.
- B. Moneys awarded shall be allocated to a specific program and not a certain individual. The moneys can be paid by the Treasurer to an eligible youth from that program only after a valid scholarship application is completed in full and turned into the Board for approval.
- C. The treasurer will maintain a spreadsheet that keeps current on each program's scholarship balance. Upon request, the Treasurer shall provide a program with their current scholarship balance.

(Amended 02/09/2019)

Article VIII: Adopted November 9, 2011

Article IX: Adopted November 9, 2011

Article X: Adopted November 9, 2011  
Article XI: Adopted November 9, 2011  
Article XII: Adopted January 31, 2015  
Article XIII: Adopted January 31, 2015

On Friday, April 5, 2019, at the scheduled WLEEEA Inc., Board of Directors Meeting, a review of these by-laws, including all amendments and Articles adopted since November 9, 2011, was conducted by all WLEEEA Inc. members present. The by-laws, as written, were provided to those members present a minimum of 30 days prior to this meeting, as is required in these by-laws. A motion was made and seconded to accept these by-laws, with the amendments and additions, as written, in their entirety. After hearing no objections or discussion, the motion was voted on and passed with a unanimous voice vote.