

RETIRED WASHINGTON STATE  
PATROL EMPLOYEES ASSOCIATION

BY-LAWS

AMENDED — SEPTEMBER 2022

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ARTICLE I

**NAME**

SECTION 1: This organization and its members shall be known as the “Retired Washington State Patrol Employees Association,” also referred to as RWSPEA, or the Association.

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ARTICLE II

**MEMBERSHIP**

SECTION 1: Persons eligible for and attaining membership in this Association shall be classified in one of three categories:

1. **RETIRED MEMBERS** - either commissioned or civilian retired employees of the Washington State Patrol who receive a monthly pension as well as

employees still actively employed who are eligible for retirement but have not done so. This would include individuals on disability status until returned to duty.

2. SURVIVOR MEMBER - survivors of a deceased retired Washington State employee receiving a monthly pension.
3. ASSOCIATE MEMBER - individuals, who for amicable reasons of special interest, would be considered worthy of membership.

SECTION 2: RETIRED MEMBERS, SURVIVOR, AND ASSOCIATE MEMBERS shall have voting rights and are eligible for all elective offices within the Association as long as they are members in good standing.

SECTION 3: The Board of Directors of the Association shall determine eligibility and acceptance of applicants for Associate Membership.

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### ARTICLE III

#### **MEMBERSHIP FEES AND DUES**

SECTION 1: Annual membership dues in this Association for retired members and Associate Members shall be the same amount for each membership category, thirty dollars (\$30.00). Annual dues are not required from Survivor Members.

SECTION 2: The fiscal year of the Association will be from January 1 through December 31 of each year. Annual dues shall be for the duration of the fiscal year. Annual membership dues shall be payable no later than January 1. There will be no refunds.

SECTION 3: Initial membership shall be complimentary with no dues required for the current year of retirement plus one year.

SECTION 4: Members may obtain lifetime membership by paying the appropriate membership fees. The fee is calculated by multiplying the difference between the member's age and age 75 multiplied by the annual membership dues.

SECTION 5: To qualify as a member in good standing, a member shall be up to date in the payment of annual membership dues.

SECTION 6: Any member, who is over one year delinquent in the payment of dues, shall be dropped as a member in good standing.

SECTION 7: Any member, who has been dropped from membership as a member in good standing for non-payment of dues, may be reinstated by the payment of dues for the current year.

SECTION 8: Any member can be removed from member in good standing status for "just cause" by a majority vote of the

Board of Directors. The reason and duration of removal shall be explained, by letter, to the member being removed.

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## ARTICLE IV

### MEETINGS

- SECTION 1: An annual meeting of the Association shall be held on the Monday following the second weekend of September, or as the President selects.
- SECTION 2: The President may call a meeting of the Board of Directors as needed to conduct Association business.
- SECTION 3: Special Meetings may be called by the President, after consultation with the Vice-Presidents, the Secretary-Treasurer. The membership shall be notified, by email and website posting at least 24 hours prior to the meeting, and such meeting will be held only to transact business for which the Special Meeting was called.
- SECTION 4: An Executive meeting may be called by a Member of the Board of Directors. A quorum of at least three (3) voting members of the Board of Directors must be present at that meeting. The meeting will be solely for the purpose to discuss problems that would not be openly discussed during regular Board of Directors Meetings. Present is defined as in person, conference call or video messaging. The Washington Open Public Meetings Executive Act governs this meeting.

SECTION 5: Notifications of meetings and correspondence to the membership will be at the annual meeting, e-mail, and/or RWSPEA website postings.

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## ARTICLE V

### **ELECTIVE OFFICERS**

SECTION 1: The Elected Officers of the Association shall consist of the following:

President  
First Vice-President  
Second Vice-President  
Secretary-Treasurer  
Immediate Past President

SECTION 2: This group of elected officers shall also be known as the Board of Directors or the Executive Board for the RWSPEA.

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## ARTICLE VI

### **ELECTION OF OFFICERS AND TERM OF OFFICE**

SECTION 1: A President, First Vice-President, Second Vice President, and Secretary-Treasurer, shall be elected by the membership. The term of each office shall be for one year.

SECTION 2: Upon the expiration of the President's term in office, the position status will evolve to that of Immediate Past President. The immediate Past President will serve for a period of one year, or until replaced by the next past president.

Additionally, the position status of the First Vice President will advance to the position of the President and, Second Vice-President shall advance to the position of First Vice-President.

SECTION 3: The President may appoint a nominating committee at the annual meeting.

SECTION 4: The nominating committee shall nominate candidates for the office of Second Vice-President and Secretary-Treasurer.

SECTION 5: The Board of Directors shall have the authority to appoint a member in good standing to fulfill an unexpired and/or vacated term of an elected officer.

SECTION 6: The Secretary/Treasurer with approval of the Board of Directors shall appoint a Webmaster for the RWSPEA Web page.

SECTION 7: Voting for Officers - will be conducted by members in good standing and will cast their votes at the annual meeting. Ballots will be counted and recorded by the Association President or designee.

After the election, the President shall call for an audit to be preformed of the election results. Upon completion

of the audit, the Secretary - Treasurer shall destroy and dispose of the election ballots.

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## ARTICLE VII

### **DUTIES OF THE ELECTED OFFICERS**

#### **SECTION 1: DUTIES OF THE PRESIDENT:**

The President shall be the executive officer of the Association. It shall be the duty of the President to preside at all meetings of the Association.

The President will call Special Meetings when necessary; will appoint all committees created by the By-laws or by vote of the membership.

The President will have general supervision over all matters pertaining to the Association, and will see that harmony is preserved.

The President or designee will represent the Association to The Washington State Patrol, and all other bodies or organizations, including the Washington State legislature. The President or designee shall attend the Washington State Patrol Memorial Foundation meetings as a non-voting member.

#### **SECTION 2: DUTIES OF THE FIRST VICE-PRESIDENT:**

It shall be the duty of the First Vice-President to assist the President in the performance of his or her duties and to officiate in the President's absence.

The First Vice-President shall keep the President informed of matters relevant to the Association.

**SECTION 3: DUTIES OF THE SECOND VICE-PRESIDENT:**

It shall be the duty of the Second Vice-President to assist the First Vice-President and the President in the performance of their duties, and to officiate in their absence.

**SECTION 4: DUTIES OF THE SECRETARY-TREASURER:**

It shall be the duty of the Secretary-Treasurer to maintain and keep records of all Association business, including the recording and maintaining of all Association meeting minutes.

The Secretary-Treasurer shall notify the members of the committees to which they have been appointed and their duties as members of the committee.

The Secretary-Treasurer shall collect from members their annual membership dues, and issue respective membership cards.

The Secretary-Treasurer shall have charge of all books, papers and records of the Association, under the direction of the President.

The Secretary-Treasurer shall administer all Association monies and funds. Monies and funds shall



be held in a financial institution or bank agreeable to the Board of Directors.

The Secretary-Treasurer shall satisfy expenses levied against the Association as ordered thereby on vouchers signed by the President.

The Secretary-Treasurer shall keep an accurate accounting of all funds received and expended, including dates, amounts, and the purpose for each expenditure.

The Secretary-Treasurer shall render a financial statement at the Annual Meeting and these records shall be open to audit as directed by the President.

**SECTION 5:** At the Annual Meeting of the Association, a review of the financial records will be conducted by the President, 1st Vice-President and Secretary-Treasurer. All three (3) board members will review the records and certify by initialing and dating that the records are accurate.

**SECTION 6:** Upon the change of the Secretary-Treasurer position, the incoming Secretary - Treasurer will have an external audit conducted. The Association will pay for that audit. Any discrepancies will be brought to the attention of the Board of Directors. The Board of Directors will take those steps necessary to correct and act on the discrepancies.

**SECTION 7: DUTIES OF THE IMMEDIATE PAST PRESIDENT:**

The Immediate Past President will avail themselves to provide guidance and direction to the current elected officers for the purpose of maintaining continuity to the business activities of the RWSPEA Executive Board.

**SECTION 8: DUTIES OF THE WEBMASTER:**

It shall be the duties of the Webmaster to be the administrator of the RWSPEA Website and its contents.

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**ARTICLE VIII**

**MONIES/FUNDS**

**SECTION 1:** All funds of the Association shall be spent only for the use and direct benefit of the RWSPEA.

**SECTION 2:** The Secretary-Treasurer shall be entitled to receive from the treasury, a stipend in the amount of \$300.00 per month.

**SECTION 3:** The Webmaster shall be entitled to receive from the Treasury, a stipend in the amount of \$100.00 per month.

**SECTION 4:** A \$50.00 contribution shall be made to the scholarship fund upon the death of a member in good standing. This contribution was eliminated by a vote at a prior meeting because the scholarship fund is no longer separate from the working funds.

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## ARTICLE IX

### AMENDMENTS TO THE BY-LAWS

SECTION 1: Changes or amendments to the By-laws shall be accomplished at the Annual Meeting and will require a sixty percent (60%) favorable vote of the membership present.

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RWSPEA By-laws adopted: June 1988

Amendments: May 1994, June 1996, June 1997, June 1999, June 2000, June 2003, June 2005, September 2010, September 2016, and September 2022.

The foregoing By-laws were amended in accordance to Article 9, Section 1, by the Retired Washington State Patrol Employees Association in regular meeting held September 11, 2022, at Prosser, Washington.

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(Signed)

Sheri Lopez, President

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(Attested by)

Grant Hulteen, First Vice-President