

Standard Operating Procedures

ICPCNW Region Two

Northwest Region Two
Adopted: January 11, 2010

1.1 REGIONAL GUIDELINES – the Regional Standard Operating Procedures are in compliance and complimentary to the “International Conference of Police Chaplains Regional Handbook” published by the ICPC National organization.

2.1 MEMBERS – the members of ICPC Region 2 will consist of the members of the International Conference of Police Chaplains that reside within the States of Alaska, Idaho, Montana, Oregon, Washington and Wyoming.

2.1.a **MEMBERSHIP TYPES** – there will be four types of memberships recognized: (a) Full Member, (b) Associate Member, (c) Affiliate Member, and (d) Honorary member.

2.1.b. **VOTING MEMBERS** – the only members who will vote within the Region are those who have full membership status.

3.1 EXECUTIVE COMMITTEE - the Executive Committee of Region Two is defined as the Regional Director, the Secretary/Treasurer, and an Area Representative from each of the Region 2 States.

3.1.a **ELECTIONS** – The Regional Director and Secretary/Treasurer will be elected by the entire Regional voting membership in even years (2010, 2012, 2014 etc.) In order to be nominated, a candidate for Regional Director must have been an ICPC full member for a minimum of five years. The Area Representatives will be elected by the voting membership from their State in odd years (2011, 2013, 2015 etc.) and will serve a term of two years.

3.1.a.i **VOTING PROCEDURES** – elections will be handled in the following manner: (a) three months before the RTS, an email to all members in the voting area (Region for Regional Director and Secretary/Treasurer, and individual States for Area Reps) will be sent out asking for nominations and detailing the job descriptions of the office (members may nominate themselves); (b) members nominated are vetted (to insure they are current members in good standing), and nominated members confirm they wish to run; (c) two months before the RTS a short bio, current photograph and a paragraph on why they wish to run for each vetted nominee is sent to all appropriate voting members; one month before the RTS a ballot is sent out with a

specific date for completion. The winning candidate is announced before the RTS.

3.1.a.ii. **TERMS** – terms of each office will be two years. Leaders may run for multiple terms with no limitations.

3.1.b. **VACANCY** – if a Regional Director’s position is vacated before his/her term has expired, the National ICPC President will appoint a successor until the next Regional election. If a Secretary/Treasurer position or an Area Representative position is vacated before his/her term has expired, the Regional Director may appoint a successor until the next Regional election or initiate the Regional election process.

3.1.c. **COMPENSATION** – No Officer or Director of the region will receive compensation for his or her services as an officer of the Region. Officers and Directors of the Region may be compensated for reimbursement of expenses incurred on behalf of the Region.

3.1.d. **JOB DESCRIPTIONS** – for officers of the Region are defined by those within the Regional Director Handbook of the International Conference of Police Chaplains unless otherwise specified in this Standard Operating Procedure.

3.1.e. **REMOVAL** – any officer of the Region may be removed by a 2/3 majority vote of the Regional Executive Committee with the exception of the Regional Director. The Regional Director may be removed only by the ICPC Executive Director at the behest of the National Board of Directors or by a 2/3 vote of the full members of the Region. A majority vote of the Executive Committee of the Region may call a special vote of the Regional membership for that reason.

4.1 RELIGIOUS DIVERSITY –because the International Conference of Police Chaplains is a professional services organization and consists of a cross section of all faiths, the Region will reflect that interfaith sensitivity. With those principles in mind, it is acceptable to have a Worship Service and/or Memorial Services at Regional gatherings.

4.1.a **PUBLIC EXPRESSION OF FAITH** – it will be a policy in the Region that each member may publically express their own personal religious beliefs without compromise, so long as they do not infringe upon the beliefs of others.

5.1 FINANCIAL – the financial books for the Region are to be kept by its duly elected Secretary/Treasurer in accordance with common accounting practices.

5.1.a. FISCAL YEAR – the fiscal year of the Region will end on the thirtieth (30th) day of June of each year.

5.1.b. BANK ACCOUNT – the Regional Secretary/Treasurer will maintain a bank account in the name of the Region. The Regional Director, Secretary/Treasurer, and the Executive Director of the International Conference of Police Chaplains will be signers on the account.

5.1.c. MINIMUM BALANCE – the treasurer will maintain a minimum of \$3,000.00 in the Regional bank account. No expenses will be approved that will necessitate bank funds to go below that amount without a majority vote of the Executive Committee.

5.1.d. MONTHLY BANK STATEMENTS – copies of each monthly bank statement along with copies of all receipts and supporting documents will be sent monthly to the appropriate person in the Destin office of the ICPC. The Secretary/Treasurer will also send bank statements to the Regional Director and Area Reps.

5.1.e. ANNUAL BUDGET – the Secretary/Treasurer, in collaboration with the Regional Director will prepare an annual budget which will then be approved by the majority of the Regional Executive Committee. The annual budget will be submitted at the RTS for approval for the upcoming year.

5.1.f. ANNUAL FINANCIAL STATEMENT – the Secretary/Treasurer will prepare an Annual Regional Financial Statement that will be communicated to the Regional Executive Committee and a copy of which will be sent to the ICPC Destin office.

5.1.e. EXPENSES – Regional expenses may be made by the Regional Director with the approval of the Secretary/Treasurer. Should they not be in agreement, the matter will be brought to the Executive Committee and a majority vote will decide the issue.

5.1.e.i. EXPENSE LIMITS - the Regional Director and Secretary/Treasurer may expend funds per occurrence of \$500.00 or less. Expenses over the amount of \$500.00 should be approved by a majority vote of the Regional Executive Committee.

5.1.e.ii. LOANS - no loan by the Region should be made to an officer of the Region. Officers of the Region may use equipment owned by the Region, but they remain the property of the Region.

5.1.e.iii. DESIGNATED SIGNATURES - bills, notes, checks or other instruments for the payment of money may be signed or countersigned by the designated officers of the Region as prescribed

in these Standard Operating Procedures. The Regional Director and one other member of the Executive Committee must sign all contracts.

5.1.e.iv. **LIMITATION OF ACTIVITIES** – notwithstanding any other provisions of these Standard Operating procedures, the Region will not carry on any activities not permitted to be carried on by an organization exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue law.

6.1 REGIONAL TRAINING SEMINARS (RTS)– will be held annually at a date, time, and place proposed by the Executive Committee of the Region and voted upon by RTS attendee members of the Region at the conclusion of each RTS.

6.1.a. **GENERAL GUIDELINES** – for the RTS will be taken from the Internal Conference of Police Chaplains Regional Director Handbook excepting those specific policies specified by the Regional Standard Operating Procedures.

6.1.b. **OPERATION OVERSIGHT** – will be provided by the Regional Director with the assistance of the Secretary/Treasurer and other leaders of the Region. The Regional Director may, at his/her discretion, appoint a committee to plan the RTS.

6.1.b. **TITHES PROVIDED TO ICPC** – for each ICPC member attending an RTS, the Region will pay a fee of \$10.00 and also 10% of any profits made by the Region as a result of the RTS.

6.1.c. **RTS EXPENSES** – are defined as those that pertain directly or indirectly to the planning, promotion, of facilitation of the RTS.

6.1.d. **PAYMENT OF INSTRUCTORS** – RTS fees and expenses for Instructors will be limited to guest instructors only. It is the policy of the Region not to pay ICPC members for instruction at the RTS unless (a) the instructor is a member who is not attending the RTS and/or (b) they have incurred expenses due to the instruction of specific topics requested directly by the Regional Executive Committee.

7.1 THE ED STELLE EXCELLENCE IN CHAPLAINCY AWARD – will be given to one recipient per year deemed worthy of that honor as nominated by the membership and voted upon by the Regional Executive Committee. The award will be given out at each annual RTS.

7.1.a. **RECIPIENT** – the award is an honor given to one chaplain each year at the Regional Training Seminar to an experienced chaplain who exemplifies long-term excellence in chaplaincy.

7.1.b. **REQUIREMENTS** – in order to be chosen to receive the ESEIC award, a chaplain must have demonstrated excellence in service both to his/her department(s), and to the Northwest Region of the International Conference of Police Chaplains. Nominated chaplains should not be recognized only for a particular event or response, but for their overall service to law enforcement and to the chaplain community. The chaplain should exemplify the best of chaplaincy in attitude, demeanor, actions, and service.

7.1.c. **NOMINATIONS** – chaplains should be nominated for the award two months before the scheduled RTS. Chaplains may be nominated by any Regional full ICPC member, and also from the Regional Executive Committee.

7.2.d. **NOMINATION PROCESS** – after nominations have been received, Regional Executive Committee will discuss the potential candidates and vote on which nominee they feel should be named for the award. A majority vote of the Executive Committee is required. If no majority vote is obtained (or in the case of a tie vote), the Regional Director will decide. The award recipient will be publically announced when the award is presented at/after the formal RTS banquet award ceremony.

7.1.e. **AWARD** – consists of the recipient’s name placed on a plaque to be displayed at each RTS, an ICPC Region 2 medal to be worn at Regional ceremonies, and a personal plaque.

8.1 REGIONAL WEBSITE – the Region will maintain a website for the benefit of the members.

8.1.a. **EXPENSES** – it will be prudent for the Region to maintain a hosting service for the website and pay for the continued development and maintenance of the site.

8.1.b. **WEBMASTER** – it is proposed that the webmaster of the Regional website be a volunteer. If no Regional member volunteer is available, the Region may, at the Regional Director’s discretion, retain a webmaster at the Region’s expense.

9.1 – ANNUAL TRAINING SEMINAR – because it is mandatory for the Regional Director to attend ICPC National Training Seminars, the Region will pay for the ATS-related expenses of the Regional Director.

9.1.a. **REIMBURSED EXPENSES** – ATS expenses that will be reimbursed by the Region are travel, meals, lodging, registration fees, transportation fees, communication fees, and such expenses deemed necessary by the Regional Director to support the attending Regional members (i.e. a Regional lunch and/or meetings with individual members). Alcoholic beverages will not be reimbursed.

10.1 AMENDMENTS – these Standard Operating Procedures may be amended, altered, or repealed at any duly constituted meeting of the Executive Committee of the Region by a 2/3 majority vote.

Adopted by: Dr. Tim Klerekoper, Regional Director
Pat Ellis, Secretary/Treasurer
Dr. John Henry, Area Rep Idaho
Warren Hiebert, Area Rep Montana
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