

BYLAWS OF THE POTTAWATTAMIE COUNTY SPECIAL DEPUTY SHERIFFS

An Iowa Nonprofit Corporation
Iowa Code Chapter 504 (Revised)
Business # 82857

and Tax-exempt Social Welfare Organization
(IRC) 26 U.S. Code § 501(c)(4)
EIN 42-6087956

Revised 10 January 2021

Article I: Name and Purpose

Section 1 -- Name: The name of the organization is Pottawattamie County Special Deputy Sheriffs. It is a nonprofit organization incorporated under the laws of the State of Iowa.

Section 2 -- Location: The principal address of the Pottawattamie County Special Deputy Sheriffs is 1400 Big Lake Road, Council Bluffs, Iowa 51501.

Section 3 -- Purpose: The purpose of the Pottawattamie County Special Deputy Sheriffs is to be of assistance to and lessen the burden of the government of Pottawattamie County Iowa, and specifically the Pottawattamie County Sheriff's Office, by supporting the efforts of its official force of reserve peace officers to promote social welfare, i.e., the common good and general welfare of Pottawattamie County, Iowa.

We accomplish our purpose by providing police protection and a law enforcement presence at community events and assisting with performance of the duties of the Sheriff as defined in Iowa Code Chapter 331 in accordance with Iowa Code Chapter 80D.

Article II: Membership

Section 1 -- Eligibility for Membership: Membership is granted to all individuals currently appointed as a Special Deputy Sheriff, i.e., a reserve peace officer, by the Pottawattamie County Sheriff.

Section 2 -- Volunteer Status: All members perform services under the auspices of the Pottawattamie County Special Deputy Sheriffs in a volunteer capacity. No payment will be made to a member except as reimbursement for approved expenses directly related to service as a Special Deputy Sheriff.

The Pottawattamie County Sheriff's Office will pay each Special Deputy Sheriff one dollar per year as required by Iowa Code 80D.11.

Section 3 -- Rights of Members: Each member in good standing has the right to vote on organizational issues.

Section 4 -- Conditions of Membership: Membership is contingent on a member's adherence to the policies, procedures, and guidelines of the Pottawattamie County Sheriff's Office as well as the bylaws, policies, procedures, and guidelines established by the Pottawattamie County Special Deputy Sheriffs.

Article III: Meetings of Members

Section 1 -- Regular Meetings: Regular meetings shall be held each month on the third Wednesday of the month at a time and place, in-person or by teleconference, designated by the President or their authorized designee, unless altered by the Executive Board.

Section 2 -- Annual Meeting: An annual meeting of the members will take place in January at the regularly scheduled meeting, unless altered by the Executive Board. The annual meeting requires a quorum of voting members. At the annual meeting the membership will elect directors and officers nominated at the same meeting or at the preceding November and/or December meetings.

Section 3 -- Special Meetings: Special membership meetings may be called by the President.

Section 4 -- Quorum: A quorum shall constitute two-thirds of voting members.

Section 5 -- Voting: All issues to be voted on, save for special instances defined herein, shall be decided by a simple majority of members present at the meeting in which the vote takes place, whether attending in-person or remotely by telephone or teleconference. The President does not vote except to break a tie.

Article IV: Board of Directors

Section 1 -- Board Members: The Board consists of the President, Vice-President, Secretary, and Treasurer; in addition there is one (1) Board Member at Large. The Board of Directors receives no compensation. The Executive Board consists of the President, Vice-President, Secretary, and Treasurer.

Section 2 -- Board Elections: The board members are elected at the annual meeting in January. Term of office is one (1) year, and all board members are eligible for re-election.

Section 3 -- Quorum, Meetings, and Notice: A quorum for a Board of Directors' meeting shall consist of two-thirds of the board members. Meetings will be held as needed or at least once a year if a quorum of board members has not been present during regular meetings.

Section 4 -- Special Meetings: The President will notify members of the Board when there is a need for a special meeting.

Section 5 -- Election Procedures: Nominations for board members will be accepted by the President or Secretary at the annual meeting or at the November and/or December membership meetings. The Special Deputy appointed by the Pottawattamie County Sheriff or their designee to lead the reserve force is considered to be an ex officio nominee for the office of President to be confirmed

by election. Voting will take place at the annual meeting with a quorum as defined in Article III.

Section 6 -- Directors and Duties:

President: The President of the Pottawattamie County Special Deputy Sheriffs, when also appointed by the Pottawattamie County Sheriff or their designee, serves as the head of the reserve force, in command of all Special Deputies and reporting to the Sheriff's Office coordinating and supervising officer pursuant to Iowa Code 80D.9.

In addition, the President convenes and presides at regular membership meetings, board meetings, and executive board meetings. The President adheres to and enforces the bylaws of the Pottawattamie County Special Deputy Sheriffs.

Vice-President: The Vice-President will act for the President in the event of an absence. The Vice-President will perform such duties as the President delegates.

Secretary: The Secretary shall take the minutes at all membership and board meetings. In addition, the Secretary will maintain membership and corporate records, as directed by the President.

Treasurer: The Treasurer is responsible for maintaining records on revenue and expenditures. The Treasurer will make a financial report at each regularly-scheduled membership and board meeting. The Treasurer will also coordinate a yearly financial audit.

Section 7 -- Vacancies: When vacancies on the Board exist mid-term, the President shall appoint members to serve until the next election.

Section 8 -- Resignation: Resignation from the Board must be in writing and submitted to the President who will notify the membership and seek a replacement.

Section 9 -- Motion of No Confidence: Members in good standing may make a motion of no confidence during a regular meeting, the vote on which will indicate whether a board member is no longer deemed fit to hold their position. In the event of a successful motion, that board member will be required to resign their position, and the President or acting President will inform the Pottawattamie County Sheriff.

A motion of no confidence requires a unanimous vote in the instance that there are fewer than ten (10) members present at the meeting in which the vote takes place, whether attending in-person or remotely by telephone or teleconference. In any other case a two-thirds majority is necessary. The President does not vote except to break a tie.

Article V: Code of Ethics

Section 1 -- Purpose: As reserve peace officers, we are entrusted by our community -- by our citizens -- with the same rights, privileges, obligations, and duties as any other peace officers. We must honor this trust by holding ourselves to the highest possible ethical standard. We can make mistakes, but we must admit them honestly. Reputation lost, for ourselves or our organization, might never be regained.

Therefore we adopt this Code of Ethics, modelled on the Law Enforcement Code of Ethics adopted by the International Association of Chiefs of Police at the 64th Annual IACP Conference and Exposition in October 1957.

Section 2 -- Fundamental Duty: Our fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

Section 3 -- An Example to Others: We will keep our private lives unsullied as an example to all and will behave in a manner that does not bring discredit to ourselves or to our agency. We will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the

welfare of others. Honest in thought and deed, both in our personal and official lives, we will be exemplary in obeying the law and the regulations of our department. Whatever we see or hear of a confidential nature or that is confided to us in our official capacity will be kept ever secret unless revelation is necessary in the performance of our duties.

Section 4 -- Justice and Equality: We will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence our decisions. With no compromise for crime and with relentless prosecution of criminals, we will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

Section 5 -- Integrity: We recognize the badge of our office as a symbol of public faith, and we accept it as a public trust to be held so long as we are true to the ethics of public service. We will never engage in acts of corruption or bribery, nor will we condone such acts by other officers. We will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

Section 6 -- Responsibility: Each of us knows that we alone are responsible for our own standard of professional performance and will take every reasonable opportunity to enhance and improve our level of knowledge and competence. We will not act irresponsibly by exceeding our training or capabilities, nor will we violate our oath to uphold and defend the Constitutions of the United States and the State of Iowa.

Section 7 -- Honesty: We will always provide honest and accurate reports of both our successes and our failures. We will set aside our ego for the sake of our duty and be truthful in both our admissions and our omissions. Our organization will strive to always be understanding and compassionate to those who act in good faith, favoring education and correction of errors.


Article VI: Amendments

Section 1 -- Previous Bylaws: These bylaws supersede any previous bylaws and represent the bylaws of the Pottawattamie County Special Deputy Sheriffs, formerly known as Uniformed Special Deputy Sheriffs, as of the date of their certification.

Section 2 -- Amendments: These bylaws will be amended as needed. Any member may submit a bylaw amendment proposal to the President. The President will share the proposal with the Board of Directors for review and discussion. A two-thirds majority vote by the Board in favor of a bylaw change will be presented to the members at the next regularly scheduled meeting.

Certification

These bylaws were approved at a meeting of the membership by two-thirds majority vote on 01/13/2021.



Secretary

01/14/2021

Date