

INDIANA STATE ETHICS COMMISSION

315 WEST OHIO STREET, ROOM 104, INDIANAPOLIS, IN 46202 317.232.3850

November 13, 2025

10:00 a.m.

Indiana State Library, Second Floor, Indiana Authors Room,
315 West Ohio Street, Indianapolis, Indiana 46202

Commission Member	Term Began	Term Ends	Appointing Authority
Katherine Noel, Chair	January 1, 2022	December 31, 2025	Governor
Corinne Finnerty	January 1, 2022	December 31, 2025	Governor
Sue Anne Gilroy	March 1, 2024	December 31, 2027	Governor
Rafael Sanchez	January 1, 2024	December 31, 2027	Governor
Robert Duncan	January 6, 2025	July 31, 2026	Governor

Public Meeting

I. Adoption of the Agenda **10:00 a.m.**

II. Approval of Minutes of October 9, 2025

III. Consideration of Post-Employment Waivers

a. Indiana Department of Workforce Development – Marilyn Pitzulo

Presented by DWD Ethics Officer Amie Durfee

b. Indiana Economic Development Corporation – Kyle Gaddis

Presented by DWD Ethics Officer David Staples

IV. Consideration of Formal Advisory Opinions

a. Indiana Department of Homeland Security – Julie Smith; Presented by IDHS

Deputy General Counsel and Ethics Officer Kristi Shute

V. Consideration of 2026 Rulemaking

VI. Scheduling of State Ethics Commission Meeting Dates in 2026

VII. State Ethics Commission Director's Report

Join the meeting via livestream here (https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzQ1MTM4OWQtMmVlZi00ZWJiLWE3MDQtZDMxNGJiYWFiMmI2%40thread.v2/0?context=%7b%22Tid%22%3a%222199bfba-a409-4f13-b0c4-18b45933d88d%22%2c%22Oid%22%3a%22b97cc08d-0b9a-473a-be07-5569c824969e%22%7d)

INDIANA
STATE ETHICS COMMISSION

315 WEST OHIO STREET, ROOM 104, INDIANAPOLIS, IN 46202 317.232.3850

Minutes of the
Indiana State Ethics Commission
October 9, 2025
At 10:00 am

Indiana State Library
Indiana Authors Room
315 West Ohio Street, Second Floor
Indianapolis, IN 46202

Commission Members Present:

Katherine Noel, Chair
Sue Anne Gilroy
Robert Duncan
Corinne Finnerty (via Teams)
Rafael Sanchez (via Teams)

OIG Members Present:

Regan Perrodin, State Ethics Commission Director
Adam Garrigus
Jared Prentice
Will Deane
Mike Lepper
JJ Fajt

I. Call to Order and Establishment of Quorum

10:00 am

Katherine Noel calls the meeting to order.

II. Adoption of Agenda

Commissioner Gilroy made a motion to adopt the agenda. Commissioner Duncan seconded.

Approved: 5/0

III. Approval of Minutes from September 11, 2025

Commissioner Duncan made a motion to approve the minutes. Commissioner Gilroy seconded.

Approved: 5/0

IV. Consideration of Post-Employment Waivers

- a. Consideration of Post-Employment Waiver for:
Department of Workforce Development – Joan Sporny
Presented by Ethics Officer Amie Durfee

Amie Durfee was present and Joan Sporny attended via Teams. Both were sworn in.

Appointing Authority Josh Richardson could not be here today and designated Amie Durfee to present the waiver which waives the cooling off restriction related to regulatory or licensing decisions.

Commissioner Gilroy made a motion to approve. Commissioner Duncan seconded.

Approved: 5/0

- b. Consideration of Post-Employment Waiver for:
Department of Transportation – Gary Kreutzjans
Presented by Ethics Officer Marjorie Millman

Gary Kreutzjans and Marjorie Millman were both present and sworn in.

Appointing Authority Lindsay Quist could not be here today and designated Marjorie Millman to present the waiver which waives the cooling off restriction related to regulatory or licensing decisions.

Commissioner Gilroy made a motion to approve. Commissioner Duncan seconded.

Approved: 5/0

V. Scheduling of the December 2025 SEC Meeting

The Commission voted to change the date for the December 2025 State Ethics Commission Meeting from December 11, 2025, at 10:00 a.m. to December 18, 2025, at 10:00 a.m.

Commissioner Gilroy made a motion to approve. Commissioner Sanchez seconded.

Approved: 5/0

VI. State Ethics Commission Director's Report

- a. Title 40 of the Administrative Code has passed through the public comment period with no comments. It is now ready to file.
- b. 15 IAOs, most concerning post-employment or moonlighting.
- c. The Small Business Report filing date is November 1st.

VII. Adjournment

Commissioner Gilroy made a motion to adjourn; Commissioner Noel seconded.

Approved: 5/0

The meeting adjourned at approximately 10:22 a.m.

October 30, 2025

Katherine Noel, Chair
Indiana State Ethics Commission
315 W. Ohio Street, Room 104
Indianapolis, IN 46204

IC 4-2-6-11
Post-Employment Waiver: Marilyn Pitzulo

As the Appointing Authority of the Indiana Department of Workforce Development (DWD), I am filing this waiver of the application of a certain post-employment restriction of the Code of Ethics as it may apply to Marilyn Pitzulo, a soon-to-be-retired Associate Chief for DWD in her desired post-employment with Central Nine Career Center (Central Nine).

I understand I must file and present this waiver to the State Ethics Commission at its next meeting on November 13, 2025. I further understand this waiver is not final until approved by the State Ethics Commission.

A. This waiver is provided pursuant to IC 4-2-6-11(g) and specifically waives the application of:

IC 4-2-6-11(b): The 365-day required “cooling off” period before receiving compensation from an employer for which the former state employee or special state appointee made a directly applicable regulatory or licensing decision.

B. IC 4-2-6-11(g)(2) requires that an agency’s appointing authority, when authorizing a waiver of the application of the post-employment restrictions in IC 4-2-6-11(b)-(c), also include specific information supporting such authorization. Please provide the requested information in the following five (5) sections to fulfill this requirement.

1. Please explain whether the employee’s prior job duties involved substantial decision-making authority over policies, rules, or contracts:

Ms. Pitzulo has served as an Associate Chief for DWD. She also has served as the State Director for Adult Education. This program includes preparing adults without a High School Equivalency (HSE) diploma to test and receive their HSE diploma. She has been involved in the funding of adult education providers. Indiana's Adult Education program grants state and federal funds to providers to offer adult education training services. Central Nine Career Center (Central Nine) is one of the providers; it is also a testing center for the HSE testing through a third-party vendor, HiSET. HiSET has a zero-dollar contract with Indiana. Students seeking an HSE pay Central Nine to test for their HSE, then Central Nine pays HiSET a set amount per exam.

In 2023, DWD held an open competition for adult education providers. Central Nine applied and was awarded funds. While Ms. Pitzulo was not included in the RFP or scoring grant applications, she was indirectly consulted and reviewed the overall allocation model applied to all providers awarded funds.

2. Please describe the nature of the duties to be performed by the employee for the prospective employer:

Ms. Pitzulo is retiring from DWD and her last day is on November 7, 2025. She would like to proctor HSE exams for Central Nine part-time. She would not be overseeing any contracts with Central Nine and will not maintain any kind of authority with Central Nine.

3. Please explain whether the prospective employment is likely to involve substantial contact with the employee's former agency and the extent to which any such contact is likely to involve matters where the agency has the discretion to make decisions based on the work product of the employee:

DWD does have a grant contract with Central Nine. The terms of the grant contract could lead DWD to monitor the entity. However, Ms. Pitzulo would not have any authority or interaction regarding that monitoring.

4. Please explain whether the prospective employment may be beneficial to the state or the public, specifically stating how the intended employment is consistent with the public interest:

Ms. Pitzulo has worked for Indiana as a public servant for numerous years. Ms. Pitzulo developed important skills and gained valuable experience during her time in public service. The public will continue to benefit from Ms. Pitzulo's expertise if she begins employment with Central Nine. In addition, there is a shortage of HSE test proctors, and allowing Ms. Pitzulo to fill that void would benefit all Hoosiers seeking an HSE. Finally, it is in the State's interest to allow its employees to accept employment outside the public sector, and allowing Ms. Pitzulo to accept the role described above is consistent with the public's interest.

5. Please explain the extent of economic hardship to the employee if the request for a waiver is denied:

Ms. Pitzulo would not experience economic hardship by not receiving this waiver. Rather, Ms. Pitzulo will be helping fill a shortage of HSE test proctors, which will contribute positively to the state.

C. Signatures**1. Appointing authority/state officer of agency**

By signing below, I authorize the waiver of the above-specified post-employment restrictions pursuant to IC 4-2-6-11(g)(1)(A). In addition, I acknowledge that this waiver is limited to an employee or special state appointee who obtains the waiver before engaging in the conduct that would give rise to a violation.



10/30/2025

Mike Smith
Interim Commissioner DWD

Date

2. Ethics Officer of agency

By signing below, I attest to the form of this waiver of the above-specified post-employment restrictions pursuant to IC 4-2-6-11(g)(1)(B).



10/30/2025

Amie Durfee
Ethics Officer, DWD

Date

D. Approval by State Ethics Commission**FOR OFFICE USE ONLY**

Approved by State Ethics Commission

Katherine Noel, Chair, State Ethics Commission

Date

Indiana State Ethics Commission
c/o Office of Inspector General
315 W, Ohio Street, Room 104
Indianapolis, IN 46202

Date: October 30, 2025

Subject: Re: Designation Letter

To Whom It May Concern:

I am the Interim Commissioner of the Indiana Department of Workforce Development (DWD), and accordingly, the appointing authority for Marilyn Pitzulo, soon-to-be-retired Associate Chief for Indiana Department of Workforce Development. I have submitted a post-employment waiver for Marilyn Pitzulo.

While I will be unable to attend the State Ethics Commission's meeting on November 13, 2025, I hereby designate Amie Durfee, Attorney Senior and Ethics Officer for DWD, to file and present the above-referenced waiver on my behalf. Therefore, please feel free to direct any questions concerning this filing to Ms. Durfee.

Respectfully,



Mike Smith, Interim Commissioner
Indiana Department of Workforce Development

Indiana Code § 4-2-6-11
Post-Employment Waiver

As the Appointing Authority of the Secretary of Commerce of the Indiana Economic Development Corporation (IEDC), I am filing this waiver of the application of certain post-employment restrictions of the Indiana Code of Ethics as they may apply to Kyle Gaddis, IEDC's Vice President, Account Manager (hereinafter, "Gaddis"), in his desired post-employment opportunity with McGuire Sponsel LLC (hereinafter, "MS").

I understand that I must file and present this waiver to the State Ethics Commission at its next available meeting. I further understand that this waiver is not final until and unless approved by the State Ethics Commission.

A. This waiver is provided pursuant to IC § 4-2-6-11(g) and specifically waives the application of:

IC § 4-2-6-11(b)(2): 365-day required "cooling off" period before receiving compensation from an employer for whom the state employee or special state appointee was engaged in the negotiation or administration of a contract and was in a position to make a discretionary decision affecting the outcome of such negotiation or administration.

B. IC § 4-2-6-11(g)(2) requires that an agency's appointing authority, when authorizing a waiver of the application of the post-employment restrictions in IC § 4-2-6-11(b)-(c), also include specific information supporting such authorization. Please provide the requested information in the following five (5) sections to fulfill this requirement.

1. Please explain whether the employee's prior job duties involved substantial decision-making authority over policies, rules, or contracts:

As the Vice President of Account Management, Gaddis oversees the account management team, a compliance manager, and auditor (collectively, the "account management group"), which administers the thousands of tax incentive projects the IEDC has with companies across Indiana. The IEDC administers tax credit programs based on job, wage growth and/or capital investment. The determination of whether to award a tax credit is handled by a separate functional group from the account management group. Upon issuance of a tax credit award to a company (commonly referred to as a "project"), the IEDC and company enter into a standard template long-term tax credit agreement, often extending over ten (10) years.

The account management group handles day-to-day contracting, reporting, compliance, and general administration. Gaddis is consulted when issues cannot be resolved internally or require escalation. Most routine matters are resolved within the group without escalation.

Gaddis primarily:

- Reviews proposed contract language changes
- Performs secondary review of grant payments
- Oversees operations of the account management group

Account managers process agreements, review annual reports, and issue tax credit certification letter (after secondary review). While Gaddis does not personally review reports or issue certification letters, all certification letters have his signature automatically appended.

MS currently has two (2) projects that have active incentive agreements with the IEDC dating back to 2018. In November of 2019, Gaddis provided secondary approval of a SEF training grant reimbursement of approximately \$10,000 SEF training grant reimbursement. To the best of his knowledge, he has had no further involvement with MS's projects.

2. Please describe the nature of the duties to be performed by the employee for the prospective employer:

MS provides specialty tax services primarily to CPA firms and directly to companies. In connection with this post-employment opportunity, Gaddis will serve as a Senior Tax Attorney contributing to their Property Tax Services Group, a new practice line focused on:

- Property tax assessment valuation reviews
- Appeals
- Pre-acquisition advising.

The clients of the Property Tax Services Group have no intersection with IEDC, and there are no plans for such interaction.

3. Please explain whether the prospective employment is likely to involve substantial contact with the employee's former agency and the extent to which any such contact is likely to involve matters where the agency has the discretion to make decisions based on the work product of the employee:

MS operates nationally. As a member of the Property Tax Services Group, Gaddis is unlikely to interact with the IEDC. For the one project where he approved a SEF grant, Gaddis understands he must be screened from involvement to comply with the "particular matter" prohibition. Gaddis will also initiate a self-imposed screen regarding future interactions between projects to which he is assigned and IEDC for 365 days following the start of his employment at MS. He will also be screened from any other projects he may have personally and substantially participated in.

4. Please explain whether the prospective employment may be beneficial to the state or the public, specifically stating how the intended employment is consistent with the public interest:

Gaddis previously served at the Department of Child Services and has held leadership roles at IEDC for six years, including Deputy General Counsel and VP of Account Management. During his tenure, he led the team through record project growth and improved compliance enforcement, resulting in increased recoveries from noncompliant companies.

His continued work in compliance and tax services will benefit Indiana businesses and support public interest by promoting responsible tax practices.

5. Please explain the extent of economic hardship to the employee if the request for a waiver is denied:

Gaddis' experience uniquely qualifies him to help grow MS's Property Tax Practice Group. Denial of this waiver could:

- Limit his employment opportunities with companies under IEDC agreements
- Require a 365-day waiting period
- Result in loss of income and delay in applying his skills to Indiana's business community

These factors support approval of the requested waiver.

C. Signatures

1. Appointing authority/state officer of agency:

By signing below, I authorize the waiver of the above-specified post-employment restrictions pursuant to IC § 4-2-6-11(g)(1)(A). In addition, I acknowledge that this waiver is limited to an employee or special state appointee who obtains the waiver before engaging in the conduct that would give rise to a violation.




10/31/2025

David Adams, Appointing Authority

DATE

2. Ethics Officer of agency

By signing below I attest to the form of this waiver of the above-specified post-employment restrictions pursuant to IC § 4-2-6-11(g)(1)(B).



David Staples, Ethics Officer

10/31/2025
DATE

D. Approval by State Ethics Commission

FOR OFFICE USE ONLY

Approved by State Ethics Commission

Katherine Noel, Chair, State Ethics Commission

Date

Mail to:

Office of Inspector General
315 West Ohio Street, Room 104
Indianapolis, IN 46202
OR

Email scanned copy to: info@ig.in.gov

*Upon receipt you will be contacted with
details regarding the presentation of this
waiver to the State Ethics Commission.*



ETHICS DISCLOSURE STATEMENT
CONFLICTS OF INTEREST – DECISIONS AND VOTING
State Form 55860 (R / 10-15)
OFFICE OF THE INSPECTOR GENERAL
IC 4-2-6-9

FILED

NOV 5 2025

**INDIANA STATE
ETHICS COMMISSION**

In accordance with IC 4-2-6-9, you must file your disclosure with the State Ethics Commission no later than seven (7) days after the conduct that gives rise to the conflict. You must also include a copy of the notification provided to your agency appointing authority and ethics officer when filing this disclosure. This disclosure will be posted on the Inspector General's website.

Name (last) Gaddis	Name (first) Kyle	Name (middle) David
Name of office or agency Indiana Economic Development Corporation (IEDC)		Job title VP, Account Management
Address of office (number and street) 1 N. Capitol Avenue Suite 700		City Indianapolis
Office telephone number (317) 232-8800		ZIP code 46204
Office e-mail address (required) kgaddis@iedc.in.gov		

Describe the conflict of interest:

Mr. Gaddis is currently engaged in conversations with McGuire Sponsel (hereinafter, "MS") for a potential employment opportunity. Pursuant to statute, the IEDC operates economic development tax credit programs and enters into tax credit agreements with companies throughout the state are awarded tax credits under an applicable tax credit program. While the determination of whether to award tax credits to companies is made by a different division within the IEDC, all tax credit agreements are administered by the team that reports to Mr. Gaddis

MS currently has active tax credit agreements with the IEDC. Administration matters related to the tax credit agreements are handled by the Account Management Team that reports to Mr. Gaddis. Mr. Gaddis has not participated in any decision, vote, or matter related to the active tax credit incentive agreements between the IEDC and MS. Out of an abundance of caution and in the interest of transparency, Mr. Gaddis is filing this disclosure as a potential conflict of interest requiring an ethical screen and disclosure.


Describe the screen established by your ethics officer. (Attach additional pages as needed.)

The potential conflict will be logged into the IEDC's Customer Relationship Database, which is used to identify potential conflicts of interest. Mr. Gaddis will be screened from all decisions and votes, including any contracts and/or amendments, as well as any administrative and compliance matters in which MS may have a financial interest. In the event a matter requires escalation from the Account Management Team, it will be handled directly by the IEDC's Chief Operating Officer and Mr. Gaddis will be completely screened from the matter. Pursuant to IC 5-14-3-10, Mr. Gaddis shall not disclose or otherwise rely upon information classified as confidential under IC 5-14-4-3. This restriction applies in perpetuity, so long as the subject information is deemed confidential.

AFFIRMATION

Your signature below affirms that your disclosures on this form are true, complete, and correct to the best of your knowledge and belief. In addition to this form, you have attached a copy of your written disclosure to your agency appointing authority and ethics officer.

Signature of state officer, employee or special state appointee



Date signed (month, day, year)

9/29/2025

Printed full name of state officer, employee or special state appointee

Kyle D. Gaddis

FOR ETHICS OFFICER USE ONLY

Your signature below affirms that you have reviewed this disclosure form and that it is true, complete, and correct to the best of your knowledge and belief. I have implemented the screen described above.

Signature of ethics officer



Date signed (month, day, year)

11/04/2025

Printed full name of ethics officer

Alison Grand, Chief Administrative Officer and Ethics Officer

From: Gaddis, Kyle (IEDC)
Sent: Monday, September 29, 2025 4:21 PM
To: Adams, David
Cc: Yuan, Becky; Daniel, Michael
Subject: Gaddis - Post Employment Consideration
Attachments: Gaddis - 4-2-6-9 Decisions_Votes Filing (pending).pdf

NOV 6 2025

INDIANA STATE
ETHICS COMMISSION

Secretary Adams,

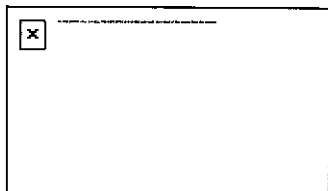
I'm reaching out to inform you about a potential post-employment opportunity I am exploring with McGuire Sponsel LLC ("MS") and to respectfully request your consideration for a post-employment waiver.

As MS has active tax incentive agreements with the IEDC, I requested an Informal Advisory Opinion from the Inspector General for guidance on any post-employment considerations I may be subject to. Pursuant to that opinion, I received advice which I have summarized below:

- Disclosure Filing: I should file a 4-2-6-9 Disclosure with the Inspector General's Office as soon as we're able that describes the possible conflict and details the screen that will be in place to ensure I do not participate in any decision, vote, or matter that MS may have a financial interest in. To that end, I have attached a draft disclosure that details the potential conflict and the requirement that I be screened from any matter for MS, which otherwise must go directly to Mike as my supervisor.
 - o Next Steps: As this document requires a signature of the IEDC's Ethics Officer and my current role includes serving as the acting Ethics Officer, a new Ethics Officer will need to be appointed (even if temporary). In the alternative, you could sign the disclosure as the Appointing Authority for the IEDC. I have attached a partially executed disclosure for consideration. If the signatory changes and an Ethics Officer is named, I can certainly make that change and resend.
- Post-Employment Waiver: Accepting a position with MS may trigger the 365-day cooling off period and a post-employment waiver would need to be received prior to starting employment with MS.
 - o Next Steps: I would respectfully request for your approval, as the Appointing Authority for the IEDC, to have a post-employment waiver be considered at the next meeting of the State Ethics Commission on 10/9/25 at 10 am. As the deadline is today for submittal to be on the agenda, I have asked for and received additional time to submit the post-employment waiver to COB on 10/2 (Thursday). I can assist in providing information to get the draft of the waiver completed.
 - o The Appointing Authority or designee would appear with me at the State Ethics Commission Meeting. I have discussed with Mike and he is willing to attend if that is the preference.
 - o Similar to the above, the Inspector General recommends a new or interim Ethics Officer be appointed (even temporarily) prior to the filing of my post-employment waiver to avoid any appearance of conflict (i.e. the ethics officer approving his own post-employment waiver & disclosure). Please let me know how I can help in this process. I also discussed this with Mike earlier today and our initial thought is Ryan Locke, as another experienced attorney at the IEDC, may be able to step into the role temporarily.

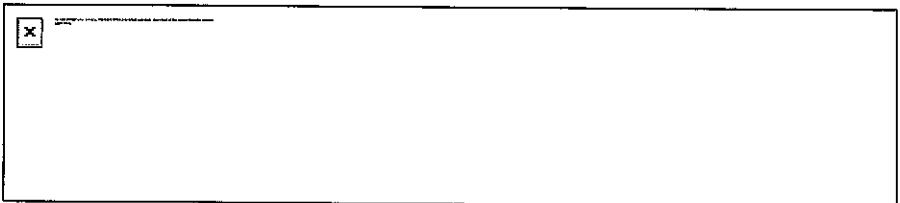
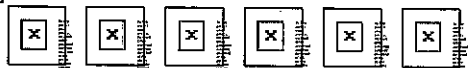
I appreciate your consideration. Please let me know if you have any questions and how I can assist.

Thank you,
Kyle



Kyle Gaddis

Vice President & Counsel, Account
Management & Compliance
m 317.670.9328 | forthebold.com
O 317.232.8800 | 800.463.8081



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Sent Via Email Only to info@ig.in.gov

November 3, 2025

Indiana Ethics Commission
315 West Ohio Street, Room 104
Indianapolis, IN 46202

Re: Indiana Department of Homeland Security's Request for Formal Advisory Opinion

Dear Commissioners,

The Indiana Department of Homeland Security (IDHS), by its designated Ethics Officer, is seeking the issuance of a formal advisory opinion by the Indiana State Ethics Commission (the "Commission") to determine whether IDHS employee Julie Smith can continue her membership with the Indiana School Resource Officers Association (INSROA) and the National Association of School Resource Officers (NASRO) and continue to teach School Resource Officer basic training classes on behalf of NASRO, while serving as the Director of the Office of School Safety. In addition, IDHS is seeking guidance regarding what ethics rules apply due to her husband's membership with INSROA and NASRO, being a Training Director for INSROA, being a National Instructor for NASRO, being NASRO Region 5 Director and being the Chief of Decatur Township Schools Police Department.

I. IDHS Overview

IDHS was created in 2005 when the state legislature combined several existing agencies aimed at emergency management, domestic security and public safety. The new agency was tasked with administering federal and state homeland security grants statewide, developing a strategic plan to prepare for and respond to emergencies, coordinating emergency and disaster mitigation, preparedness, response and recovery efforts, and developing a plan to protect state and public assets from disasters and attacks.

IDHS leads Indiana's emergency planning and operations, first responder training, and fire and building safety. The State Fire Marshal and State Building Commissioner oversee fire and building safety efforts, including enforcing building codes and a fire investigations unit. The agency certifies and trains thousands of first responders and hosts state-level exercises each year. IDHS also supports county emergency management agencies and runs the State Emergency Operations Center (SEOC), which leads response and coordination efforts for large-scale incidents.

As of July 1, 2025, the Office of School Safety (OSS) was established within IDHS for the purpose of coordinating and administering school safety resources ([Indiana Code 10-19-3.5](#)). Duties previously handled by the Indiana Department of Education's school safety division are transitioning to this new office, including the Indiana School Safety Specialist Academy.

The OSS is responsible for school safety specialist training and certifications, and it supports Hoosier schools' safety efforts in a variety of ways by establishing and maintaining guidelines on school facility security, emergency response protocols and school safety plans.

The OSS also works with safe school committees, the Secured School Safety Board, Indiana Department of Education, Institute for Criminal Justice and other state agencies to address school safety issues.

The office conducts school safety reviews and provides support to school corporations and school safety specialists throughout Indiana. It also helps schools establish mutual aid disaster assistance agreements and coordinates IDHS response and recovery efforts in the event of a manmade or natural disaster at a school.

Julie Smith has been appointed Director of the OSS. Her background includes being a former Sergeant with the Columbus Police Department, where she oversaw the School Resource Officer Division, and was a School Resource Officer for Bartholomew County Schools. She is currently affiliated with two professional organizations that support school safety and law enforcement: the Indiana School Resource Officers Association and the National Association of School Resource Officers. Her husband is also affiliated with these organizations.

II. Indiana School Resource Officers Association (INSROA)

Mrs. Smith served as President of INSROA for the past three years. She recently stepped down from that role and now holds the title of Immediate Past President as defined by INSROA's Bylaws, which are included with this request. While the Immediate Past President designation includes being on the Board of Directors and having voting rights, Mrs. Smith notified INSROA leadership that she has relinquished these rights and will not participate in the organization as a traditional Immediate Past President. She does retain, however, a life-time tenure and honorary membership with INSROA. Anyone can become an INSROA member if they are active law enforcement or if the person is connected to a law enforcement or educational institution. The cost is \$50. Membership includes \$50 discount on registration to INSROA conferences, access to a member directory, shared resources and discussion boards.

Mrs. Smith's husband is an INSROA member and Training Director. The Training Director is a member of INSROA's Board of Directors. The Board of Directors has custody, control, and management of all funds, property and effects of INSROA and the power to establish policy and procedure. The Training Director organizes training materials and develops training, summarizes evaluation reports for trainings and provides outcomes to the Board of Directors, supports administrative functions of training programs, and has voting power, among other duties.

In the past, the Indiana Department of Education partnered with INSROA to provide speakers at trainings and conferences. The OSS intends to continue engaging INSROA to provide speakers. The OSS will not contract directly with INSROA for the speakers, but INSROA will offer suggestions on who the speakers should be. The OSS will likely enter into contracts with the speakers INSROA suggests.

III. National Association of School Resource Officers (NASRO)

Mrs. Smith is a member of, and instructor for, NASRO. She is not an employee of NASRO but serves as an instructor in an independent contractor capacity. In the past, she received compensation for being an instructor. NASRO paid for her services, travel, lodging and meals. If the Commission approves her continued work as an instructor, she will not be compensated by NASRO. All travel, meals, and lodging will be paid for by IDHS. Further, IDHS will consider providing instruction as part of her IDHS duties since she will continue to learn about best practices related to school safety and School Resource Officer training which is the mission of the OSS. Mrs. Smith needs to be a member to receive instructor materials.

Mrs. Smith's husband is also a NASRO member, instructor and will soon be appointed Region 5 Director. He is an independent contractor when providing instructor services. Currently, NASRO pays for his services, travel, lodging and meals when providing instruction. As Region 5 Director he will be a member of the Board of Directors. The Board of Directors manages NASRO's affairs and exercises corporate powers including, but not limited to, appointing committees and agents, managing finances and borrowing money and designating meeting locations and business offices.

Anyone can become a NASRO member if they are employed by a law enforcement agency or a school district as a School Resource Officer or if the person has demonstrated an interest in advancing School Resource Officer programs and supports the overall goals and values of NASRO. The cost is \$50. Membership benefits include up to a \$50 discount on registrations to NASRO's annual National School Safety Conference and for all its other courses. Other benefits include exclusive access to its School Law Database, which includes statutes and court decisions on public education and school safety, resources such as sample Memoranda of Understanding, members only email group where members share ideas and ask questions of other members, and lesson plans.

Pursuant to IC § 20-26-18.2-1(c), a law enforcement officer appointed as a school resource officer must receive at least forty hours of school resource officer training through: (1) the Indiana law enforcement training board; (2) NASRO; or (3) another school resource officer training program approved by the Indiana law enforcement training board. Currently, there are no training courses provided by the Indiana law enforcement training board and only one program approved by that board. In practice, all training in Indiana is provided by NASRO.

Previously, the Indiana Department of Education contracted with NASRO to provide training. The OSS will also contract with NASRO to continue to provide these trainings.

IV. Request for Review and Opinion on IC § 4-2-6-5.5

IDHS is seeking the Commission's review and opinion regarding whether this statute prevents Mrs. Smith from continuing as a NASRO instructor or member. It does not appear that her continued instruction or membership would violate this statute because (1) she is not employed by NASRO, will not accept compensation or any other expenses from NASRO and this subsection does not apply to memberships, (2) she will not disclose confidential information gained in the course of her state employment and (3) she has already secured her position as an instructor. Further, being a NASRO instructor or member is an opportunity that is available to those similarly situated outside state government.

V. Request for Review and Opinion on IC § 4-2-6-9

IDHS is seeking the Commission's review and opinion regarding whether this statute prevents Mrs. Smith from continuing as a NASRO instructor and member. As OSS Director she is involved in deciding which entities the OSS contracts with to assist its mission. It appears three subsections of this statute apply in this case. However, it does not appear that her continued instruction would violate these subsections because (1) she would not have a financial interest in a contract between NASRO and IDHS since she would perform her instructor duties without compensation or reimbursement from NASRO (2) while her husband receives compensation, lodging, meals and travel for performing instructor duties for NASRO, IDHS would not use his services so he would not benefit from any contract between IDHS and NASRO and (3) while she is a NASRO member, she is not *serving* as a member because being a member does not give her decision-making or voting abilities for NASRO. She is a member by virtue of paying \$50 annually. IDHS contends the language in the statute implies a member must have some decision-making ability for the business organization guiding the direction the organization takes and the initiatives it's involved. IDHS likens this to being a member of a bar association by paying membership fees. Further, IDHS contends Mrs. Smith is not an employee as she conducts her instructor duties as an independent contractor.

In addition, Mrs. Smith chairs the Indiana Secured School Safety Board as the IDHS Executive Director designee pursuant to IC § 10-21-1-3(b)(1). As Chair, she participates in the vote for secured school safety funding. MSD of Decatur Township has received secured school safety funding since the fund's inception (FY 2014), except for one year when it missed the application deadline (FY 2024). In accordance with FAO 15-I-17, IDHS requests the Commission's opinion on whether MSD of Decatur Township is considered a business organization. If the Commission determines that MSD of Decatur Township is a business organization, IDHS requests the Commission's opinion on whether that impacts Mrs. Smith's ability to chair the Secured School Safety Board and to be involved with the secured school safety grant program.

VI. Request for Review and Opinion on IC § 4-2-6-10.5

Out of an abundance of caution, IDHS is seeking the Commission's review and opinion regarding whether this statute prevents Mrs. Smith from continuing as a NASRO instructor or member. It appears that this statute is not implicated if Mrs. Smith is allowed to continue as an instructor since she will not accept compensation or any other expenses from NASRO. However, if the Commission disagrees, IDHS seeks clarification on whether she would be considered to have contracting responsibility for IDHS and whether she would be required to file a written statement with the Office of Inspector General since she is not directly contracting with a state agency, which IDHS contends is the statute's intent by using the words *before the state employee executes the contract with the state agency*. IDHS believes this statute addresses situations where a state employee directly contracts with a state agency; not a situation where a state employee receives compensation from an organization that has a contract with a state agency.

VII. Request for Review and Opinion on 42 IAC 1-5-1

IDHS is seeking the Commission's review and opinion regarding whether this rule prevents Mrs. Smith's husband from receiving compensation for his services, travel, lodging and meals from

NASRO when performing instructor duties. IDHS is concerned a finding that the gifts rule applies and prevents him from performing instructor duties unless he pays for his own travel, lodging, meals and cannot receive compensation for his services could impact his professional growth. IDHS believes this is not an intended consequence of this rule.

VIII. Other Ethics Rules

Mrs. Smith has been advised by IDHS staff that if she is allowed to continue as a NASRO instructor these duties would be considered part of her state duties and therefore neither the use of state property nor ghost employment rules would be implicated. She's also been advised that the rules regarding confidential information will apply regardless of the Commission's decision. Specifically, Mrs. Smith has been advised that the gifts rule prevents her husband from accepting travel expenses from NASRO as an instructor. IDHS would like the Commission's opinion on whether her husband would be allowed to accept compensation for services or whether the Commission considers compensation to be a gift.

IX. Conclusion

IDHS chose Mrs. Smith as OSS Director due to her vast experience and knowledge, much of which she gained by being a member of the professional organizations INSROA and NASRO and a NASRO instructor. It's people with talent like Mrs. Smith that Indiana needs to attract and retain to provide Hoosiers with the best customer service. Particularly, with the OSS, this is crucial to ensuring the safety of school children across the state. IDHS is concerned that if being an instructor for or member of a professional organization prevents employees from fully engaging in their state duties, it will affect the type of talent it can attract and retain.

On behalf of the Indiana Department of Homeland Security, thank you for your time and attention to these matters. I look forward to attending the Commission's meeting November 13, 2025. I am happy to provide any additional information to the Office of the Inspector General prior to the meeting.

Respectfully,



Kristi Shute
Deputy General Counsel and Ethics Officer
Indiana Department of Homeland Security

cc: State Ethics Director
Office of the Inspector General

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Article I Name

This association shall be known as the Indiana School Resource Officers Association. Hereinafter referred to as "I.N.S.R.O.A." or "INSROA". No individual, member, or group of members shall be authorized to use the name of the INSROA or its' designated symbols, without prior approval of the duly elected officers of the INSROA.

Article II Purpose

Setting the standard for school safety in Indiana.

Article III Mission

The mission of INSROA is to promote safe learning environments in Indiana schools by providing high quality training, building relationships and connecting members to resources. INSROA shall be a non-commercial, non sectarian and non partisan organization, INSROA shall not endorse any candidate nor shall the name of INSROA or the names of its' officers or directors be used as such in connection with any projects of partisan interest or other interests other than those consistent with these bylaws; and all funds collected in the name of the INSROA shall be used for the express purposes outlined under Article II, purpose, herein.

Article IV Membership

Members shall be designated with one (1) of the following classifications:

Active Member

A person shall be eligible for Active Membership if they are:

1. Employed or appointed by a law enforcement agency or school district as a School Resource Officer Juvenile Justice System, or
2. Employed or appointed by a school district as a School Administrator, or
3. A member of a law enforcement agency actively involved in developing and encouraging school based policing programs and other programs that impact the young people and youth of the state of Indiana, or
4. An employee of the State of Indiana working with law enforcement agencies in training school based law enforcement officers and other youth officers and/or developing youth crime prevention programs.

Associate Member

A person shall be eligible for Associate Membership if they:

1. Do not meet the requirement for Active Membership, but who are otherwise connected to law enforcement and/or educational institutions
 - 1.1. An Associate Member will have all the privileges of Active Membership except those of voting and holding office.

Honorary Membership

Honorary Membership may be conferred on individuals or other such members who:

1. Rendered outstanding service to the Association or youth of the State of Indiana for the purpose for which this Association was formed.
 - 1.1. A person may be awarded Honorary Membership as a result of a two-thirds majority vote of the Board of Directors (BOD) present and voting.
 - 1.2. An Honorary Member shall have all of the privileges of the Active Membership except those of voting or holding office.
 - 1.3. An Honorary Member is not subject to annual dues.

Life Membership

Life Membership may be conferred on individuals or other such members who:

1. Have rendered outstanding service to the Association or youth of the State of Indiana for the purpose for which this Association was formed.
 - 1.1. A person may be awarded Life Membership as a result of a two-thirds majority vote of the Board of Directors (BOD) present and voting.
 - 1.2. All Past Presidents shall be recognized as Life Members.
 - 1.3. A Life Member shall have all of the privileges of Active Membership except those of voting or holding office.
 - 1.4. An Honorary Member is not subject to annual dues

Termination of Membership: Any member who, reportedly, is not in good standing may have their membership terminated upon a two-thirds vote of the BOD. Prior to any vote to terminate membership, the member in question must be given a notice in writing of the BOD's intent to terminate their membership and give the member the right to respond to the BOD in writing. The term "not in good standing" shall be defined as:

1. One who fails to adhere to the bylaws of the INSROA; or
2. One who fails to renew his/her membership; or
3. One who has been found to have committed conduct unbecoming of the vision or mission of the INSROA.

Article V Meetings

Meetings shall:

1. Be held a minimum of once annually.
 - 1.1. The President may call additional meetings as deemed necessary to conduct the business of the INSROA.
2. Be announced each year with such a meeting to be held at a time and place to be specified by the BOD.

Quorum Requirements

1. A quorum for a general membership meeting shall consist of twenty percent (20%) of the INSROA Active Membership.
2. A majority of the Active Members present at a properly convened meeting shall be sufficient to conduct business.
3. A quorum for a BOD meeting shall consist of two-thirds of the Executive Board Members.
4. The right to vote will be limited to
 - 4.1. Active Members in good standing with the INSROA; and
 - 4.2. Each member shall have only one vote.

Article VI Dues and Assessments

The BOD may assess a membership fee as a condition of initial or continued membership. Dues will be due annually.

Article VII Board of Directors

The following officers shall constitute the Executive Board of Directors:

1. The President
2. 1st Vice President
3. 2nd Vice President
4. Secretary
5. Past President
6. Treasurer
7. Training Director
8. Regional Representative Director
9. Executive Director
10. Lead Educational Representative also known as the Executive Board.

The BOD shall be the governing body empowered by its membership and shall:

1. Have custody, control, and management of all funds, property and effects of INSROA .

The legislative powers of the organization shall be:

1. Vested in the BOD for establishing Policy and Procedures.

The ultimate powers of this Association shall be:

1. Vested in the best interest of the active membership.

The BOD may conduct business by:

1. Regular mail, electronic mail (email), online meeting (Zoom or similar) or telephone when the need arises, without a formal meeting.
2. In addition, when called by the President, the Executive Board may conduct INSROA business via conference call.

Election of Officers

To ensure that the INSROA business and activities are maintained at the highest level of quality and consistency, the offices of President, 1st Vice President, 2nd Vice President, Secretary and Treasurer will be filled by a system of a general election process.

Elections

1. The office of Vice President, Secretary and Treasurer will be selected by a general election process on odd years.
2. The general election process for the office of President and 2nd Vice President will take place on even years.
3. Each nominee shall have a completed nomination form containing name, address, short biography and release form authorizing nominee to run for the position.

Terms

1. Each office, whether by election or appointment, will be for two (2) years, with the exception of:
 - 1.1. Regional Representatives, Lead Educational Representative and the Training Director, which are appointed offices, which shall hold office until they:
 - 1.1.1. Choose to resign from that office; or
 - 1.1.2. Are removed from the office by a majority vote of the Board of Directors.
2. Officers and Directors shall hold office until the expiration of the term of their office and the election and installation of their successors.

Elected Officers Requirements and Duties

President

Requirements

The President shall:

1. Have served two (2) years on the Executive Board immediately preceding their term as President;
2. Be a member in good standing;
3. Be a Master Level SRO certified through the INSROA Accreditation Program;
4. Have a demonstrated ability to adequately communicate through varied methods such as written statements, social media posts, electronic communications, radio and television interviews both recorded or live, or other ways with INSROA members and the public;
5. Be a certified full time law enforcement officer; and
6. The length of the term shall be two (2) years, commencing upon the culmination of the INSROA annual meeting.

Duties

The President shall:

1. Preside at all meetings of the INSROA and the BOD;
2. Make all committee appointments
3. Represent INSROA at the State level as required;
4. Be an ex officio member of all committees with the right to debate;
5. Sign all correspondence and contracts of INSROA and all other legal documents required by the Bylaws;
6. Attend State President's Meetings at the National Conference, if
 - 6.1. Funds are available, and may appoint someone in their place if unable to attend themselves;
7. Be aware of all received and transmitted correspondence;
8. Appoint members of the Board, with the approval of the BOD, in the event of a vacancy; and
9. Have the power to vote.

1st Vice President

Requirements

The 1st Vice President shall:

1. Have served two (2) years on the Executive Board immediately preceding his/her term as 1st Vice President;
2. Be a member in good standing;
3. Be at least a Professional Level SRO certified through the INSROA Accreditation Program;
4. Have a demonstrated ability to adequately communicate through varied methods such as written statements, social media posts, electronic communications, radio and television interviews both recorded or live, or other ways with INSROA members and the public;

5. Be a certified full time law enforcement officer; and
6. Serve at the position for two (2) years, commencing at the INSROA annual meeting.

Duties

The 1st Vice President shall:

1. Assist the President in carrying out the objectives of INSROA;
2. Perform all the duties of the Office of the President during the President's absence;
3. Attend State Presidents Meetings at the National Conference, if
 - 3.1. Funds are available, and if not able to attend, the President can appoint someone in their place;
4. Be the liaison with the venue for the State Conference; and
5. Have the power to vote.

2nd Vice President

Requirements

The 2nd Vice President shall:

1. Have served at least one (1) year on the Executive Board or two (2) years as a Regional Representative at some previous time;
2. Be a member in good standing;
3. Be at least a Certified Level SRO through the INSROA Accreditation Program;
4. Be a certified full time law enforcement officer; and
5. Serve at the position for two (2) years, commencing at the INSROA annual meeting.

Duties

The 2nd Vice President shall:

1. Assist the President in carrying out the objectives of the INSROA;
2. Perform all the duties of the Office of the President during the President's and 1st Vice President's absence;
3. Oversee or delegate another BOD member the accreditation process; and
4. Have the power to vote.

Secretary

Requirements

The Secretary shall:

1. Be an elected member of the Executive Board;
2. Have previously served as a Regional Representative or at least one (1) year experience on the Executive Board;
3. Be a member in good standing;
4. Be at least a Certified Level SRO through the INSROA Accreditation Program; and
5. Be a certified full time law enforcement officer.

Duties

The Secretary shall:

1. Keep the minutes of all meetings of the INSROA;
2. Update bylaws as necessary;
3. Receive all nominations for elections and appointments;
4. Maintain an accurate list of the membership;
5. Notify members of regular and special meetings;
6. Sign certain documents required by the byLaws;
7. Maintain official documents of the INSROA; and
8. Have the power to vote.

Treasurer**Requirements**

The Treasurer shall:

1. Be an elected member of the Executive Board;
2. Be a member in good standing;
3. Be at least a Certified Level SRO through the INSROA Accreditation Program

Duties

The Treasurer shall:

1. Keep and maintain the financial records of the Association, including the depositing and disbursement of monies, although
 - 1.1. The Treasurer may direct the Executive Director or their designee to accomplish the preceding duties.
2. Provide the financial records for inspection by any Active Member in good standing, at all reasonable times, upon reasonable request, at regularly scheduled Board meetings or the Office of the Association; and
3. Have the power to vote.

Immediate Past President

The Immediate Past President shall:

1. Be an INSROA member in good standing;
2. Have their term expired without being removed from office for cause; and
3. The term of office of Past President will be Life-time tenure.
4. Be designated as a Life Member of INSROA.

Duties

The current Past President shall:

1. Act as a resource to the incumbent President and/or other Executive Board Members;
2. Serve as an ambassador for the INSROA as directed or called upon by the President and/or the Executive Board;
3. Fill any vacancies in office, on an interim basis, as appointed by the incumbent President should they occur in accordance with the bylaws;
4. Serve on committees as designated by the President; and
5. Have the power to vote.

Special Presidential Appointments

The INSROA President may appoint INSROA members to positions that are deemed necessary for maintaining the good order, discipline, fidelity and integrity of the Association and to better serve the needs of the association of the members.

Executive Director**Requirements**

The Executive Director shall:

1. Be appointed by the President;
2. Be subject to the oversight by the BOD The Executive Director will
3. Be, at a minimum, a Professional Level SRO through the INSROA Accreditation Program;
4. Have served on the INSROA Executive BOD for a minimum of two (2) years, preferably in multiple roles;
5. Be a Certified NASRO Safe Schools Practitioner;
6. Have a demonstrated ability to adequately communicate through varied methods such as written statements, social media posts, electronic communications, radio and television interviews both recorded or live, or other ways with INSROA members and the public;
7. Have a demonstrated knowledge of legislative affairs; and
8. Not be financially compensated.

Duties

Executive Director shall:

1. Be the general manager of INSROA;
2. Oversee marketing, operations, events and membership development;
3. Assist and be actively involved in legislative affairs and staff leadership of INSROA;
4. Not have any voting right except when:
 - 4.1. The vote is needed to establish a quorum; or
 - 4.2. A tie among normal voting members of the BOD occurs and the BOD agrees to allow the Executive Director to cast a vote.

Regional Representative Director

Requirements

The Regional Representative Director shall:

1. Be a member in good standing;
2. Be at least a Certified Level SRO through the INSROA Accreditation Program;
3. Be a certified full time law enforcement officer;
4. Be appointed by the President; and
5. Be approved by the BOD.

Duties

The Regional Representative Director shall:

1. Serve as a member of the BOD;
2. Serve as the liaison to the Regional Representatives;
3. Perform all tasks delegated by the President and/or BOD; and
4. Have the power to vote.

Regional Representative

Requirements

A Regional Representative shall:

1. Be appointed by the INSROA President;
2. Be approved by the BOD;
3. Be a member in good standing;
4. Be at least a Certified Level SRO through the INSROA Accreditation Program;
and
5. Be a certified full time law enforcement officer.

Duties

A Regional Representative shall:

1. Serve as a liaison to the members and the agencies in their regions,
2. Serve on committees;
3. Perform all tasks delegated by the President and/or BOD; and
4. Not be a voting member of the BOD.

Media Director

Requirements

The Media Director shall:

1. Be appointed by the President;
2. Be approved by the BOD
3. Remain in good standing with the BOD;
4. Have a demonstrated awareness of social norms and expectations with communication when referencing the INSROA BOD, INSROA members and NASRO; and

5. Be readily available to communicate promptly with INSROA members or the public as requested by the President; and
6. Not be financially compensated.

Duties

The Media Director shall:

1. Keep communications to members and public in accordance with the general consensus of beliefs and practices of the INSROA members and NASRO, unless otherwise directed by the BOD.
2. Maintain official INSROA website in accordance with established NASRO policies and procedures and/or applicable laws;
3. Establish and maintain a system of registering all Association Members;
4. Adequately communicate to members information regarding dates, locations, etc. as the BOD requests;
5. Ensure annual INSROA Conference is posted well in advance so that members can plan accordingly,
6. Assist INSROA Secretary as required to disseminate information to members;
7. Keep records of all communications disbursed to INSROA members and public;
8. Obtain prior INSROA BOD approval before any purchases; and
9. Perform other duties assigned.

Training Director

Requirements

The Training Director shall:

1. Be appointed by the INSROA President;
2. Be approved by the BOD;
3. Be a member in good standing;
4. Be at least a Certified Level SRO through the INSROA Accreditation Program; and
5. Be a certified full time law enforcement officer.

Duties

The Training Director shall:

1. Serve on committees and perform all tasks delegated by the President, including the annual conference, serves as co-chairperson of the conference committee and any other scheduled training;
2. Create timelines and work plans for each event as directed by the BOD;
3. Organize training materials including participant binders, handouts, etc.;
4. Ensure appropriate supplies are on site for all events;
5. Develop training for the State Conference and off site locations;
6. Summarize evaluation reports for trainings and provide outcomes to BOD;
7. Support administrative functions of training programs and staff as needed.
 - 7.1. This includes, but is not limited to: correspondence with training participants and clients, data entry, transportation and other travel logistics, photocopying, scheduling, etc.;

8. Perform other duties as assigned; and
9. Have the power to vote.

Educational Representative

Requirements

The Educational Representative shall:

1. Be appointed by the INSROA President;
2. Be approved by the BOD;
3. Remain in good standing with the BOD;
4. Hold administrative accreditation through the State of Indiana; and
5. Reside in the State of Indiana.

Duties:

1. Review curriculum for trainings;
2. Assist with the development of curriculum for INSROA;
3. Make recommendations to the BOD as to any academic procedural changes as necessary;
4. Serve as liaison to the Indiana Department of Education;
5. Promote INSROA to educators within the State of Indiana; and
6. Be a voting member of the BOD.

A maximum of three educators that reside in the State of Indiana as Educational Representatives may be appointed by the President. If more than one Educational Representative is appointed, the BOD shall designate one representative to be the Lead Educational Representative. Additional representatives will not be voting members of the BOD and will report to the Lead Educational Representative.

Regional Representatives

Requirements

Regional Representatives shall:

1. Be NASRO Basic Certified;
2. Be a member in good standing;
3. Be a full-time School Resource Officer;
4. Have attended at least one INSROA Annual Conference.

Duties

Regional Representatives shall:

1. Attend and assist at each Annual Conference unless otherwise approved by the Regional Representative Director or the President;
2. Assist in collecting award nominations within their assigned region each year for the INSROA School Resource Officer of the Year Award and the School Safety

Leader of the Year Award. Regional Representatives should ensure that their region is represented in the awards at the State Conference. Nomination deadlines will be communicated appropriately to Regional Representatives;

3. Communicate with members of their region via newsletter at least twice annually, copying the Regional Representative Director on all correspondence;
4. Attend at least five (5) Board of Directors meetings per calendar year.

Vacancy in Offices

1. In the event that an elected or appointed officer is unable to serve out his/her term of office, the Immediate Past President shall fulfill that term.
2. If a vacancy occurs in a regional representative position, the President shall select a member in good standing to fill the vacancy for the length of that term, by a majority vote of the BOD.
3. If a BOD member misses 3 consecutive Board meetings or more than 30% of meetings without just cause, the President (or BOD in the instance in which the President is in violation) may nominate a member in good standing to replace the officer for the remainder of that term by a majority vote of the BOD. Just cause will be determined by the BOD.

Article VIII COMMITTEES

All Committees and their chairperson shall be appointed by the BOD and announced by the President.

Article IX FUNDS MANAGEMENT

1. All funds received by the treasurer of the INSROA shall be deposited in an account in the name of INSROA and not in the name of any individual.
2. Fund expenditures shall be restricted to the purchase, production and/or distribution of material necessary to accomplish the purpose and objectives of the INSROA for the rental of facilities and equipment, transportation, lodging consultant services and other items deemed necessary to conduct the business of INSROA.
3. The Treasurer of the INSROA shall keep and maintain adequate and correct books and records of accounts of the properties and business transactions relating to the INSROA, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings and matters customarily included in financial statements. The books of account shall be open to inspection by the BOD of the INSROA at all reasonable times. Said books and

records shall be kept and maintained in accordance with nationally accepted general accounting principles and both state and federal regulations.

4. The Treasurer of that INSROA shall deposit all monies and other valuables in the name and to the credit of the INSROA with such depositories as may be designated by the INSROA BOD shall render to the President and to the BOD upon request an account of transactions related to the INSROA and a report of the financial condition of the INSROA prescribed by the INSROA BOD.
5. The President, Treasurer, Director of Operations or Secretary shall be authorized to spend up to and including five hundred dollars (\$500) for legitimate INSROA business without prior approval of the BOD.
6. The BOD is empowered to accept grants, gifts and donations to carry out the purpose and objectives of the INSROA.
7. The INSROA may be dissolved only with authorization by its BOD given at a special meeting called for that purpose and with subsequent approval by a two-thirds vote of the BOD. Upon dissolution or other termination of the INSROA all remaining assets of the INSROA after payment in full of all its debts, obligations and necessary final expenses or after the making of adequate provision therefore, shall be distributed to such tax-exempt organizations (with purposes similar to those of the INSROA) as shall be chosen by the then existing BODs of the INSROA.

Article X BYLAW AMENDMENTS

Amendments to the bylaws of the INSROA shall:

1. Require a majority vote of the BOD; or
2. May be amended or repealed by approval of the general membership at any annual meeting of the INSROA by a two thirds vote of the members present providing the amendment or proposal has been submitted to the BOD at least thirty (30) days prior to the annual meeting.

Additional bylaws of the INSROA shall:

1. Be adopted or repealed by approval of the general membership at any annual meeting of the INSROA by a two thirds vote of the members present providing the amendment or proposal has been submitted to the BOD at least thirty (30) days prior to the annual meeting.

Article XI PARLIAMENTARY PROCEDURE

The rules of Parliamentary Procedure, contained in "Robert's Rules of Order, Newly Revised" shall be the authority governing all meetings of the INSROA and the BOD subject always to existing law and these bylaws.

The followings standard order of business will be followed after the call to order:

1. Roll Call
2. Minutes of last meeting
3. President's report
4. 1st Vice President's report
5. 2nd Vice President's report
6. Secretary
7. Treasurer
8. Director
9. Committee's Reports
10. Unfinished Business
11. New Business
12. Miscellaneous Matters
13. Adjournment

Article XII DECLARATION

Notwithstanding any other provision of these articles, the INSROA shall not carry on any voter activities not permitted to be carried on:

1. By a corporation exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or,
2. By by corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal (Revenue Law),
3. The fiscal year of the Association shall be January 1st- December 31st of each year.

Article XIII CERTIFICATE OF SECRETARY

I certify that I am the duly elected or acting Secretary of the INSROA. An Indiana not for profit corporation, that the above bylaws are the bylaws of this corporation as originally adopted by the BOD on Next Meeting as amended by the BOD on Oct 9, 2022.

Amendments adopted by the BOD on May 7, 2025.

Secretary: Richard Hipkind

Date: 05.07.2025

Witnessed: Julie Q Smith

Witnessed: Tommy Steele



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Ways To Join NASRO

Membership Options:

Regular Member - \$50 for 1 Year - A person shall be eligible for regular membership if he or she is employed or appointed by a law enforcement agency or a school district as a school resource officer, school-based police officer, educational administrator involved with a school-based policing program, or a law enforcement supervisor of a school-based police program.

Associate Member - \$50 for 1 Year - An individual may be granted status as an Associate Member if, in the Board's sole discretion, the organization has demonstrated an interest in advancing School Resource Officer programs and supports the overall goals and values of NASRO.

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Non-Membership Options:

If you do not wish to join now with a paid membership, you can create an account to use to register for training.

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Resource Officers

2020 Valleydale Road, Suite 207A

Hoover, AL 35244

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Membership

Why join NASRO?

School resource officers, law enforcement officers, school administrators, school board members, school safety professionals, and others interested in protecting schools enjoy many benefits, including those listed below. Join now!

- Up to a \$50 discount on registrations for our annual National School Safety Conference and for all of our other courses, including the Basic and Advanced.
- A mailed hard copy of our quarterly *Journal of School Safety*, plus access to back issues via our website.
- Frequently updated "School Safety Law Blog" by Bernie James, Professor of Law at Pepperdine University.
- Exclusive access to our School Law Database, which includes statutes and court decisions on public education and school safety.
- Resources such as sample Memoranda of Understanding (MOU), best practices for body-worn cameras, and online investigation resources.
- Members-only e-mail group where members share ideas and ask questions to other members.
- Lesson plans on topics such as Internet safety, alcohol, community policing, crime prevention, distracted driving, and driver's education.
- Prepared presentations for parents and community groups.

In addition, membership dues help NASRO continue its global advocacy of school policing and best practices.

Click [HERE](#) for a tutorial on how to create a profile and/or register for a class.

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Resource Officers

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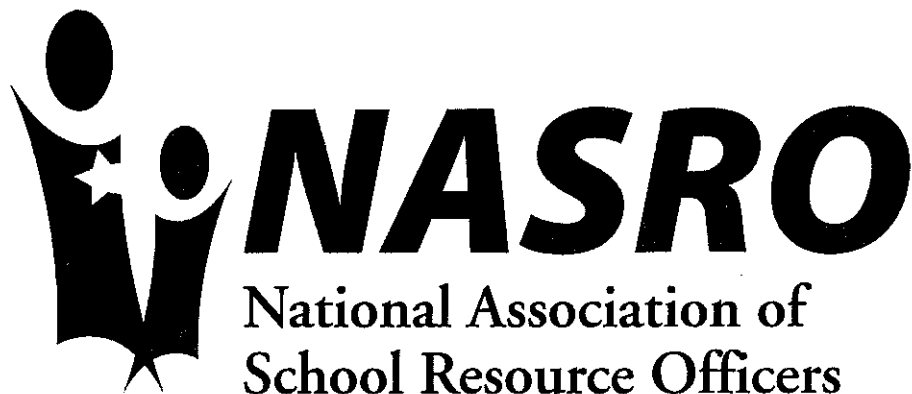
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NASRO BYLAWS



BYLAWS OF THE NATIONAL ASSOCIATION OF SCHOOL RESOURCE OFFICERS, INC.

An Alabama Nonprofit Corporation

ARTICLE I NAME

The name of this corporation is National Association of School Resource Officers, Inc. ("NASRO").

ARTICLE II OFFICE

Section 2.01 The registered office of the corporation shall remain in the state of Alabama at a location to be determined from time-to-time by the board of directors ("Board"). The principal office of the corporation for transaction of its business is located at 2020 Valleydale Road – Suite 207A, Hoover, Alabama 35244 ("Office"). The board of directors shall designate and may change the Office from one location to another within the United States. Any change of location of the Office shall be noted by the secretary on these bylaws in the place provided in this section or this section may be amended to state the new location. The Board may, at any time, establish branch or subordinate offices at any place or places where NASRO is qualified to conduct its activities.

ARTICLE III PURPOSES

Section 3.01 General Purposes: NASRO is a nonprofit corporation and is not organized for the private gain of any person. It is registered under the Non-Profit Corporation Laws of the State of Alabama for public and educational purposes.

Section 3.02 Specific Purposes: Within the context of its general purposes this corporation is created:

- a) For the advancement of education, charity and any other related or corresponding purposes by the use and distribution of its funds for such purposes.
- b) To provide a means to disseminate, share, advise, and coordinate information on the value of qualified law enforcement officers to teach elementary, junior high school and high school student on the principles of good citizenship and community responsibility.
- c) To demonstrate, by example and other means, the dangers associated with alcohol and drugs, criminal activities, and other anti-social behavior.

Section 3.03 Limitations: To operate exclusively in any other manner for such educational and charitable purposes as will qualify it as an exempt organization under



Section 501(c) (3) of the Internal Revenue Code of 1954, as amended, or under any corresponding provisions of any subsequent federal tax laws covering the distribution to organizations qualified as tax exempt organizations under the Internal Revenue Code, as amended.

ARTICLE IV MEMBERS

NASRO shall have the following classes of membership.

Section 4.01 Regular Members: A person shall be eligible for regular membership ("Regular Member") if he or she:

- a) is employed by, appointed by or retired from a law enforcement agency or a school district as a school resource officer, school-based police officer, school safety officer or educational personnel involved in promoting school safety. The member's region will be determined by where they are employed.
- b) has paid current membership dues, unless approved by the Board.
- c) The Board may discontinue any member's status at any time by a majority vote of the Board as defined in section 7.04.
- d) The board shall establish the benefits for Regular Members.

Section 4.02 Affiliate Members: Any individual or organization may be granted status as an Affiliate Member if, in the sole discretion of the Board, he or she:

- a) has demonstrated an interest in advancing School Resource Officer programs and supports the overall goals and values of NASRO.
- b) has paid full membership dues, unless approved by the Board.
- c) Members who are not Regular Members shall have no voting rights and shall be entitled to only those benefits as shall be defined from time-to-time by the Board.
- d) The memberships of those who are not Regular Members can be terminated at any time in the sole discretion of the majority vote of the Board without a hearing.

Section 4.03 Life Membership: The board may establish and revoke lifetime memberships.

Section 4.04 Fees and Assessments: The Board, in its sole discretion, shall set the dues rates for all membership classifications.

Section 4.05 Membership Meetings: Meetings of the Regular Members shall be held at least annually and at such place that the Board shall designate or, if not so designated, at the Office of the corporation, upon giving notice by regular or electronic mail, or publication in NASRO's official publication and on the NASRO website. Only those Regular Members who are not in



default and who are present at the meeting, may vote on any matter presented to the membership by the Board. Proxy voting shall not be permitted.

ARTICLE V DIRECTORS

Section 5.01 General Corporate Powers: The corporation's activities and affairs shall be managed and all corporate powers shall be exercised by or under the direction of the Board.

Section 5.02 Specific Powers: Without prejudice to the general powers set forth in Section 5.01 of these bylaws, but subject to the same limitations, the Board shall have the power to:

- a) Appoint and remove, at the pleasure of the Board, all the corporation's committees, agents and employees; prescribe powers and duties for them that are consistent with law, with the articles of incorporation, and with these bylaws; and fix their compensation and require from them security for faithful performance of their duties.
- b) Change the Office or the principal business office from one location to another, conduct its activities within the United States, and designate any place within any state for holding any meeting.
- c) Adopt and use a corporate seal.
- d) Borrow money and incur indebtedness on behalf NASRO and cause to be executed and delivered for the NASRO's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation and other evidences of debt and securities.

Section 5.03 Number of Directors: The Board of Directors shall consist of no less than fifteen (15) people and shall be comprised of the following, all of which shall have voting privileges.

- a) Each elected Officer as specified herein.
- b) The immediate past president ("Immediate Past President").
- c) A regional director ("Regional Director") from each of the regions as specified herein.
- d) Such additional directors ("Additional Directors") as may be specified herein.

Section 5.04 Regions: There shall be ten (10) Regional Directors representing the following regions:

- Region 1: Florida, Georgia, S. Carolina, N. Carolina, US Virgin Islands, Puerto Rico
- Region 2: Maryland, Ohio, Kentucky, Virginia, West Virginia and District of Columbia
- Region 3: Delaware, New Jersey, New York and Pennsylvania
- Region 4: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont
- Region 5: Illinois, Indiana, Missouri, Kansas and Iowa



- Region 6: Alabama, Louisiana, Mississippi, Arkansas and Tennessee
- Region 7: Texas, Oklahoma, New Mexico and Arizona
- Region 8: Michigan, Minnesota, Nebraska, N. Dakota, S. Dakota, and Wisconsin
- Region 9: Alaska, Nevada, California, Hawaii, Oregon and Washington
- Region 10: Colorado, Idaho, Montana, Wyoming, and Utah

Section 5.05 Additional Directors: The Additional Directors shall be as follows:

a) Chiefs'/Sheriffs' Representative

1. The Chiefs'/Sheriffs' Representatives must hold the rank of "Chief" or "Sheriff" for a Law Enforcement agency in order to hold their respective position and be in good standing. In the event the individual ceases to hold that rank, he or she shall immediately forfeit his or her position.
2. The board may reappoint the chief/sheriff every two years.

b) Educators' Representative

There shall be two Educators' Representatives whose terms run concurrently with the President's. An Educators' Representative must be nominated by the President and approved by the Board. An Educators' Representative must:

1. Be full-time employed at a K-12 public or private school as an administrator or employed by his/her state department of education with duties of school safety;
2. Demonstrate experience as a member of a multi-disciplinary school safety team or demonstrate a collaborative school safety partnership with a law enforcement agency;
3. Demonstrate knowledge of NASRO's focus on school-based policing and have experience working with SROs; and
4. Have written support from his/her employer and his/her partnering law enforcement agency specifying the nature of their collaborative school safety work.

An Educators' Representative whose full-time employment ceases or whose employment duties cease to be associated with school safety is immediately ineligible to serve on the Board. However, in lieu of the remainder of the unfilled term being left vacant, the Board may, if approved by a super majority (2/3) of the members of the Board of Directors, upon recommendation of the President, serve the remainder of the unfulfilled term. If the Educators' Representative is not allowed to serve the remainder of the unfulfilled term, the President may nominate a replacement educator representative for the remainder of the unfulfilled term, who would take office upon approval of the Board or choose to leave the position vacant."

c) Chaplain



1. The Chaplain will be an appointed position on the board.
2. The board may reappoint the Chaplain every two years.

[1] The positions on the Board to be removed shall be by attrition upon the expiration of the term of office as set forth in these by-laws.

Section 5.06 Appointment of Additional Directors:

The Board may appoint additional directors for such term and for such purpose as the Board may determine. Any such appointments may be with or without the power to vote as the Board may determine and shall be documented in the minutes at the conclusion of every NASRO annual meeting.

Section 5.07 Executive Committee:

The elected officers ("Officers") and the Immediate Past President of NASRO shall serve as the executive committee ("Executive Committee") who may act in the best interests of NASRO between regular meetings of the Board with specific power to act with the full power of the Board on any matter that needs immediate action or response, except to fill a vacancy on the Board of Directors.

Section 5.08 Election, Designation and Term of Office:

- a) All Officers shall be elected by the Regular Members in good standing prior to an annual meeting. Officers and Directors shall hold office until the expiration of their term of office. The office of president ("President") and 1st vice-president ("1st Vice President") of NASRO shall be filled by progression of the chair of office by succession. Each term of office, whether by election or succession, shall be for two (2) years. The offices of secretary ("Secretary") and treasurer ("Treasurer") shall be by election. The offices of 2nd Vice President and the Treasurer shall be elected on even numbered years; and the office of Secretary shall be elected on odd numbered years. The President may not seek, or be appointed to, an officer position in the Association for a period of four (4) years after serving as Past President.
- b) Regional Directors shall be elected by the Regular Members in good standing residing in the region and that Regional Director must be a sworn law/commissioned enforcement officer and employed/appointed in the region when elected and throughout their term. Regional Directors will be elected for a three (3) year term or until their successor is elected or appointed. Any Regional Director may seek an office in NASRO provided the requirements of the bylaws are met.
- c) In order to be eligible to hold office as an Officer or Regional Director, an individual must be a Regular Member employed or appointed as a School Resource Officer (or substantially similar position) or a SRO supervisor. In the event the individual ceases to



be employed or appointed as a School Resource Officer (or substantially similar position) or a SRO supervisor, the individual shall promptly notify the President of his or her status.

1. If the individual is an officer and has been promoted by his or her department, the officer may continue in office, including progression to the office of past-president if his/her position on the board is supported in writing by the head of the agency in which he/she is employed.
 2. If the individual is an officer and the change in position is for any other reason than stated in section 5.08 (c), he or she may continue in office, including progression to the office of past-president, if approved by a super majority (2/3rd) of the members of the Board of Directors.
- d) In addition, to be eligible to hold office as an Officer or Regional Director, a person shall have been an active Regular Member in good standing for a minimum period of one (1) year and shall have successfully completed the NASRO Basic SRO course prior to being eligible for elective or appointed office.

Section 5.09 Vacancies on the Board:

- a) Events Causing Vacancies: A vacancy or vacancies on the Board shall exist on the occurrence of the following: (i) the death or resignation of any Board member; (ii) the declaration by resolution of the Board of a vacancy in the office of a Board member who has been declared of unsound mind by an order of court, convicted of a felony, or found by final order or judgment of any court to have breached a duty. Appointed Board members pursuant to section 7.03 may be removed from the Board by a majority vote of the Board.
- b) Resignation: Except as provided below, any Board member or Officer may resign by giving written notice to the chairman of the Board, if any, or to the President or the Secretary of the Board. The resignation shall be effective when notice is given unless it specifies a later time for the resignation to become effective. If a Board member or Officer's resignation is effective at a later time, the Board may elect a successor to take office as of the date when the resignation becomes effective.
- c) Appointments: In the event any Board position becomes vacant upon a resignation of a Board member or any circumstances described in section 5.09(a), not effective at a later time, the President shall recommend a duly qualified candidate to fill the vacant term of office, who shall take office upon approval by the Board.

Section 5.10 Board of Director Meetings: The Board shall hold a regular meeting annually for purposes of organization and transaction of other business. Other regular meetings of the Board



may be held at such time and place as the Board or Executive Committee may fix from time to time. These meetings can be held in person or remotely via telephonic or video conferencing.

- a) Special meetings of the Board for any purpose may be called at any time by the President or by a majority of the Board upon giving written notice to the other Board members. Notice of the time and place of special meetings shall be given to each Board member by one of the following methods:
 - 1. By personal delivery of written notice;
 - 2. By first class mail, postage prepaid;
 - 3. By telephone, either directly to the member or to a person at the Board member's office who would reasonably be expected to communicate that notice promptly to the member; or
 - 4. By electronic mail. All such notices shall be given or sent to the Board member's address, including e-mail address or telephone number as shown on the records of NASRO.
- b) Notices sent by first class mail shall be deposited in the United States mails at least fourteen (14) days before the time set for a special meeting of the Board. Notice given by personal delivery, telephone or electronic mail or fax shall be delivered at least 14 days before the time set for the meeting. The notice shall state the time of the meeting, and the place if the place is other than the Office of the corporation. Notice of a special telephonic or virtual (conference) meeting of the Board shall be given to Board members at least 48 hours prior to the Board meeting, and to Executive Committee members at least 24 hours prior to an Executive Committee meeting.
- c) Notice of a meeting need not be given to any Board member who, either before or after the meeting signs a waiver of notice or a written consent to the holding of the meeting, or an approval of the minutes of the meeting. The waiver of notice or consent need not specify the purpose of the meeting. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of the meeting need not be given to any Board member who attends the meeting and does not protest, before or at the commencement of the meeting, the lack of notice to him or her.

Section 5.11 Quorum: A majority of the Board present at a regular or special meeting shall constitute a quorum for the transaction of business, except to adjourn. Every action taken or decision made by a majority of the Board members present at a duly held meeting at which a quorum is present shall be the act of the Board, including, without limitation, those provisions relating to (a) approval of contracts or transactions in which a Board member has a direct or indirect material financial interest, (b) approval of certain transactions between corporations having common directorships, (c) creation and appointment to committees of the Board, and (d) indemnification of Board members. A meeting at which a quorum is initially present may



continue to transact business, despite the withdrawal of Board members, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting. A majority of the Board members present, whether or not a quorum is present, may adjourn any meeting to another time and place.

Section 5.12 Action Without A Meeting: Any action that the Board is required or permitted to take may be taken without a meeting if a majority of the members of the Board consent in writing or by electronic mail to the action, provided, however, that the consent of any Board member who has a material financial interest in a transaction to which NASRO is a party shall not be required for approval of that transaction. Such action by written consent or electronic mail shall have the same force and effect as any other validly approved action of the Board. All such consents shall be filed with the minutes of the proceedings of the Board.

Section 5.13 Compensation and Reimbursement: Officers may receive such compensation, if any, for their services as Officers, and such reimbursement of expenses, as the Board may determine by resolution to be just and reasonable as to NASRO at the time that the resolution is adopted.

ARTICLE VI COMMITTEES

Section 6.01 Committees of the Board: The Board, by resolution adopted by a majority of the Board members, provided a quorum is present, may create one or more committees, each consisting of two or more Board members. Appointments to committees of the Board shall be made by the President and approved by majority vote of the Board. The President may appoint one or more Board members as alternate members of any such committee, who may replace any absent member at any meeting. Any such committee, to the extent provided in the Board resolution, may exercise the power of the Board, except that no committee, regardless of Board resolution may:

- a) Fill vacancies on the Board or on any committee that has the authority of the Board.
- b) Fix compensation of the Board members for serving on the Board or on any committee;
- c) Amend or repeal bylaws or adopt new bylaws;
- d) Amend or repeal any resolution of the Board that, by its express terms, is not so amendable or repeal able;
- e) Create any other committee of the Board or appoint the members of committees of the Board;
- f) Expend corporate funds to support a nominee for office after more people have been nominated for office than can be elected; or
- g) Approve any contract or transaction to which NASRO is a party and in which one or more of its Board members has a material financial interest.
- h) Notwithstanding any provision of these bylaws to the contrary, the President, as chief executive officer of NASRO, and with the concurrence of a Vice President, may appoint



or designate a member of the Board to serve as an alternate or substitute member of a committee of the Board when and to the extent that such appointment is needed to expedite an emergency project of NASRO, and no meeting of the Board is planned at such time as to allow a delay of such appointment to a committee.

Section 6.02 Meetings and Actions of Committees: Meetings and actions of committees of the Board shall be governed by, held, and taken in accordance with the provisions of these bylaws concerning meetings and other Board actions, except that the time for regular meetings of such committees and the calling of special meetings of such committees may be determined either by Board resolution or, if there is none, by resolution of the committee of the Board. Minutes of each meeting of any committee of the Board shall be kept and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee, provided they are consistent with these bylaws or, in the absence of rules adopted by the Board, the committee may adopt such rules.

ARTICLE VII OFFICERS

Section 7.01 Officers: The Officers of the corporation shall be a President, a 1st Vice President, 2nd Vice President, a Secretary, a Treasurer and the Immediate Past President. The corporation may also have, at the Board's discretion, more than two vice presidents; one or more assistant secretaries, one or more assistant Treasurers, and such other officers as may be appointed in accordance with Section 7.03 of these bylaws. No member of the Board may concurrently serve in any other office.

Section 7.02 Election, Designation, and Term of Office: All Officers, except those appointed pursuant to Section 7.03, shall be elected by the Regular Members by secured electronic voting method as designated by the Board. Officers shall hold office until the expiration of their term of office. The office of President and 1st Vice President of NASRO shall be filled by progression of the chairs of office by succession. Each term of office, whether by election or succession, shall be for two (2) years. The offices of 2nd Vice President, Secretary, and Treasurer shall be by election.

Section 7.03 Other Officers: The Board may appoint any other officers, including assistant officer positions that the corporation may require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in these bylaws or determined by the Board.

Section 7.04 Removal or Suspension of Officers, Board Members, or Regular Members:

- a) An Officer, Board Member, or Regular Member can be suspended or expelled from NASRO for good cause provided he or she is given notice of the proceedings against him or her, and an opportunity to be heard in his or her own defense at a regular or special



meeting of the Board. A quorum of Board Members must be present and decisions will be made by a majority vote of the members present. Each Board Member present shall have one vote on the question of suspension or expulsion. Voting by proxy shall not be permitted.

- b) Proceedings under this section shall be initiated by resolution of the Board or, on the failure of the Board to act, by petition signed by at least ten (10) percent of the Regular Members of NASRO presented to the President or Secretary. On adoption of the resolution or receipt of the petition, as the case may be, the President or Secretary shall schedule the matter to be heard at the next regular or special meeting of the Board. The Secretary, or other person appointed by the President for this purpose, shall deliver, at least fifteen (15) calendar days prior to the date of the hearing a copy of the resolution or petition, together with a notice of the time and place of the hearing, to the subject officer or director either in person, by email, or by United States mail addressed to him or her at his or her address as it may appear on the books of the corporation.
- c) The hearing shall be informal and shall be presided over by the President of NASRO or other person designated by the Board who shall read the charges against the subject Officer, Board member, or Regular Member, allow statements by Regular Members, Officers, or Board Members and, in the sole discretion of the Board, others who may have relevant knowledge of the facts and circumstances at issue, and allow the subject member to make a statement on his or her own behalf.
- d) The Board's vote in imposing discipline, terminating membership, or dismissing the matter shall be final.
- e) An expelled Officer, Board member, or Regular Member shall not be eligible for reinstatement or readmission to NASRO.
- f) "Good cause" as used herein requires that the Officer, Board member or Regular Member has failed or continues to fail to abide by the articles of incorporation or bylaws NASRO, or with the policy or procedures established by Board, or have committed an act or is in the course of committing some act or acts prejudicial to the organization or purposes of NASRO or its members, or who has breached his or her fiduciary duty to NASRO.
- g) All benefits afforded to the Regular Member shall cease on his or her expulsion.

Section 7.05 Resignation of Officers: Any Officer may resign at any time by giving written notice to NASRO. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to the rights, if any, of NASRO under any contract to which the Officer is a party.

Section 7.06 Vacancies in Office: A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these bylaws for regular appointment to that office, provided, however, that vacancies need not be filled on an annual basis.



Section 7.07 President: Subject to the oversight by the Board, the President shall be the Chairman of the Board of NASRO. The President shall preside at all Board meetings and shall have such other powers and duties as the Board or bylaws may prescribe.

Section 7.08 Executive Director: Subject to the oversight by the Board, the executive director ("Executive Director") shall be the general manager of NASRO and shall oversee, direct, and be accountable for the financial management, marketing, operations, events, membership development, and staff leadership of NASRO, pursuant to the express authority granted to the Executive Director by the Board.

Section 7.09 1st and 2nd Vice President: If the President is absent or disabled, the 1st Vice President shall perform all duties of the President. When so acting, the 1st Vice President shall have all powers of and be subject to all restrictions on the President. The Vice Presidents shall have such other powers and perform such other duties as the Board or these bylaws may prescribe. The 2nd Vice President shall perform those tasks and serve on such committees as the President or the Board shall direct.

Section 7.10 Secretary: The Secretary shall provide notice of and maintain minutes of meetings and hearings, shall ensure that NASRO maintains its current Bylaws and shall maintain the books and records of the Association. The Secretary may direct the Executive Director or their designee to accomplish the preceding duties.

Section 7.11 Treasurer: The Treasurer shall keep and maintain the financial books and financial records of the Association, including the depositing and disbursement of monies, although the Treasurer may direct the Executive Director or their designee to accomplish the preceding duties. The financial records shall be open to inspection by any Regular Member in good standing, at all reasonable times, upon reasonable request, at regularly scheduled Board meetings or the Office of the Association.

ARTICLE VIII ELECTION OF OFFICERS AND DIRECTORS

Section 8.01 Election of Directors: Each Regional Director shall be elected to a three (3) year term of office.¹ All Regular Members, in good standing and employed/appointed in the designated region, shall elect their Regional Director by a secured electronic voting method as designated by the Board of Directors.

Section 8.02 Nominations: A Regular Member, in good standing, may nominate himself/herself or a candidate for an Officer position or Regional Director for his or her region, which nomination must be accepted by the nominee, in writing, to the Chairperson of the Election Committee on or before January 1st of any election year.



Section 8.03 Notice and Balloting: Whenever a regional office for election is challenged, a biography, photograph, (proof of completion of the NASRO Basic Course and campaign platform, if any, will be forwarded to the Election Committee. Each nominee will have his or her biography, photograph, and campaign platform posted on the NASRO webpage. Each nominee will have an opportunity to have two (2) email notifications to their respective region's Regular Members. In the case of an election to an Executive Officers position, these nominees, assuming they have met the qualifications in section 8.05, will be afforded the same opportunity of two (2) email notifications to all Regular Members. Electronic voting and notices may be utilized, if approved by the board, consistent with Alabama law.

Section 8.04 Certification of Election: The Elections Committee shall be responsible for the oversight of the election process to include the official tally and certification of the results within a time prescribed by these bylaws. The results of the election will be posted on the NASRO website once each of the new elected officers have been notified. Notification to the newly elected Officers shall take place immediately after the election has been certified. Elected Officers shall assume their office upon the adjournment of the annual meeting. The election results will include the total votes casted and results by Region.

1. The three year terms shall be effective with the 2017 election of odd numbered regional directors

Section 8.05 Election of Officers: Each Officer, except those who take office by succession, shall be nominated and elected for a two-year term. Officers, other than Regional Directors, shall be elected by electronic ballot by the Regular Members. Sections 8.02, 8.03 and 8.04 of these bylaws shall also apply to the election of Officers. Each nominee for an Officer's position shall meet all other requirements required by the bylaws and must serve from one annual membership meeting (defined in Section 4.05) until the beginning of the annual membership meeting two years later, thus serving the equivalent of two years as a Regional Director by the time of assuming his/her new office.

ARTICLE IX INDEMNIFICATION

Section 9.01 Right of Indemnity: To the fullest extent permitted by law, the Board may, in its sole discretion, indemnify its Board members, Officers, employees, and other persons described in these bylaws including persons formerly occupying any such position, against all expenses, judgments, settlements and other amounts actually and reasonably incurred by them in connection with any claim or administrative or legal proceeding as that term is generally used while acting in their official capacity on behalf of NASRO, or in connection with their position as a Board member, Officer, employee or other person described in these bylaws and including an action by or in the right of NASRO, by reason of the fact that the person is or was a person described in any such claim, action or cause of action, so long as the person did not act in a grossly negligent manner, or in a willful and wanton manner, or in violation of state or federal criminal law.



Section 9.02 Approval of Indemnity: On written request of the Board by any person seeking indemnification, the Board shall promptly determine whether an acceptable standard of conduct has been met and may thereafter authorize indemnification. If the Board cannot authorize indemnification because the number of Board members who are parties to that proceeding with respect to which indemnification is sought prevents the formation of a quorum of Board members who are not parties to that proceeding, the Board shall appoint a committee of non-party members to examine the facts and evidence and make a determination whether the applicable standard of conduct has been met and if, so, the committee shall authorize indemnification.

Section 9.03 Advancement of Expenses: To the fullest extent permitted bylaw and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under Sections 9.01 and 9.02 of these bylaws in defending any proceeding covered by those Sections shall be advanced by NASRO before final disposition of the proceeding, on receipt by NASRO of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by NASRO for those expenses.

Section 9.04 Insurance: The Board shall have the right to purchase and maintain insurance to the full extent permitted bylaw on behalf of its Officers, Board members, members, employees, and other agents, against any liability asserted against or incurred by any Officer, Board member, member, employee, or agent in such capacity or arising out of the Officer's, Board member's, member's, employee's or agent's status as such.

ARTICLE X RECORDS AND REPORTS

Section 10.01 Maintenance of Corporate Records:

The corporation shall keep:

- a) Adequate and correct books and records of account;
- b) Written minutes of the proceedings of its Board and committees of the Board;
- c) A record of each person's name and address who is associated with NASRO as Board member, officer, member, employee or agent.

Section 10.02 Accounting Records and Minutes: A financial report and the minutes of the Board will be available for inspection by the Regular Members at the annual meeting. In its sole discretion, the Board may also choose to provide financial information to the Regular Members through periodic mailings or through the official publication of NASRO.



Section 10.03 Maintenance and Inspection of Articles and Bylaws: NASRO shall keep at its Office, the original or a copy of the articles of incorporation and bylaws, as amended to date, which shall be open to inspection by any Regular Member at all reasonable times during office hours.

Section 10.04 Annual Reports: The Board shall cause an annual report to be sent to the Officers and Directors within 120 days after the end of the corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

- a) The assets and liabilities, including the trust funds of NASRO as of the end of the fiscal year.
- b) The principal charges in assets and liabilities, including trust funds.
- c) The revenue or receipts of NASRO, both restricted and unrestricted to particular purposes.
- d) The expenses or disbursements of NASRO for both general and restricted purposes.

The annual report shall be accompanied by any report on it of independent accountants or, if there is no such report, by the certificate of an authorized Officer of NASRO that such statement was prepared without audit from NASRO's books and records.

ARTICLE XI CONSTRUCTION AND DEFINITIONS

Section 11.01 Governing Law: Unless the context requires otherwise, the general provisions, rules of construction, and definitions in the Alabama Nonprofit Corporation Law shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

Section 11.02 High Vote Requirement: If any provision of these bylaws requires the vote of a larger proportion of the Board than is otherwise required by law, that provision may not be altered, amended or repealed except by that greater vote.

ARTICLE XII BY-LAW AMENDMENTS

Section 12.01 Adopt, Amend or Repeal Bylaws: The Board may adopt, amend, or repeal bylaws at any regular or special meeting provided timely written notice is given to each member of the Board, together with a statement of the subject area of the bylaws to be considered for adoption, amendment or repeal.

ARTICLE XIII FISCAL YEAR



Section 13.01 The fiscal year of the Association shall be January 1 – December 31 of each year.

ARTICLE XIV CERTIFICATE OF SECRETARY

I certify that I am the duly elected or acting Secretary of National Association of School Resources Officers Inc., an Alabama not-for-profit corporation that the above bylaws are the bylaws of this corporation as originally adopted by the Board of Directors on August 2, 1991, as amended from time to time by the Board of Directors.

/S/ Lynelle Sparks

NASRO Secretary

Revised 7-12-14/Revised 7-10-15/Revised 7-15-16/Revised 1-15-17/Revised 1-13- 18/Revised 6-23-18/Revised 01-12-19/Revised 01-29-21/Revised 07-08-22/ Revised 09-12-23/ Revised 10-03-24

INDIANA
STATE ETHICS COMMISSION

315 WEST OHIO STREET, ROOM 104, INDIANAPOLIS, IN 46202 317.232.3850

Commission Meeting Dates 2026

January 8, 2026

February 12, 2026

March 12, 2026

April 9, 2026

May 14, 2026

June 11, 2026

July 9, 2026

August 13, 2026

September 10, 2026

October 8, 2026

November 12, 2026

December 10, 2026