

Law Enforcement Torch Run® For Special Olympics Wyoming Council

Mission of the Law Enforcement Torch Run® for Special Olympics Wyoming

The mission of the Law Enforcement Torch Run® (LETR) for Special Olympics Wyoming is to promote community awareness of and to provide support, opportunity and encouragement to the athletes of Special Olympics Wyoming.

The mission of Special Olympics Wyoming is to provide year-round sports training and competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendships with their families, other Special Olympics athletes and the community.

I. ORGANIZATIONAL STRUCTURE

Law Enforcement Torch Run is comprised of law enforcement agencies coordinated by Region LETR Directors who are members of the LETR Council working in concert with the Executive Council.



II. EXECUTIVE COUNCIL (Will Initiate in 2017)

The LETR Executive Council is the governing body by which annual goals are adopted and the annual budget recommendations are approved.

General Responsibilities of the LETR Executive Council

- Approve an annual budget recommendation.
- Adopt annual goals and objectives recommended by the LETR Council.
- Adopt the bylaws, policies and procedures to manage the Torch Run in Wyoming.
- The Executive Council shall consist of the following
 - LETR State Director
 - Regional Director

- *Regional Director*
- *Special Olympics Wyoming President & CEO*
- *Special Olympics Wyoming VP of Development*
- *Special Olympics Wyoming Staff Liaison (if different)*
- *The Executive Council shall meet a minimum of quarterly (twice in a face to face meeting) to monitor the progress towards achieving the goals and objectives. The first meeting should take place following the LETR Council strategic planning meeting.*
- *Meet twice a year.*
 - *October as wrap-up/goal setting for the following year*
 - *April as kick-off*
- *The duties and responsibilities of the Special Olympics Wyoming President/CEO and the Special Olympics Wyoming VP of Development are contained in the Special Olympics Wyoming Policy and Procedures. The duties of the remainder of the Executive Council are defined below.*

III. LETR COUNCIL

The LETR Council is organized for the purpose of managing, promoting, planning, expanding and coordinating LETR activities in Wyoming. The LETR Council conducts its affairs in accordance with written policies and procedures, which have been adopted by the LETR Executive Council.

General Responsibilities of the LETR Council

- *Carry out the mission of the Law Enforcement Torch Run® and Special Olympics Wyoming.*
- *Recommend goals and objectives annually.*
- *Recommend procedures to manage the business of LETR.*
- *Schedule meetings, conference calls, and committees as necessary to carry out the mission.*
- *Follow guidelines and regulations set forth by the International LETR Council, Special Olympics International and Special Olympics Wyoming.*
- *Amend policies as needed.*

IV. MEMBERSHIP

All LETR Council positions are voluntary and each member may serve as long as they are qualified to do so, pending a vote of approval by 2/3 of the entire LETR Council voting members every two years.

The LETR Council will be limited to 21 voting members.

The LETR Council is a working committee. All members are expected to be actively involved beyond mere attendance at meetings. Members are expected to be advocates for the Law Enforcement Torch Run, Special Olympics Wyoming and further their missions as defined in their mission statements.

LETR Council membership consists of the following volunteers or staff positions:

a. **State LETR Director**

Law Enforcement individuals submitted for consideration are elected by majority vote of the entire LETR Council and the recommendation is forwarded to the Executive Council for ratification by October 1st and Implemented on January 1st. In the event the Executive Council for Special Olympics Wyoming does not confirm the person elected by the LETR Council, the LETR Council will be advised of the reasons for the denial. If the director position is vacated mid-term then the deputy director will fill the remainder of the term until elections.

Duties:

- Serve on the LETR Executive Council.
- Preside at and facilitate all meetings of the LETR Council.
- Be the spokesperson for the LETR Council and communicate with the International LETR Council and Special Olympics Wyoming Board of Directors.
- Appoint committees as needed to further the LETR program.
- Appoint two Regional Directors to serve on the Wyoming LETR Executive Council.
- Oversee the LETR operations – ensure a successful promotion through open communication and dedication.
- Oversee budget with Special Olympics Wyoming Liaison.

b. Deputy State Director

A Law Enforcement individual appointed by the State Director to serve a two-year term commencing January 1st. The State Director will solicit letters of interest from LETR Council members from which to make a selection.

Duties:

- Serve on the LETR Executive Council.
- Oversees all sub-committees as appropriate on a day to day basis.
- Preside over meetings in the absence of State Director.
- Other duties as assigned by the State Director.
- Preside over the LETR for the remainder of the term if the State LETR Director resigns.

c. Regional LETR Directors

Law Enforcement individuals identified within their Region approved by a majority vote of the entire LETR Council voting members. The Regional LETR Directors will serve two year terms.

Duties:

- Provide operational and consulting assistance to LETR programs in their Region.
- Have contact with Special Olympics Wyoming Area Director in their Region.
- Report to the LETR Council on activities in their respective region.
- Assist in organizing, promoting and facilitating new LETR legs in Regions of the state where no program has previously existed.
 - Assist with recruiting efforts of new departments and officers in their Region.
- Coordinate logistics for their Region's participation in the Final Leg of the LETR.
- Be a source of information and communications to all law enforcement agencies in their region.
- Conduct Regional meetings as needed.

- Distribute LETR collateral materials to agency liaisons within their Regions.
- Assist in collecting donations and runner registrations from their respective Region and submit to Special Olympics Wyoming.

d. Special Olympics Wyoming LETR Liaison

Special Olympics Wyoming staff member appointed to the LETR Council by the President/CEO of Special Olympics Wyoming.

Duties:

- *Share responsibility with LETR Director to maintain budget.*
- *Serve as liaison between the Council and Special Olympics Wyoming.*
- *Communicate regularly with the State Director.*
- *Provide support for special events and fund raising activities.*
- *Develop and distribute LETR newsletter.*
- *Ensure the LETR page on Special Olympics Wyoming web site is current.*
- *Provide the LETR Council with general information about ongoing Special Olympics Wyoming events and competitions.*
- *Communicate budgetary considerations to committee.*

e. Past State Director

Serves on the LETR Executive Council for two years if in good standing.

Duties:

- *Be a source of support and counsel to the current State Director.*
- *Serve on committees as appointed by the State Director.*
- *Any duty as assigned by the State Director.*
- *Serves on the LETR Council automatically for one year following end of term of office if not elected or appointed into any other position on the LETR Council. A second one year term can be approved by a majority vote of the entire LETR Council if in good standing.*

f. Trustees

Individuals serving as a liaison to promote the mission of LETR to any individual or organization deemed necessary by the LETR. Members may refer nominees to the Nominating Committee. A majority vote of the entire LETR Council voting members is required.

Duties:

- Serve on committees as appointed by the State Director.
- Additional duties vary based on the experience these volunteers provide.

g. Athlete Representative

Special Olympics Wyoming athlete appointed by Special Olympics Wyoming.

Duties:

- Assist with LETR events as needed and requested.
- Attend meetings or sponsors as requested by the LETR Council.

h. Emeritus

These are individuals who have served on the LETR Council as a voting member and have been selected to remain on the LETR Council as a non-voting member.

Duties:

- Serve as a mentor, historian and active participant.
- To receive an Emeritus status, these individuals can be self-nominated or nominated by any member of the LETR Council.

IV. COMMITTEES

The State LETR Director shall establish committees as necessary based on the current needs of the LETR. The LETR Director will appoint chairpersons and committee members. At least one member of the LETR Council will sit on each committee. The LETR Director will, in consultation with the state liaison, conduct an annual review of all committees.

In addition, the LETR will have a Nominating and Selection Committee as defined below:

Committees will be responsible to complete assignments of the specific committee, in addition to any other duties as may be assigned by the State LETR Director. Committee chairpersons should be prepared to report to the LETR Council at all meetings and conference calls as requested. Such committee reports shall be part of the regular agenda.

a. Nominating and Selection Committee-

- Responsible for but not limited to the nominations of the LETR State Director, Regional Directors and Trustees.
- Develop and present selection processes for LETR Council approval, including delegates for the International LETR Conference and World Games and USA Games Leg.
- Serve as clearinghouse for International Hall of Fame and John Carion Award nominees.

b. Other Committees

- As determined by the council

IV. OPERATIONS

a. Quorum

A majority of the entire LETR Council voting members shall be required to constitute a quorum. Members are encouraged to attend meetings in person but will be considered present if attending by phone.

b. Vacancies

Vacancies on the LETR Council should be filled as soon as possible. Any member of the LETR Council may make nominations to the Nominating Committee. The Nominating Committee will make recommendations to the LETR Council.

c. Removal of any members

Any LETR Council member may be removed from his/her position by a 2/3 vote of the entire LETR Council voting members. If the team member is in a position appointed by Special Olympics Wyoming, the removal will be at the discretion of the President/CEO of Special Olympics Wyoming

once the removal has been requested by a 2/3 vote of the LETR Council voting members. The President/CEO will communicate the decision and reasons to the LETR Council.

V. AMENDMENTS TO LETR COUNCIL STRUCTURE AND POLICIES AND PROCEDURES

Amendments to these Policies and Procedures may be addressed at anytime. The following procedure is set up to accept the amendment:

- *Proposed revisions should be submitted in writing to the LETR State Director for discussion at the next regularly scheduled meeting. No additional action can be taken at this meeting.*
- *The proposed revision will be distributed to all members of the LETR Council no later than two weeks prior to the next regularly meeting.*
- *At the next meeting, a majority is required for acceptance of the revision. Proxy votes are allowed but do not count towards the quorum.*
- *The Executive Council will be advised of any revisions to the Policy and Procedures of the LETR at their next regularly scheduled meeting.*
- *The LETR Council will review and ratify these Policies and Procedures annually.*