

Law Enforcement Torch Run for Special Olympics Wyoming Council By-Laws



I. Mission and Vision

The mission of the Law Enforcement Torch Run (LETR) for Special Olympics is to increase public awareness and generate resources for the Special Olympics movement worldwide.

The mission of Special Olympics Wyoming (SOWY) is to provide year-round sports training and athletic 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 friendship with their families, other Special Olympics athletes and the community.

The Vision of the Law Enforcement Torch Run for Special Olympics is to further the Special Olympics mission. Law enforcement will carry the torch, representing the Flame of Hope, and dedicate itself to the goals of continually increasing awareness and generating resources for Special Olympics athletes worldwide.

II. Purpose

The Wyoming LETR Council is authorized by Special Olympics Wyoming for the purpose of managing, promoting, planning, expanding, and coordinating LETR activities in Wyoming. The LETR Council shall conduct its affairs in accordance with written policies and procedures that have been approved in advance by SOWY and are consistent with the Special Olympics Official General Rules.

General responsibilities of the Council:

- Carry out the mission and purpose of the Law Enforcement Torch Run and Special Olympics Wyoming.
- Recommend, approve, and review goals and objectives annually.
- Recommend and establish procedures to manage the business of LETR.
- Schedule meetings and conference calls as necessary to carry out the mission and conduct the business of LETR.
- Evaluate the effectiveness of LETR for SOWY activities and events, both existing and proposed.
- Address disciplinary issues regarding the conduct of any LETR administrator, participant, or volunteer.
- Amend policies as needed.
- Follow guidelines and regulations set forth by the International LETR Council, Special Olympics International, and Special Olympics Wyoming.

III. Operations of the Council

Notification

All LETR Council members will receive notification by phone or e-mail of any regularly scheduled meetings or conference calls no less than seven calendar days prior to a meeting or conference call. In addition to regularly scheduled meetings, the State Director, or members of the LETR Council can call a meeting of the LETR Council to transact business.

Attendance at Council Meetings

It is expected that all LETR Council members give their best effort to attend all meetings. If any more than three (3) meetings of the scheduled bi-monthly Council meetings from January to January are missed without prior notice or notice within 24 hours, the Council may vote to terminate the membership of that Council member.

Quorum

A simple majority of the voting members of the LETR Council shall constitute a quorum for transaction of business. A LETR Council member will be considered present if they are participating in the business of the meeting through a video/conference call. Proxy voting is allowed on agenda items only and will be considered as part of the quorum. For amending the policies or the removal of committee members, a 2/3 vote of the voting members of the Council shall be required.

IV. Membership & Organization of the LETR Council

Committee membership consists of the following volunteer or SOWY staff positions. All law enforcement committee positions are voluntary, and each member may serve a 3-year term with 3 consecutive terms as they are qualified to do so per committee review process. The Athlete Ambassador(s) will serve a three-year term.

Voting Members:

- State Director
- Deputy Director
- Regional Coordinators (up to 10, 1-2 for each of the 5 Regions)
- Athlete Ambassadors (up to 2 athletes)
- SOWY Staff Liaison
- Past LETR Director

Non-Voting Members

- Agency Representatives
- Director Emeritus
- Liaison to Special Olympics Wyoming Board of Directors
- SOWY CEO/Other SOWY Staff (serve as Ex-Officio Members)

VOTING MEMBERS:

State Director: Law enforcement officer, active or retired, elected by a majority vote of the LETR Council. Term begins January 1. If the LETR Council re-elects the existing Director for subsequent terms, they can remain as the Director. If the Director position is vacated mid-term, then the Deputy Director will fill the remainder of the term until elections.

Deputy Director: Law enforcement officer, active or retired, appointed by the State Director. Term begins January 1. The Deputy Director will preside over the Council for the remainder of the term if the State Director resigns.

Regional Coordinators: Law enforcement representatives, sworn or non-sworn, elected by a majority vote of the Council.

Athlete Ambassador(s): Special Olympics Wyoming athletes nominated by their Area Director or local program, law enforcement officers, and/or family members. The selection process is overseen by the State Director, Deputy Directors and SOWY Staff Liaison and approved by the LETR Council.

Special Olympics Wyoming Staff Liaison: SOWY staff member appointed to the committee/position by the President/CEO of Special Olympics Wyoming.

Past Director: Most recent Former Law Enforcement Torch Run State Director for Wyoming. Included in all committee mailings and informed of upcoming meetings at the discretion of the current State Director.

NON-VOTING MEMBERS:

Agency Representatives: Volunteers serving as liaison to any of the following: law enforcement associations or departments service clubs, sponsors, and local programs. Can be any law enforcement agency employee willing to represent their agency on the LETR Council. Agency representatives are appointed by representative groups and approved by the State Director.

Director Emeritus roles: Honorary retired LETR members providing leadership and integrity to the Council.

Liaison to SOWY Board: Nominated candidate to be preferred active or retired law enforcement and involved a minimum of 5 years with the Torch Run. Candidates will need to be approved by SOWY Board of Directors.

Special Olympics Wyoming CEO/Other Staff: President & CEO, and other staff members as necessary to serve as Ex-Officio Members.

V. Duties and Responsibilities of Council Members

A. State Director

- Serves as chair of the LETR Council, providing orientation, job descriptions, direction, motivation, etc.
- Presides over all Council meetings, appoints committees as needed, and oversees LETR operations.
- Maintains constant contact with SOWY Staff Liaison through reports, telephone calls and e-mail.
- Works with SOWY Staff Liaison and Deputy Director to draft the Annual Goals and Objectives Plan which includes goals and objectives to be reviewed twice annually and approved by the LETR Council.
- Works with SOWY Staff Liaison in soliciting state sponsorships.
- Works with SOWY Staff Liaison to ensure proper accounting and timely forwarding of reports to Special Olympics North America.
- Sets up a calendar for all LETR Council meetings and ensures communication between committee members and others is timely and complete.
- Works with SOWY Staff Liaison to ensure proper use of logos and names on all materials.
- Attends annual state and international LETR Conferences as schedule and funding permit.
- Attends state-wide special events or delegates Deputy Director to attend on his/her behalf.
- Maintains personal contact with Deputy Director through phone calls or e-mail at least monthly.
- Assists in planning and attends Annual LETR Kick-off Conference when offered.
- Other duties as directed by the LETR Council.

B. Deputy Director

- Preside over LETR Council meetings in the absence of the State Director.
- Report to the LETR Council on activities of their respective areas. Provide operational and consulting assistance to Regional Coordinators in their area of the state utilizing a spirit of cooperation.
- Works with State Director to recruit and fill LETR Council positions.
- Works with State Director and SOWY Staff Liaison to assure policies, procedures, and sponsor agreements are followed for LETR Events.
- Consults with State Director and SOWY Staff Liaison for approval of Special Events in their Regions.
- Communicate with Regional Coordinators via phone calls, messages or emails at a minimum 6 times throughout the year.
- Assist Regional Coordinators in recruiting Leg Leaders and Special Event Coordinators.
- Assists in planning and attends Annual LETR Kick-off Conference when offered.
- Other duties as assigned by the State Director.

C. Regional Coordinators

- Maximize law enforcement participation and support for SOWY within their region.
- Work with Deputy Director to recruit Leg Leaders and LETR event leads. Work with Leg Leaders in coordinating the Torch Run route and schedule, ensuring continuity among all regions in Wyoming.
- Work with Event Coordinators to provide assistance and support for LETR events within their region.
- Oversee and approve all written and verbal communications to media, etc. in coordination with the SOWY Staff Liaison.
- Assure fund raising monies policies are followed and are reported to the state office in a timely fashion.
- Attend Annual LETR Kick-off Conference when offered to ensure proper planning of the Torch Run and Special Events.
- Provide personal contact with Leg Leaders, Special Event Coordinators, SOWY Area Director or representative on a quarterly basis to ensure regular communication and coordination.
- Regularly communicate with Deputy Director, State Director, and SOWY Staff Liaison to promote a smooth-running, active region by facilitating the free exchange of information.
- Help the SOWY Staff Liaison maintain and update agency contacts within their region.

D. Athlete Ambassador(s)

- Act as the athlete representative to the Torch Run.
- Serve as the athlete representative of the Torch Run/Special Olympics partnership at media events.
- Commit to a three-year term – January to January.
- Attend Torch Run meetings and conferences calls as well as LETR Council meetings and conference calls. There are at least 6 LETR Council meetings throughout each year.
- Participate in the LETR Kickoff when offered.
- Help mentor interested or incoming Athlete Ambassadors during the 3rd and final year of the LETR Athlete Ambassador position.

E. Special Olympics Wyoming SOWY Staff Liaison

- Serve as a liaison between the Special Olympics Wyoming state office and the Wyoming Law Enforcement Torch Run.
- Communicate regularly with other designated Law Enforcement Torch Run members distribute information, receive ideas and comments.
- Communicate Special Olympics Wyoming, Special Olympics International, and International Law Enforcement Torch Run information to the LETR Council.
- Distribute information and receive ideas and comments.
- Communicate LETR and LETR Council information and initiatives to Special Olympics Wyoming and SOL.
- Assist in the overall administration of the LETR program.

F. Past Director

- Advise State Director as needed.

G. Agency Representatives

- Serve as liaisons to their representative organization or association, while promoting active, growing participation from their respective organization, to include but not limited to being an event lead, volunteering at local LETR events, participating in LETR fundraisers and/or fund donations.
- Act as advisors in their area of expertise.
- Assist in providing contact and making introductions to representative memberships or business contacts.

E. Director Emeritus

- Provide leadership and integrity to the Torch Run through endorsements on appropriate correspondence.
- Encourage law enforcement participation at local, state and federal agency levels through personal contact with appropriate leaders.
- Recruit retired Law Enforcement Officers to be involved in Torch Run events.
- Support updating the LETR Retiree contact lists.
- Appear at and/or participate in LETR special events as your schedule permits.

I. Liaison to SOWY Board:

- Serve as an LETR ambassador to the Special Olympics Wyoming Board of Directors.
- Attend LETR Council meetings.
- Attend SOWY Board of Director meetings.
- Raise monies to serve the SOWY mission and athletes.

J. Special Olympics Wyoming CEO/Other Staff:

- Provide insight and expertise regarding SOWY policies, procedures, and related information.

VI. Elections / Removal from LETR Council

All vacancies on the committee should be filled as needed. Nominations will be accepted for the vacancy of the State Director position and are approved by a majority vote of the LETR Council. Regional Coordinators

are elected positions and require a majority vote to be added to the Council. All positions will be held for three (3) years with the option for three (3) consecutive terms to be served. If a no contest should arise when the term limits are up, the individual may hold their position until a contest is brought forth to the LETR Council. Staff vacancies will be filled by the Special Olympics Wyoming President/CEO.

Members may be removed for cause from the LETR Council whenever, in its judgment, the best interests of the LETR will be served. Notice will be given. Any committee member may be removed from his/her position by a 2/3 vote of the full committee. Removal of Special Olympics Wyoming SOWY Staff Liaison is at the discretion of the President/CEO of Special Olympics Wyoming.

VII. Review and Amendment of Policies and Procedures

Amendments may be made at any time. Proposed revisions should be submitted in writing to the State Director at least 30 days prior to a meeting. Proposed changes to this document must be given in writing to each voting member of the committee at least two weeks prior to a vote. Council By-Laws will be reviewed annually by the LETR Council.

Reviewed and Approved

Matt Koritnik, State Director

Megan Dovala, Deputy Director

Adopted: 4/16/2025