

Washington State Designated Crisis Responder Bylaws

Article I: Name and Purpose

1. Name

- The name of this non-profit organization shall be the Washington Association of Designated Crisis Responders (formerly known as Designated Mental Health Professional) hereinafter referred to as The Association.

2. Purpose: The purposes for which this organization exists are as follows:

- to provide a common identity for those in the DCR's role,
- to establish a network for sharing of information among DCRs,
- to promote the professional growth of DCRs through the development of a program of continuing education,
- to promote participation advocating and acting as the subject matter expert (SME) in the involuntary behavioral health system and community education regarding behavioral health issues and other professional endeavors,
- to develop a mechanism for system exchange and review.

Article II: Membership

1. Regular Membership: All DCRs in the State of Washington are members of The Association and are entitled to the following privileges:

- to vote in all elections of The Association officers,
- to seek and hold office in The Association,
- to chair or serve on committees of The Association,
- to receive The Association newsletter,
- to maintain regular membership requires current status as a DCR,
- and any other privileges granted by The Executive Committee.

2. Associate Membership: All interested parties shall be eligible for associate membership and entitled to the following privileges:

- to receive The Association newsletter without charge,
- and any other privileges granted by the Executive Committee.

3. Dues

- Dues shall be established by the Executive Committee.

Article III: Officers

○ Elections

- The term of office will be two years and concurrent with the calendar year. Election of officers shall be staggered such that the President, First Vice President and Treasurer are elected in one year and the Second Vice President and Secretary will be elected in the second year.
- The president will inform all members of any upcoming positions and nominations through the DCR official publication, Frontlines, preceding the election.
 1. 60 days in advance, The Board request nominations
 2. 45 days in advance, the nominations are due to the board
 3. 30 days prior published in Frontlines
 4. Voting will be electronic, and due by one week prior to the next conference. Alternative voting methods may be accommodated as approved by the Committee.
 5. Results of the election will be announced at the conference and in the following Frontlines.

○ President

- The President shall preside at all general membership meetings and shall serve as the Chair of the Executive Committee. The President shall appoint ad hoc committees subject to the Executive Committee approval. The President shall be an ex-officio member of all committees.
- The President shall have the responsibility for all functions of the organization. This responsibility may be delegated to a standing committee, which the President shall chair. All standing committees shall report to the President about committee activity in a timely manner.
- The President shall have the responsibility for the maintenance of the Association's web site. This responsibility may be delegated.

- The President shall perform such other duties as necessary or required by a vote of the Executive Committee.
- The President shall have cosignatory authority on any bank accounts authorized by the Executive Committee.
- **First Vice President**
 - The First Vice President shall assume the role of President in the absence of the President.
 - The First Vice President shall perform such other duties as necessary or required by a vote of the Executive Committee.
- **Second Vice President**
 - The Second Vice President shall assume the role of President in the absence of the latter and the First Vice President.
 - The Second Vice President shall perform such duties as necessary or required by a vote of the Executive Committee.
- **Secretary**
 - The Secretary shall be responsible for recording, publishing and maintaining the minutes and records of the organization and of the Executive Committee.
 - The Secretary shall be responsible for conducting all elections and voting procedures in accordance with Article IV, Section 1 and Article V.
 - The Secretary shall be responsible for the publication and distribution of a newsletter. This responsibility may be delegated to a standing committee.
 - The Secretary shall perform other duties as necessary or required by a vote of the Executive Committee .
- **Treasurer**
 - The Treasurer shall be responsible for all monies and other assets of the organization. The Treasurer shall receive and, as authorized by the Executive Committee, disburse such monies; maintain necessary bank accounts; make regular financial reports; have co-signatory authority on any bank accounts authorized by the Executive Committee and conduct other financial affairs of the organization as deemed appropriate.
 - The Treasurer shall be responsible for all membership functions of the organization. This responsibility may be delegated to a standing committee.
 - The Treasurer shall perform such other duties as necessary or required by a vote of the Executive Committee.

Vacancies

Any office vacated prior to the expiration of the term of office shall be filled by a majority appointment of the Executive Committee. Reelection shall be in accordance with Article III, section 1.

- **Removal of an Officer**
 - Any officer may be removed by a simple majority vote of the membership.
 - The Executive Committee may remove an officer for cause, due to failure to perform the duties of their position.

Article IV: Committees

1. **Executive Committee:** The Executive Committee shall be comprised of the officers of The Association. The duties of The Executive Committee shall include, but not be limited to the following:
 - to evaluate information and advise the membership as to possible courses of action,
 - to make decisions for The Association when conducting a timely vote of the membership is not feasible,
 - to evaluate proposals of committees appointed by The Executive Committee,
 - to evaluate proposals of committees appointed by individual officers, when those proposals are submitted to The Executive Committee,
 - to act as a coordinating body,
 - to inform the membership of activities and action taken in a timely manner,
 - to carry out such other duties as necessary or required by a vote of the Executive Committee to carry out such other duties required by a majority vote of the membership.
 - The Executive Committee cannot make amendments to the Bylaws or do anything which is prohibited by the Bylaws.
2. **Standing Committees**
 - Any Executive Committee Officers may appoint standing committees to assist with Legislative, Education, membership and Newsletter functions, with majority approval of The Executive Committee
3. **Ad Hoc Committees**
 - Any Executive Committee Officers may appoint standing committees ad hoc, with majority approval of The Executive Committee

Article V: Amendment of Bylaws

- Proposed amendments to the Bylaws shall be approved by the Executive Committee and submitted to the membership no less than 30 days prior to voting on said proposals.
- Proposed amendments shall be approved by a simple majority of votes received.
- The method of voting shall be determined by the Executive Committee, and in all cases shall be conducted in such a manner as to afford all regular members in good standing the opportunity to vote.
- Approved amendments to the Bylaws shall be published in the newsletter subsequent to their passage.
- The Association Bylaws shall be reviewed and amended as needed and at a minimum of every three years.
- The Bylaws of the Association shall on the website or other public location.

Article VI: Business Affairs of the Association

1. Fiscal Year

- The Fiscal Year shall commence on January 1 and end on December 31.

2. Parliamentary Authority

- Parliamentary authority for all meetings of the Association shall be Robert's Rules of Order, Newly Revised, when they are not superseded by these Bylaws.
- The majority of the Executive Committee officers constitute a quorum.

3. Dissolution

- In the event of dissolution of the Association, property shall be transferred to such organizations determined by the Executive Committee to have purposes and activities most consonant with those of the Association, provided, however, that such organizations shall be exempt under appropriate federal and state laws. No property shall be distributed to any individual member(s) for the personal and private use of said member(s).

Revised and approved June 13, 2018 Membership Business Meeting
WADCR Spring Conference, Kennewick, Washington