

CONSTITUTION AND BY-LAWS  
OF  
SIERRA LAW ENFORCEMENT CHAPLAINCY INC.

A Not-For-Profit Corporation

Incorporated Under the Laws of California

March 1, 1993

**CONSTITUTION OF  
SIERRA LAW ENFORCEMENT CHAPLAINCY**

**Article 1. NAME**

The name of this corporation shall be Sierra Law Enforcement Chaplaincy, Inc.

**Article 2. PURPOSES**

The purposes of this corporation shall be:

A. To provide a not-for-profit Chaplaincy program by those who know Jesus Christ as their Savior.

B. To provide any other legal activity that shall relate to Article 2. (A).

**Article 3. OFFICERS**

The officers of this corporation shall be the President Executive Director (the full time chaplain), Vice-President, Secretary, Treasurer, and other officers known as members at large as defined by the by-laws. The directors shall determine and define any other officers and their job descriptions as may be needed from time to time.

**Article 4. DIRECTORS.**

There shall be at least five (5) directors of this corporation at all times. Their qualifications shall be determined by the existing directors and their terms shall be an indefinite term.

Article 5. MEETINGS

An annual meeting shall be held on the third Tuesday of the first month after the fiscal year end. Other meetings of the directors shall be quarterly a meet four (4) times a year as determined in the by-laws.

Article 6. AMENDMENTS

This constitution may be altered, amended, or added to at the annual meeting of this organization or any other meeting called for that purpose, by a two-thirds majority of the directors present and voting, provided that the proposed amendment is submitted in writing and read to the Board of Directors at least one month prior to the meeting.

**BY-LAWS**

of

**SIERRA LAW ENFORCEMENT CHAPLAINCY**

**Article 1. Name and Purpose**

The name of the corporation is Sierra Law Enforcement Chaplaincy Inc. The purposes of the corporation are exclusively religious and charitable in nature. They will be accomplished by providing services and opportunities to people and organizations interested in outreach, pastoral care, pastoral and crisis counseling to the law enforcement community at a suitable location that will be determined by the officers of this corporation. These activities are to be accomplished within the limitations of Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, and related provisions thereof.

**Article 2. Directors**

The initial directors shall be as stated in the Article of Incorporation.

**A. Term of Office**

The term of office of the directors shall be for five (5) year term which may be renewed.

**B. Election of New Directors**

New Directors may be elected by the Board of Directors. A majority of Directors shall be necessary to elect new directors.

### C. Powers and Duties

The Board of Directors shall have full power to control and manage the affairs and property of the corporation, and shall have full power, by majority vote, to adopt rules and regulations governing the actions of the Board of Directors. Specifically, the Board of Directors shall have full authority with respect to the distribution and payment of the moneys received by the corporation from time to time; shall have the power to authorize the borrowing or investing of money on behalf of the corporation; shall have the authority to direct the mortgaging or pledging of the property of the corporation; and shall authorize and direct the execution of such documents as may be necessary to those ends. Provided, however, that the fundamental and basic purposes of the corporation, as expressed in the Certificate of Incorporation, shall not thereby be amended or changed, and provided further, that the Board of Directors shall not permit any part of the net earnings of the corporation to insure to the benefit of any private individual.

### D. Annual Meetings of the Board of Directors

The Board of Directors shall meet at an annual meeting which shall be held at least one week prior to the annual meeting of the corporation but in no case more than one month before the annual meeting. Notice of the time and place of such annual meeting shall be given by the Secretary of the Board, by notifying each Board Member not less than ten (10) nor more that twenty (20) days before such annual meeting.

### E. Regular Meetings of the Board of Directors

Regular quarterly meetings of the Board of Directors shall be held at such time and place as the Board of Directors shall designate and such notice of regular meetings need to be given two weeks in advance.

#### F. Special Meetings of the Board of Directors

Special meetings of the Board of Directors may be held upon call of the President or Executive Director or of any two directors. Notice of the time, place and purpose of any special meeting of the Board of Directors shall be given by the Secretary at least two weeks before such meeting. No meeting will be held without the presence of the Executive Director.

#### G. Board of Director Meetings

At all meetings of the Board of Directors, one-half of the directors then in office shall constitute a quorum for the transaction of business. In the absence of a quorum, a majority of the directors present may adjourn the meeting from time to time until a quorum is obtained. Each member of the Board of Directors shall be entitled to one vote unless otherwise stated in these by-laws. Resolutions may be passed by a majority vote of the directors, providing there is a quorum.

## H. Committees

The Board of Directors shall form such standing committees as it shall deem necessary for the proper functioning of the Corporation, such as an advisory committee et cetera.

## I. Termination of Membership

Any member of the Board of Directors may be removed at a special meeting of the Board called for this reason, by a concurring vote of two-thirds of those present, providing there is a quorum.

## J. Resignation

Any member of the Board of Directors may resign at any time by submitting his resignation in writing to the President or Executive Director of the corporation. Such resignation shall take effect upon acceptance by the Board of Directors. Three unexcused absences within a one year period shall be considered as the same as a request for resignation.

## Article 3. Officers

### A. Officers.

The officers of the corporation shall be the President, Executive Director, Vice-President, Secretary, Treasurer, and such other officers, if any, as the Board of Directors may from time to time appoint or elect. One person may hold more than one office in the corporation. No instrument required to be signed by more than one officer shall be signed by one person in more than one capacity.

### B. Election, Term of Office, and Removal

The officers shall be elected each year and shall serve for a term of five years, corresponding to the fiscal year of the corporation, or until their successors take office. The officers shall be nominated by The Board of Directors and elected at a special meeting called for that purpose after the annual meeting of the Board of Directors. Any officer of the corporation may be removed at a special meeting of the Board called for this reason by a majority vote of the directors present, except for the Executive Director which requires a unanimous vote.

### C. Other Agents

The Board of Directors may from time to time appoint such agents as it shall deem necessary, each of whom shall hold office during the pleasure of the Board of Directors, and shall have such authority, perform such duties and receive such compensation, if any, as the Board of Directors may from time to time determine.

### D. Vacancies

Any vacancy in any officer may be filled by the Board of Directors at a regular meeting of the Board and at a special meeting called for that purpose. Any office so elected shall hold office until his successor takes office after the election at the annual meeting.

### E. President

The president shall preside at all meetings of the Officers and of the Board of Directors; shall generally manage and supervise the affairs of the corporation; shall keep the other directors informed; and shall freely consult with them concerning the activities of the corporation. The President shall have the power to sign alone, unless the board of Directors shall specifically require an additional signature, in the name of the corporation all contracts authorized

either generally or specifically by the Board of Directors and shall perform all duties incident to the office of President, subject, however, to the control of the Board of Directors.

#### F. Executive Director

The Executive Director shall direct all chaplain duties as it pertains to the law enforcement ministry. He shall recruit other chaplains and perform those duties that would be required of a police chaplain.

#### G. Vice-President. Powers and Duties

The Vice-President shall have such powers and duties as May be assigned to him by the Board of Directors. In the absence of the Executive Director (President), the Vice-President shall in general have the powers and perform the duties of the Executive Director (President).

#### H. Secretary. Powers and Duties

The Secretary shall act as the secretary of all meetings of the Board of Directors and any other official meetings that may be held, shall keep the minutes of all such meetings in the books proper for that purpose, and shall attend to the giving and serving of all notices of the corporation. The secretary shall perform all duties incident to the office of the secretary, subject however, to the ;control of the Board of Directors, and such other duties as shall from time to time be assigned by the Board of Directors.

#### I. Treasurer

The Treasurer shall have the custody of all funds and securities of the corporation, shall keep or cause to be kept complete and accurate accounts of receipts and disbursements of the

corporation, and shall deposit all moneys and other valuable effects of the corporation in such banks or depositories as the Board of Directors may designate. At regular and special meetings of the Board of Directors, the Treasurer shall present a statement of 'his cash receipts and disbursements of the current fiscal year, and shall at all reasonable times exhibit his books and accounts to any member of the Board of Directors. He shall make disbursements of corporation funds only after approval by the Board of Directors, or by other persons to whom such power of approval has been delegated by the Board of Directors. The Treasurer shall perform all duties incident to the officer of Treasurer, and such other duties as may be assigned to him from time to time by the Board of Directors. The Treasurer shall, if required by the Board of Directors, give such security for the faithful performance of his duties as the Board of Directors may require.

#### J. Succession

In the absence of the Executive Director (President), the Vice-President, and in his absence the Secretary, and the latter's absence, the Treasurer, shall preside at all meetings of the corporation.

#### K. Resignation

Any officer may resign at any time by submitting his resignation in writing to the Executive Director (President) of the Society. Such resignation shall take effect upon the acceptance by the Board of Directors.

#### Article 4. Fiscal Year

The fiscal year of the corporation shall run from January 1, to December 31.

#### Article 5. Revision of By-Laws

These By-Laws may be amended by a two-thirds vote of the members of the Board of Directors then in office, provided that the proposed Amendment has been considered at a prior meeting of the Board and provided that notice of the proposed Amendment and notice of time and place of the meeting at which such proposed Amendment is to be voted upon shall be mailed or delivered to the Board of Directors not less than two week prior to such meeting. No such By-Laws shall be amended or adopted which shall conflict with or void any provision of the Constitution.

#### Article 6. Reimbursements

Members of the Board of Directors or any officers or any delegated official of this corporation may be reimbursed for expenses incurred in the transaction of the affairs of this corporation, upon approval of the Board of Directors.

#### Article 7. Indemnification

The Corporation shall, to the fullest extent now or hereafter permitted by law, indemnify any person made, or threatened to be made, a party to any action or proceeding by reason of the fact that he, his testator or intestator was an associate, director, or officer or other agent of the corporation, or of any other organization served by him in any capacity at the request of the corporation, against judgments, fines, amounts paid in settlement and reasonable expenses, including attorney's fees.

#### Article 8. Dissolution

In the event of the dissolution or termination of its affairs or any liquidation of its assets, the corporations property shall not be

converted or distributed to any organization created or operated for profit, or to any individual for less than the fair market value.

Upon dissolution of the corporation the Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations, organized and operated exclusively for charitable or religious purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954.

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
EXECUTIVE DIRECTOR

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
MEMBER AT LARGE

**<Page 13 has been omitted because it contains personal information >**

**REGULATIONS GOVERNING THE DUTIES OF CHAPLAINS  
SERVING WITH SIERRA LAW ENFORCEMENT CHAPLAINCY**

- 1-1 **Purpose.** This regulation establishes the policies, duties, and responsibilities for meeting the spiritual needs of emergency personnel in the law enforcement, fire, medical departments, or victims of crime and traumatic events.
- 1-2 **Professional Status.** All Chaplains serving with Sierra Law Enforcement Chaplaincy shall be professional clergy members of their particular faith group. Therefore, Chaplains shall meet the same professional entry requirements as military chaplains. This means Christian Chaplains will be required to have Bachelors Degree of 120 units by an accredited institution, a Masters Degree of Divinity of 90 units by an accredited institution. Will have been ordained for a minimum five years and secure an ecclesiastic endorsement from their denomination. They shall be actively serving in a ministerial role for a church or denomination a minimum of twenty hours a week and be remunerated not serving in a volunteer bases only.
- 1-3 **Jewish Chaplains.** Jewish Chaplains will be required to have a Bachelors Degree of 120 units by an accredited institution, a Masters Degree of 90 units from their Synagogue or Rabbinic training. An Ecclesiastic endorsement from their faith group. They shall be actively serving in a Synagogue or faith group twenty hours a week and be remunerated not serving in a volunteer bases only.
- 1-4 **All other faith groups.** These applicants will be required to have a Bachelors Degree of 120 units by an accredited institution, a Masters Degree of 90 units from an accredited institution, being ordained by their faith group, and an Ecclesiastical endorsement from their faith group. They shall be actively serving in a faith group twenty hours a week and be remunerated not serving in a volunteer bases only.

- 1-5 **Department Coverage.** This converge will be of a general and moral nature to a department of assignment. Each chaplain will minister to the personnel of a department of assignment and facilitate the free exercise of rights of all the personnel in that department regardless of religious affiliation of either the chaplain or the department member.
- 1-6 **Denominational Coverage.** Each Chaplain will provide denominational coverage to members of his or her faith. Specific coverage of Christian, Jewish, Non-Christian, Eastern Religions, will be provided to the members of their department.
- 1-7 **Area Coverage.** Each chaplain extends religious and moral coverage beyond his or her assigned department to minister to all personnel within their departments geographical area or as specified in the area coverage plan (ACP).
- 1-8 **Military and patriotic ceremonies.** Law enforcement is often referred to as a para military organization. Therefore, participating in a para military and patriotic ceremony may include an invocation, reading, prayer, or benediction. They will not be conducted or considered as religious services but as a para military ceremony. A Chaplain will not be required to offer a prayer when doing so would be in variance with the tenets or practices of his or her religion.
- 1-9 **Religious Duties.** The chaplain provides for the pastoral care and moral well-being of the law enforcement community. All chaplains provide unit, area, and denominational coverage. They provide for the nurture and practice of spiritual beliefs, traditions, and customs to strengthen the spiritual lives of peace officers and their families. They assist the commanders in their departments in the development and implementation of spiritual care and activities and provide professional advice and counsel on religious, moral, and ethical issues. They will provide

encouragement and assistance to personnel of all faiths in building a community in which all religious beliefs are respected.

- 1-10 Chaplains perform similar duties as a staff officer in the military. Therefore, law enforcement chaplains will provide information for their commanders and submit recommendations.
- 1-11 Like military Chaplains law enforcement Chaplains advise their commanders on matters of religion, morals, and morale as it effects the department's ability to maintain the peace in the community.
- 1-12 Plan and conduct chaplain section tactical training.
- 1-13 Inform the command staff of religious needs of personnel in the department.
- 1-14 Advise the command staff in planning and programming related to the moral and ethical quality of peace officers and employees in their department.
- 1-15 Advise the command staff on emerging or unfamiliar religious groups within the community. This would include deviant religious group that are involved in gang activities.
- 1-16 Establish and maintain liaison with other chaplain in other law enforcement, fire, and military departments, government agencies, and civilian churches.
- 1-17 Chaplains shall use portable religious symbols when conducting any religious activity in their department. Distinctive religious symbols such as crosses, The Star of David, Menorah, Fertile Crescent, and other religious group emblems will not be affixed permanently in a department.

1-18 Religious literature. Religious publications may be used and distributed by chaplains. Materials for specific groups will have a positive statement of religious beliefs. Literature, which berates or attacks the beliefs and practices of other religious groups will not be distributed or displayed.