

# **Special Olympics Georgia Law Enforcement Torch Run (LETR) Executive Council (EC) Operating Procedures**

## ***Mission and Vision Statement***

The mission of the Special Olympics Georgia Law Enforcement Torch Run is to raise funds for and promote awareness of the Special Olympics movement in Georgia. It is our belief that persons with intellectual disabilities participating in Special Olympics Georgia, shows the community at large the true meaning of sport and joy through the athlete's involvement.

To further the Special Olympics philosophy, law enforcement officers will carry the torch, representing the Flame of Hope, and dedicate themselves to the goals of continually increasing awareness and funds for Special Olympics Georgia organization.

## ***I. Purpose***

The Special Olympics Georgia Law Enforcement Torch Run (LETR) Executive Council (EC) is authorized by Special Olympics Georgia (SOGA) and supported by the Georgia law enforcement officers for the purpose of managing, promoting, planning, expanding and coordination of LETR activities in Georgia. The (EC) shall conduct its affairs in accordance with written operating procedures, which have been approved in advance by SOGA and are consistent with the Special Olympics Official General Rules.

## ***II. Membership***

The Special Olympics Georgia Law Enforcement Torch Run Executive Council shall consist of active law enforcement or corrections personnel from all areas of the state and shall not exceed seventeen (17) members. One (1) member per law enforcement agency is the goal plus the athlete serving. Members of the Council can serve for (1) or (2) three year terms based on a calendar year. Term (2) will be taken into consideration at the completion of term (1) and upon a written indication from the member of the willingness and interest to remain on the Council for a second term. The CEO serves as an ex-officio member of the Special Olympics Georgia Law Enforcement Torch Run Executive Council.

The Georgia Law Enforcement Torch Run Executive Council shall also vote and select one (1) athlete ambassador. Athlete can be nominated by their local programs, coaches, SOGA team members, law enforcement officers, etc. and will be reviewed and selected by the members of the Executive Council and the SOGA Liaison. Athlete Ambassadors will serve (1) three year term based on a calendar year.

### ***III. Organization/Duties***

#### **Chairperson – Torch Run Director**

- Preside at and manage all meetings (6) of the Executive Council.
- Serve as spokesperson for the Executive Council.
- Receive applications along with the SOGA liaison and the CEO for new or renewing council members.
- Formulate and present annual goals and objectives to the Executive Council.
- In conjunction with SOGA liaison, establish an agenda for each Executive Council meeting.
- Perform other duties as directed by the Executive Council, the CEO and the SOGA liaison.
- Assist in the planning, organizing and implementing the final leg torch run from downtown Atlanta to Emory University campus the Friday of the SOGA State Summer Games.
- Assist in the recruitment of new law enforcement agencies.

#### **Vice Chairperson – Torch Run Assistant Director**

- Assume the duties and responsibilities of the chairperson during his / her absence.
- Perform other duties as directed by the Chairperson of the Executive Council, the CEO and/or the SOGA Liaison.
- Assist in the planning, organizing and implementing the final leg torch run from downtown Atlanta to Emory University campus the Friday of the SOGA State Summer Games.
- Assist in the recruitment of new law enforcement agencies.

#### **SOGA LETR Liaison**

- Assist Chairperson and Vice Chairperson with meeting agendas and notices.
- Communicate SOGA and SOI information and initiatives to Executive Council as needed.
- Communicate with statewide active law enforcement officers and Executive Council information and initiatives from SOGA and SOI.
- Assist in the administration of the LETR program.
- Assist in the planning, organizing, supporting and implementing of all local torch runs prior to the final leg torch run.
- Assist in the planning, organizing and implementing the final leg torch run from downtown Atlanta to Emory University campus the Friday of the SOGA Summer Games each May.
- Assist in the recruitment of new law enforcement agencies.

### **Torch Runners**

- Must qualify as a top five fundraising department for previous fundraising season; Torch Run Fiscal Year is August 1<sup>st</sup> – July 31<sup>st</sup>.
- Are given the opportunity to choose the athlete runner or have SOGA choose one for them.
- The top five departments will carry the torch for all state games in the year following the fundraising season.

### ***IV. Elected Term/Term Limits***

Active law enforcement officers who are interested in serving on the Executive Council will submit an application to the Chairperson, the Vice Chairperson, the SOGA liaison, the COO, CDO and the CEO. Applications will be reviewed and discussed prior to accepting a new member. The new member if selected will be selected for (1) three year term.

### ***V. Resignation***

Any Executive Council member may resign by giving written notice to the Chairperson and SOGA Liaison. The resignation shall be effective when notice is given.

### ***VI. Vacancies***

A vacancy on the Executive Council shall exist on occurrence of one of the following:

- The Chairperson and /or SOGA determine that the performance of the Executive Council member is unacceptable in meeting the purpose and mission of the organization. This can include regular attendance and participation in Executive Council meetings, conducting one's self in a positive and professional manner and involvement in special events such as the Publix campaign, the Polar Plunge and the Dunkin Doughnut Day. A decision to remove an Executive Council member will be reviewed and discussed by the Chairperson, the Vice Chairperson, the SOGA liaison, the COO, the CDO and the CEO before that decision takes place.
- The death or resignation of any Executive Council member.

The Chairperson, the Vice Chairperson the SOGA liaison, the COO, the CDO and the CEO, shall submit for a vote and a (1) three year term the application for final discussion.

### ***VII. Removal***

Any Executive Council member may be removed without cause if such removal is approved by the Chairperson, the Vice Chairperson, the SOGA liaison, the COO and the CEO.

Any EC member who fails to attend, either in person or by phone, at least 4 of the 6 meetings during the calendar year, may be removed from the Council.

Any EC member who misses 3 regularly scheduled meetings in a row may be removed from office by the EC. This would be determined by the Chairperson, Vice Chairperson, CEO, COO, CDO and LETR Liaison.

The LETR Executive Council encourages all members of the EC to let the LETR State Director and SOGA Liaison know about any expected extended absences for personal or professional reasons.

### ***VIII. Meetings and Quorum***

All meetings will follow Roberts Rules of Order. A quorum shall consist of a majority of those Executive Council members present at a meeting.

Revised November 2019