

# KITSAP COUNTY SHERIFF'S BENEVOLENT FOUNDATION

## Quick Reference Guide

### **OVERVIEW**

The Kitsap County Sheriff's Benevolent Foundation ("KCSBF") was formed to serve the community and the members of the Kitsap County Sheriff's Office. The KCSBF is not its own legal entity. Legally, the KCSBF is a component of the Kitsap Community Foundation ("KCF"). In particular, KCF has set up the KCSBF as a "fund" in KCF's accounting and has registered "Kitsap County Sheriff's Benevolent KCSBF" as a trade name ("DBA") of KCF. As such, KCF will be the legal recipient of all money donated to the KCSBF and KCF will disburse all money on behalf of the KCSBF.

The KCSBF specifically sought a formal relationship with the Kitsap Community Foundation as it allows our KCSBF fund to fall under 501(c)(3) of the US Internal Revenue Code. Section 501(c)(3) is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations, specifically those that are considered public charities, private foundations or private operating foundations.

### **WHAT IS THE KITSAP COMMUNITY FOUNDATION (KCF)?**

In January 1993, the founders and subsequent Board Members of Kitsap Community Foundation (KCF) saw that a Community Foundation could serve to not only provide support to address community issues, but that it would serve to assist those committed to philanthropy to provide for community needs in perpetuity through endowments. As a Community Foundation, they are actively involved in the community. In partnerships with other Kitsap foundations, the KCF also works as an active force to make Kitsap a more resilient, healthy, strong community.

KCF prides itself in its donor/investor program, providing a high degree of personalized customer service. With over 100 funds and \$12M in assets under management (and growing), this non-profit 501(c)(3) is dedicated to improving the quality of life locally by building grant making endowments. The organization maintains its local focus through its leadership and grant making, while simultaneously providing effective vehicles to support philanthropy locally, regionally, nationally, and internationally. With the support of our donor/investors, more than \$7.9M in grants, contributions, and scholarships have been made through the foundation since 1999.

Since 2003, the KCF Board of Directors has been committed to meeting strict national standards for community foundations by becoming a member of the Council on Foundations (COF). In January 2007, the COF certified KCF as having met the very rigorous National Standards for U.S. Community Foundations for operational quality, integrity, and accountability.

### **WHAT IS THE KITSAP COUNTY SHERIFF'S BENEVOLENT FOUNDATION (KCSBF)?**

The Kitsap County Sheriff's Benevolent Foundation was established in 2018 by Sheriff Gary Simpson as well as representatives from the Kitsap County Sheriff's Office and engaged community members. The KCSBF was created to organize and strengthen the services of the Kitsap County Sheriff's Office and to improve public safety in Kitsap County. In addition to serving the members of the Kitsap County Sheriff's Office, the KCSBF also prides itself on building positive community relations with law enforcement.

The KCSBF works directly with citizens, businesses and local organizations allowing law enforcement to support the community while engaging the community to support law enforcement. As stated by Sir Robert Peel (circa 1829), *"Police, at all times, should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence."* The partnerships between KCF, KCSBF, the

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Kitsap County Sheriff's Office, and the community are the personification of the very principles identified by Sir Robert Peel in the 1800's.

The KCSBF supports the Kitsap County Sheriff's Office initiatives and programs that the county cannot readily fund. A small % of the Sheriff's Office annual budget goes to discretionary spending on equipment. The KCSBF helps the Sheriff's Office keep pace with rapidly evolving technology, training techniques and strategies.

Public safety cannot rest on the shoulders of law enforcement alone. As much as we all need the police, they need our support as well.

### **KCSBF E-BOARD**

The Executive Board ("E-Board") shall manage the affairs of the KCSBF. The E-Board shall consist of nine (9) members, as specified below:

- One (1) Sheriff's Office Admin staff representative (can be any Chief or above) – **Gary Simpson**
- One (1) Deputy Sheriff's Guild – **Jeff Rogers**
- One (1) Sheriff's Support Guild – **Maaren Stroble**
- One (1) Lieutenant's Association – **Penny Sapp**
- One (1) Corrections Officer Guild – **Jeff Taylor**
- One (1) Corrections Sergeant's Guild – **Kenneth Watkins**
- Three (3) citizens (one from each commissioner district) – **TBD**

The six (6) representatives of the Sheriff's Office administration and the guilds shall be referred to as the "Police Representatives." The three (3) citizen representatives shall be referred to as the "Citizen Representatives." Unless removed in accordance with the KCSBF Bylaws, each E-Board Member shall hold office for a three-year term. The Police Representatives may serve an unlimited number of terms. The Citizen Representatives are limited to two terms (which is a total of six years). A Citizen Representative that "terms out" may come back to the Executive Board after being off the Executive Board for at least one year.

E-Board Members must act in the best interest of the KCSBF. E-Board Members have a duty to act for the benefit of the organization, not for their own personal benefit. Five (5) of the E-Board Members shall constitute a quorum for the transaction of any business at any meeting of E-Board Members. In other words, at least five (5) E-Board Members must be in attendance at a meeting before the Executive Board can take any action at that meeting. The E-Board Members are volunteers and are not be paid but may be reimbursed for reasonable expenses incurred pursuant to the KCSBF Bylaws.

### **KCSBF OFFICERS**

The officers of the KCSBF shall be appointed by the Executive Board to serve for a one-year term or such term as the Executive Board may deem advisable. The KCSBF shall have the following officers: President, Vice-President, Treasurer, and Secretary.

- **President (Jeff Rogers)** - The President shall, if present, preside at all meetings of the E-Board and Board of Directors and exercise and perform such other powers and duties, if any, as may be determined from time to time by resolution of the Executive Board or Board of Directors.

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- **Vice President (Penny Sapp)** - The Vice President shall perform the duties of the President in his/her absence, or in the event of his/her death, disability or refusal to act. The Vice President shall exercise and perform such other powers and duties, if any, as may be determined from time to time by resolution of the Executive Board or Board of Directors.
- **Secretary (Maaren Stroble)** - The Secretary shall keep the minutes of the proceedings of the Executive Board and Board of Directors; shall give notices in accordance with the provisions of these Bylaws; shall be custodian of the corporate records of the KCSBF; shall keep a record of the names and addresses of all Directors; and in general shall perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by resolution of the Board of Directors.
- **Treasurer (Jeff Taylor)** - The Treasurer is responsible for being the primary KCSBF liaison with KCF; for working with KCF to make sure KCF receives all of the KCSBF's expenditure requests; for obtaining from KCF and reporting to the Executive Board and Board of Directors financial statements for the KCSBF's funds; and such other duties as from time to time may be assigned to the Treasurer by resolution of the Executive Board or Board of Directors. A financial report shall be submitted at each regular meeting of the Executive Board and Board of Directors.

### **KCSBF BOARD OF DIRECTORS**

The Board of Directors (the "Board") shall act as an advisory body to the Executive Board. As such, the Board shall perform whatever duties and responsibilities the Executive Board may assign or delegate to it from time-to-time. The Executive Board has the power to veto any decision made by the Board of Directors.

In essence, the Board of Directors are a formal "mouthpiece" between the community and the KCSBF. Ideally, the Board of Directors will be comprised of influential community members/business owners that can educate and advocate the function(s) of the KCSBF to the community. Additionally, the Board of Directors serve a key role in establishing and governing committees used to help further the mission of the KCSBF.

### **USING THE KCSBF'S MONEY**

Below is a list of the purposes that the KCSBF will raise money for and can expend its resources to pursue:

- **Officer Safety, Training, Equipment and Technology** – Protecting those who serve
- **Benevolent Fund** – Supporting KCSBF causes
- **Support Volunteer Groups** - Citizens On Patrol (COP), Explorer Cadets, etc...
- **Community Outreach** – Support community needs
- **Scholarship Funds** – Provide college financial assistance to students who have career aspirations in law enforcement
- **General Fund**

In addition to donations made specifically to the General Fund, 5% of all donations made to KCSBF shall be placed into the General Fund. All decisions to expend money or assets of greater than \$50 must be made by a majority vote of the Executive Board Members in attendance at a properly called meeting that has a quorum. The minutes of any such meeting must then be transmitted to KCF. KCF will then expend the assets in the manner approved by the Executive Board as long as all such expenditures do not conflict with any relevant laws or with the "Agreement".

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