

CONSTITUTION OF THE
FRATERNAL ORDER OF POLICE
WICHITA LODGE #5

PREAMBLE

We, the law enforcement officers of the Wichita Police Department, Wichita, Kansas, do hereby associate this lodge and the members thereof together for the following purposes:

To support and defend the Constitution of the United States, the laws of the State of Kansas, and ordinances of the City of Wichita, Kansas: to inculcate loyalty and allegiance to the United States of America; to promote and foster the enforcement of law and order; to improve the individual proficiency of our members in the performance of their duties; to encourage social, charitable and educational activities among law enforcement officers; to create a tradition of esprit de corps insuring fidelity to duty under all conditions and circumstances; to cultivate a spirit of fraternalism and mutual helpfulness among our members and the people we serve; to increase the efficiency of the law enforcement profession and thus more firmly establish the confidence of the public in the service dedicated to the protection of life and property.

Wherever, in these Constitution or By-Laws, "man," or "men" or related pronouns appear, either as words or as parts of words (other than with obvious reference to named male individuals), they have been used for literary purposes and are meant for their generic sense (i.e., to include all humankind--both female and male sexes).

ARTICLE I

Name

Section 1. This organization shall be known as the Fraternal Order of Police, Wichita, Kansas, Lodge #5, Inc., and shall consist of those members admitted to membership and conform to its rules and regulations.

Section 2. The right to authorize, control, and restrict the use of the name and insignia of the Order shall be exclusively with the Board of Directors of the Grand Lodge.

ARTICLE II

Character

Section 1. The Fraternal Order of Police, Wichita, Kansas, Lodge #5, Inc., is an organization of law enforcement officers of the Wichita Police Department.

Section 2. The Fraternal Order of Police, Wichita, Kansas, Lodge #5, Inc., is strictly non-sectarian, and shall not join the capacity of Fraternal Order of Police, Wichita, Kansas, Lodge #5, Inc., any Labor Union, congress, federation or committee of like nature, or similar organization by

whatever name.

The Fraternal Order of Police, Wichita, Kansas, Lodge #5, Inc., shall not strike or by concerted action cause a cessation of the performance of law enforcement duties, or induce other members or lodges to do likewise. The penalty for such action by any member or members shall be immediate expulsion from The Fraternal Order of Police, Wichita, Kansas, Lodge #5, Inc.

Section 3. This Constitution shall be the fundamental law of the Order and, together with the By-Laws enacted in conformance therewith and the Rituals adopted at National Conferences, shall govern the conduct of Wichita Lodge #5 and all its members.

ARTICLE III

Membership

Section 1. Any regularly appointed and full time employed law enforcement officer of the Wichita Police Department shall be eligible for membership in The Fraternal Order of Police, Wichita, Kansas, Lodge #5, Inc., subject to provisions of this Constitution and the By-Laws of the Order. No person shall be denied membership on account of race, creed, or sex.

Wichita Lodge #5 shall deny membership to anyone who is, or has been, a member of the Communist Party, or of any party regardless of what name known which advocates the abolition or destruction of our Government, either by force or subversive means.

Section 2. The term, "regularly appointed," law enforcement officers shall include law enforcement officers heretofore and hereafter retired from active duty in the service of the Wichita Police Department.

The term, "full time employed," shall mean law enforcement officers that are engaged in such employment as their principal source of livelihood.

Section 3. There shall be three (3) classes of membership: Active, Lifetime, and Associate.

The Active membership shall be comprised of regularly appointed law enforcement officers of the Wichita Police Department to include those retired law enforcement officers whose membership was active 10 years prior to retirement after 20 years of regular service or whose membership was active and for medical reasons receives a Medical Retirement.

The Lifetime membership shall be comprised of retired regularly appointed law enforcement officers, who withdraw from Active membership after retirement.

The Associate membership shall be comprised of such worthy persons who may not be eligible as Active members, but who desire to be associated with the Fraternal Order of Police, Wichita, Kansas, Lodge #5, Inc., to assist in forwarding the aims and goals of law enforcement and this lodge. Anyone eligible for Active membership will not be eligible for Associate membership.

Section 4. Any member, who after six (6) years of Active membership, resigns from active police duty, may retain an Associate membership as long as he remains in good standing, if approved by the membership of the Order.

Section 5. No person shall be simultaneously a member of more than one local lodge.

ARTICLE IV

Organization

Section 1. The Fraternal Order of Police, Wichita, Kansas, Lodge #5, Inc., shall consist of law enforcement officers of the Wichita Police Department, Wichita, Kansas.

Section 2. Wichita Lodge #5 shall be composed of officers, which officers while so serving must be in good standing in the Lodge and must have maintained such good standing at the time of nomination and election, and for a period of one year or more immediately prior thereto.

ARTICLE V

Officers

Section 1. The officers of Wichita Lodge #5 shall consist of President, Immediate Past President, Vice-President, Secretary, Treasurer, Conductor, Guard, Lodge Trustees, and any State or National representatives from Wichita Lodge #5. The officers of Wichita Lodge #5 shall be elected every two years and the President shall not be allowed to serve more than two consecutive two year terms. Additionally, the State Trustee shall be elected by a majority vote of the entire Executive board.

Section 2. Wichita Lodge #5 shall assume and pay the expenses of their representatives attending conferences held by the Grand Lodge of the Fraternal Order of Police, the Kansas State Lodge, or any conference.

Section 3. Representatives to all conferences of the Grand Lodge Fraternal Order of Police, or the Kansas State Lodge, or any conference deemed necessary by the Executive Board, will be selected in the following manner:

A. All State and National Representatives of Wichita Lodge #5 will be representatives to the above conferences.

B. The President, Immediate Past-President, and Secretary will be representatives to the above conferences.

C. The Executive Board will determine by majority vote at least 90 days in advance if a full delegation of Representatives will be sent to conferences and make a determination on the number of Representatives to be sent after the requirements of A and B above are filled.

D. The President will give notice to the entire membership for interested persons who wish to be a representative to the above conferences, and they must submit a letter to him/her or the Secretary at least 90 days in advance of the conference.

E. All interested persons must be a Active or Lifetime member in good standing of Wichita Lodge #5 and must have attended at least three general meetings the previous year prior to nomination.

F. Representatives will be selected by majority vote of the Executive Board and must be selected from the list of eligible persons submitted by the President.

Section 4. Representatives attending conferences will be required to submit to the following conditions:

A. They will attend all meetings, committee meetings, caucuses, training seminar, or other business meetings which the President may require in there entirety.

B. Attendance sheets will be kept by the President or his designee.

C. All persons will be required to sign in and out of conferences or meetings with their names and times.

D. All absences from any meeting for any reason must be approved by the President and his signature must appear on the sign in-out list.

E. After each conference a report on attendance will be submitted to the Secretary and this report will be read at the next monthly meeting of Wichita Lodge #5.

F. Any representative who fails to attend meetings without approval of the President, no matter his position or title in the FOP, will be ineligible for a period of two (2) years to represent Lodge #5 at any conference. Any State or National representative failing to observe these guidelines will not receive funds to attend any conference for a period of two (2) years from Wichita Lodge #5. Further, said representative will be subjected to Discipline as prescribed under Article XIII of this Constitution.

G. Should the President be unable to attend any meeting or conference, he shall appoint one of the representatives attending to act in his place and fulfill his duties as prescribed.

ARTICLE VI

Board of Directors
(Executive Board)

Section 1. Tho Board of Directors shall be composed of the President, Immediate Past President, Vice-President, Secretary, Treasurer, Conductor, Guard, Lodge Trustees, and any State or

National representative from Wichita Lodge #5.

The Board of Directors shall have and exercise all administrative powers of the Order during the period to which they are elected to serve.

Any officer of the Board of Directors who resigns from active police duty for any reason, either for length of service or disability or otherwise becomes ineligible as an active member of Wichita Lodge #5, shall automatically forfeit his office as a member of the board of Directors.

Any vacancy in any office of the Board of Directors shall be filled by majority vote of the Board of Directors.

Section 2. The term of office of officers shall be two years or until their successors are elected and qualified.

Section 3. The Board of Directors shall keep minutes of their meetings and present them to the general membership for consideration or action thereof.

In the event of an emergency which requires a decision by all members of the Board, the President shall be authorized to call an Emergency Meeting.

Section 4. The expenses of the members of the Board attending meetings of the Board and all conferences shall be paid by Wichita Lodge #5.

Section 5. The Board of Directors (Executive Board) shall be subject to the orders of the Lodge Membership and shall take no action that is in conflict with actions taken by the Membership of Lodge #5.

ARTICLE VII

President

Section 1. The President shall be the Chief Executive Officer of the Lodge. He shall preside at all meetings of the general membership, and meetings of the Board of Directors. He shall have general management of the business of the Lodge and shall see that all orders and resolutions of the Board of Directors are carried into effect.

He shall execute any and all contracts that may be authorized by the Board of Directors.

He shall be ex-offici a member of all standing committees.

He shall have power with the advice of the Board of Directors to appoint the Bargaining Committee to enter into collective bargaining with the City of Wichita, Kansas on behalf of Wichita Lodge #5, or any committee to inquire into any affair or matter affecting or concerning the Lodge.

He shall call Special Meetings of the Board of Directors when he deems it necessary. Notice of such special meetings shall be given by the President or Secretary to each member of the Board of Directors at least 24 hours prior to such meetings.

He shall at each session of the Board of Directors submit a full and complete report of the official business transacted by him subsequent to the last meeting of the Board, together with such recommendations as he may deem advisable.

He shall convey to his successor all unfinished business of the Lodge.

Together with the Secretary, he shall attest to all warrants or vouchers for disbursements from any fund of the Lodge.

ARTICLE VIII

Past President

Section 1. The Immediate Past President shall attend the general membership meetings and all meetings of the Board of Directors. He shall advise and assist the President and the Board of Directors in the performance of their respective duties and shall execute such assignments as may be ordered by them or either of them.

ARTICLE IX

Vice-President

Section 1. The Vice-President shall preside at meetings of the Board of Directors in the absence of the President and shall otherwise generally perform the duties of the President during his absence. He shall also perform such other duties of the President during his absence. He shall also perform such other duties as shall be ordered by the Board of Directors. He shall, with the advice of the Board of Directors, appoint all committees with the exception of the Bargaining Committee or any committee deemed necessary by the President.

ARTICLE X

Section 1. The Secretary, Treasurer, Conductor, and Guard shall each perform the duties as prescribed for their respective office by the By-Laws of Wichita Lodge #5.

ARTICLE XI

Lodge Trustees

Section 1. The Trustees of Wichita Lodge #5 shall constitute a Board which shall be known as the Board of Trustees. They shall elect from among their own number, by voice vote, show of hands, or by secret ballot, one member to be known as chairman of the Board of Trustees.

ARTICLE XII

Legal Counsel

Section 1. There shall be a General Legal Counsel designated by the President with the advice of the Board of Directors.

Section 2. Associate Legal Counsel may be obtained by the President on the advice of the Board of Directors to handle any litigation in which the Lodge may become involved, providing said counsel is obtained in the State where the litigation is to take place.

ARTICLE XIII

Discipline

Section 1. Lodge Officers and Members shall be subject to discipline, including censure, reprimand, removal from office or expulsion from the order only upon proof of good cause.

A. No officer or member against whom written allegations have been made shall be entitled to vote at any hearing or meeting pertaining to that allegation.

Section 2. Allegations of misconduct against an officer or member shall only be brought by a member in good standing or the Executive Board. Said allegations shall be in writing and notice thereof shall be served upon the officer or member against whom the allegations are made and the Secretary, provided however, that if such are made against the Secretary, said allegations shall be served upon the President. Said allegations shall specifically describe the nature of the alleged misconduct in sufficient detail for a determination by the entire Executive Board as to whether there exists good cause to proceed with the inquiry.

Section 3. Upon service of the allegations on the affected officer, member, or Secretary (or President, as the case may be), copies of the allegations shall be distributed to each member of the Executive Board. The officer or member against whom the allegations are made shall, within thirty (30) days of receipt of the allegations, prepare a response thereto and serve said response upon the Secretary (or President, as the case may be), which response shall be distributed to each member of the Executive Board. The Secretary or the President, in the event the allegations pertain to the Secretary, shall forward to each Board Member an anonymous ballot upon which each Board Member shall indicate, after reviewing the allegations and the response thereto, whether he/she believes there exists good cause to proceed with the inquiry. Said ballots shall be returned to the Lodge Officer from whom they were received and shall be counted and the results thereof certified to the President (unless he is the officer against whom the allegations are made, in which case the results shall be certified to the Vice-President). The ballots shall be retained until the resolution of the matter.

Section 4. Upon receipt by the President (or the Vice-President as the case may be) of the certified results of the ballot, said officer shall determine whether good cause to proceed further with

the inquiry was found by the Executive Board. A majority vote of all of the members of the Executive Board shall be necessary for a finding of good cause to proceed further with the inquiry. The President shall either immediately cause the Secretary to (or shall himself) distribute to each member of the Executive Board notice that good cause was not found to proceed with an inquiry, or, certify that good cause has been found to proceed with further inquiry. The President (or Vice-President) shall declare an emergency, call a meeting of the Executive Board and ensure that notice thereof is given in accordance with the Constitution and By-Laws.

Section 5. The emergency meeting of the Executive Board shall be held for the purpose of resolving the charges against the officer or member and there shall occur a disciplinary hearing thereon before the entire Executive Board at which the charged officer or member shall be afforded due process to the same extent afforded other members herein. The President (or Vice-President, if charges have been brought against the President), shall preside over such disciplinary hearing and shall resolve all questions of procedure and evidence.

Section 6. No disciplinary action shall be recommended towards any officer or member except upon three-fourths (3/4) vote of the Executive Board members entitled to vote.

A. The recommendation of the disciplinary hearing of the Executive Board shall be taken to the Membership at either the next scheduled general meeting or special meeting of the general membership called to address the recommendations and determine the final resolution to the allegations and the recommendations made by the Executive Board. No action shall be taken upon any officer or member except upon a three-fourths (3/4) vote of the membership present at such meeting. The membership present at that meeting may alter, modify, or reject the recommendation of the Executive Board.

Section 7. Any officer or member against whom discipline is imposed in accordance herewith shall be entitled to appeal the decision of the membership to the State FOP Annual Conference. By taking the oath of office, each Lodge Officer acknowledges and agrees that until and unless reversed by the State Conference, however, the decision of the membership shall be final.

Section 8. An appeal by officer or member shall be made by filing notice thereof with the State Secretary within (30) days of the decision of the Executive Board.

Section 9. The officer or member making the appeal shall be permitted to address the State Conference for such time as the Chair shall deem appropriate and the Lodge President (or the Lodge Vice-President, as the case may be) shall be permitted an equal amount of time to respond thereto.

Section 10. Any member of Wichita Lodge #5 who brings an allegation against another officer or member which allegation is found to be brought frivolously, or for personal gain shall, himself, be subject to discipline by the Executive Board.

ARTICLE XIV

Ladies Auxiliary

Section 1. Wichita Lodge #5 recognizes, acknowledges and validates the Ladies Auxiliary. Such an auxiliary may function as the Wichita Lodge #5 Auxiliary; however, such auxiliary shall be subject to the control and supervision of the Lodge. They shall conform to and be governed by a Constitution and By-Laws that they shall adopt and which at all times shall be subject to approval of the Board of Directors of Wichita Lodge #5.

ARTICLE XV

Amendments and Resolutions

Section 1. Any member of Wichita Lodge #5 or a majority of the Board of Directors of Wichita Lodge #5, may propose an amendment to this Constitution. Such proposal shall be in resolution form, stating the reasons for the amendment; by attested by the signature of the Lodge Secretary; bear the seal of the Lodge, and state the date of the meeting at which it was adopted.

Section 2. Proposed amendments to this Constitution shall be submitted in writing to the Secretary at a general membership meeting. The Secretary shall advise the general membership of the proposed amendment prior to the next scheduled membership meeting of Wichita Lodge #5. The proposal then shall be submitted to the general membership. Upon adoption by a two-thirds vote of those members present at the general membership meeting with voting privileges, the proposed amendment shall become part of this Constitution. It will be the responsibility of the member or members proposing any amendments or changes to this Constitution or By-Laws to insure that the proposal is not in conflict with either the State or National Constitution or By-Laws.

Section 3. General Resolutions may be submitted at any time between meetings of the general membership. All such resolutions must be submitted in writing to the Lodge Secretary.

ARTICLE XVI

Parliamentary Procedure

Section 1. Except as provided in the Constitution and By-Laws the latest edition of "Robert's Rules of Order", shall govern the conduct and deliberations of the general membership meetings, meetings of the Board of Directors, and Committees of the Lodge.

ARTICLE XVII

Official Ritual

Section 1. There shall be an Official Ritual of the Order which shall be known as the Fraternal Order of Police Ritual.

Section 2. The Ritual of the Fraternal Order of Police as revised at the National Biennial Conferences of the Fraternal Order of Police shall be the Official Fraternal Order of Police Ritual for Wichita Lodge #5.

Warren L. Dalrymple
Secretary
Wichita Lodge #5
Fraternal Order of Police

Gene Wahl
President
Wichita Lodge #5
Fraternal Order of Police

(seal)

**BY-LAWS
OF THE
FRATERNAL ORDER OF POLICE
LODGE # 5
WICHITA, KANSAS INC.**

**ARTICLE I
Name**

This organization shall be known as the Lodge #5 Wichita, Kansas Inc. of the Fraternal Order of Police.

**ARTICLE II
Object**

Section 1. The Fraternal Order of Police is a National Social and Professional Order of law enforcement officers which is organized into lodges, State Lodges, and the Grand Lodge. The Wichita Lodge is an organization of local police officers, meaning full time paid law enforcement officers, who are employed by the City of Wichita, Kansas.

Section 2. The Fraternal Order of Police is a professional society. The Lodge shall not strike or induce members of other lodges to do likewise. Such action by any member shall be cause for immediate expulsion from the lodge and the order.

Section 3. These By-Laws shall be the fundamental law of the Lodge and shall govern the conduct of the lodge and the membership. Should these By-Laws be found to contain articles or sections that are contrary to those constitution or By-Laws of the State or Grand Lodges, such provisions shall be null and void, without affecting the remainder of the By-Laws.

**ARTICLE III
Membership**

Section 1. The membership of the Lodge shall consist of active, lifetime, and associate members. No one shall be excluded from membership in the lodge on the basis of race, creed, religion, or sex.

Section 2. There shall be three classes of membership. Active, Lifetime, and Associate.

a. Active Membership

This shall be comprised of full time paid law enforcement officers of the City of Wichita, Kansas. Only active members will possess voting and office holding privileges. Those persons who are not full time paid law enforcement officers but are covered by the collective bargaining agreement by and between the City and Wichita Lodge #5 shall be afforded active membership. Those persons may be allowed to elect one (1) person, as a trustee, to serve as their representative on the Executive Board of Wichita Lodge #5 and will be permitted voting privileges with respect to the collective bargaining agreement and those matters associated with same. The election of this representative shall occur during the course of scheduled elections of the Lodge and this representative will be elected only by those persons who are members of the Lodge and represented in the collective bargaining agreement.

b. Lifetime Membership

This shall be comprised of the following:

1) Active members who retire from the Wichita Police Department after 20 years of service and who have been an active member of Lodge #5 for a period of 15 consecutive years leading up to the date of retirement shall be granted a lifetime honorary membership and will not be subjected to any lodge dues.

2) Active members who receive a medical retirement and at the time of this retirement is a member in good standing shall be granted a lifetime membership.

3) All Lifetime members may have a voice and vote in the matters of the lodge with the exception of labor related matters (e.g., contract negotiations, etc). No lifetime member may be elected as an officer of the Lodge; however, they may serve on committees (with the exception of the negotiations committee).

Any member who retires and at the time of retirement is a member of the Executive Board may fulfill that term, but may not seek re-election. If the member is retired and is a State or National Officer that member may continue to serve on the Executive Board until that particular term in office has expired and is not re-elected to the same position or elected to another State or National office.

c. Associate Membership

This shall consist of worthy persons who may not be eligible as Active members, but who desire to be members of lodge #5, to assist in forwarding the aims and goals of Law enforcement and this lodge. Membership acceptance will be contingent upon a three-fourths majority vote of those members with voting privileges present at a regular meeting where the membership application is presented. Any person eligible for Active membership will not be eligible for Associate Membership.

d. The Honorary membership shall be comprised of such worthy persons recognized by Lodge #5 for exceptional service or contribution to Lodge #5 or the law enforcement community.

Section 3. Any member who after six (6) years of service resigns from active duty may retain an Associate Membership as long as he/she remains in good standing.

Section 4. Active members who are dismissed from the police service for cause or on charges which are subsequently sustained in a court of law, or who do not contest the decision of the dismissing authority, automatically forfeits their membership in the Order and shall no longer participate in any right, privilege, benefit, or any other activity of the lodge.

Section 5. Dues

This shall be paid by all members in the amount established by the membership. Exempted from paying dues will be Lifetime members meeting guidelines established in Article III, Section 2, subsection b of this document.

1) Active Members will pay dues by regular payroll deduction.

2) Associate Members will pay dues in full at the beginning of the year in which they are due. Annual dues for Associate members will be fifty dollars (\$50.00), unless changed by a majority vote of the Executive Board.

3) Honorary members do not pay dues.

ARTICLE IV Officers

Section 1. The officers of this lodge shall consist of the following:

- A. President
- B. Past President
- C. Vice-President
- D. Secretary
- E. Treasurer
- F. 2nd Vice President
- G. Sergeant at Arms
- H. Chaplain
- I. The Trustees
- J. Chief Lodge Steward
- K. State and National Representative(s) from Wichita Lodge #5

Section 2. The President shall select a Nominating Committee of no less than (3) three members of the Lodge who are in good standing to nominate the nominees for each of the offices and those nominations shall be submitted to the membership in the October meeting of the election year.

Section 3. The elections shall be held in November following the October nominations by secret ballot. All members in good standing are eligible to vote. The President shall appoint a committee of (3) three members in good standing to tally said ballots.

Section 4. Installation of officers of the lodge shall take place at the December meeting. The officers of the Lodge shall take office at the end of the meeting in which they are elected and shall hold office for two years, or until their successors are elected. The President upon fulfilling the obligations of his elected office shall, when a successor is elected, become a Trustee of the Lodge.

Section 5. Any member in good standing who has been a member of this lodge for a period of one year or more, provided that the member has attended five (5) regular meetings during the year previous to nomination, shall be eligible as a candidate for any office of the lodge. Any member who has missed a meeting due to being on-duty at the time of the meeting will be considered in attendance for eligibility requirements, provided that the member has met the requirements of Article V, Section 5.

Section 6. The duties of the officers of the Lodge are:

1. President

He/She shall preside at all meetings and shall preserve order and decorum. He/She shall carefully supervise the affairs of the lodge and its labor for usefulness and efficiency. The President shall sign all official documents of the lodge and shall perform all other business of the lodge which by custom pertains to the office of the President. The President shall select an attorney to represent Lodge #5 in legal matters. Such selection will be with the advice and consent of the Executive Board and with the approval at a general membership meeting. With the assistance of the Vice-President, who acts in the capacity of parliamentarian, shall enforce a strict compliance with the By-Laws of the Lodge in all actions. The President shall not take an active part on debate without the consent of the majority of the members present. The President shall convey all unfinished business of the order to his/her successor, together with any lodge records, monies, or property.

2. Vice-President

He/She shall act as Parliamentarian at all meetings and shall perform such duties as may be directed by the President. The Vice-President shall appoint the members of all Standing and Select Committees and shall insure that such committees perform their designated functions. In the absence of the President, he/she shall fulfill the duties of that office. He/She shall succeed to the office of President in the event of death, resignation or other vacation of such office during an unexpired term thereof.

3. Secretary

He/She shall keep a correct record of the membership rolls and of all transactions of each meeting of the lodge, and keep the minutes of the meetings. He/She shall, whenever the lodge, or the President, deems it necessary, send a circular letter pertaining to the activities of the lodge to all members.

4. Treasurer

He/She shall receive and take charge of all monies belonging to the lodge, deposit the monies in a proper bank account under the corporate name of the lodge in such bank as may be designated by the membership. The Treasurer shall keep an accurate account of all monies received and expended, credit each special fund with such sums as accrue thereto and report to the lodge. When directed he/she shall present a correct account of receipts to a committee designated to conduct an audit, or to any member designated by the President. The Treasurer shall give bond to the lodge, to be designated at the discretion of the Executive Board, said bond fee to be paid for by the lodge.

The Treasurer shall deposit funds in investments as directed by the Executive Board and/or a vote of the General Membership at a monthly meeting. The Treasurer shall prepare financial reports detailing the financial condition, expenditures and investment status of lodge finances. These reports shall be made available to members of the Executive Board, members present at the General Membership Meetings and any member requesting an update of lodge finances. The treasurer shall advise the membership of the status of the budget allocations. The records of the lodge shall be open for the inspection of any member.

5. 2nd Vice President

He/She shall examine all cards, take the password, see whether all present are entitled to remain in the lodge room or hall, and report the same to the President. He/She shall conduct candidates through the initiation ceremony and introduce them to members of the lodge.

6. Sergeant at Arms

He/She shall have charge and control of the conference hall or meeting place. He/She shall permit only qualified persons to enter or remain. He/She shall assist the 2nd Vice President in the execution of such duties as the President may order.

7. Trustees

They shall have charge of all properties of the lodge. They shall perform all other necessary duties

not otherwise specifically provided for by the order or the lodge. The Trustees will act as a committee for the purpose of conducting audits of the Treasurer's records.

8. Chief Lodge Steward

He/She shall monitor the activities and give advice to duly appointed lodge stewards. He/She will insure that proper procedures are followed for the initiation of any grievance relating to the collective bargaining agreement, Wichita Police Department policy and procedures, etc. He/she shall be appointed by the Lodge President, with the advice and consent of the executive board. The Chief Lodge Steward can be suspended and/or terminated from the executive board by a majority vote of the entire Executive Board, which is to be done by secret ballot. Should there be any matter in which the Chief Lodge Steward is involved in the investigation of a grievance the Chief Lodge Steward shall abstain from any vote on said grievance.

Article V Meetings

Section 1. The date and time for the regular monthly business meeting will be established by the Executive Board.

Section 2. The regular meeting in December of each year shall be known as the annual meeting; on the occasion of the annual meeting, the officers for the coming year will be installed and annual reports from the officers, councils, and committees will be presented.

Section 3. Special meetings of the lodge may be called at any time on three days notice by the President, Executive Board, or by petition of members, the number of which is equal to or greater than a quorum. No business may be conducted at a Special Meeting except that business which is specified in the "Notice of Special Meeting".

Section 4. A quorum for all meetings shall be seven members. A quorum for all Executive Board meetings shall consist of not less than 51% of the members of the Board at the time of the meeting.

Section 5. A member who is unable to attend a meeting of the Wichita Fraternal Order of Police Lodge #5 because of working in his/her capacity as a Wichita Police Officer will be recorded as being present at the meeting only if that officer makes such request in writing to the President or Secretary within 10 days following the meeting.

ARTICLE VI Executive Board

Section 1. The Executive Board of the lodge shall consist of the following officers: President, Past President, Vice-President, Secretary, Treasurer, 2nd Vice President, Sergeant at Arms, Lodge Trustees, Chief Lodge Steward and any State or National F.O.P. Officer from Wichita Lodge #5.

Section 2. The Executive Board shall have general supervision of the affairs of the lodge between its business meetings, fix the place and hour of the meeting, make recommendations to the lodge, and shall perform such other duties as are specified in these By-Laws. The Board shall be subject to the orders of the lodge, and none of its acts shall conflict with action taken by the lodge.

Section 3. Meetings of the Executive Board will be at the call of the President.

ARTICLE VII
Expenditures

Section 1. The fiscal year for Wichita Lodge #5 shall run from January 1st through December 31st each year.

Section 2. The Executive Board shall present a proposed budget to the general membership for their approval at the February general meeting. No funds shall be spent outside the approved budget except for emergencies as defined in Section 3 of this Article.

Section 3. The Executive Board may deviate from the approved budget by declaring that an emergency exists. A two thirds vote of the board members present at an executive board meeting shall be needed to declare any emergency modification of the approved budget.

Section 4. Once the budget is approved by the general membership, monies shall not be transferred from one line item to another, nor shall additions or deletions be made to a line item except by the Executive Board as described in Section 3 of this Article or the following procedure.

- A. Notice for a modification to the approved budget shall be posted prior to a regularly scheduled general meeting.
- B. At this general meeting an explanation for the modification will be presented to the general membership.
- C. The vote on the modification will take place at the next months regularly scheduled meeting.

Section 5. All expenditures will be paid by lodge check. The President will authorize signatures on all accounts with the exception of the Treasurer who will have his/her signature on all accounts. The Executive Board may authorize the use of financial cards for use by any member of the Executive Board or Lodge member, while conducting the business of Lodge #5. Any and all receipts will be collected and surrendered to the Lodge Treasurer. Receipts will include a notation as to why the charge card was used.

- A. A voucher form approved by the Executive Board will be utilized to submit all requests for expenditures of funds. An approved voucher, signed by the President of Lodge #5, will be completed to document ALL expenditures of Lodge #5 funds. Copies of ALL receipts/check stubs will accompany the voucher.
- B. Vouchers shall be authorized by the President prior to submittal to the Treasurer for payment.
- C. No authorizations shall be allowed for the disbursement of funds prior to the delivery of services and/or materials. The only exception will be the payment of registrations fees and subscriptions.
- D. No reimbursements/payments shall be authorized without proper documentation (receipt or invoice).

Section 6. The president, with the approval of a 2nd Executive Board member, may authorize funds, up to \$250.00, to be spent for general and executive board meeting expenses, Wichita FOP Lodge #5 office supplies, and to assist officers in distress.

Section 7. Compensation:

- (a) The following Executive Board members are authorized to receive monthly compensation for performing the duties of their office (this is to take effect on January 1, 1996). By a majority vote

of the Executive Board compensation will be paid on the last day of the month or at the monthly Executive Board meeting for duties performed the preceding month.

President	\$350.00
Vice-President	\$150.00
Secretary	\$250.00
Treasurer	\$150.00
Chief Lodge Steward	\$150.00

(b) Compensation may be denied by the President with a majority vote of the Executive Board.

(c) Should lodge funds be in a state as to be imprudent to compensate the above mentioned officers, then compensation payments will be denied.

(d) Should compensation be recommended for any member other than those mentioned or an adjustment in compensation a two-thirds (2/3) majority vote of the general membership will be required. Such recommendation will be announced to the general membership.

Section 8. Purchase of the Wichita Police Badge for Retired Officers. In the event that an active member retires from the Wichita Police Department (as defined in the Constitution, Article 3, Section 3, paragraph (a)), Lodge #5 will pay the cost of the retired officer's Wichita Police Department badge and the cost of encasing said badge.

ARTICLE VIII Councils and Committees

Section 1. As needed, the lodge may form administrative, managerial, quasi-judicial and/or functioning bodies to perform such duties as may be designated by the lodge. These bodies shall consist of Councils, Charter Committees, Standing Committees, and Select Committees.

Section 2. Councils may be assigned to a particular function on behalf of the lodge and will be granted a specific area of jurisdiction and such privileges as may be required. Councils may be established only by these By-Laws or amendments thereto.

Section 3. Charter Committees are similar to councils; however, they are established by resolutions passed at a Lodge meeting with two-thirds vote of the members present. The area of jurisdiction, duties and privileges of a Charter Committee must be appropriately designated in the establishing resolution.

Section 4. Standing Committees have no power of authority of their own, but perform specific duties on behalf of the Lodge and are established by the By-Laws. Members of Standing Committees shall be appointed at the first meeting of each year and shall serve throughout the year or until relieved by the President or Vice-President. The number of persons on each committee shall be determined by the lodge. The Standing Committees shall be as follows:

a. The Bargaining Committee

Such committee shall be charged with the duty of negotiations with the city on behalf of the members of the lodge. The bargaining committee will be headed by the President who will appoint the other members of the bargaining committee, if the President is a member of the Bargaining Unit. If the President is not a member of the bargaining unit, the bargaining committee members shall be elected at a Special Election to be called by the President. The bargaining committee shall report to the lodge at any meeting of the board at which they are requested to attend, to report on progress of negotiations.

b. The Legislative Committee

Such committee shall be charged with the duty of keeping informed on all legislative or proposed legislation which may concern the Order, the lodge, or its individual members. They shall report to the lodge at each regular meeting and shall meet with the Executive Board at any meeting of the Board at which they are requested to attend.

c. Select or Special Committees

Such committees shall be appointed in the regular manner as the need shall arise for the body to perform particular duties outside of the province of the Councils, Charter, and Standing Committees. They shall be dissolved upon the completion of the duties assigned them.

d. The Lake Committee

Such committee shall be charged with the duty of maintaining and supervising activities at the lake property located at 6604 N Ridge Road. This committee shall report to the lodge at each regular meeting any activities or projects they are involved in. They shall determine the frequency of lake maintenance and fish replenishment. They shall be charged with the task of long range planning for future development of the lake property. The Lake Committee shall be charged with the responsibility of maintaining an approved copy of lake regulations and making those regulations available to the general membership. The lake committee shall have the responsibility of disbursing keys to members. Rules concerning key distribution shall be set by the Executive Board and implemented by the Lake Committee.

e. Social Committee

This standing committee shall be responsible for the planning and execution of social functions as are directed by the executive board and/or general membership.

**ARTICLE IX
Parliamentary Authority**

Section 1. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the lodge in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules that the order or the lodge may adopt.

**ARTICLE X
Amendments to these By-Laws**

Section 1. These By-Laws can be amended at any regular meeting of the lodge by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting, or previous notice has been given.