

CONSTITUTION AND BY-LAWS OF THE OTTAWA LODGE
Fraternal Order of Police

Preamble

We, the law enforcement officers of the City of Ottawa do hereby unite and represent the members thereof together for the following purposes: to support and defend the Constitution of the United States; and of the State of Kansas; to incubate 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 advocate and strive for uniform application of civil service merit system for appointment and promotion; to create a tradition of esprit de corps insuring fidelity to duty under all conditions and circumstances; to cultivate a sprit 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.

All terms used herein to demonstrate gender shall be generic and, whenever appropriate, the singular shall include the plural and the plural shall include the singular.

CONSTITUTION

Article I
Name

Section 1: This organization shall be known as the Ottawa Lodge of the Fraternal Order of Police, and shall consist of such members as are admitted and conform to the Grand and State Lodge Constitutions, By-Laws, rules regulations and Ritual.

Section 2: The right to authorize, control, and restrict the use of the name and insignia Of the order shall lie exclusively with the Board of Directors of the Grand Lodge. By virtue of our affiliation with the Grand Lodge we have the right to use the name, insignia, emblem and mark, trademark or service mark of the Fraternal Order Of Police in order to signify and denote our affiliation.

Article 2
Charter

Section 1: The Ottawa Lodge of the Fraternal Order of Police is an organization of qualified members of the Ottawa Police Department and it's surrounding area.

Section 2: The Fraternal Order of Police is a fraternal organization composed of professional law enforcement personnel who have joined together for their common good. In no event shall the Fraternal Order of Police join or be controlled by any labor organization, it is provided, however, that this section shall not prohibit cooperative efforts with labor organizations for our common good.

Section 3: This Constitution shall be the fundamental law of the order, and together with the By-laws enacted in conformance therewith shall govern our conduct.

Article 3 Membership

Section 1: *ALy* regularly appointed or elected and full-time employed law enforcement officer of the City of Ottawa/Franklin County shall be eligible for membership subject to the National Constitution. No person shall be denied membership on account of race, creed, color, sex, age or national origin.

The lodge 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, destruction or violent overthrow of our government or any political subdivision.

Section 2: There shall be four (4) types of membership: active, honorary, retired, and life. A. Active membership: shall include regularly appointed or elected full time law enforcement officers. Only active members shall have a voice and vote.

B. Honorary membership: shall be comprised of individuals recognized by the grand lodge or subordinate lodges for exceptional service or contribution to the nation, state, political subdivision, law enforcement community or the Fraternal Order of Police.

C. Retired membership: shall include any member who retires after having held a active membership in the Ottawa Lodge.

D. Life Membership: shall be comprised of active or retired members recognized by the Ottawa Lodge for exceptional service or contribution to the nation, state, political subdivision, law enforcement community or the Fraternal Order of Police.

Section 3: The lodge may remove or deny membership to anyone convicted of az felony in any court of the United States, or any state court, once all appeals have been exhausted.

Article 4 Organization

Section 1: The Ottawa Lodge Fraternal Order of Police shall consist of members who are admitted and who conform to the Constitution and such rules and regulations as may be adopted.

Section 2: The Ottawa Lodge will have general membership meeting on the third Tuesday of each month. The members shall approve a Constitution and shall elect from their ranks the officers of the lodge.

Section 3: There shall be a Board of Directors which shall be compromised of the lodge officers: President, Immediate Past President, Vice President, Secretary/ Treasurer, Sergeant at Arms, and two Trustees. The Board of Directors will meet as directed by the President, to advise the President in carrying out the administration and affairs of the lodge between general membership meetings.

Section 4: Delegates to the National Biennial and State Conferences will be elected in the manner and method prescribed by the provisions of the National and State Constitutions.

Article 5 Officers

Section 1: The officers of the Ottawa Lodge shall consist of President, Immediate Past President, Vice President, Secretary/ Treasurer, Sergeant at Arms, and two Trustees. The term of office shall be for two

(2) years.

Section 2: Nominations, Election and Installation

To be eligible for office a member shall be in good standing and shall have attended at least six (6) of the regular meetings in the past twelve months.

No member shall be nominated or be a candidate for election to more than one office at the

To be eligible for the office of President, the candidate shall have served at least one term on the Board of Directors.

Nominations will be conducted at the November membership meeting. The election shall be conducted during December by a secret ballot. The election committee shall conduct the election.

The candidate receiving a plurality of the votes cast shall be ruled the winner.

The officers-elect shall be installed at the December meeting as the last order of business. Any Past President may install the officers.

Article 6 Board of Directors

Section 1: The Board of Directors shall have and exercise all administrative powers of the lodge during the period between general meetings.

Any lodge *officer* of the Board of Directors who resigns from active police duty for any reason other than to retire on pension, or otherwise becomes ineligible as a member of the Fraternal Order of Police, shall automatically forfeit their office and membership on the board of directors.

In the event of a vacancy in the office of President, the Vice President shall immediately fill the office for the remainder of the term. A vacancy in any other office shall be filled by a majority vote of the remaining members of the Board of Directors.

Section 2: The President shall call meetings of the Board of Directors. A majority of the Board of Directors can request a meeting, and such request shall be honored.

Article 7 President

Section 1: The President shall be the chief executive officer of the lodge. The President shall preside at all meetings. The President shall have general management of the business of the order and shall see that all orders and resolutions are carried into effect.

Section 2: The President:

Shall, execute any and all contracts.

Shall, be an ex-officio member of all committees.

Shall have power, with advice and consent of the Board of Directors, to appoint a majority of all committees. He may inquire into any affair or matter affecting or concerning the order.

Shall, convey to his successor all unfinished business of the order.

Shall, with the treasurer attest all warrants or vouchers for disbursements from any fund of the lodge.

Article 8 Immediate Past President

Section 1: The Immediate Past President 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.

Section 2: The Immediate Past President shall be the most recent to have been elected President by the membership, served at least one complete term and not removed from office.

Article 9 Vice President

Section 1: The Vice President shall preside at all meetings in the absence of the President and shall otherwise generally perform the duties of the President during his absence.

The Vice President shall also perform such duties as shall be ordered by the Board of Directors. With the advise and consent of the Board of Directors, the Vice President shall appoint the minority of all committees.

Article 10

Section 1: The Secretary/ Treasurer, and Sergeant at Arms shall each perform the duties prescribed for their respective office by the By-laws hereof.

Article 11 Board of Trustees

Section 1: The trustees shall constitute a group known as the Board of Trustees. They shall elect from their own number, by voice vote, show of hand or secret ballot, one member to be known as Chairman of the Board of Trustees.

Article 12 Legal Counsel

Section 1: Legal counsel may be obtained by the President on advice of the Board of Directors to handle any litigation in which the lodge may become involved.

Article 13 Discipline

Section 1: The lodge recognizes the process contained in the Grand Lodge Constitution and By-laws.

Section 2: The charter of any sub lodge may be cancelled, suspended, or revoked for good and sufficient

cause after notice and hearing by the Board of Directors.

Article 14 Auxiliaries

Section 1: The Fraternal Order of Police recognizes, acknowledges and validates the Auxiliaries. Such Auxiliary shall be subject to 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 by the Board of Directors of the lodge.

Article 15 Amendments

Section 1: Any member may propose an amendment to this Constitution. Such a proposal shall be in written form, stating the reasons for the amendment; and be attested by the members signatures.

Section 2: Proposed amendments to this constitution shall be submitted in writing at least sixty (60) days prior to the vote. The Secretary shall read the proposed amendment at two consecutive general meetings. A copy of such proposed amendments shall be published in the monthly minutes. Upon adoption by two-thirds vote of those voting members, the proposed amendment shall become part of this Constitution.

Section 3: The Secretary, upon receipt of a proposed amendment, shall immediately give the material to the Constitution and By-laws Committee. They shall review the proposal for form, grammar, language and placement in the Constitution. They shall review the material to assure that it is not in conflict with

Article 16 Parliamentary Procedure

Section 1: Except as provided in the Constitution and By-laws, the latest edition of "Roberts Rules of Order Revised" shall govern the conduct and deliberations of all meetings of the order.

Article 17 Dues and Assessments

Section 1: A one time initiation fee of twenty-five dollars (\$25) will be paid by a new member to the Secretary/Treasurer upon acceptance as a member to the Ottawa Lodge.

Section 2: Membership dues of eight dollars and fifty cents (\$8.50) will be paid monthly by cash, check, or money order, to the Secretary/Treasurer, or by payroll deduction to the Ottawa FOP account as set by the Board of Directors.

Section 3: Additional assessments or fees authorized by the individual member shall be paid by cash, check, or money order, to the Secretary/Treasurer, or by payroll deduction to the Ottawa FOP account as set by the Board of Directors.

Section 4: Life membership dues of eight dollars and fifty cents (\$8.50) will be paid monthly by the Ottawa Lodge from the Ottawa FOP account for those members having been bestowed life membership into the Ottawa Lodge.

BY-LAWS

Article 1 Membership

Section 1: "Member in good standing is":

Hereby defined to be a member who has paid all dues and assessments due and payable, or who is not more than thirty (30) days in arrears of such payments as of the date of specified for the payment thereof.

Not Suspended. A Member may be suspended for good cause and with due process. A member who is in the act of appealing a suspension is a member in good standing.

Section 2: Any member in good standing for a period of one (1) year or more immediately preceding the holding of any election and who has met all other requirements shall be eligible for election to office, including the office of delegate; and any member not so qualified shall be ineligible for election to any such offices. (This provision is generally not in a new lodge constitution, but it may be included with a date of enactment)

Section 3: Any member in arrears of payment of dues and assessments more than thirty-one (31) days and less than ninety (90) days shall be deemed to be delinquent and not in good standing.

Section 4: Any member in arrears of payment of dues and assessments more than ninety-one (91) days and less than six (6) months shall be hereby automatically suspended.

Section 5: Any member delinquent or suspended because of dues may be reinstated and restored to good standing by payment of all amounts due, and, in addition thereto, the payment of dues for the whole of the current year which such reinstatement is made.

Section 6: Any member who is delinquent, or who has been suspended by a subordinate lodge for any reason, shall not be eligible for membership in any other subordinate lodge until suspension has been lifted.

Section 7: Any officer or member of the Fraternal Order of Police who violates this section by giving the membership mailing list to anyone, or who uses the membership list for any purpose other than official lodge business, shall be ordered to stand trial. If found guilty of such violation, he shall be suspended from

the Fraternal Order of Police for a period of not less than one (1) year.

Article 2 Secretary

Section 1: The Secretary shall have custody of the books, records, document, the seal of the lodge, office paraphernalia and equipment. The Secretary is under the general authority and orders of the President and the Board of Directors.

Section 2: The Secretary:

Shall record and transcribe minutes of all meetings and shall submit the same for approval, modification or rejection at the next succeeding meeting.

Shall, conduct general correspondence of the lodge.

Shall, attest, under the seal of the order, all duly authorized contracts of the order.

Shall, be the official custodian of the Constitution and By-Laws of the order, which shall be authenticated by the seal of the order and the signatures of the President and Secretary. He shall keep a record of official amendments adopted, amending the Constitution and By-Laws.

Shall, furnish a surety bond for the faithful performance of duty in such amount as shall be specified by the Board of Directors.

Shall record all incoming monies and then forward said monies to the Treasurer for deposit in the proper accounts of the order.

Shall, within thirty (30) days of leaving office, deliver to the successor the official seal Of the order and

Section 3: The secretary shall not release the mailing list of names and addresses Of members to anyone unless it shall have been with the consent of the Board of Directors.

Article 3 Treasurer

Section 1: The Treasurer shall be the custodian if all of the funds of the lodge.

Section 2: The Treasurer:

Shall, sign all checks duly authorized by the president, for disbursement of funds. Shall, keep an itemized record of all receipts and disbursements.

Shall, deposit all funds collected in a bank approved by the Board of Directors except that he may retain in his office a contingency fund of not more than fifty dollars (\$50.00) for the purpose of paying emergency current expenses.

Shall, furnish a surety bond in the amount specified by the Board of Directors.

Shall, set up special accounts for special funds and allocate to each, respectively, the amount allocated or collected therefor.

Shall, perform such duties as are usual and incident to the office.

Shall, make quarterly reports to the Board of Directors on the condition of funds.

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Article 4 Sergeant at Arms

Section 1: The Sergeant at Arms shall have charge and control of the conference hall or meeting place. Permitting only qualified persons to enter or remain and shall execute such duties as the President may order.

Article 5 Board of Trustees

Section 1: The Board of Trustees shall have charge and be responsible for all of the property of the order. The Board of Trustees shall:

Take charge of all the physical property of the order.

Make a complete and itemized inventory.

Within thirty (30) days after an election file with the Board of Directors a copy of the inventory.

Recommend to the Board of Directors the amount of bond required of the President, Secretary and the Treasurer for the faithful performance of their duties.

Conduct an audit annually of all funds and financial books and records of the order and make report thereon to the Board of Directors.

Ascertain that all monies received have been allocated to the credit of the proper funds and so deposited in the name and to the credit of the order.

Make full and complete report to the members of all business transacted since the last meeting.

Article 6 Reports

Section 1: Reports of lodge officers and chairmen of all standing committees shall be submitted in writing to the Secretary.

Article 7 Committees Section 1: There shall be the following standing committees:

The Constitution and By-Laws Committee which will review all proposed amendments to the Constitution and By-Laws for form, grammar, language and placement. They shall also review the material to assure that they are not in conflict with the State and National Constitutions and By-Laws.

Elections Committee, which will hold the elections, will consist of three (3) members who are not candidates for office.

Additional committees will be appointed by the President on an as needed basis.

Article 8 Official Order of Business

Roll call of officers

Reading of the minutes of previous meeting
Acceptance of new applications for membership
Report of lodge officers
Reports of committees
Bills
Communications

Reports of members sick or in distress
Initiation of new members Unfinished
business
New business Good of the order
Nomination / election of officers
Installation of officers
Adjournment

Article 9 Expenses and Compensation

Section 1: Travel by lodge officers or members performing the duties of, or service for, the lodge by the orders of the membership or Board of Directors shall receive compensation at the rate prescribed by the membership or Board of Directors.

Section 2: Upon finishing, in duplicate to the secretary or treasurer a detailed itemized statement of their expenses incurred and paid by the officer or member in the performance of such duties or services shall be reimbursed by the lodge.

Section 3: The president, for the good of the order, may spend up to, but not more than, fifty dollars (\$50.00) without prior approval at a meeting or from the Board of Director. However, this expenditure must be presented at the next general meeting.

Article 10

Section 1: The fiscal year of the lodge shall be from January 1 through December 31 of each year. The Board of Directors may order a complete audit of funds and properties through a certified public accountant.

Section 2: The President shall present a budget to the Board of Directors based on the income of the previous year. The budget shall be approved by the Board of Directors.

Article 11 Amendments to the By-Laws

Section 1: Any member of the Board of Directors may propose an amendment to these By-Laws. The proposal shall be in writing at least thirty days prior to the vote and shall be attested to by the member's signature. The proposal shall be read at two consecutive Board meetings and shall be made a part of these By-Laws if approved by two-thirds vote of the voting members of the Board of Directors.

Section 2: A. A majority vote of the membership voting may add, modify or remove any By-Law.

B. A lodge member may propose an amendment to By-Laws. The proposal shall be in written form and attested by their signature and given of the Secretary/Treasurer at least thirty (30) days prior to the vote on the proposal. The proposal shall be read at two consecutive general meetings and made part of these By-Laws if approved by a majority vote of voting members.

Section 3: All proposed amendments to the By-Laws will be given to the Constitution and By-Laws Committee for their review when they are presented to the Secretary.

Secretary ~

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Lodge

Date 00/15/14
OCB