

FRATERNAL ORDER OF POLICE

LEAVENWORTH CITY LODGE # 19

Leavenworth, Kansas

PREAMBLE

WHEREAS: By association we have facility of mutual interchange of thought, information, and the experience of each becomes common to all, which always results in a higher development of our intellectual, moral, and social faculties and enables us to share in gains and honors of the advance in civilizations.

THEREFORE: We, the members of the various law enforcement agencies of this locality, convinced that is to the best interest of our order of police, and believing that intelligence, industry, and moral worth are the true standards of greatness, do hereby pledge ourselves to use all honorable means to promote sociability and fraternity among the members of this order.

LEAVENWORTH LODGE #19 Fraternal Order of Police is an organization for Policemen and Policewomen managed by the police personnel actively engaged in police work for national, state, county, town or municipality.

LEAVENWORTH LODGE # 19 Fraternal Order of Police is not and cannot affiliate with any labor, religious, or political organization, and shall conform with all rules and regulations of the State Lodge Fraternal Order of Police, and the Grand Lodge fraternal Order of Police.

ARTICLE I

SECTION 1. This organization shall be known as LEAVENWORTH LODGE # 19, Fraternal Order of Police.

ARTICLE II OBJECTS AND PURPOSES

SECTION 1. This organization is formed for the purpose of bettering existing conditions of Police by solidifying their strength and promoting their strength and promoting their mutual welfare in this locality and state and national through our affiliation with the National Order.

SECTION 2. To assist persons who are actively engaged in police work in an organized body so that profession and all its branches may promote safety, professionalism and a progressive direction.

SECTION 3. To bring to the attention of the legislative bodies in the City and State the importance of General Laws for the betterment of law enforcement and the welfare of law enforcement officers.

SECTION 4. AMERICANISM. The Fraternal Order of Police denounces disloyalty. Our organization is 100 per cent American and our oath and obligation bind us to our allegiance to these United States.

SECTION 5. Justice to All. The Fraternal Order of Police stands for justice to humanity and the reservation of its rights, safety and development. We believe in the equality of all before the law.

SECTION 6. The Fraternal Order of Police is an organization of peace officers sworn to enforce the laws impartially under all circumstances and has no other affiliations.

ARTICLE III

MEMBERSHIP

SECTION 1. There shall be three classes of membership, to wit: ACTIVE; HONORARY; and ASSOCIATE.

SECTION 2. All regularly appointed and full time enforcement officers engaged in duties pertaining to normal functions of law enforcement agencies in Leavenworth County. The term "full

time" shall mean law enforcement who engage in such employment as their principal source of livelihood.

SECTION 3. Application for membership shall be by a motion of any member in good standing with the consent of the applicant at the first succeeding regular meeting after the applicant has completed five full months of service with a law enforcement agency. Upon a favorable motion of the application it shall lie on the table for a period of thirty days at which time a two-thirds vote of the active members present be needed to accept the application for membership, such ballots to be cast in secret and only a pass or fail of the application announced to the members and then entered into minutes of the meeting.

SECTION 4. Race, Creed, or Sex shall be no bar to membership. SECTION 5. No application for membership shall be considered unless it is accompanied by the regular initiatory fee of five dollars at the time the application is taken as set forth in section 3. Such sum shall be preserved by the secretary and in the event the applicant is declared not eligible or decides against joining the Lodge it shall be returned to such applicant.

SECTION 6. An active member in good standing, who retires from active duty, may retain all the rights of active membership.

SECTION 7. An active member in good standing, who resigns from any law enforcement agency in Leavenworth County but remains in active police work elsewhere, who desires to retain active membership, may have that privilege.

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SECTION 8. Active members, who are dismissed from service on charges which are subsequently sustained in a regular court of law, or who do not contest the decision of the dismissing authority, automatically forfeit their membership.

SECTION 9. Effective on the 1st day of January 1980, any active member of this Lodge who resigns from active law enforcement shall automatically forfeit his or her active membership in the

Fraternal Order of Police. He or she shall have the privilege to apply for and receive an Associate membership in this Lodge without election by secret ballot, provided that:

- A. He or she shall apply for said membership within thirty (30) days of his or her resignation date, and;**
- B. He or she continues to reside in Leavenworth County Kansas, and;**
- C. He or she meets the qualifications of Article IV of this constitution, except for the election by secret ballot.**

ARTICLE IV ASSOCIATE MEMBERSHIP

SECTION 1. Leavenworth Lodge # 19 Fraternal Order of Police, recognizes, acknowledges, and validates Associate Members within our Lodge, whose members shall be known as Fraternal Order of Police Associates. Such Associate Members shall be subject to the control and supervision of Leavenworth Lodge # 19 Fraternal Order of Police. They shall conform to and be governed by this Constitution and By-Laws.

SECTION 2. Qualifications. Fraternal order of Police Associates shall be persons of good moral character who are lawfully employed in a regular profession or business and whose associations therein are above reproach. They shall not be associated, directly or indirectly, with any person or persons whose reputation, character, or occupation is questionable. After their election by secret ballot, they shall receive from the secretary an identification card an automobile emblem, (3) Both of which shall remain the property of the Lodge and shall be delivered by such member to the Lodge or its officers on request whenever, for any reason, such membership shall be revoked and its privileges forfeited. It is understood and agreed by each Associate Member that the Fraternal Order of Police identification card does not in any way protect the holder against violations of the law, nor has the holder been promised any favors or immunity by any police officer.

ARTICLE V HONARARY MEMBERSHIP

SECTION 1. Honorary membership is to consist of retired regularly appointed police officers who withdraw from active membership after retirement.

SECTION 2. Honorary members shall not have any voice, shall not vote, nor be eligible to any of the secret work of this organization, or to any of the benefits entitled to active members, but shall be entitled to all social benefits of the Lodge.

ARTICLE VI LADIES AUXILIARIES

SECTION 1. Leavenworth Lodge # 19 Fraternal Order of Police, recognizes, acknowledges, and validates a Ladies Auxiliary within our Lodge. This Ladies Auxiliary shall be subject to the control and supervision of Leavenworth Lodge # 19. They shall be governed by this Constitution and By-Laws.

ARTICLE VII OFFICERS

SECTION 1. The Officers of this Lodge shall consist of:

- 1. Immediate Past President**
- 2. President**
- 3. Vice President**
- 4. Secretary**
- 5. Treasurer**

- 6. State Trustee**

- 7. Guard and Conductor**
- 8. Chaplain**
- 9. Parliamentarian**

ARTICLE VIII NOMINATIONS

SECTION 1. All nominations for the election of officers shall be made at the regular December meeting of each year. The newly elected officers shall be installed at the regular January meeting of each year and they shall each respectively serve until their successor is duly elected and installed.

SECTION 2. No member shall be eligible for nomination for any office or as delegate to either convention who is in arrears to the Lodge for dues or assessments.

SECTION 3. Officers absent from the January meeting will be installed at the first regular meeting in February. In the event a newly elected officer is absent from the third regular meeting and has not attended the first two, that office shall be declared vacant and an officer shall be elected at the first April meeting.

ARTICLE IX VOTING

SECTION 1. Members must cast their own votes and not by proxy. Votes for officers and members shall be cast on a secret ballot.

SECTION 2. No member shall be entitled to vote who is in arrears to the Lodge for dues or assessments or any obligation whatsoever. **SECTION 3.** No transaction, expenditure, or liquidation over \$50.00 can be incurred by the Lodge without first being posted on the bulletin board at the Police Department, the Lodge room for a period of five (5) days and voted on a certified ballot. Transactions under \$50.00 must be approved by the President or his delegate.

ARTICLE X ELECTIONS

SECTION 1. Elections of officers shall be held in December. All elections shall be by ballot and by majority.

SECTION 2. Every ballot shall contain the following: A. Heading
B. Date of the election

- C. Concise instruction on how a ballot is to be marked.**
- D. The nominated candidates full name listed in section denoting the particular office.**
- E. A blank line in each office for write-in candidates.**

If any ballot does not contain the above items, that ballot shall be declared null and void.

ARTICLE XI DUTIES OF THE PRESIDENT

SECTION 1. He shall, if he desires, appoint a parliamentarian to interpret the By-Laws and Constitution and Roberts Rules of Order, who then will decide all points of law and order. He shall appoint the majority of all committees. He shall be the deciding vote on any question in case of a tie, except in elections. He shall call a special meeting of the Lodge if requested (in writing) to do so by five (5) members of the Lodge in good standing. If, in the opinion of the President, circumstances shall warrant a special meeting, he shall have the authority to call such a meeting. He shall also have the authority to call for a special election as prescribed in Articles XXVI, Sec. 5, and Article XXVII Sec. 4 of these By-Laws. In the event of a special meeting by notice posted on the bulletin board at the Police Department. Such notice will state the time, place, and the business to be transacted.

SECTION 2. He shall appoint all officers pro-tem in case of absentees. He shall communicate the password to all members entitled to receive same and to the Lodge. It shall be his duty to inspect the ballot, together with the Vice-President, and report thereon to the Lodge. Any member of the Lodge shall have the privilege to inspect the ballot upon request after the decision regarding same has been announced.

SECTION 3. He shall at various times inspect all paraphernalia ritual and personal property of the Lodge without giving previous notice to the trustee. He shall sign all warrant drawn on the treasury, for which appropriations shall be made by this Lodge. He shall sign certificates, cards, or other papers as may be required to make them valid.

SECTION 4. He shall fill by appointments, all the vacancies occasioned by death or otherwise of any officer of the Lodge, to serve only until the next regular election.

SECTION 5. He or his alternate shall be entitled to be a delegate to the State Lodge during the year he presides as President of the Lodge. He shall have a voice but no vote threat. He shall also serve as the alternate

delegate to the State Lodge during the year he presides as President of the Lodge.

ARTICLE XII DUTIES OF THE VICE-PRESIDENT

SECTION 1. The Vice-President shall assist the President in the performance of his duties. In the absence of the President the powers and duties of the office shall be exercised by the Vice-President. He shall be exofficio member of all committees.

ARTICLE XIII DUTIES OF THE SECRETARY

SECTION 1. The secretary shall keep a record of all transactions of each meeting of the order, attest all money orders on the treasury, and record the same.

SECTION 2. The secretary shall read all reports, letters, bills, petitions, appeals, claims, and other communications that may be received by the Lodge or its officers. All correspondence of any nature to the Lodge shall be his duly authorized responsibility. He shall post all notices pertaining to the business or the functions of the Lodge. It shall be his duty to fill out all certificates, cards, and other papers which may be necessary. He shall retain copies of all communications.

SECTION 3. He shall furnish the treasurer with a written report of all money collected by him from month to month, the same to be turned over to the treasurer at each regular meeting.

SECTION 4. He shall meet with the trustees whenever they require his presence to audit the books and accounts and render such assistance as they may deem necessary. He shall deliver to his successor in office all books, papers, receipts, and all property of the Lodge which may be in his

possession. He shall deliver to the Lodge upon retirement from office, a final report of all matters concerning his office.

SECTION 5. He shall keep a book and record therein all amendments to the Constitution and By-Laws, said book to be known as the Amendment Book, which is to be given to the proper committee for reference when revising the Constitution and By-Laws.

SECTION 6. He shall be responsible for the safety of charters, deeds, letters of incorporation, this Constitution, and other original papers, and shall secure them in a locked place accessible to the President and himself.

ARTICLE XIV DUTIES OF THE TREASURER

SECTION 1. The treasurer shall receive all dues and assessments of the Lodge and all other money belonging to the Lodge and give official receipt thereof. He shall pay all orders drawn on the Lodge signed by the President and the treasurer. He shall keep an accurate account of all monies received and expended, and credit each special account with such sums as accrue.

SECTION 2. He shall give to the auditing committee a correct account of all monies in his possession, together with books, papers, and receipts belonging to his office, and any time when ordered by the Lodge, he shall deliver all monies, books, and papers to the president, secretary, and trustees.

SECTION 3. After the installation of officers at each term, the treasurer, with the president and the trustees, shall go to the bank, and transact all necessary business for incoming officers.

SECTION 4. If he shall at any time neglect to perform such duties as are required of him or refuse to make an account when called upon to do so by the trustees or president, this shall be cause for his dismissal from office upon vote of the Lodge.

ARTICLE XV DUTIES OF THE CONDUCTOR AND GUARD

SECTION 1. The conductor shall take up the password, see that all present are entitled to remain, and report the same to the president. SECTION 2. He shall guard the doors of the Lodge room from intrusion and against unlawful entry by person or persons seeking admission to the Lodge.

SECTION 3. He shall assist in all initiatory ceremonies and perform all other duties required of him by the ritual of this Lodge.

ARTICLE XVI DUTIES OF THE TRUSTEES

SECTION 1. It shall be the duty of the trustees to care for and hold in trust all properties belonging to the Lodge.

SECTION 2. The trustees shall see that the books of the secretary and treasurer are audited once each six (6) months during the months of June and December. The trustees shall, at any time they be requested to do so by the president or Grand Lodge, give a full account of all money or monies received, expended or invested, and shall from time to time and at the close of their term of office, make a full report in writing to the Lodge for all business transacted by them as such trustees.

ARTICLE XVII MAIN MOTIONS

SECTION 1. Main motions may be made at any time the floor has been yielded under new or unfinished business, and shall follow Roberts Rules of Order in the execution of such motions.

ARTICLE XVIII DUES

SECTION 1. The dues of the Lodge shall be fixed on a yearly basis and shall be based on the need of the Lodge. The dues for the upcoming calendar year shall be determined by written vote taken on the December election ballot. Dues are payable on/or before the first regular meeting of the month.

SECTION 2. Any member who is in arrears at the regular meeting or contrary to the provisions in Section I shall cause him to be known as "not in good standing" with this Lodge. Such member shall not be entitled to vote or be elected to any office, although he shall not lose his privileges to voice and shall receive entrance to all meetings and social benefits. Any member who is in arrears for a period of ninety (90) days shall be suspended from this Lodge upon receiving notice from the secretary. Action shall not be taken to suspend such member until thirty (30) days when the secretary shall report to the Lodge if a member in arrears has paid all back dues and assessments, or if still in arrears for one hundred twenty (120) days shall be suspended from the Lodge upon approval.

SECTION 3. Suspended members under the provisions of Section 2 shall consider themselves under arrest, and trial shall be set at the next succeeding regular meeting when the Lodge shall hear the evidence and the defense before taking a vote. A vote shall be taken at this meeting to expel such member, which shall require a two-thirds (2/3) vote of members present.

SECTION 4. Members may be suspended for non-payment of dues and assessments or any conduct that might discredit this Order.

SECTION 5. Any member applying for reinstatement shall comply with Article III, Section 5.

ARTICLE XIX FLOWER FUND

SECTION 1. This flower fund shall be known as Leavenworth Lodge # 19, Fraternal Order of Police Flower Fund which will be included in the treasury.

SECTION 2. Only the president, treasurer, and chaplain will authorize the ordering of flowers. In their absence, the next ranking officers will have the authorization.

ARTICLE XX REMOVAL OF OFFICERS

SECTION 1. Any officer of this Lodge who commits an act of malfeasance or neglect in the performance of his duties as an officer of said Lodge or any other unfitness shall removed from office and expelled from the Order, but before such removal, charges shall be filed with the secretary of the Lodge. After charges have been filed, notice shall be given such officer of this Lodge and such complaint shall be taken up at the next regular meeting of said Lodge. It shall require a total vote of two-thirds (2/3) of the members present at said meeting in favor of his removal before the office can be declared vacant and another placed in the vacancy.

SECTION 2. Any officer in this Lodge being absent from three (3) meetings in succession shall constitute neglect in the performance of his duties. All officers shall conform to the Rules of Regulations in the ByLaws of this Lodge and the Grand Lodge.

ARTICLE XXI REINSTATEMENT

SECTION 1. Any members in this Lodge who shall be suspended or expelled for reason of non-payment of dues or assessments, or for any other cause, who seeks reinstatement shall accompany this application with all back dues to date.

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SECTION 2. Any member applying for reinstatement shall accompany his application with five dollars (\$5.00) to conform with an application applying for membership under Article III, Section 3.

ARTICLE XXII REGULATIONS OF BUSINESS MEETINGS

SECTION 1. When the president is absent, the vice-president shall preside. In the absence of the vice-president, the conductor shall preside. SECTION 2. A quorum shall be not less than three (3) regular officers and five (5) members, all in good standing, eight (8) in all. SECTION 3. Roberts Rules of Order shall be the authority on all questions of parliamentary law when not in conflict with this constitution and By-Laws, both of this Lodge and the Grand Lodge.

SECTION 4. Leavenworth Lodge #19 shall assemble for the transaction of business on the first and third Wednesday of each month, at a time set by the President.

SECTION 5. Site of business meetings will be at the discretion of the president.

ARTICLE XXIII AMENDMENTS

SECTION 1. An amendment to this Constitution and By-Laws may be made at any regular meeting provided the proposed amendment has been submitted to the approval of the Constitution Committee and been posted for thirty (30) days. Such amendment shall receive a vote of twothird (2/3) of the members present at such posted meeting before it can be adopted. All amendments must be in writing and signed by the proponent or proponents.

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ARTICLE XXIV BENEFITS

SECTION 1. Any active member of the Leavenworth Lodge #19, Fraternal Order of Police, in good standing for a period of six (6) months shall, in case of death, receive the sum of one hundred dollars (\$100.00), which shall be paid to his beneficiary.

SECTION 2. Upon the death of a member, it shall be the duty of the secretary to deliver the death benefit to the designated beneficiary and have the beneficiary sign a receipt for the death benefit.

SECTION 3. In order for active members, in good standing or delinquent, to be eligible for any of the benefits or protection provided by this Lodge, their dues must be paid within ninety (90) days of current date, provided, however, that any arrearage up to three (3) months dues shall be deducted from the death benefit. No benefit shall be provided a suspended member.

ARTICLE XXV ANNUAL MEETING

SECTION 1.

ORDER OF BUSINESS

- 1. Call to order, take up password. 2. Roll call of officers.**
- 3. Reading of the minutes of the previous meeting and their approval. 4. Proposal and balloting on petitions for membership.**
- 5. Reports of boards and standing committees. 6. Reports of special committees.**
- 7. Special orders.**
- 8. Unfinished business and general orders. 9. New business.**
- 10. Adjournment.**

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ARTICLE XXVI DELEGATES TO THE STATE LODGE

SECTION 1. Any qualified active member in good standing shall be eligible to be a Delegate to the Kansas State Lodge.

SECTION 2.

- A. The nomination of Delegates to the State Lodge shall be made at the regular November meeting of every odd numbered year.
- B. The Nominees who receive the most votes for the Delegate positions shall be declared the elected Delegates to the State Lodge. The President of this Lodge shall be the Alternate Delegate to the State Lodge during the year in which he presides as President.
- C. In case of any tie the Executive Board of this Lodge shall decide by majority vote.

SECTION 3.

- A. Each Delegate shall be elected to a two (2) year term. He shall be elected at the December election in every odd numbered year.
- B. The process of duly nominating and electing the Delegated to the State Lodge shall be governed by Articles VIII, XIX and X of these By-Laws, except where specifically noted in this Article or which would logically not pertain to this Article.

SECTION 4. Only elected Delegates or currently duly elected State Officers from this Lodge shall be eligible to be elected or re-elected to the State Lodge Offices. Any active member of this Lodge may serve in any office in this Lodge, the State Lodge, and the National Lodge at the same time if duly qualified and elected.

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SECTION 5. Any position of State Delegate which is vacated through resignation, death, or otherwise, shall be filled by the Lodge President as prescribed in Article XI,

SECTION 6.

- A. Each Delegate to the State Lodge shall have the option of either receiving a monetary advancement for travel, registration fees, food, and lodging to be set by the Executive Board after investigating all facets of expense or;**
- B. By vouchering all incurred expenses and upon return to this Lodge the Delegate shall submit said vouchers to this Lodge for approval and payment. All vouchered expenses by a Delegate shall be governed as prescribed in Article XXVII, Section 5A, of these By-Laws.**

ARTICLE XXVII DELEGATES TO THE NATIONAL CONFERENCE

SECTION 1. The nomination and election of Delegates to the National Conference shall be presumed to be accomplished at the annual election of Lodge officers held in the month of December in every even numbered year pursuant to the By-Laws of this Lodge.

SECTION 2. The Delegate and/or Delegates to the National Conference shall consist of one (1) person for every fifty (50) active members of major portion thereof. The order in which this Lodge shall be represented at the National Conference shall be as follows:

- 1. The President**
- 2. Immediate Past President**
- 3. Vice-President**
- 4. Secretary**

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5. Treasurer

- 6. Guard & Conductor 7. Trustee -- 1 year**
- 8. Trustee -- 2 year 9. Trustee -- 3 year 10. Chaplain**

SECTION 3. If for any reason any Delegate cannot attend the National Conference as a representative of this Lodge, the next Lodge Officer in line as prescribed in Article XXVII, Section 2, shall take his place.

SECTION 4. In the event no Lodge Officer is able to attend the National Conference, a Special Election shall be called by the President or his Alternate.

- A. Not less than three (3) active members in good standing with this Lodge shall be nominated for each position of Delegate to the National Conference. Nominations shall be held at the first General meeting in the month of March in the same year of the National Conference.**
- B. The election shall be held at the first general business meeting in the month of April of the same year and voting shall be conducted in the same manner as prescribed in Article IX, Sections 1 and 2.**

SECTION 5.

- A. The actual expenditures of each Delegate will be incurred by this Lodge as they pertain to the following areas:**
 - 1. Travel**
 - 2. Food and Lodging 3. Registration**

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All other expenses incurred by each Delegate shall be vouchered and presented to the Lodge upon his return for approval prior to being reimbursed. Gratuities and personal expenditures of/or by a Delegate shall not be considered reimbursable items by this Lodge. This Lodge shall

reimburse any valid expense by any Delegate if he presents to the Lodge at its next regular meeting after his return from the Conference his itemized vouchers. Reimbursement shall be made within fifteen (15) days upon approval by a majority vote of those members present at the above stated meeting.

- B. The Executive Board shall meet and confer on all facets of expenses to the Delegate. In the end they shall present to the Lodge for a majority vote of those present at a regular business meeting prior to the second July meeting in the year National Conference a summary of expense. They shall also call for an opinion from the Treasurer based on the financial standing of the Lodge's treasury as to whether any expenditure should be approved. If the expenditures are approved the Lodge checks on the treasury shall be issued to each Delegate in the same, not less than seven (7) days prior to the Delegate's departure. If the expenditures are not approved the Executive Board shall re-evaluate the expenses and re-present them until such time the Lodge approves the amount allotted to each Delegate.**
- C. The Lodge shall reserve the right to allow no expenditures for all Delegates but shall not discriminate against any one Delegate.**

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This Constitutions and By-Laws of Leavenworth Lodge #19, Fraternal Order of Police, will be the only official Constitution of said Lodge. The original copy of this Constitution shall be permanently preserved by the secretary, and shall replace all previous and prior Constitutions of Leavenworth Lodge # 19, Fraternal Order of Police.

Constitution Committee, Chairman
FOP President Vice-President