

# CONSTITUTION

## ARTICLE I - NAME

This organization shall be known as: Fraternal Order of Police Lodge 39 Leawood, Kansas

The local right to authorize, control and restrict the use of the name and insignia of the Order shall lie exclusively with the Board of Directors.

## ARTICLE II - CHARACTER

### Section 1.

The Fraternal Order of Police - Lodge 39 - Leawood, Kansas is an organization consisting of full time, paid, law enforcement officer of the City of Leawood, Kansas.

### Section 2.

The Fraternal Order of Police - Lodge 39 - Leawood, Kansas is strictly nonsectarian, and shall have no affiliation, directly or indirectly, with any labor union, congress, federation or committee of like nature; or political action committee or similar organization, by whatever name known.

The Fraternal Order of Police - Lodge 39 - Leawood, Kansas shall not strike, or by concerted action cause a cessation of the performance of police duties, or induce members or other lodges to do so. The penalty for such action by any member shall be immediate expulsion from the Fraternal Order of Police - Lodge 39 - Leawood, Kansas.

### Section 3.

This Constitution shall be the fundamental law of the Order, together with the By-Laws enacted in conformance therewith, and shall govern the conduct of the Lodge along with the Rituals adopted at the National Conferences.

## ARTICLE III - MEMBERSHIP

### Section 1.

The membership of the Lodge shall consist of active, honorary and associate members. All permanent police officers employed by the City of Leawood, Kansas will be eligible for active membership. To be eligible for membership, an applicant must have at least six (6) months active service with the Leawood, Kansas Police Department. Race, creed, religion or sex shall not be a bar to membership.

### Section 2.

There shall be three classes of membership; Active, Honorary, and Associate.

Active membership shall be comprised of regularly appointed full time police officers and retired police officers of the City of Leawood, Kansas.

Honorary membership shall be comprised of retired regularly appointed police officers who have withdrawn from active membership after retirement.

Associate membership shall consist of such worthy persons who are not eligible to be active members of the Lodge, but who desire to be associated with the Lodge in order to assist in forwarding the aims of the Fraternal Order of Police - Lodge 39 - Leawood, Kansas.

### Section 3.

Any member who may resign from active duty may retain his membership as long as he remains a member in good standing.

### Section 4.

Active members dismissed from the police service on charges that are sustained in legal proceedings, or who do not contest the decision of the dismissing authority, automatically forfeit their membership in the Order and shall no longer participate in any right or benefits of the Lodge.

Section 5.

All members of this Lodge shall conduct themselves, at all times whether on-duty or off-duty, in a manner that will not bring discredit upon this Lodge or the Leawood, Kansas Police Department. Any business concerning this Lodge will not be discussed openly outside of regular or special meetings and never in or about the presence of any other person not a member of this Lodge. All members of the Fraternal Order of Police - Lodge 39 - Leawood, Kansas shall abide by these rules.

## ARTICLE IV - APPLICATION FOR MEMBERSHIP

Section 1.

All applications for active membership shall be submitted to the Secretary in writing. If the applicant is acceptable, their application shall be read at, and voted upon, at the next regular meeting. A 25% vote by the members present against the applicant shall constitute rejection. Any applicant for membership who has been voted upon by the Lodge and rejected, shall not be eligible to reapply for membership to this Lodge until three (3) months have expired.

## ARTICLE V - DUES AND ASSESSMENTS

Section 1.

The Lodge shall be empowered to levy an initiation fee and a monthly dues assessment.

Section 2.

The dues of the Lodge shall be payable quarterly, in advance, to the Treasurer of the Lodge.

Dues payments are payable on the 1<sup>st</sup> of January, April, July and October of each year. Dues are considered to be delinquent after the 15<sup>th</sup> of those months and members shall be suspended without notice when more than 45 days delinquent.

Section 3.

Any member who is delinquent shall be returned to good standing upon payment of all dues owed. Any member who has been suspended for non-payment of dues shall only be reinstated upon payment of all dues owed, payment of the remainder of dues for that calendar year and for any expenses incurred by the Lodge on their behalf while not in good standing.

## ARTICLE VI - MEETINGS

Section 1.

This Lodge shall hold one regular meeting per month, day and time of the meeting to be proscribed in the By-Laws.

Section 2.

Special meetings of the Lodge shall be called by the President of the Lodge or upon the written request of the Board of Directors, or any five members in good standing, of the Lodge. The reason for a special meeting shall be specified in the notice calling the meeting and no business shall be transacted except that for which the meeting was called.

Section 3.

For the transaction of any business at a regular or special meeting of this Lodge, there shall be required a minimum of five members in good standing present, which shall constitute a quorum for this Lodge.

## ARTICLE VII - OFFICERS

### Section 1.

The Board of Directors of this Lodge shall consist of the President, Immediate Past President, Vice-President, Secretary, Treasurer, Conductor, Guard and Parliamentarian. The offices of Guard and Conductor may be combined with other offices until such time as the membership of the Lodge is large enough to provide for them.

All officers, except the Immediate Past President and the Parliamentarian, shall be elected by ballot. Only active members in good standing shall be entitled to vote in any election of this Lodge.

The officers of this Lodge shall be nominated at the regular meeting in November of each year. Elections shall be held at the regular meeting in December of each year and new officers shall serve for one year beginning January 1<sup>st</sup>. Ballots shall be provided to each member in good standing by the Secretary of the Lodge. New officers shall be installed at the first meeting in January of each year. Officers absent at the first meeting shall be installed at the February meeting and if absent at that meeting, the office shall be declared vacant, and their successor selected in regular form.

### Section 2.

Any member in good standing who has been a member of this Lodge for a period of one year or more, provided the member has attended at least 50% of the regular meetings held in the year preceding the election, shall be eligible as a candidate for any office of the Lodge, or as a delegate to the State of National Conference, if so qualified according to the By-Laws of the Lodge.

### Section 3.

Any member who misses a regular meeting because of duty or off-duty assignment, shall not have that meeting counted against their attendance percentage.

### Section 4.

#### Duties of Elected Officers.

**President** - The President is the chief executive officer of the Order and shall preside at all meetings and shall preserve order and decorum. He shall carefully supervise the affairs of the Lodge and its labor for usefulness and efficiency. He shall fill all vacancies in office caused by death or resignation and, unless otherwise provided for, those vacancies shall be filled by appointment. He shall sign all official documents of the Lodge and perform all other business of the Lodge that by custom pertains to the office of President. With the assistance of the Parliamentarian, he shall enforce a strict compliance with the Constitution and By-Laws of the Lodge in all actions. The President may not take an active part in debate without the consent of the majority of members present. The President shall convey all unfinished business of the Order to his successor, together with all Lodge records, money and/or property.

**Vice-President** - The Vice-President shall appoint minority members of committees. In the absence of the President he shall fulfill the duties of that office.

**Secretary** - The Secretary shall keep a correct record of the membership roll and of the minutes of each meeting of the Order, and record same in a book to be known as the Book of Records. The minutes from the previous meeting shall be read at Order's next regular meeting, unless the reading is waived and the minutes are accepted by motion, second and majority approval. When amendments are made to the Constitution and/or By-Laws the Secretary shall distribute updates to each member in good standing and shall maintain copies of the replaced amendments in the Book of Records. He shall, within seven days after such regular meeting, forward to the Newsletter Chairman a record of the meeting to be published and distributed to all members in good standing. At the end of his term in office the Secretary shall give a

correct report of the business of their office and convey all property and records to the Order and their successor.

Treasurer - The Treasurer shall receive and take charge of all monies belonging to the Order, deposit same in a bank named by the Order, keep an accurate account of all monies received and expended, credit each special fund with the sums as accrue thereto and report to the Order at the regular meeting each month. At the regular meetings in June and December of each year, he shall give the Auditing Committee the correct amount of monies in his possession, together with the books, papers and receipts belonging to the office, and at any time when ordered by the President, he shall deliver all monies, books, papers and other property in his possession belonging to the Order.

Conductor - The Conductor 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 shall conduct candidates through the initiation ceremony and introduce them to the members of the Order.

Guard - The Guard shall have charge and control of the conference hall or meeting place. He shall permit only qualified persons to enter or remain. He shall assist the Conductor in the execution of such duties as the President may order.

Parliamentarian - The Parliamentarian shall be appointed by the President and advise him upon points of order and compliance with the Constitution and By-Laws. He shall serve at the pleasure of the President.

#### Section 4.

After the installation of officers at each term, the President, Secretary and Treasurer shall determine the correct amount of monies in the bank to the credit of the Order, the same not to be withdrawn unless by order of the Lodge, signed by the Treasurer and President or Secretary. The Treasurer shall give bond to the Order, at the discretion of the Board Directors, said bond to be paid for by the Lodge.

### ARTICLE VIII - COMMITTEES.

Standing committees shall be appointed at the first regular meeting of each year by the incoming officer and will serve until the end of the year or until relieved by the President. The number of persons on each committee shall be determined by the Lodge, unless provided for by the Constitution and By-Laws.

#### Section t.

The Welfare Committee shall visit any member who is off duty for an extended time due to illness or injury and shall report to the Lodge on their welfare. The Committee shall have the authority to send flowers or other tokens of goodwill and/or respect, within limits set by the Lodge, to sick members or the families of members who have passed away. The Committee shall also have the authority to send remembrances to members who have suffered the loss of a family member or to organize funeral contingents.

#### Section 2.

The Press Committee shall consist of the President, Vice-President, and Secretary. This committee shall release all publicity concerning the Lodge; no individual member shall be authorized to release or publish any information concerning the Lodge, unless given written consent by the Press Committee.

#### Section 3.

The Entertainment Committee shall plan and conduct all social functions and provide entertainment and refreshments for the members of the Lodge and their guests.

#### Section 4.

The Grievance Committee shall consist of the Board of Directors. Any member having a grievance against any other member(s) may file a written complaint with the Grievance

Committee, stating in their complaint the violation of the Constitution and/or By-Laws allegedly committed by the member(s) so charged. The Grievance Committee shall provide the member(s) so charged with a copy of the complaint and shall, within ten (10) days, shall conduct a hearing. The Grievance Committee shall submit a full report of its findings and recommendations to the Lodge at the next regular meeting, or in a special meeting called for that purpose. The recommendations of the Grievance Committee shall not be binding upon the Lodge.

Section 5.

Special committees shall be appointed by the President as the need shall arise and those committees shall be dissolved upon the completion of the duties assigned to them.

## **ARTICLE IX - RIGHTS, BENEFITS, AND PRIVILEGES OF MEMBERS**

All active members of this Lodge, in good standing, shall be entitled to the following rights, benefits and privileges:

Section 1.

To attend all regular meetings and special meetings; to take part in all discussions and debates concerning the business and welfare of the Lodge.

Section 2.

To vote upon applications for membership and reinstatement, and upon questions coming regularly before the Lodge.

Section 3.

To receive advice of the Lodge Attorney, if one has been provided for, upon any matter concerning their rights, duties or obligations as a member of the Leawood Police Department, and to receive the services of the attorney at a trial or hearing if recommended by the Board of Directors. In no event shall the Lodge be liable for attorney fees of a member unless such legal services are recommended to be furnished by the Board of Directors.

Section 4.

To be entitled to receive benefits from insurance policies adopted by the Lodge for the benefit of its members. Insurance policies shall be adopted by a vote of the active members of the Lodge. Provided that the members of the Order who are retired from service, and who are on the Police pension plan, shall be entitled to participate in the above mentioned benefits.

Section 5.

All members of the Leawood Police Department who shall take a temporary leave of absence, or by any reason of economy shall be laid off the Department, shall be considered to be on withdrawal status and shall not participate in any of the above mentioned benefits while separated from the regular Police Department. Such member, upon return to the Police Department, shall be reinstated to active status and shall again participate in all rights, benefits, and privileges of the Order.

Section 6.

Any member of the Order who shall resign from the Police Department may apply for withdrawal status subject to the approval of the Board of Directors.

Section 7.

Any questions arising as to the eligibility for participation and benefits under this Article shall be referred to the Board of Directors for investigation. The Board of Directors shall make such

investigations as they deem requisite and shall make a recommendation to the Lodge as to the action to be taken on such question.

## ARTICLE X - RESIGNATIONS

### Section 1.

All officers of the Lodge, except the Treasurer and Secretary, shall have the privilege of resigning at any time; providing no charge concerning Lodge activities exists against them. The Treasurer and Secretary shall present their resignations in writing one meeting previous to their being acted upon, and if the Auditing Committee reports their accounts correct, their resignations will be accepted, provided no charges exist against them.

### Section 2.

Any elective officer may be impeached for infringement of provisions of the Constitution and/or By-Laws; all charges shall be referred to a Committee of Five. It shall require a majority vote to order the trial of an officer on the charge preferred. The verdict shall stand unless appealed to and reversed by the State Lodge or the Grand Lodge. Any member preferring charges against another member for the purpose of maliciously or otherwise injuring such member or officer, shall be liable for fine and/or suspension. The Trial Committee of Five shall be elected by ballot and all charges shall be made in writing with proper notice given the accused. Any violation of the Constitution and/or By-Laws of the Lodge, or exposing any of the secrets of the Lodge, shall be sufficient grounds for suspension.

### Section 3.

Any member who resigns from this Lodge shall return their current membership card, Constitution and By/Laws, lapel pin and any other property belonging to the Lodge; prior to their resignation being accepted. In the event those items are not returned, the member shall be suspended and the suspension shall not be lifted until all Lodge property has been returned.

## ARTICLE XI - LADIES AUXILIARIES AND ASSOCIATE LODGES

The Fraternal Order of Police - Lodge 39 - Leawood, Kansas recognizes, validates and acknowledges the option of authorizing a Ladies Auxiliary and/or an Associate Lodge. Such lodges shall be subject to the control and supervision of this Lodge and shall conform to and be governed by this Constitution and By-Laws as applicable.

## ARTICLE X11- AMENDMENTS TO THE CONSTITUTION

**Proposed amendments to this Constitution shall be submitted in writing to the Secretary of the Lodge who shall provide a copy of the proposed amendments to each active member within five (5) days. The proposed amendment(s) shall be read at the next regular meeting, providing that at least fourteen (14) days have passed since the distribution of the proposed amendment, and then voted upon by the membership. A two-thirds (2/3) vote of the active members, in good standing, present shall be required for adoption of any proposed amendment. Upon adoption, the proposed amendment will immediately become a part of this Constitution.**

## ARTICLE XIII - PARLIAMENTARY PROCEDURE

### Section 1.

**Except as provided for in the Constitution and By-Laws, ROBERT'S RULES OF ORDER shall govern the conduct and deliberations of the meetings of this Order.**

### Section 2.

**Upon a vote of the members present at any regular or special meeting, the use of ROBERT'S RULES OF ORDER may be waived. In the event of a disagreement over procedure, ROBERT'S RULES OF ORDER will be reinstated.**

## ARTICLE XIV - OFFICIAL RITUAL

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

# BY-LAWS

## ARTICLE I - MEMBERSHIP

### Section 1.

"Member in good standing" is defined to be a member who has paid all dues and assessments due the Lodge, or who is not more than 15 days delinquent in those payments.

### Section 2.

Any member in good standing who has been a member of this Lodge for a period of one year or more, provided the member has attended at least 50% of the regular meetings held in the year preceding the election, shall be eligible as a candidate for any office of the Lodge or as a delegate to the State or National Conference.

### Section 3.

Any member who misses a regular meeting because of duty or off-duty assignment shall not have that meeting counted against their attendance percentage.

## ARTICLE 11- DUES AND ASSESSMENTS

### Section 1.

The Lodge shall levy an assessment of five dollars (\$5.00) per month per member as monthly dues. Said dues to be paid quarterly in advance, due on the 1<sup>st</sup> of January, April, July, and October each year.

### Section 2.

The Lodge may levy additional assessments for items such as insurance, legal services and/or other expenses. Approved assessments are to be paid as part of the dues assessment. Proposed assessments shall be handled in the same manner, and with the same requirements, as any other amendment.

### Section 3.

The Lodge shall levy an assessment of twenty-five dollars (\$25.00) per year as dues for Associate Members. Persons who are eligible for Active membership in this Lodge, or are suspended from Active membership in this Lodge, are prohibited from holding an Associate Membership.

## ARTICLE III - MEETINGS

There shall be one regular meeting of this Lodge each month. The time and place of each meeting shall be posted at the Leawood Police Department at least fourteen (14) days prior to the meeting. The Secretary shall notify members who may not normally be in a position to observe the notice due to their duty assignments.

## ARTICLE IV - APPROPRIATIONS

### Section 1.

No appropriations shall exceed fifty dollars (\$50.00) unless first being read at a regular meeting. A simple majority vote of the members present shall be sufficient to approve or disapprove said appropriation. Regular and routine appropriations are exempt from the requirement.  
Section 2.

In case of emergency, the Board of Directors shall be empowered to act on behalf of the Lodge in approving appropriations.

#### ARTICLE V - ASSOCIATE MEMBERSHIP

Applicants for Associate Membership in the Fraternal Order of Police - Lodge 39 - Leawood, Kansas shall be subject to approval by a majority vote of this Lodge.

#### ARTICLE VI - AMENDMENTS

Proposed amendments to these By-Laws shall be submitted to the Secretary of the Lodge in writing. The Secretary shall provide a copy of the proposed amendment(s) to each active member within five (5) days. The proposed amendment(s) shall be read at the next regular meeting, providing that at least fourteen (14) days have passed since the distribution of the proposed amendment, and then voted upon by the membership. A two-thirds vote of the active membership, in good standing, present shall be required for adoption of any proposed amendment. Upon adoption the amendment will immediately become a part of these By-Laws.