

RI State Sheriff's

FOP

Lodge # 24

Fraternal Order of Police

Constitution

&

By-Laws

RHODE ISLAND SHERIFF'S LODGE NO. 24
FRATERNAL ORDER OF POLICE

Constitution and By-Laws

Organized:	October 21, 1969
By-Laws Created:	November 7, 1969
Revised:	February 20, 1992
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<i>Revised:</i>	<i>June 11th, 2008</i>

Charter Members

Robert Lessard	Nelson Harris
Michael Derocher	George Manupelli
Fred Sargent	Joseph Cabral
Albert Lancellotta	Robert Melucci
Alfred D'Andrea, Jr.	Paul Gilman

First Officers of Rhode Island Sheriff's Lodge #24

Robert Lessard	President
Nelson Harris	Vice President
Michael Derocher	Secretary
George Manupelli	Treasurer
Joseph Cabral	Conductor
Fred Sargent	Chaplain
Robert Melucci	Guard

First Board of Trustees

Alfred D'Andrea, Jr. Paul Gilman Albert Lancellotta

CONSTITUTION AND BY-LAWS
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Official Statement
Grand Lodge, Fraternal Order of Police

The Fraternal Order of Police is a non-profit corporation formed under the laws of the Commonwealth of Pennsylvania. The Court of Common Pleas of Allegheny was on the 17th day of November, 1915. The original articles were recorded on the 18th day of November, 1915 in the office of the Recorder of Deeds of Allegheny County Court, Pennsylvania, entered the Decree of Incorporation Pennsylvania, in Charter Book Volume 49, page 350. Pursuant to the provisions of the laws of Pennsylvania, application in the Court of Common Pleas of Allegheny County, Pennsylvania, to amend the original charter was duly made on the first day of June, 1940. On the 8th day of June, 1940, the Court ordered, adjudged and decreed the Articles of Amendment approved and a part of the Charter. Articles of Amendment recorded June 8, 1940 in the office of the Recorder of Deeds of Allegheny County, Pennsylvania. Further amendments were approved on February 2, 1974.

The Constitution as set forth herein was adopted on November 18, 1915, and amended at official annual Conventions subsequently held.

At the first annual convention a Grand Lodge of the Fraternal Order of Police was formed and by proper action said Grand Lodge was authorized and empowered to use the Corporate name of the Fraternal Order of Police and to exercise and perform all Corporate rights, privileges, powers, authorities, and franchise of the Fraternal Order of Police.

The Grand Lodge Constitution and By-Laws are hereby made a part of the Constitution and By-Laws of Rhode Island Sheriffs Lodge No. 24 Fraternal Order of Police.

PREAMBLE

Whereas: We the members of Rhode Island Sheriffs Lodge No. 24, Fraternal Order of Police unite for the good of our members and to encourage legislation, negotiations, and better relations between the members and the State of Rhode Island. We further strive 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 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 spirit of fraternalism and mutual helpfulness among our members and people we serve; to increase the efficiency of the law enforcement professional and thus more firmly to establish the confidence of the public in the service dedicated to the protection of life and property.

ARTICLE I

Name

Section 1: The corporate legal name of this association shall be “Rhode Island Sheriff’s, Lodge No. 24, Fraternal Order of Police.”

Section 2: *This organization shall consist of such members as are admitted and shall conform to the Grand and State Lodge Constitutions, By-laws, rules, regulations and Ritual.*

Section 3: *The right to authorize, controls, and restricts 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.*

Seal

Section 1: The seal shall consist of the charter, emblem of the Fraternal Order of Police, *or an embossor with the lodge name with the words Official seal.*

ARTICLE II

Executive Board

Section 1: The entire legislative, executive and judicial government of this Lodge shall be vested in the Executive Board, which shall conduct the business and affairs of this Lodge between meetings of the general body, and shall report to the general body their decisions and actions for approval. **Three** of the Executive Board members will be assigned as Board Directors

Section 2: The Executive Board shall consist of the following: *the President, the immediate Past President, Vice-President, Secretary and Treasurer.* This section **shall comply with RIGL 7-6-23 and 7-6-28.**

Section 3: *The President of the lodge shall fill any vacancy after consulting with the Executive Board,* which may occur in the Elected Board of officers of this lodge for any reason, for the remainder of the unexpired term.

Section 4: The Executive Board shall have the power to appoint all agents and employees of this Lodge, who except as may be otherwise provided by lawful contract, shall serve *at the pleasure of* the Board.

Section 5: The Executive Board shall not, at any time, issue or sell any certificates of stock in the Lodge. No dividends shall be paid directly or indirectly to any member of the Board, or be entitled directly or indirectly any portion of the earnings or income of the Lodge derived through increment of value on its property or otherwise, incidentally made, except under the decree of a proper Court upon dissolution.

Meeting of Executive Board

Section 1: The Executive Board shall meet once quarterly. A **quorum** of three (3) executive board members shall be necessary for the transaction of business.

ARTICLE III

Elected Officers

Section 1: The officers of the Lodge shall consist of the *President, Vice President, Secretary, Treasurer and State Trustee;* all of whom shall be Active or Retired Members of this Lodge in good standing.

Section 2: The Vice President, Secretary, and then Treasurer shall be the line of succession to the President. In the event of the absence of the above four (4) members, the *remaining members of the* Executive Board shall continue the function of this Lodge and provide for an election of officers at the earliest convenience.

President Appointed Positions

Section 1: The president, with the approval of the Executive Board, shall name the following positions 2nd Vice President, Sergeant at Arms, Chaplain and up to four trustees. These appointed members shall be named from the active membership and will assist the President in the day to day operations of the lodge.

ARTICLE IV

Duties of Elected Officers

Section 1: President. He or she shall preside at all meetings of the *FOP* Lodge #24 and the Executive Board. The *President* will enforce a strict compliance with these by-laws and such rules and regulations as may be adopted in pursuant thereof. *President* shall not participate in the debates of the Lodge until the members have had a chance to express their views. The president shall appoint, with the consent *and approval* of the Executive Board, all *appointed positions*, chairpersons and members of all committees, and shall serve as *exofficio* member thereof. *President* shall, with the Secretary, sign all contracts and other official documents of this Lodge. *President* shall, with the Secretary, have the custody of the lodge *embossor*.

Section 2: Immediate Past President. He or she shall advise and assist the President and the Executive Board at their request, and shall execute such assignments as may be ordered by the Executive Board.

Section 3: Vice President. He or she shall, in the absence of the President, discharge the duties of the President, and include the signing of documents that the President would sign.

Section 4: Secretary. He or she shall have the custody of a lodge seal and all books, documents, papers, and records of the Lodge, not otherwise entrusted, temporarily or permanently, to other officers, or to a standing or special committee. He/She shall take and transcribe the minutes of all meetings of this Lodge, and shall submit the same for approval or amendment at the next meeting thereof. When so required he/she shall give due notice of all meetings and shall conduct the general correspondence of the Lodge.

He or she shall, with the President, attest and seal all duly authorized and approved contracts of this Lodge, and keep copies thereof in his files. He/She shall have the authority to sign checks and other Lodge documents in the event the Treasurer are not available to do so upon the Executive Board approval.

He or she shall at the expiration of his/her term of office, deliver to his/her successor, the seal of this Lodge along with all books, records, papers or other Lodge property.

Section 5: Treasurer. He or she shall have general charge of all of the financial records of this Lodge, including the checkbook, savings book, and a record as to dues payment's by the members of this Lodge. All items of income and expenditures of this Lodge shall first be presented to him/her to record upon the books of this Lodge. He/She shall give a financial statement as to income and expenditures of this Lodge at each monthly meeting, a copy of which will be retained with the Secretary's minutes. He/she shall maintain a detailed payment ledger of the person's name, type of payment, date of payment, check number and if a cash payment is received issue a receipt with the above information and keep a copy for the Lodge.

He or she shall notify by mail all members who are over *thirty (30) days* in arrears in payment of dues to this Lodge and shall after *sixty one (61) days* notify them of their automatic suspension from this Lodge for non-payment of

dues. All dues, fines, and assessments shall be paid to him/her and no member shall be entitled to receive a membership card until all dues or arrearments are collected by him/her.

His/Her books shall be open at all reasonable hours to the Executive Board. He/She shall have the power sign and issue checks or otherwise pay the lawful bills of this Lodge upon Executive Board approval.

At the expiration of his/her term of office, he/she shall deliver to his/her successor all money, checkbooks, savings books, securities, records of the Lodge and other Lodge property that may be in his/her possession.

He/She shall give **bond** for the faithful discharge of his/her duties to this Lodge in such manner and amount as may be fixed by the Executive Board.

Section 6: State Trustee. (a) Act as a liaison between the President of F.O.P. Lodge #24 and the State Lodge F.O.P. of Rhode Island. (b) Attend all State Lodge meetings.

Duties of President Appointed Positions

Section 1: 2nd Vice President. Shall receive the password, examine dues cards, and cause all members to sign the register, ascertain that all persons present are entitled to remain and report thereon to the President.

Section 2: Sergeant at Arms. Shall attend the door and permit entrance to no person who is not properly qualified by membership, unless otherwise ordered to do so by the President.

Section 3: Chaplain. Shall give the invocation and Benediction at all meetings, and shall render such assistance as possible in times of illness and bereavement to the members of this Lodge.

Section 4: Trustees. There shall consist of at least one (1) Trustees but no more than four (4). They shall constitute the general auditing committee of this Lodge. They shall conduct and audit all of the financial records of this Lodge every six months, and a complete audit before the books and records of this Lodge are turned over to a new Treasurer. During these audits, they will check all bills to verify their authenticity and the checks that were drawn to pay them. They shall from time to time examine all the records, documents, ledgers, and other papers pertaining to the financial business of this Lodge and also check on the property of this Lodge.

They shall also perform such other duties as the Executive Board may from time to time assign to them.

ARTICLE V

Committees

Section 1: The President will appoint members of a committee per Article III President Appointed Position Section1. The President will be an *ex-officio* member of these committees. The Lodge **may have one or more** of the following standing committees listed below if needed.

- | | |
|----------------------|-----------------------------|
| (01) Legislative | (05) Social |
| (02) Membership | (06) Screening |
| (03) Memorial Sunday | (07) Financial Ways & Means |
| (04) By-Laws | (08) Parliamentary |

Section 2: Legislative. They shall consist of up to three (3) members who shall check on pending legislation in the legislature that may affect this Lodge in any way either good or bad. They shall try to get legislation introduced in behalf of this Lodge and stop the passage of legislation that will be of a disadvantage to the members of this Lodge. They

shall try to keep the laws of the State of Rhode Island favorable to this Lodge. The President shall appoint the chairman of this committee.

Section 3: Membership. They shall consist of up to three (3) members who will screen and investigate all applications for membership and report back to the general body their findings. They shall name their own chairman if needed.

Section 4: Memorial Sunday. They shall consist of up to three (3) members who shall make all necessary arrangements for any memorial service or Parade during National Police Week, which is held in the Month of May each year.

Section 5: By-Laws. Shall consist of up to three (3) members who shall from time to time make any necessary changes in the By-Laws to keep them up-to-date, or change the language as may be needed to comply with the State FOP and Grand Lodge FOP Constitution and By-Laws. All such changes will be governed by Article X of the Lodge #24 By-Laws. The President will appoint the chairman of this committee.

Section 6: Social. They shall consist of up to three (3) members. They shall make the necessary arrangements for all social activities of this Lodge. They shall ensure the smooth functioning of all social activities for the benefit of all members and guests of this Lodge.

Section 7: Screening. Shall consist of three (3) members who shall check on the membership applications of the Associate Lodge Fraternal Order of Police and to make sure they will not be unworthy of the honor they are requesting and possibly harm the reputation of this Lodge.

Section 8: Financial Ways and Means. They shall consist of up to three (3) members who shall assist the Lodge in ideas that will bring money into the treasury. They will check on the state and federal laws pertaining to any funding raising ventures and report to the general body for their approval. They shall try to get the highest return possible. The President shall appoint the chairman of this committee.

Section 9: Parliamentary. They shall consist of *one-(1) members* who shall be conversant with parliamentary procedure and the Rules of Robert to assist the President at the regular meetings of this Lodge in the event of a challenge to the proper procedure to follow. These members should make every effort to be at all regular meetings and to further their knowledge of Parliamentary Procedure.

ARTICLE VI

Meetings of the General Body

Section 1: The President will hold a **minimum of four (4)** regular general body meetings of the Lodge **Annually** at the **time, date and place he/she has selected.** (i.e. March, June, September, and December but on the even year, October will be added) The notice of these meetings will be posted on the Fraternal Order of Police Bulletin Board or e-mailed. There shall be a minimum of three (3) attended meetings in any given year for all members including the Elected Officials. Five (5) members shall constitute a quorum and will be necessary for the transaction of any business. This section shall be in compliant with RIGL 7-6-37.

Section 2: Special meetings will be called by the President on the written request of no less than five (5) members and the only business that can be transacted at these special meetings are the reasons listed on the request for the

special meeting. The President or Secretary will notify the general body of any special meeting and the reasons for scheduling it. The special meeting will also be posted on the bulletin board *three (3) days prior to the meeting*.

There will be **no regular meetings** during the months of **July and August**. No intoxicating beverages are to be *consumed* during a meeting of this Lodge.

Section 3: At all meetings of the general body and the Board of Directors of this Lodge, the order of business **may** be as follows:

- (a) Password taken by 2nd Vice President
- (b) Swearing in of new members
- (c) Reading of minutes or previous meeting
- (d) Report of Treasurer
- (e) Report of officers
- (f) Report of Committees
- (g) Report of State Trustee
- (h) Elections
- (i) Unfinished business
- (j) Bills and Communications
- (k) Applications for membership
- (l) New Business
- (m) Good of Order
- (n) Adjournment

ARTICLE VII

Types of Membership

Section 1: There shall be four types of memberships in this Lodge:

- (a) Active
- (b) Retired
- (c) Social Non Active
- (d) Associate

Section 2: Active Member. Shall be a full-time Rhode Island State Sheriff, who has completed his/her probationary period, is not on temporary status, is not on a limited period of time position, and is now a permanent member of the Rhode Island State Sheriff's. He/She has completed all requirements to make him/her a member of the permanent unclassified or classified State Service. *An active member is also one who stays active after retirement from the lodge.*

Active members who are discharged from the service of the Rhode Island State Sheriffs because of 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 in this Lodge.

Active members shall have the right and **privilege of purchasing** only two (2) automobile emblems of this order, which shall be used only on their immediate family automobiles. If an active member shall purchase an automobile

emblem he/she shall do so with the provision that, if his/her membership shall for any reason be revoked, the emblem must and shall be returned to this Lodge and be destroyed in his presence. If a suspended member or a resigned member fails to comply with the aforesaid ruling, they shall permit and authorize the removal of said emblem from their automobile by any Lodge official. This ruling applies to all types of membership of this Lodge.

Active members will pay **regular dues** to this Lodge directly to the Treasurer of this Lodge annually, at the rate per year deemed by the Executive Board, **payable by September 1st**. Any member in arrears of payment of his dues or assessments for more than thirty (30) days, but less than sixty (60) days shall be deemed to be delinquent and not in good standing and shall **forfeit all voting and other rights in this Lodge**. Any member in arrears of **more than** sixty (60) days shall automatically be suspended from this Lodge and removed from the lodge per capita roster. Any member who is delinquent or suspended may be reinstated by payment of all dues and assessments that he/she owes this Lodge.

Section 3: Retired. Shall be any full-time Rhode Island State Sheriff, who shall be placed on the retirement rolls and be collecting a pension from the State of Rhode Island, either because of normal retirement due to age and length of state service or because of a disability which makes it impossible for him to continue in his position as a Rhode Island State Sheriff. Also, retired members are persons who after they retire from the job, do not take an active interest in the lodge. Retired members shall retain all of the rights of Active members as described in Section 2. Dues for these members will at the rate per year deemed by the Executive Board payable by the **September 1st**.

Section 4: Social, Non Active: Shall be a person who was a member of this Lodge and by reason of promotion, transfer, or other good reason may still want to retain a membership in this Lodge or a law enforcement office who is not classified in the above **Section 2**. Social members may have their membership terminated by a vote of this Lodge if for a good reason. They shall have a voice, but **no vote in the workings of this Lodge** and will not be represented in any way for any reason. They will be invited to any social function of this Lodge. The yearly dues for these members shall be at the rate per year deemed by the Executive Board payable by the *September 1st* or they shall have their membership suspended for non-payment.

Section 5: Associate. They shall be any person of the general public who is not a Rhode Island State Sheriff and not covered in Section 2, 3 and 4 of this Article. *This membership applies to the Rhode Island State Sheriff FOP L #24 Associate Lodge.* That person shall be governed by the by-laws of this Lodge along with the by-laws of the Associate Lodge they are joining. The Rhode Island State Sheriffs FOP No. 24 Lodge Fraternal Order of Police will be the parent Lodge of the Associate Lodge and will approve all of their by-laws and by-laws changes. To gain membership in the Associate Lodge, a person will submit an application of this Lodge and have an active member of this Lodge sponsor him/her. The character of each applicant will be checked by this Lodge to determine that the applicant will not bring discredit to this Lodge because of his actions in the past. An associate member shall pay yearly dues to the Associate Lodge as prescribed by their current by-laws. They shall have their membership suspended for non-payment of dues and be required to turn into the Associate Lodge any emblems or plaques they may have. The Associate Lodge has the right to remove any emblem or plaque that is not turned in if an associate member is suspended, as outlined in Section 2, for active members.

Section 6: Race, creed or sex shall not be used to bar membership in this or the Associate Lodge, but applicants must be of legal age and an American citizen.

ARTICLE VIII

Nominations and Elections

Section 1: The President, Vice President, Secretary, Treasurer, and State Trustee shall be elected from the Active and Retired Membership, for a term of two (2) years. The National and State Delegate's term will be *for two (2) years*. They shall hold their respective office until their successor has been sworn in to replace them. ***Elections will be done on even years.*** Including the office of Delegate to the Biennial Conference of such lodges, any member not qualified shall be ineligible for election to such office.

Section 2: The Election of officers will be at the regular meeting of this Lodge in the month of **October**.

Section 3: Nomination of officers will be made from the floor by an Active or Retired Member as stated in Article VII, Section 2 and 3; at the ***October meeting*** and will have to have a second by an Active or Retired Member. The nominated person will be required to accept this nomination or his name will be removed from nomination. The nominated person may submit a letter to the President that he will accept the nomination if he is unable to attend the meeting. All candidates for nominations must comply with the standards of Article XV. *However any member holding an elective office in any other organization within the RI Sheriff's Division, or any other organization represented by the RI State Sheriff's FOP Lodge # 24, shall not be qualified to hold an elective office in the RI Sheriff's FOP Lodge # 24.*

Section 4: Members must cast their votes in person. No proxy votes will be allowed. If there is more than one person nominated for an office, a paper ballot may be used if requested.

Section 5: The person receiving the highest number of ballots cast for the office he/she has been nominated for shall be declared the winner and elected to such office.

Section 6: A member **may** be eligible to hold two (2) elected offices of this Lodge at the same time if it complies with RIGL 7-6-28 and Article XV.

Section 7: Any member of this Lodge which is stated in Article VII, Section 2 *and* 3, shall be in good standing for a period of (2) *two years* or more before they can be elected into office. The candidate must be present at a minimum of **Six (6) regular meetings in the past 2 years** preceding the election of officers. All candidates must comply with ARTICLE VI Section 1 and Article XV to be eligible for nomination and election.

Section 8: An elected officer of this Lodge will be required to attend at **least Six (6) meetings** during their term in office. Failure to comply could result in his/her being removed from office, as per Article IX, Section 5.

Section 9: The time of election officers will be a time and place for installation of the newly elected officers. The announcement will be by the Executive Board or the current President.

Section 10: All resignations of elected office must be in writing and presented to the Secretary, who will notify the Executive Board as soon as possible and the general body at the next regular meeting. The President will have the right to fill the now vacant position by appointing a member for the unexpired term.

ARTICLE IX

Complaints

Section 1: Complaints against any elected officer, Executive Board or other member shall be filed in writing with the Secretary. The member complaining shall sign the complaint and have the following facts included: (1) Name of

member being complained about; (2) nature of complaint; (3) date of complaint; (4) time of complaint; (5) place where the incident took place; and (6) witnesses to incident.

Section 2: Within five (5) days thereafter, the Secretary shall give a copy of the complaint to the Executive Board and also the accused.

Section 3: The Executive Board shall hold a hearing on any complaint after giving the accused, accuser, and all witnesses at least 48 hours prior notice of such hearing, and the location and time of such hearing. The accused shall be entitled to counsel at this hearing and such counsel shall be an Active or Retired Member of the Lodge as stated in Article VII, Section 2 and 3 of the Fraternal Order of Police, Lodge #24 by-laws. The accused shall not be required to testify unless he/she elects to do so.

Section 4: The Executive Board, after hearing all of the evidence presented, shall notify the Secretary as to their majority vote, and the accused should or should not stand trial for the alleged offense. The Secretary shall send the results of his/her hearing to both the accused and the complainant.

Section 5: Any member, elected officer, or member of the Executive Board of this Lodge may be fined, suspended, or expelled after a hearing before the Executive Board, and the majority vote recommends such action. The following are some of the reasons for disciplinary action: (1) Insanity; (2) Conviction of a felony; (3) Grievous misconduct punishable by imprisonment for one year or more; (4) For insubordination to the By-laws of this Lodge; (5) For failure to remain in good standing and being in arrears in payment of any fine, dues, or assessments for a period of over three months; (6) For the willful or negligent infraction of any by-law, contract, rule, regulation, or act of conduct which may be deemed disorderly or injurious to the interest of this Lodge.

Section 6: Any member may, after being found guilty of an offense as stated in Section 5, within ten (10) days make a written appeal to the Secretary.

The accused shall then be entitled to a hearing before the general body on the charges which he/she have been found guilty of and all evidence in the complaint and witnesses shall be presented. The accused shall have the right to speak if he/she wishes and may be represented by counsel as outlined in Section 3. After hear all of the evidence, the general body shall vote and the majority shall rule. The results of this hearing shall be final and conclusive upon all parties and the penalty imposed.

ARTICLE X

By-Laws Amendments

Section 1: The by-laws may be amended by three (3) members of the general body making written application to the By-Laws Committee stated the by-law change, addition or deletion, and their reason for proposing such a change. The By-Laws Committee shall insure the proper language and submit it to the Executive Board. The Executive Board shall vote on any change in these by-laws at their meeting and a 2/3 majority shall be required for passage. Executive Board shall notify the Secretary and he/she shall post a copy of the proposed change for a period of at least the (1) days before the regular meeting of the general body at which they shall vote on the change.

ARTICLE XI

Points of Order

Section 1: All points of order of this Lodge shall be governed by these by-laws and **where the same is silent**, the *State FOP and Grand Lodge FOP Constitution and By-Laws and/or Robert's Rules of Order Revised* shall be the guide.

ARTICLE XII

Memorial Service

Section 1: This Lodge shall conduct a memorial service during National Police Week for any member who may have passed away during the previous year.

ARTICLE XIII

Associate Lodge

Section 1: This Fraternal Order of Police, Rhode Island State Sheriffs FOP Lodge No. 24, recognizes, acknowledges, and permits an Associate Rhode Island State Sheriffs FOP Lodge No. 24 Fraternal Order of Police to be formed. This Associate Lodge shall be subject to the control and supervision of the parent Lodge, which shall consist of persons as outlined in Article VII, Section 5 of these by-laws. This Associate Lodge shall be permitted to have their own by-laws, as long as they do not conflict with the by-laws of this parent Lodge, or the by-laws of the State Associate Lodge. Their by-laws shall be presented to this parent Lodge for approval and any by-laws change in the future will also be presented for approval. Associate members may attend a meeting of this parent Lodge if invited to do so, and may have a voice in discussions pertaining to the Associate Lodge, but an Associate Member will have no right to vote on anything at the meeting of the parent Lodge.

ARTICLE XIV

Officers Expenses

Section 1: The officers of this Lodge shall be reimbursed from the funds of this Lodge for any expenses incurred by them in connection with duties incumbent to their regular Lodge duties. This shall include transportation to and from required meetings, membership fees and other expenses incurred in relation to the State Lodge of Fraternal Order of Police, or any other expense he/she may incur in the proper performance of his duties. Such expenses shall be itemized and presented to the Executive Board for approval.

ARTICLE XV

Nomination Minimum Standards

Section 1: Minimum standards for nomination candidates for the executive board shall apply to all positions in order to perpetuate the lodge # 24 existence; to run and operate effectively and efficiently.

Section 2: You must have attended at least **6 regular membership meetings in a 24-month period**. You must have attended at least **3** regular FOP L-#24 membership meetings within a 12 month period in each year commencing from the month of **October** to **September** in order to be a nomination candidate.

Section 3: The position of **Secretary** you must have some education or secretarial skill or served on the FOP L-#24 as a President appointed positions for one full term. You must have complied with Article XV Section 2.

Section 4: The position of **Treasurer** you must have education or experience in accounting, bookkeeping skills or have served on FOP L- #24 executive board as a past Secretary for two full terms, past Treasurer, past Vice President or past President for one full term. You must have complied with Article XV Section 2.

Section 5: The position of **Vice President** you must have education or experience in management, small business skills or have served on FOP L- #24 executive board as a past Secretary for three full terms, past Treasurer for two full terms, past Vice President or past President for one full term. You must have complied with Article XV Section 2.

Section 6: The position of **President** you must have education or experience in management, small business skills or have served on FOP L- #24 executive board as a past Secretary for four full terms, past Treasurer for three full terms, past Vice President two full terms or past President for one full term. You must have complied with Article XV Section 2.

ARTICLE XVI

Operational Duties

Section 1: *The purpose of this section is to control and delegate specific task regarding corporate functions that need to be performed during a calendar year. Any changes in Article XVI; does not require a majority vote of 2/3 except in section 6.*

Section 2: *The Secretary will post membership meeting 3 weeks prior. All notices may be faxed to all commands.*

Section 3: *The Secretary must fill out the State of RI Annual Non-Profit Corporate Report no later than the end of the second week of May in each year. He/she will make a copy for the lodge records then submit it to the Treasurer within three days. The Treasurer will mail the form with payment no later than **third week** in May in each year.*

Section 4: *The Secretary will be the FOP L-#24 Resident Agent for each year in the term of office.*

Section 5: *The Secretary will log all members by name, address, status: new or current, year started, year left, FOP id #, pass word, and marital status. Also, a log will be kept on the issuing of membership cards, FOP decals, and FOP emblems. The Secretary will be responsible to gather the information on who paid their FOP L-#24 membership by September 1st. The secretary will submit the info to the Treasurer. The Treasurer will calculate and submit a check to the State FOP Lodge to pay the per capita tax on the state lodge level. The Treasurer will calculate and submit a check to pay the Grand Lodge FOP per capita tax with the administration fee on the national level. The Treasurer will mail both by the second week in September.*

Section 6: *In the event minimum standards can not be maintained for the said position (i.e. no available candidates); then the body may by 2/3 vote to waive the minimum standards.*

Section 7: *FOP L-#24 will have a 12-month business cycle is October 1st to September 30th. The business cycle will be use for the calculation and payment of the State FOP Lodge per capita tax and Grand Lodge FOP per capita tax. Membership even through paid by October 1st is effective the next calendar year January through December.*

Section 8: *Purchase of organizational supplies for Board of Directors and/or Executive Board in performance of there duties shall not exceed \$600.00 a year unless approved by the general membership.*

Section 9: *The President, for the good of the order, may spend up to, but not more than, \$100.00 without the prior approval at a meeting or from the Board of Directors. However, this expenditure must be made known at the next general meeting.*

Section 10: *FOP Lodge No. 24 Elected Officers or FOP Lodge No. 24 members performing the duties of, or service for, the lodge # 24 by the orders of the general membership or by the Board of Directors; shall receive stipend*

compensation at the rate prescribed in Article XVI section 11. The lodge # 24 officer(s) or lodge # 24 member(s) must comply with Article VIII section 8 in order to be compensated. Executive Board Members are compensated by a stipend once a month for the performance and completion of their duties and any other duties delegated by the President or the general membership. If the executive board members can't perform or complete the task delegated to them, then it will go to the State Trustee. If the State Trustee can't perform complete the task then it will go to the general membership to perform and complete the task or duties. At no time will anyone be compensated by a stipend two or more times during a month!

Section 11: Providing all criteria are met in Article XVI section 10 and 12 compensation by a stipend will be as follows: Lodge Member: \$30.00, Treasurer: \$45.00, Secretary: \$50.00, Vice-President: \$55.00, and President: \$60.00.

Section 12: Total yearly Stipend payment paid to any Lodge Member during a tax year can not exceed \$599.00.

Section 13: The following procedure shall be adhered to when **requesting a donation** from the Lodge:

- 1) Any member requesting a donation must be in Good Standing with the Lodge.
- 2) Donations must be to Non-Profit Organizations and in compliance with IRS 501 C.
- 3) Member requesting the Donation **must have attended three (3) meeting prior** to requesting the Donation in the calendar year of the request.
- 4) All requests must be submitted in writing to the Secretary a minimum of **seven Business days prior** to the membership **meeting** of the request.
- 5) Members must submit with the request to the Secretary all documentation supporting the compliance of IRS 501 C and the donation amount **not to exceed \$100.00**.
- 6) The Secretary and the Treasurer will review the documentation to see if all the above procedures are met. If the above procedures are met, than it will be submitted to the Vice-President and President for review prior to the meeting.
- 7) When the above procedures are met; at the membership meeting the Secretary will read the request under new business and a vote will be taken for approval by the membership.
- 8) If any one of the previous step fail; then the Secretary will notify the member that the request is in non-compliance stating the failed portions.

Voted on and Adopted : June 11th, 2008 **Effective upon passage!**

Rhode Island Sheriffs Lodge No. 24, Fraternal Order of Police Signatures:

Lodge No. 24 FOP President : Gary Di Padua

Gary Di Padua

Lodge No. 24 FOP Secretary : Sheila O'Rourke

Sheila O'Rourke