

United States  
Department of Veterans Affairs



Law Enforcement Officer's Lodge  
3F, Chicago, Illinois

By-Laws

2001

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**The Fraternal Order of Police  
The United States Department of Veterans Affairs  
Law Enforcement's Lodge, #3F (Illinois)**

**BY-LAWS**

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## **Article One Mission Statement**

We, the law enforcement officers of the United States Department of Veteran's Affairs have gathered and caused to be created a fraternal society for the following purposes:

To support and defend the Constitution of the United States; to foster loyalty and allegiance to the United States of America; to cultivate brotherhood and unity among our membership; to pursue causes for the common good of our membership; to encourage fraternal, educational, charitable and social activities among our membership; to create and maintain a tradition of esprit de corps, insuring fidelity to duty and brotherhood, under all conditions and circumstances; to provide for the improvement of our professional skills; and to establish ourselves as members of a true profession with a self-regulated governing body.

## **Article Two Name**

- A) The Name of Lodge:** This organization shall be known as "The Fraternal Order of Police, The United States Department of Veterans Affairs Law Enforcement Officers's Lodge, Number 03F. This organization may also be known as "The Fraternal Order of Police, D.V.A. Law Enforcement Officers's Lodge, Number 03F, which is a contraction of the aforementioned title. Herein these by-laws, the name of the lodge shall be referred to as the "Lodge".
  
- B) Use of the Name and emblems:** The Lodge, by virtue of its affiliation with the Illinois State Lodge has the right to use the name, insignia, emblem and mark of the Fraternal Order of Police. Members of the Lodge who are in good standing are authorized to use the name of the Lodge and any emblem associated with that name, to indicate their personal affiliation with the Lodge. No member may use the name of the Lodge or any associated emblems of the Lodge in order to bring personal gain or to garner a favored status for themselves or others.

## **Article Three Definitions**

- A) Appointed Offices of the Lodge:** The President shall appoint members and chairpersons of committees to carry out the work of the Lodge, with the advice and consent of the Executive Board. Such persons shall not be considered as Officers of the Lodge and may carry out their responsibilities in the name of the Office of President, under the supervision of the President.
  
- B) Elected Law Enforcement Officer:** shall mean for purposes hereof any law enforcement officer who meets the qualifications in Article Four and who is

exempted from meeting the minimum training standards of a law enforcement officer as set forth in Article Three (H).

- C) Full Time Employed:** shall mean law enforcement officers who are engaged in such employment as their full time occupation.
- D) Members in Good Standing:** Shall mean a member who fulfilled all requirements of membership and is not presently under suspension or delinquent in the payment of annual dues.
- E) Executive Board:** Shall consist of the following Lodge officers: President; Past President; Vice President; Secretary/Treasurer; Sergeant at Arms; and any serving Grand or State officer who is an active member in good standing of the Lodge.
- F) Fiscal Year:** Shall be the period from January 1<sup>st</sup> to December 31, inclusive of each calendar year.
- G) Past President:** Shall be defined as any person elected to the office of President of the Lodge; who has been the last immediate previous holder of that office; and served in office for a full year and had not been removed from office during their term.
- H) Regularly Appointed Law Enforcement Officer:** Shall mean any law enforcement officer who meets the minimum standards and has received the training and education required by the United States Government, or that of a state government, or any political subdivision or agency by which they are appointed and charged with the responsibility to arrest offenders.
- I) National and Grand:** Shall mean and refer to the national organization of the Fraternal Order of Police or the Grand Lodge.
- J) Officers:** Shall mean holders of the following offices: President; Past President; Vice President; Secretary / Treasurer; and Sergeant at Arms. Those persons serving in appointed offices of the Lodge shall not be considered officers of the Lodge.
- K) Scheduled Meeting:** Shall mean a meeting of all the active members of the Lodge.
- L) State:** Shall mean and refer to the Grand Lodge of the State of Illinois.
- M) Vacant Office:** Shall mean an office, held by an officer of the Lodge, as defined by this Article, where the holder of that office has either been removed or has resigned, leaving a portion of the term of that office.
- N) Veteran:** Shall mean any person who has served a period of time in the Armed Forces of the United States Government and has achieved the status of veteran, as defined by the regulations of that Armed Force.

## **Article Four Membership**

**A) Classes of Membership and Eligibility:** There shall be four (4) classes of membership: Active; Retired; Honorary; and Associate.

**1) Active Membership:** As the Lodge is dedicated to law enforcement officers of the United States Department of Veteran Affairs, active membership is restricted to regularly appointed or elected, full-time employed law enforcement officers, who are also:

- a)** Members of a United States Department of Veteran Affairs law enforcement agency; or
- b)** Members of a law enforcement agency who shares jurisdiction with a United States Department of Veteran Affairs law enforcement agency; or
- c)** Veterans of the Armed Forces of the United States

Any person who has resigned from their law enforcement duties and are employed full-time by the Grand or State Lodge and have remained a member in good standing of the Lodge are also eligible for active membership.

Any person who does not meet the above criteria, may petition the Executive Board for a waiver of conditions for active membership under this article. The Executive Board may only grant such a waiver if the petitioner is a regularly appointed or elected, full-time employed law enforcement officer.

**2) Retired Membership:** Shall be persons who have been active members in good standing with the Lodge and have retired from their law enforcement agency, under the terms of that agencies retirement program. Retired members shall be exempt from paying annual dues or membership assessment.

**3) Honorary Membership:** Shall be any person designated by the Executive Board as a person deserving of recognition for exemplary service to the nation or the law enforcement profession. Honorary members shall be exempt from paying annual dues or membership assessments.

**4) Associate Membership:** Shall be any person, who has an interest in supporting the efforts of law enforcement on properties and campuses of the United States Department of Veterans Affairs. Associate members shall pay annually a special membership assessment.

**B) Voice and Vote:**

Only active members in good standing shall have the privilege of speaking during regular and special meetings of the Lodge. Only active members shall

have the privilege of voting during a regular or special meeting of the Lodge and for Lodge officers.

- C) **Delinquent or Suspended Members:** No person may be a member of the Lodge if they are already a member of another lodge which is subordinate to the State Lodge. No person shall be eligible for membership if they are delinquent or has been suspended by the State Lodge or any lodge subordinate to the State Lodge, until such time as that suspension has been lifted.
- C) **Denial of Membership:** The Lodge may deny membership to anyone who is or has ever been a member of the Communist Party or of any party or organization regardless of what name by which it may be known, which advocates the abolition, destruction or violent overthrow of the government of the United States, the State of Illinois or illegal abolition of any of the political subdivision thereof.

## **Article Five Organization**

- A) **Officers:** The Officers of the Lodge shall consist of the President, Vice President, Secretary / Treasurer, Sergeant at Arms; and Past President. Each officer shall have the duties and responsibilities prescribed to their office under this section and shall carry out those duties in a competent and timely manner.
  - 1) **President:**
    - a) **Duties:** The President shall be the chief executive officer of the Lodge. He shall preside at the scheduled meetings of the active membership and meetings of the Executive Board. He shall administer and manage the business of the Lodge between meetings by supervising committee chairmen, insuring that resolutions and orders of the Executive Board and these by-laws are enforced. He shall call special meetings of the Executive Board when appropriate to address serious issues affecting the Lodge. He shall execute all contracts into which the Lodge may enter. He shall appoint, with the consent of the Executive Board, officers to fill vacant offices, committee chairmen and committee members. He shall attest to all warrants and vouchers for disbursements from Lodge funds.
    - b) **Term of Office:** The term of office for the President shall be two years, starting on the first day of the new fiscal year after election.
    - c) **Eligibility:** A person is eligible to hold the office of President if that person has been an active member of the Lodge in good standing for a period of one full year before election.

**2) Vice President:**

- a) Duties:** The Vice President shall, in the absence of the President, assume all the duties of the President. In the event of a vacancy in the office of President, the Vice President shall automatically assume the office of the President and shall within 45 days call a special meeting of the Executive Board who shall elect by majority vote, one of their number to fill the office of President for the unexpired portion of the term. The Vice President shall perform other such duties, as the President may assign.
- b) Term of Office:** The term of office for the Vice President shall be two years, starting on the first day of the new fiscal year after election or appointment.
- c) Eligibility:** A person is eligible to hold the office of Vice President if that person has been an active member of the Lodge in good standing for a period of one full year before election or appointment.

**3) Secretary / Treasurer:**

- a) Duties:** The Secretary / Treasurer shall have the following duties:
  - i)** Shall have the custody of all books and records of the Lodge and shall be the official keeper of them;
  - ii)** Shall record all transactions of the Lodge, in appropriate ledgers, as the Secretary / Treasurer finds appropriate to the task;
  - iii)** Shall manage all Lodge funds and supervise disbursements of all such funds, with the attestation of the President;
  - iv)** Shall report monthly to the Executive Board on all financial transactions of the Lodge;
  - v)** Shall maintain an official list of the membership of the Lodge.;
  - vi)** Shall record the minutes of each meeting of the Lodge and all resolutions and changes to these by-laws;
  - vii)** Shall be the official custodian of the by-laws of the lodge and shall issue copies of the by-laws to the membership, which are authenticated by the signature of the Secretary / Treasurer, the President and bear the Lodge SEAL;
  - viii)** Shall be the official custodian of the SEAL of the Lodge and only affix such seal to documents which are authenticated by the signature of the Secretary / Treasurer and the President and only as directed by the Executive Board;
  - ix)** Shall attest, under the SEAL of the Lodge, to all duly authorized contracts of the Lodge;

- x) Shall collect and manage all official correspondence of the Lodge.
  - b) **Term of Office:** The term of office for the Secretary / Treasurer shall be two years, starting on the first day of the new fiscal year after election or appointment.
  - c) **Eligibility:** A person is eligible to hold the office of Secretary / Treasurer if that person has been an active member of the Lodge in good standing for a period of one full year before election or appointment.
- 4) **Sergeant at Arms:**
- a) **Duties:** The Sergeant at Arms shall be responsible for maintaining order during all meetings of the Lodge. The Sergeant at Arms shall control the admittance of members to meetings and examine them to determine if they are in good standing and report to the President. The Sergeant at Arms shall have other duties as from time to time shall be determined by the President.
  - b) **Term of Office:** The term of office for the Sergeant at Arms shall be two years, starting on the first day of the new fiscal year after election or appointment.
  - c) **Eligibility:** A person is eligible to hold the office of Sergeant at Arms if that person has been an active member of the Lodge in good standing for a period of one full year before election or appointment.
- 5) **Past President:**
- a) **Duties:** The Past President of the Lodge shall have a duty to advise and assist the President and the Executive Board in the performance of their duties and shall undertake such assignments as may be delegated thereby.
  - b) **Term of Office:** The term of office for the Past President shall be any number of years until such time as that person is no longer eligible to hold the office
  - c) **Eligibility:** A person is eligible to hold the office of Past President if that person is an active member in good standing and the last person who most recently held the office of President, for a period of one year and was not removed from that office for cause.
  - d) **Honorary Title:** All person's who have held the office of President of the Lodge, may use the title of "Past President" as an honorary title and shall not be considered to be the holder of this office.

- B) Executive Board:** Shall consist of all Lodge officers and any person who is an active member in good standing and serving as a Grand or State lodge officer.
- 1) Duties:** The Executive Board shall have administrative authority over the Lodge and shall act on behalf of the membership of the lodge, between scheduled meetings of the Lodge. The Executive Board shall have the authority to enter into financial and other obligations on behalf of the Lodge. The Executive Board shall have the authority to collect and disburse funds on behalf of the Lodge. The Executive Board shall have the authority to make resolutions in the name of the Lodge. The Executive Board shall review all applications for membership in the Lodge and either accept or reject applications for membership, based on the eligibility for membership stated in Article Four of these by-laws. The Executive Board shall not have the authority to change or amend these by-laws, or to create or modify any monetary compensation for themselves or any member of the Lodge, that authority being reserved to scheduled meetings of the active membership.
- 2) Meetings:** The Executive Board shall meet monthly, on a date and at a place determined appropriate by the membership of the board and such meetings shall be presided over by the President. The President may call special meetings of the Executive Board when serious issues arise that the President believes must be addressed by the board. The procedures of the conduct of meetings shall be the most current issue of Robert's Rules of Order. No business shall be conducted by the Executive Board without a quorum present. A quorum shall be a majority of the members of the Executive Board present.
- C) Removal From Office:** (Amended and removed, Jan. 1, 2003)
- D) Resignation:** Officers who choose to vacate their office voluntarily may do so after written notice has been presented to the President. The resigning officer shall immediately surrender all property of the Lodge to the President. The President shall appoint, with the advice and consent of the Executive Board a replacement, to finish the remaining portion of the officer's term.
- E) Committees:** The work of the Lodge shall be divided among committees, whose members shall be appointed by the President, with the advice and consent of the Executive Board. Each committee shall have a chairman as its leader who will report to the President the progress of their committee in carrying out their tasks. Committee chairmen shall be known as "appointed officers" of the Lodge and have the administrative authority of the President to carry out their assigned tasks, except that such appointed officers may not obligate the Lodge in any contract or for any monetary sums without the advice and consent of the Executive Board. The following committees are established for the following purposes:
- 1) Fund Raising Committee:**
- a) Duties:** The Fund Raising Committee shall have the responsibility to plan, coordinate, and carry out efforts to raise

funds for the Lodge, with the approval of the Executive Board. All funds so raised shall be paid to the Secretary / Treasurer for deposit into the Lodge treasury, as soon as such funds are collected.

- b) **Term of Office:** The chairman and committee members, who's numbers shall be determined as needed from time to time by the President shall serve a term of office equal to the term of office of the President who appointed them.
- c) **Eligibility:** Every member is eligible for participation on this committee, except that the chairman must be an active member.

**2) Philanthropy Committee:**

- a) **Duties:** This committee shall have the responsibility to plan and coordinate charitable works by the Lodge. This committee shall make proposals at scheduled meetings of the Lodge for the disbursement of Lodge funds for charitable purposes.
- b) **Term of Office:** The chairman and committee members, who's numbers shall be determined as needed from time to time by the President shall serve a term of office equal to the term of office of the President who appointed them.
- c) **Eligibility:** Every member is eligible for participation on this committee, except that the chairman must be an active member.

**3) Grievance Committee:**

- a) **Duties:** This committee shall have the responsibility to adjudicate grievances suffered by the membership and addressed to the Lodge, in writing. The chairman of this committee shall review each submitted statement of grievance and shall address each such statement, under the regulations of Article Six of these by-laws. If the scope of the grievance is outside the preview and authority of the chairman of this committee, the chairman shall bring the grievance to the attention of the Executive Board for consideration. The chairman shall also be responsible to respond to the petitioning party in writing, of the disposition of the issue set before the committee, within a reasonable period of time.
- b) **Term of Office:** The chairman and committee members, who's numbers shall be determined as needed from time to time by the President shall serve a term of office equal to the term of office of the President who appointed them.
- c) **Eligibility:** Active, honorary and retired members are eligible for participation on this committee.

**4) Special Events Committee:**

- a) Duties:** This committee shall have the responsibility to plan, coordinate, and carry out participation by the Lodge in special events, with the approval of the Executive Board. Special events being such activities such as and not limited to: police memorial services; parades; or funerals where the Lodge is represented by members organized into marching units, color guards or honor guards.
- b) Term of Office:** The chairman and committee members, who's numbers shall be determined as needed from time to time by the President shall serve a term of office equal to the term of office of the President who appointed them.
- c) Eligibility:** Active, honorary and retired members are eligible for participation on this committee.

**5) Associate Membership Committee:**

- a) Duties:** The chairman of this committee shall review all applications for associate membership and determine the appropriateness for membership of each applicant. The chairman shall make recommendation to the Executive Board to either accept into associate membership applicants or reject them. This committee shall also plan, coordinate, and carry out programs for associate members, with the approval of the Executive Board. The chairman at scheduled meetings of the Lodge shall serve as the voice of the entire body of associate members and state issues to the membership, relative to the associate members.
- b) Term of Office:** The chairman and committee members, who's numbers shall be determined as needed from time to time by the President shall serve a term of office equal to the term of office of the President who appointed them.
- c) Eligibility:** Every member is eligible for participation on this committee, except that the chairman must be an active member.

**6) Awards Committee:**

- a) Duties:** This committee shall have the responsibility to determine the types and methods of honors bestowed by the Lodge on individuals or groups. This committee shall make proposals to the Executive Board for the awarding of honors by the Lodge.
- b) Term of Office:** The chairman and committee members, who's numbers shall be determined as needed from time to

time by the President shall serve a term of office equal to the term of office of the President who appointed them.

- c) Eligibility:** Active, honorary and retired members are eligible for participation on this committee.
- F) Fiscal Year:** The fiscal year of the Lodge shall be from January 1 to December 31, inclusive, of each calendar year.
- G) Chaplain:** The President may appoint, with the advice and consent of the Executive Board, any number of chaplains whose duty it shall be to lend spiritual support to the members when needed and perform ceremonial functions as required. (Added Jan. 1, 2003)

## **Article Six Code of Ethics**

All members, as a condition of membership, must accept the following code of ethical conduct and agree to conduct themselves accordingly:

- A)** Render courteous assistance to the public at all times;
- B)** Project a favorable image of law enforcement and protective authority through alertness, appearance and competent performance of duty;
- C)** Maintain a professional and controlled demeanor when confronted by a belligerent person;
- D)** Refrain from verbally or physically abusing members of the general public by displaying an arrogant, bullying demeanor or misusing authority or weapons;
- E)** Refrain from misrepresenting ones authority or official position;
- F)** Refrain from making unfounded oral or written statements that would adversely affect the professional or personal reputation of a peer; and
- G)** Refrain from violating any statute or local ordinance.

## **Article Seven Grievance**

- A) General Provisions:** The Lodge is not the recognized collective bargaining representative for law enforcement officers employed by the United States Department of Veteran Affairs. Therefore, this article shall not be construed or interpreted as the proper method for labor contract grievances to be communicated to the USDVA. However, the Lodge does have an interest in the conduct of law enforcement management by the USDVA. Therefore, the

Lodge shall make recommendations, by resolution to the USDVA on labor relative issues. This article shall define a grievance in two categories:

- 1) **Intra-Lodge Grievance:** This type of grievance is an event wherein one Lodge member, has cause harm to another member. Harm as it relates to this Article shall be an event prohibited by these by-laws.
- 2) **Inter-Lodge Grievance:** This type of grievance is an event wherein someone from outside the Lodge, has caused harm to a member, in any type of manner; or one Lodge member has caused harm to another, in a manner not prohibited by these by-laws.

**B) Procedure:** A member desiring to bring a grievance to the attention of the Lodge may do so in the following manner:

- 1) **Written Notice:** The member must reduce to writing, facts pertaining to the event, answering the *"who, what, where, when and how"*.
- 2) **Affirmation:** The member filing a written notice of grievance must attest under oath that the statements made in the notice are factual. The signature of the member, must be witnessed by:

- a) a Notary Public; or
- b) two lodge members who must also sign the notice; or
- c) the Lodge Secretary.

3) **Filing:**The member must deliver the notice of grievance to the Lodge Secretary, either in person or by registered United States Mail.

4) **Processing:** The Lodge Secretary shall forward the notice of grievance to the chairman of the Grievance Committee and make a record of receipt of the notice. The Grievance Committee Chairman shall review all such notices and determine which category of grievance the member has suffered and address each in the following manner:

a) **Intra-Lodge Grievance:** The chairman of the Grievance Committee shall cause to have an investigation into the allegations related in the notice of grievance be performed, either by himself or by a member of the Grievance Committee. The chairman shall then appoint a member of the Grievance Committee to attempt to adjudicate the matter, between the members, if possible. The chairman of the Grievance Committee shall file a report with the Secretary, to the Executive Board, that shall contain:

- i) the original notice of grievance;
- ii) details of the investigation carried out by the Grievance Committee;
- iii) details relating to the adjudication attempt and its result;
- iv) recommendations.

The Executive Board shall then determine if the a disciplinary hearing on the issue is proper and if so, shall conduct said hearing, in a manner consistent with Article Nine of these by-laws. The Executive Board may then bring discipline against an offending member, based on the findings discovered from the aforementioned process and in such a manner as consistent with Article Eight of these by-laws.

**b) Inter-Lodge Grievance:** The Chairman of the Grievance Committee shall cause to have an investigation into the allegations related in the notice of grievance be performed, either my himself or by a member of the Grievance Committee. The Chairman of the Grievance Committee shall file a report with the Secretary, to the Executive Board, that shall contain:

- i)** the original notice of grievance;
- ii)** details of the investigation carried out by the Grievance Committee;
- iii)** recommendations.

The Executive Board shall then determine what manner of action the Lodge will pursue in the cause, making that determination based on the impact of the event on the membership and the interests of the entire membership. The Executive Board shall have broad discretion in their choice of options, that include, but are not limited to: a Lodge Resolution commenting on the event and the Lodge's opinion or legal intervention on behalf of the member.

## **Article Eight Discipline**

**A) Equity and Fairness:** This Article shall govern discipline of members of the Lodge and shall be interpreted in such a manner as to afford equity and fairness to all affected thereby.

**B) Cause:** Discipline may be imposed upon a member for any violation, for the good of the Order, including, but not limited to, the following:

- 1)** Violation of these by-laws;
- 2)** Acts of disloyalty to the Fraternal Order of Police, including, but not limited to, overt attempts to decertify the Illinois Fraternal Order of Police Labor Council where the same is the certified bargaining representative of its members, holding office in an organization which encourages members of the Fraternal Order of Police to leave the State Lodge or, where applicable, which attempts to decertify the Illinois Fraternal Order of Police Labor Council or such other acts as bring disrepute or dishonor upon the Fraternal Order of Police and or the State Lodge or the Lodge.

- 3) Distribution or use of the State Lodge or Lodge membership list for any reason without the express permission of the State Board of Trustees or the Secretary;
  - 4) Unauthorized use or abuse of the name or insignia of the Fraternal Order of Police; the Fraternal Order of Police, Illinois State Lodge; The Fraternal Order of Police, The United States Department of Veterans Affairs Law Enforcement's Lodge, Number 03F; or the infringement of a trademark thereof; and
  - 5) Inattention to duties assigned an Officer or an Appointed Officer.
- C) Imposition:** Discipline shall be initiated by the Executive Board when facts are presented to the Executive Board in a hearing, that is conducted under the rules of Article Nine of these By-laws.
- D) Penalties:** The Executive Board may impose, at its discretion, the following penalties:
- 1) **Censure:** Wherein, the President shall publicly state the nature of the offense by the member and the findings by the Executive Board, to the membership at a Scheduled Meeting of the Lodge and open the floor of the meeting to active members desiring to state opinions relative to the member's offense. The Secretary shall cause a permanent record of the event to be recorded in the minutes of the meeting;
  - 2) **Suspension:** Wherein the membership privileges of the member are temporarily suspended for a period of time to be set by the Executive Board which is not more than five years and not less than one month;
  - 3) **Removal:** Wherein Officers or Appointed Officers are stripped of their office.
  - 4) **Expulsion:** Wherein the member is expelled from the Lodge for a period of five years.
- E) Appeal:** Decisions by the Executive board relative to discipline may be appealed to the State Lodge. The member seeking appeal shall apply to the State Lodge in the manner as set down in State Lodge By-laws, Article 21, Discipline. The State Lodge has the authority to modify or reverse any disciplinary action by the Lodge Executive board.

## **Article Nine Hearings**

- A) Procedure:** The Executive Board shall conduct all Disciplinary Hearings, in the following manner:
- 1) **Hearing Officer:** The President shall preside over all Disciplinary Hearings and insure that order is maintained and all procedural rules

are followed by the Executive Board. In the case of the President being the complainant, the Vice President shall assume the responsibility of the President to preside. In the case of a member of the Executive board being the complainant, that officer shall be excused from the board and not have a vote in the matter;

- 2) **Written Allegation:** All charges or allegations against a member must be made in writing and under oath by the complainant. The Secretary shall receive all such written allegations and maintain all written documents relative to the case. The Secretary shall provide the accused member a document bearing the facts of the allegation(s) and a copy of the written complaint against the accused.
- 3) **Time Limit:** The accused shall have a period of not less than 30 days to prepare a defense. The Hearing Officer shall set a hearing date to conform to this requirement and grant the accused member a postponement at the member's request for good cause;
- 4) **Burden of Proof:** The accused member is considered innocent until proven guilty, therefore, the burden of proof shall be upon the party charging the member.
- 5) **Evidence:** The Hearing Officer shall insure that the complainant and the accused have ample opportunity to introduce documents, exhibits and testimony of witnesses. The complainant must appear, personally at all hearing sessions; and
- 6) **Conviction Requirement:** The Executive Board shall reach their findings by considering the evidence presented before them and determine by a preponderance of that evidence, whether the facts of the allegation against the accused member are true. The Executive Board shall reach decisions by a majority vote.

## **Article Ten Meetings**

- A) **Executive Board:** The Executive Board shall meet monthly, on a date and at a place determined appropriate by the membership of the board and such meetings shall be presided over by the President. The President may call special meetings of the Executive Board when serious issues arise that the President believes must be addressed by the board. The procedures of the conduct of meetings shall be the most current issue of Robert's Rules of Order. The President shall preside over each meeting. The Executive Board without a quorum present shall conduct no business. A quorum of the Executive Board shall be a majority of the members of the Executive Board.
- B) **Scheduled Meetings:** The regular gathering of active members of the Lodge, shall be known as a "Scheduled Meeting" and take place on the third Wednesday of Jan, April, July and Oct., inclusive of each calendar year. The place and time of each Scheduled Meeting shall be determined by the

Executive Board and announced to the membership at least 30 days prior to the meeting. The procedures of the conduct of meetings shall be the most current issue of Robert's Rules of Order. The President shall preside over each meeting. No business shall be conducted at a Scheduled Meeting without a quorum present. A quorum of a Scheduled Meeting shall be a majority of the active members.

**C) Official Order of Business:**

- 1) Roll call of Officers;
- 2) Reading of minutes from previous meeting;
- 3) Report of Committee Chairmen;
- 4) Introduction of Resolutions
- 5) Unfinished Business;
- 6) New Business;
- 7) Adjournment.

## **Article Eleven Elections**

**A) Candidates:** Any active member of the Lodge, who is in good standing for a period of one full year before election is eligible to be a candidate for any office. The eligible active member must file, in writing, a letter of interest, with the Secretary, no later than Oct. 1<sup>st</sup> of the election year.

**B) Method:** All officers of the Lodge shall be elected by secret ballot. The Secretary shall, on Nov. 1<sup>st</sup> of each election year, distribute ballots, via the United States Postal Service, to all active members. Such ballots shall be of the following type:

- 1) Ballots shall be numbered;
- 2) Ballots shall be marked or printed in such a way so to prevent forgery;
- 3) Ballots shall indicate the return date and ballot tabulation date.

All ballots shall be accompanied with a return envelope, addressed and postage paid, to return the ballot to the Secretary via the United States Postal Service. All ballots must be received back to the Secretary post-marked no later than Nov. 15<sup>th</sup> of the election year. The Secretary shall tabulate all received ballots and certify the tabulation on Nov. 30<sup>th</sup> of the election year. No quorum or minimum number of ballot responses is required for elections. Members desiring not to return their ballots will be considered to have voluntarily abstained. The Secretary shall announce the winner of all elections on Dec. 1<sup>st</sup> of each election year.

**C) Election Years:** All offices have a two year term of office. Officers shall be elected on even numbered fiscal years and take office on the first day of the odd numbered fiscal year following election.

## **Article Twelve Yearly Annual Assessment - Dues**

- A) Active Members:** The Lodge is obligated, by its association with the State and National Lodges to pay a yearly annual assessment to those bodies for each active member. Therefore, the Lodge shall assess each active member of the Lodge a yearly annual assessment, which shall be equal to the annual assessment imposed by the State and National Lodges and shall include an additional assessment which shall be retained by the Lodge and used by the Executive Board for the administrative expenses of the Lodge. The total assessment for an active member shall be \$28.00 annually each year.
- B) Associate Members:** Shall be assessed \$15.00 annually each year.
- C) Retired Members:** Shall not be assessed dues.
- D) Honorary Members:** Shall not be assessed dues.
- E) Procedure:** Lodge yearly annual assessments, for each membership class shall be due on October 1<sup>st</sup> of each year. Dues shall be payable to the Secretary who shall immediately deposit all collected funds in the Lodge Treasury. The Secretary shall assess a delinquency fee of ten percent of the outstanding assessment of any member who fails to make payment of their Lodge yearly annual assessment within 15 days of the due date. The Secretary shall make prompt payment to the State and National Lodges, of all assessments imposed by those bodies on the Lodge, from the Lodge Treasury.
- F)** Blank.
- G)** If in the event the National or State Grand Lodges increase their per capita tax on the lodge, then the annual assessment for active membership shall automatically increase the same amount. (Added on Jan. 1, 2003)
- H)** The Lodge Secretary shall register all active members with the National Grand Lodge Federal Officers Coalition and add to the active member's annual assessment the amount of the Active Membership Dues then in effect by the coalition. Such amounts collected shall be paid to the Coalition on behalf of the member. (Added on Jan. 1, 2003).

## **Article Thirteen Legal Aid**

- A) Assistance:** A member may request and be granted legal assistance or financial aid. In order for any member to received legal aid greater then that provided for in any legal defense program maintained by the Lodge or the State Lodge, the member must have been eligible for assistance under said legal defense program.

- B) Requests:** Requests for legal assistance or aid shall be made in the following manner:
- 1)** A written request for aid or assistance setting forth the specific aid or assistance requested and the reasons therefor shall first be made by the member to the Lodge;
  - 2)** In the event the Lodge is unable to provide all or a part of the requested aid or assistance, the Lodge may request such aid or assistance from the State Lodge. The request from the Lodge to the State Lodge shall include the original request and a statement of the action taken thereon by the Lodge and the specific reasons therefore. Requests for legal or financial assistance shall be made to the State Lodge only by the Lodge, whether for the Lodge or for an individual member;
- D) Responsibility:** The Lodge is not obligated to provide legal assistance or financial aid, over that provided for in any established legal aid program. The State Lodge also has no obligation to provide such legal assistance or financial aid. No officer of the Lodge may represent or advertise promises stating the availability of legal assistance or financial aid over that provided for in established programs.

## **Article Fourteen Official Journal**

The President shall cause to be published, a regular Journal, which shall detail the works and activities of the Lodge. The official Journal shall be published on dates as determined by the Executive Board, but at least once each year. All revenue derived from the operation of the official publication shall be forwarded to the Secretary, who shall deposit such funds in the Lodge Treasury. Each member of the Lodge shall be entitled to a copy of each journal published and the Secretary shall cause a copy to be supplied each member and delivered by the United States Postal Service, to each members address of record. The President may, if at no expense to the Lodge, use alternative media to serve as a supplemental official journal of the Lodge. Such alternative journals may not be substituted for the publication of the official journal.

## **Article Fifteen Resolutions**

A Resolution is a statement by the membership of the Lodge, indicating a particular opinion or demonstrating a particular concern. Any active member may propose for vote, a resolution during a Scheduled Meeting of the Lodge. The Executive Board may also issue resolutions, on behalf of the Lodge membership, at their discretion. Resolutions pass by a simple majority, at whichever forum they are introduced. The Secretary shall record all resolutions and publish them in an appropriate manner, to include publication in Lodge official journals.

## **Article Sixteen Referendum**

- A)** A referendum shall be a vote by secret ballot, on a proposal, by the active membership of the lodge. These by-laws may be amended by a referendum proposal.
  
- B) Proposals:** Any active member may submit a proposal for the active membership to consider by referendum in the following manner:
  - 1) Executive Board:** Any active member may request in writing to the Executive Board, through the Lodge Secretary, that a referendum election be held on a proposal. The President shall place the request for a referendum on the Official Order of Business of the Executive Board for consideration at the next scheduled meeting of that body. The Executive Board shall then consider the proposal and the request for a referendum and either vote to proceed or reject the proposal;
  
  - 2) Petition:** Any member may submit to the Lodge Secretary, a petition consisting of the signatures of twenty-five active members, requesting that a referendum election be held on a specific proposal. The Secretary shall then cause the proposal to be included in the next scheduled referendum election.
  
- C) Election:** The Secretary shall distribute ballots, via the United States Postal Service, to all active members. Such ballots shall be of the following type:
  - 1)** Ballots shall be numbered;
  - 2)** Ballots shall be marked or printed in such a way so to prevent forgery;
  - 3)** Ballots shall indicate the return date and ballot tabulation date.

All ballots shall be accompanied with a return envelope, addressed and postage paid, to return the ballot to the Secretary via the United States Postal Service. The Secretary shall establish an election date and all ballots must be returned to the Secretary within 15 days of that date. The Secretary shall tabulate all received ballots and certify the tabulation within 15 days of the return date of the ballots. No quorum or minimum number of ballot responses is required for referendums. Members desiring not to return their ballots will be considered to have voluntarily abstained. The Secretary shall announce the results of all referendum elections immediately after the certification of the results. (Added Jan. 1, 2003)