

FRATERNAL ORDER OF POLICE
BALTIMORE CITY LODGE #3 Inc

CONSTITUTION AND BY-LAWS
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PREAMBLE

We, the law enforcement officers of the City of Baltimore in the State of Maryland, acting in the best interest of our members, do hereby unite under the name of Fraternal Order of Police, Baltimore City Lodge #3, Incorporated, for the following purposes:

To support and defend the Constitution of the United States, the State of Maryland and the City of Baltimore, to inculcate loyalty and allegiance to the United States, the State of Maryland and the City of Baltimore; 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 the civil service 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 the public we serve; to increase the confidence of the public in the service dedicated to the protection of life and property.

Wherever in these Constitution and Bylaws, "man" or "men" or related pronouns appear, either as words or as parts of words, they have been used for literary purposes and are meant for their generic sense (i.e., to include all humankind - both male and female sexes).

CONSTITUTION

ARTICLE I

NAME OF ORGANIZATION

SECTION 1.

This organization shall be known as Baltimore City Lodge #3 of the Fraternal Order of Police, and shall consist of such members as are admitted to membership and who conform to the rules and regulations as adopted by this Lodge. This Organization was chartered on April 14, 1966 and was incorporated on July 11, 1966

CONSTITUTION

ARTICLE II

CHARACTER

SECTION 1.

In its endeavors toward the founding purposes of this Organization, as set out in the Corporate Charter, the Character of this Lodge shall be that a **PROFESSIONAL, FRATERNAL and BENEFIT ASSOCIATION**; one whose members have adopted the same profession and who are working in unison

to accomplish our worthy objectives, and who for that reason, have bonded together in this Grand Order to aid and assist one another and to promote the common cause.

SECTION 2:

The Lodge shall at all times be a non-sectarian organization having no affiliation directly or indirectly, with any labor union, congress, federation, committee of a like nature or similar organization whatsoever name, except in the areas of collective bargaining benefits and political endorsements, and shall not strike or by concerted action cause the cessation of the performance of police duties or induce other members to do likewise. The penalty for such action by any member shall be immediate expulsion from the Lodge.

SECTION 3:

The Lodge is a vehicle of communication for the members among themselves; and then between the members and Police/Law Enforcement Officials and Elected or Appointed Officers of Government at all levels. The Lodge adheres to a doctrine of cooperation in its communications, rather than to adversary principles. However, if the time arises when the Lodge must protect the individual member's rights through its collective unity, the Lodge shall do so vigorously through findings of fact and law, and with proper presentation of such to suitable authority. Where injustice persists, the Lodge will prevail upon the appropriate administrative or governmental machinery and/or the courts, until grievances are adequately redressed.

SECTION 4:

This Constitution shall be the fundamental law of the Lodge and, together with the By-laws; they shall govern the conduct of the Lodge. The Constitution and By-laws of the State Lodge and the Grand Lodge of the Fraternal Order of Police shall take precedence when an issue before the body is not addressed in the Baltimore City Lodge #3 Constitution and By-laws.

SECTION 5:

The latest edition of Robert's Rules of Order shall govern the Lodge in all cases to which they are applicable and where they are not in conflict with the Constitution and By-laws, or special rules of the Lodge, the State Lodge and/or the Grand Lodge.

CONSTITUTION
ARTICLE III
MEMBERSHIP

SECTION 1:

Any regularly appointed sworn Baltimore City Police Officer or any Baltimore City Police Officer retired because of length of service or disability, shall be eligible for membership in the Fraternal Order of Police, Baltimore City Lodge #3, Inc., subject to the provisions of the Constitution and By-laws of this Order. This shall not include persons who have ceased to perform police duties for any other reason. No person shall be denied membership because of race, sex, creed, color or national origin. The Baltimore City Lodge #3 shall deny membership to anyone who is, or has been, a member of the Communist Party, or of any party regardless of what name known which advocates the abolition or destruction of our Government, either by force or subversive means.

SECTION 2:

There shall be three (3) classes of membership within the Baltimore City Lodge #3: Active, Associate and Honorary.

- A. The Active membership shall be comprised specifically of regularly appointed sworn Baltimore City Police Officers or any retired Baltimore City Police Officers who submit written application and remittance of proper dues.
- B. The Associate member is any non-police or law enforcement person who may be acknowledged by this Lodge, in such manner and under such authority as the Lodge shall adopt by resolution from time to time, and in accordance with the National Constitution of the Fraternal Order of Police.
- C. Honorary members are those who are so designated by resolution of the Membership.

SECTION 3:

Application for membership shall be in writing, for Active and Associate members, on the form provided by the Lodge from time to time, and with remittance of the proper dues as designated by the Lodge.

SECTION 4:

Any member inducted into the Armed Forces of the United States on Active Duty shall be entitled full benefits of Lodge membership while serving in the Military, and shall pay no dues or assessments until thirty (30) days after separation from Active Service.

SECTION 5:

Any member severing their association with this Lodge voluntarily, may be reinstated only upon paying such penalties in fines and assessments as may be adopted from time to time by resolution of the membership, except that a member leaving the law enforcement profession, upon returning to the profession, re-apply for membership as a new applicant.

CONSTITUTION

ARTICLE IV

OFFICERS

SECTION 1:

The Officers of the Lodge shall be: 1. President 2. First Vice President, 3. Second Vice President, 4. Third Vice President, 5. Secretary, 6. Treasurer, 7. Guard, 8. Chaplain, 9. State Trustee, 10. Commission of Trustees (three members), and 11. All Past Presidents.

SECTION 2:

These Officers shall serve the Lodge as the Board of Directors and shall perform the duties prescribed by this Constitution and By-laws and by the Parliamentary Authority adopted by the Lodge. They shall hold office for a two year period, or until their successors are elected and duly sworn in. No one individual shall hold more than one office in Lodge#3.

SECTION 3:

All Officers shall be elected at the Annual Meeting in the month of September of the election year, and shall be installed at the regular meeting the month of October, except for the State Trustee, who shall be installed by the President of the Maryland State Lodge, date and location to be at the discretion of the State President.

CONSTITUTION

ARTICLE V

MEETINGS OF THE MEMBERSHIP

SECTION 1:

REGULAR MEETINGS - Whereas the unstable working conditions of Police Officers requires equal flexibility in calling meetings of this Lodge, the General Membership shall meet once each month at such times and places as may be designated by a majority of the Board of Directors, except that no

change in a regularly established meeting procedure shall be made without notification of the General membership by mail at least five (5) days in advance of the changed meeting.

SECTION 2:

SPECIAL MEETING - A special meeting of the Lodge may be called for specific and unusual reasons by the President, the Board of Directors, the Commission of Trustees or by the signed resolution of twenty (20) or more members delivered to any officer or agent of the Lodge, and provided that notification of the General Membership shall be made by mail at least five (5) days in advance of the Special Meeting. Any Regular Meeting of the Lodge may be designated a Special Meeting with proper notification.

SECTION 3:

ANNUAL MEETING - The Regular Meeting in the month of September shall be designated the Annual Meeting. At this Annual Meeting, all officer and the chairmen of the standing committees shall report their activities of the past year and give written statements thereof to the Secretary. The Trustees shall report the inventory of the Lodge Property and the results of their financial audit. The election of officers shall also be conducted at this meeting in such a manner as provided elsewhere herein.

SECTION 4:

INSTALLATION MEETING - The Regular Meeting in the month of October shall be designated the "Installation Meeting". Those members of the Lodge elected in the month of September shall be installed in office as the first order of business the Installation Meeting. Immediately following the Installation of all officers and the comments of participating guests, the new President shall outline program of Lodge activity for the upcoming year and announce his designates for the chairmanships of the Standing Committees. Following the President's comments, the meeting will revert to the regular agenda.

SECTION 5:

BOARD OF DIRECTORS MEETING - The Board of Directors shall meet at least once each month, unless otherwise provided by resolution of a majority of the Board, to insure the orderly flow of Lodge business. After the Annual Meeting and before the Installation Meeting, the newly elected Board shall meet once to formulate plans and policy for the following year and to discuss candidates for appointed positions and estimate budget requirements. This meeting shall be presided over by the President-Elect. The Board Meeting following the Installation Meeting shall be designated the Budget Meeting, where the Lodge's budget for the following year shall be adopted and the President's appointments confirmed.

SECTION 6:

QUORUMS - At any Regular or Special Meeting of the General Membership of the Lodge, a quorum, legally capable of conducting the business of the Lodge, shall consist of those members present, provided that proper notification of the meeting had been given, as elsewhere herein indicated. At all Board of Directors Meetings a quorum shall consist of a minimum of seven (7) elected Board members present.

SECTION 7:

There will be **NO** alcoholic beverages allowed on the floor of Lodge meetings; Board of Directors, Regular (General Membership) and Special meetings until the conclusion of the meeting.

CONSTITUTION ARTICLE VI

AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

All proposed amendments to these By-laws shall be submitted, in writing, to the President. The proposed amendment(s) shall; 1. Contain the date that the amendment was submitted to the Lodge President, 2. Be in resolution format stating the reason for the amendment, and, 3. Be attested by the signature of the framer(s) of the resolution.

The By-Laws Committee Chairperson or the Lodge Secretary shall read the amendment(s) at the next General Membership Meeting, under the Good of The Order. At this time, each amendment may be debated for no longer than ten (10) minutes, with no vote being taken.

The Lodge Secretary will advise each member of the Lodge of the proposed change(s) by having the amendment(s) printed in the next issue of the newsletter of appropriate mailing. The proposed amendment shall then be made a special order of business for the first General membership meeting following reception of the newsletter by a majority of the members. Debate on each proposed constitutional amendment shall be limited to no more than a total of fifteen (15) minutes, with no member being allowed to speak more than twice to the amendment unless another member takes the floor and yields his/her time to the member requesting additional time to speak. The proposed constitutional amendment(s) can be amended from the floor during this debate. All proposed constitutional amendments shall require a 2/3rd vote of those members present for passage upon being adopted they shall immediately become part of this Constitution and By-Laws.

Whenever amendments or revisions of the Constitution and/or By-Laws are adopted, the Lodge Parliamentarian and the Chairperson of the By-Law Committee shall restructure the numerical order of Articles and arrangements of Sections and Paragraphs throughout the Constitution to provide continuity. Their report may be adopted by the Board of Directors. When deemed appropriate by the

Board of Directors, the Chairperson shall have the By-Laws printed in an appropriate form and a copy provided for each member of the Lodge.

CONSTITUTION

ARTICLE VII

DUES AND ASSESSMENTS

SECTION 1:

The dues of this Lodge are those fixed and definite charges of money applicable to all Lodge members and paid toward the support of the Lodge and to retain membership therein. The dues for members are as follows:

- A. Active Police Officers: Dues equal to 2.75 % of the base pay of a hiring level Baltimore City Police Officer as set forth in the Memorandum of Understanding in effect on July 1 of each year.
- B. Retired Police Officers: Dues shall be \$3.00 per pay or \$78.00 per year.
- C. Associate Members: Dues shall be three dollars per pay or seventy-eight dollars per year.
- D. Any change in the dues structure or any assessment made against Members of the lodge must be done in the same manner and procedure that is used to change the By-laws as detailed in Article VI of the Constitution.
- E. Each active FOP Member shall pay, through payroll deduction, \$10.00 per pay and each retired FOP Member shall pay, through payroll deduction, \$5.00 per pay until the conclusion of the pension lawsuit and all outstanding bills and invoices related to the lawsuit are paid in full. The assessment will be added to the current dues structure. The additional funds received as a result of these temporary dues increases shall be kept by the FOP Treasurer in a separate account and shall only be used to fund legal expenses and costs associated with the pension lawsuit. Any monies deposited into this separate account that are not spent at the conclusion of the lawsuit shall be returned to those members who paid the increase in dues on a prorated basis. In the event the lawsuit is successful, the FOP will attempt to recover all fees and return said monies to our members who paid the increase in dues.

CONSTITUTION

ARTICLE VIII

EXPENSES AND COMPENSATION OF OFFICERS AND MEMBERS

SECTION 1:

Any Member performing the duties of, or providing services for, the Lodge by order of the President or Board of Directors shall be compensated as follows:

- A. Automobile mileage at the current rate recognized by the internal Revenue Service.
- B. Meal and Lodging expense will be pre-paid or reimbursed as determined to be appropriate by the President or Board of Directors
- C. All requests for reimbursement of expenses must be made on the appropriate form as provided by the Lodge.

SECTION 2:

The following officers of the Board of Directors shall be compensated for their time and efforts on behalf of the Lodge:

- A. President - (Fifteen thousand six hundred twenty-five dollars annually) \$15,625.00
- B. Secretary - (Seven thousand eight hundred thirteen dollars annually) \$7,812.50
- C. Treasurer - (Seven thousand eight hundred thirteen dollars annually) \$7,812.50
- D. First Vice President - (Four thousand six hundred eighty-seven dollars annually) \$4,687.50
- E. Second Vice President - (Four thousand six hundred eighty-seven dollars annually) \$4,687.50
- F. Third Vice President - (Four thousand six hundred eighty-seven dollars annually) \$4,687.50
- G. Guard - (One thousand five hundred sixty-three dollars and fifty cents annually) \$1,562.50
- H. Chaplain - (One thousand five hundred sixty-three dollars and fifty cents annually) \$1,562.50
- I. Lodge Trustee - (One thousand five hundred sixty-three dollars and fifty cents annually) \$1,562.50
- J. Lodge Trustee - (One thousand five hundred sixty-three dollars and fifty cents annually) \$1,562.50
- K. Lodge Trustee - (One thousand five hundred sixty-three dollars and fifty cents annually) \$1,562.50
- L. State Trustee - (One thousand five hundred sixty-three dollars and fifty cents annually) \$1,562.50

In the month preceding the Annual Membership meeting, the Board of Directors, under the chairmanship of the First Vice President, shall review the amount of compensation provided. Based on their findings, the First Vice President shall make a recommendation to the Membership at the Annual Meeting as to compensation for the following year. The Membership shall then vote on the recommendation with a 2/3 majority being required to effect any change.

SECTION 3:

All Officers of the Lodge, with the exception of past presidents, shall be delegates to the State and National Lodge Conferences, with their expenses paid by the Lodge. The payment of expenses for Past Presidents shall be limited to the immediate Past President only. Nothing in this section shall limit Past Presidents from being elected as voting delegates to State and National Conferences by the membership.

BY-LAWS

ARTICLE I

DUTIES OF OFFICERS

SECTION 1:

ALL OFFICERS SHALL SUBMIT A WRITTEN MONTHLY REPORT!

These reports WILL be read at the General Membership Meeting to the assembled membership. If the officer cannot be present at the meeting the officer shall cause the written report to be present at the meeting for reading. The report of the officers shall be submitted to the Secretary, who shall maintain a monthly folder for each officer. The officer's report will include any and all lodge activities and a breakdown of expenses. In the event the officer had no activities for the month, the written report shall be submitted and state no activities for the month.

SECTION 2:

PRESIDENT - The President shall be the Chief Executive Officer (C.E.O.) of the Lodge. He shall have charge of, and preside over, all general business meetings of this Lodge, both regular and special. He shall exercise active control of the general and administrative management of the affairs of the Lodge, under the supervision of the General Membership and the Board of Directors, unless otherwise provided by resolution. He shall see that all orders and resolutions of the Board of Directors are carried into effect and shall enforce and uphold the Constitution and By-laws of this Lodge.

The President shall sign with the Treasurer all valid orders for the disbursement of the Lodge funds before such orders may be negotiated. He shall affix his signature to any document passed upon by the Lodge requiring such signature for validation or authentication.

With the exception of those standing committees whose chairperson is determined by these By-Laws, the President, with the advice and consent of the Board of Directors, shall appoint the majority members of all committees, commissions or other such delegations as are necessary to serve the best interest of the Lodge and to insure an orderly flow of Lodge business. He shall be an Ex-officio member of all committees.

The President will have the sole right to hire any civilian employee of the Baltimore City Lodge #3, and to set the salary scale for those employees, subject to approval of the Board of Directors of Baltimore City Lodge #3. The President shall have the authority to terminate the employment of any civilian employee of the Lodge for any just reason, subject to the final approval of a majority of the Board of Directors. If the civilian employee, who has had his /her employment terminated by the President, feels as though he/she had been unjustly terminated, he/she may present their complaint to the next regular meeting of the Board of Directors, and the Board of Directors may, for good reason, reverse the decision of the President. The decision of the Board is final.

The President shall be a Delegate to the State and Grand Lodge Conferences, with his expenses paid by the Lodge.

SECTION 3:

FIRST VICE PRESIDENT - The First Vice President shall assist the President in the administration of Lodge affairs, and perform such duties as may be reasonable and required to insure the orderly flow of Lodge business. The First Vice President shall be Chairman of the Finance Committee and shall be responsible for the formulation of the Lodge budget. He/She shall appoint the co-chairperson of committees. Under the direction and supervision of the President, he/she shall manage the internal affairs of the Lodge and shall have general supervision of the Membership, Lounge, Building and Retiree Committees. In the event of the absence of the President or his removal from office, the First Vice President shall be vested with the powers and shall perform the duties of the President.

SECTION 4:

SECOND VICE PRESIDENT - The Second Vice President shall assist the President in the administration of Lodge affairs and shall perform such duties as may be reasonable and required to ensure the orderly flow of Lodge business. He/She shall be Chairman of the Legal Advisory Committee and under the direction and supervision of the President, shall manage the external affairs of the Lodge. He/She shall have general supervision of the Labor, Public Relations, Dance and Entertainment, and the Legal Advisory and Judicial Review Committees. In the event of the absence of the President and/or the First Vice President, or their removal from office, the Second Vice President shall be vested with the powers and shall perform the duties of the President and/or First Vice President.

SECTION 5:

THIRD VICE PRESIDENT - The Third Vice President shall be responsible for the preparation the agenda for each meeting. He/she shall be the official reader at such meetings, taking up all resolutions and other pertinent papers and reading them in accordance with the Agenda, where such is not the functions of other officers or committees. He/she will lead the Pledge of Allegiance at each meeting. He/she will be the co-chairperson of the Political Action Committee. He/she shall perform such other reasonable duties as may be related to this office or as directed by the President.

SECTION 6:

SUCCESSION TO OFFICE - In the event of the resignation or removal from office of the President, the First Vice President shall succeed to the office the President and the Second Vice President shall succeed to the office of the First Vice President and shall serve the remainder of his/her elected term of office. Then, the vacancy in the office of Second Vice President created by this succession, as well as any other vacancies occurring in the Board of Directors shall be filled in harmony with these By-laws, Article II, Section 3.

SECTION 7:

SECRETARY - The Secretary shall be the Recording Officer of the Lodge and Custodian of its Seal, books, documents, and records, unless otherwise specified herein by resolution. The Secretary shall keep an accurate record of all meetings of the General Membership and the Board of Directors, and shall cause such records to be legibly entered a book of minutes, before the meeting following that of which they are a record. The minutes of the Board of Directors meeting and the prior General Membership Meeting shall be read by the Secretary to the General Membership for their approval. The Secretary shall affix his/her signature and the Seal of the Lodge to all documents that require such for validation or authentication. He/She shall conduct the special correspondence of the Lodge which is not a function of other officers and committees. He/She shall furnish all officers or committees whatever documents or information they may require for the performance of their duties.

The Secretary shall also conduct the General Correspondence of the Lodge, and keep the official membership roster of the Lodge. He/She shall call all meetings of the General Membership and the Board of Directors no later than seven (7) days prior to said meetings. He/She shall have custody and use of all such materials and office equipment as is necessary to perform his/her duties. In the absence of the President and Vice Presidents, the Secretary shall call to order the General Membership meetings of the Lodge.

SECTION 8:

TREASURER - The Treasurer shall serve as Co-chairperson of the Finance committee and shall be the Custodian of the funds of the Lodge. Under the supervision of the Board of Directors, he/she shall keep full and accurate accounts of receipts and disbursements in books belonging to the Lodge. He/She shall receive all funds of the Lodge from dues, fines, assessments, electronic funds transfers, or from any other source, and shall deposit such funds in the name of the Lodge, within five (5) business days in only such financial institutions and in accounts that are insured against loss by the full faith and credit of the Federal Government regulating such institutions. He shall sign with the President, all valid orders for the disbursements of Lodge funds before such an order can be negotiated and shall keep proper vouchers of all transactions.

The Treasurer shall report the financial status of the Lodge at each meeting of the General Membership and the Board of Directors and shall answer any inquiries pertaining thereto. He shall submit his books and records for inspection and audit by the Trustees before each annual meeting and/or whenever required by the Board of Directors or the Trustees, upon reasonable notice by these bodies. Prior to his installation in office, The Treasurer shall at the expense of the Lodge, furnish a surety bond in an amount to be fixed by the Board of Directors. The Treasurer shall perform such other duties as are reasonably related to his office and required to insure the orderly flow of Lodge business.

The Treasurer shall submit an annual report of the financial status of the Lodge to the Secretary the Lodge for distribution to the membership of the Lodge. The Treasurer shall also submit an annual report to include all expenses and incomes.

SECTION 9:

CHAPLAIN - The Chaplain shall serve as chairperson of the Distress Committee and give aid and comfort to members in distress, to members who are sick, and to the widows and survivors of members deceased. He shall be responsible for expressing the good wishes of the Lodge in times of joy and the condolences of the Lodge in times of sorrow, in such a manner as the membership shall direct by resolution from time to time. The Chaplain shall be the guardian of the morals of the Lodge, shall give the Invocation at the opening and the Benediction at the close of the meetings, and shall perform such other reasonable duties as are related to his office or as directed by the President.

As chairperson of the Distress Committee, the Chaplain shall oversee an investigation into any request for financial help from a Member. After the investigation is complete, he/she will make a full report to the Board of Directors and/or Membership with an appropriate recommendation.

In cases of an emergency nature, after investigation, the Chaplain in agreement with the President can expend up to \$500.00 of lodge funds to aid the Member in distress. The Chaplain will give a full report of his/her actions and the reasons for same to the Board of Directors and/or Membership.

SECTION 10:

GUARD - The Guard shall be responsible for the physical arrangements of the meeting rooms, insuring in advance that all preparations have been made. He shall check the credentials and eligibility of those persons arriving at the meeting place and shall deny entry to anyone not authorized when the occasion demands. He shall keep an accurate record of members and guests attending each meeting, and provide a copy thereof to the Secretary. He shall take up all resolutions, written motions, reports, correspondence and other papers from the floor of the meetings and deliver them to the Conductor for reading or filing. He shall investigate in a confidential manner all charges of improper conduct brought by one member of the Lodge against another and he shall act as prosecutor for the Lodge in such proceedings. The Guard shall be a member of the Legal Advisory/Judicial Review Committee, and shall be the chief investigator of that committee. The Guard shall also perform any other duties as the President may so direct.

SECTION 11:

STATE TRUSTEE - The State Trustee shall be the representative of the Lodge on the Board of Directors of the Maryland State Lodge of the Fraternal Order of Police. He/She shall present, as directed by this Lodge, all business and correspondence related to the affairs of the State Lodge and shall make a full and written report to the membership as to any action taken by the Maryland State Lodge and shall participate in State Lodge affairs the best interest of Lodge #3. He/She shall also perform any other duties as directed by the President.

SECTION 12:

COMMISSION OF TRUSTEES - The Trustees shall be three (3) elected officials of this Lodge apart from other officers, whose duties it shall be insure that all monies, property or other interests held in

the name of the Lodge are handled honestly, efficiently, and in the best interest of the members of the Lodge. The Trustees shall be the custodians of all deeds and records pertaining to Lodge properties and shall audit all financial records at least twice a year and inventory Lodge property at least once a year, and shall give a written report at the Annual Meeting. The Trustees shall have the power to investigate at any time, any matter concerning Lodge holdings or Lodge funds, that in their opinion, warrants such investigation and they may report their findings directly to the Membership for immediate action.

Immediately after each election, the Trustees shall elect one from among their number who shall be known as the 1st Trustee and who shall act as chairman and voice of the Commission. No Trustee shall serve in any other capacity within this Lodge but may hold position in the State and/or Grand Lodges.

SECTION 13:

PAST PRESIDENTS - All Past Presidents are voting members of the Board of Directors. They shall advise and assist the President and the Board of Directors in the performance of their respective duties, and shall execute such assignments as may be ordered by the President and/or the Board of Directors.

BY-LAWS

ARTICLE II

BOARD OF DIRECTORS

SECTION 1:

The Board of Directors shall consist of the Elected Officers of the Lodge, all Past Presidents, any member holding office in the State or Grand/National Lodge, the Commission of Trustees and the Chairmen of Standing Committees.

SECTION 2:

The Board of Directors shall be the Administrative, Managerial and Judicial Body of the Lodge and is charged at all times to act in the best interests of the Lodge and Professional Law Enforcement; to declare the will of the Lodge when required; and in all related matters, to obey the commands of the Lodge. In administering the affairs of the Lodge, the Board of Directors will at times adhere to the principals of Conduct required by the Constitutional Authority of the Grand Lodge, the State Lodge, the Corporate Laws of the State of Maryland, the Authority of this Constitution and other By-laws of the Lodge and the Rules of the Adopted Parliamentary Authority.

SECTION 3:

Except as described in Article I, Sections 3 and 4, any vacancies occurring in the Board of Director or the Commission of Trustees, through death, incapacity, resignation or removal, shall be filled a majority vote of the remainder of the Board of Directors on recommendations presented by the

Commission of Trustees. In order to provide these recommendations, the Commission of Trustees shall hold such hearings and receive such open or confidential suggestions as are necessary to recommend sincere and qualified candidates.

BY-LAWS
ARTICLE III
COMMITTEES

SECTION 1:

There shall be two types of Committees within the Lodge:

- A. **STANDING COMMITTEES** are those constituted to perform a continuing function and which shall remain in existence permanently or until dissolved by Amendment to this Constitution.
- B. **SPECIAL COMMITTEES** are appointed as the needs arise to carry out specific tasks, at the completion of which, the Committee ceases to exist.

SECTION 2:

Standing Committees, other than those described in Section 3 of this Article, may be created and dissolved only by Resolution and under the same provisions as an Amendment to this Constitution.

SECTION 3:

Standing Committees of this Lodge shall be:

- A. **FINANCE COMMITTEE** - A Finance Committee composed of the First Vice President as Chairperson, the Treasurer as co-chairperson, the First Trustee, and the Chairmen of the other Standing Committees shall be convened promptly after the Installation Meeting to formulate the Lodge Budget. This Committee shall consider the estimates of costs as projected by the Board, sources of revenue, and other finance related matters and shall prepare a written proposal for adoption by the Board for the year beginning January 1. The Finance Committee shall convene at least two (2) other times during the year, in May and in early September, or at such other times as may be necessary, to review Lodge finances and make related suggestions to the Board.
- B. **LEGAL ADVISORY/JUDICIAL REVIEW COMMITTEE** - This committee, under the Chairmanship of the Second Vice President, and composed of such other members as the Board may direct, shall become familiar with the laws of the State of Maryland governing the administration of the Police Department, State and Federal Laws, Court decisions pertaining to employees' rights, and with the Grievance procedures of the Police Department and our Memorandum of Understanding.

The Committee shall become familiar with the Regulatory Authority of the Bar Associations, the Court of Appeals, the States and Attorney Generals Offices, the Governor and any other agency involved in the administration of Justice and shall be responsible for the receipt, investigation and review of grievances of members arising from the prosecution of criminal charges and the presentation of suggested remedies for redress to the proper authority. Additionally, the Committee shall be responsible for advising the Lodge and individual members in grievance and relative legal matters in such a manner as is in the best interest of the Lodge and the individual members. The Committee shall, with the approval of the Board of Directors, create procedures through which the Lodge renders legal and grievance aid and assistance to members who, in the majority view of the Committee, are deserving of aid.

- C. **PUBLIC RELATIONS COMMITTEE** - A Public Relations Committee shall establish and maintain cordial relations with the news media, magazines and periodicals, civic interest groups, service organizations and the like, furnishing press releases, articles and speakers to spread the message of professional law enforcement and the Fraternal Order of Police. The Public Relations Committee shall be responsible for the production of a program for Police Week each year and for acting as a co-operative and as a liaison with the production of the Lodge Yearbook or any other program that brings the Lodge into the public view.
- D. **MEMBERSHIP COMMITTEE** - The Guard shall serve as the chairperson of The Membership Committee and shall be responsible for the development of informational and educational programs directed toward recruiting new members into the Lodge and the administration of such programs once approved by the Board.
- E. **DANCE AND ENTERTAINMENTS COMMITTEE** - A Dance and Entertainments Committee shall be responsible for the production of the Annual Lodge Dance under the supervision of the Board and for the production of any other approved events.
- F. **LEGISLATIVE COMMITTEE** - The Legislative Committee shall be responsible for the preparation of legislative and political activity programs for the Lodge and for the lobbying of such programs as are approved by the Board, in the City Council and the General Assembly. The Legislative Committee shall cooperate with the State Lodge in its endeavors in the General Assembly.
- G. **DISTRESS COMMITTEE** - The Chaplain shall serve as chairperson of the Distress Committee which shall function under the supervision of the Board, to raise monies for a special fund to aid members in distress and in need of financial assistance. The sources of revenue shall include but not be limited to the selling of F.O.P. artifacts. All monies from the revenues the programs of the Distress Committee shall be held in a special fund in the name of the Lodge in a financial institution insured by the Federal Deposit Insurance Corporation and shall be controlled by the Treasurer.

- H. **LOUNGE COMMITTEE** - The Lounge Committee shall consist of at least five (5) active members of the Lodge, whose duty shall be to supervise the operation of the lounge for a self-sustaining profit. The Committee shall have control of all lounge equipment and goods and shall make quarterly inventories of same and report regularly to the General Membership. The Committee shall have the authority to make and enforce rules of behavior of all members and the quests within the lounge, and on the parking lot during lounge hours. The President may, with approval of the Board of Directors, hire a lounge manager as a full time employee to carry on the daily business of the lounge under the exclusive supervision of the Committee Chairperson. Other lounge employees may be hired as needed, all subject to the employment provision contained elsewhere in the Constitution. Lounge employees, other than the lounge manager, shall be subject to the supervision of the lounge manager and/or chairperson of the Committee. Members of the committee will not have direct access to cash monies or lounge accounts, but may by demand of a majority of the committee require the manager or other employees to give an accounting of the lounge accounts, stock, or property at any time.

The Lounge manager, the employee in charge of the lounge, or any member of the committee may deny entry to the lounge to any member or guest for cause, or may require any member or guest to leave the lounge for cause. The committee by majority vote, may deny entrance to the lounge, or the use of the lounge facilities for a period not to exceed thirty (30) days, for any breach or violations of order or lounge rules. Lounge rules will be conspicuously posted in the lounge. The general membership will be notified of any lounge rules by the newsletter or special publication or mailing.

1. Once all of the salaries and bills for the lounge are paid, and no outstanding debts owed by the lounge, and there is a profit of five-thousand dollars (\$5000.00) by the lounge, the Chairperson of the committee will receive a salary.

- I. **FUND RAISING COMMITTEE** - The Fund Raising Committee shall manage and coordinate business related to fundraising.
- J. **LABOR COMMITTEE** - The Labor Committee is formed to represent the labor interests of the members of Lodge #3 and that said, Committee shall consider, evaluate, research and explore labor trends that pertain to the Law Enforcement profession. The Committee will be responsible for conducting and tabulating a survey of the membership for those items needed to improve the Labor Contract and shall work in conjunction with the Contract Negotiating Teams. The members of the Committee will be appointed by the President with the approval of the Board of Directors. The Committee will serve at the pleasure of the Board of Directors and will make a written report at the Board of Directors meeting.

- K. **RETIREE COMMITTEE** - The Retiree Committee shall oversee the goals and needs of the Lodge's retired members. The Committee shall consist of no less than three (3) and no more than five (5) members. The chairperson must be a retired member.
- L. **HEALTH AND WELFARE COMMITTEE** - The Health and Welfare Committee shall maintain current information relating to the Health and Welfare interests of this Lodge. This committee will consist of not less than three (3) members and no more than five (5) members and at least one member shall be a retiree.
- M. **DISTRICT REPRESENTATIVE COMMITTEE** - The District Representatives and alternate representatives will elect one of their members as Chairperson. The Chairperson, in conjunction with the Second Vice President, will have knowledge of, and act as an advisor on all grievances and oversee all step three grievances. He/She will be responsible for informing all District Representatives of important issue at hand while supplying them with any and all materials necessary to accomplish their job efficiently and effectively.
- N. **LABOR MANAGEMENT COMMITTEE** - The President shall appoint one of the members of the joint Labor Management Committee to act as Chairperson.
- O. **BY-LAWS COMMITTEE** - The Chairperson shall review all proposed amendments and/or revisions to the Constitution and By-laws and insure that, if approved, they are immediately added to the existing Constitution and By-laws in proper numerical order.
- P. **MERCHANDISE COMMITTEE** - The Merchandise Committee will obtain, maintain and sell merchandise for the lodge. The committee will submit a financial report semi-annually to the Board of Directors.
- Q. **BUILDING COMMITTEE** – The Building committee shall be composed of no more than five (5) members of the lodge. The duties of the Building Committee will be the repairs and maintenance of the lodge halls and offices. The Committee will be authorized to make any alterations to the building with the approval of the Board of Directors.
1. Any funding for alterations to the lodge building must be approved by the President and the Board of Directors.
- R. **POLITICAL ACTION COMMITTEE** – The Political Action Committee (P.A.C.) shall consist of no less than three (3) members and no more than five (5) members and at least one of the members shall be a Past President of the Lodge. The President shall appoint one of the members and chairperson with the Third Vice President serving as co-chairperson as outlined in the By-Laws under Article I, Duties of Officers. All disbursements will be controlled by the Political Action Committee and a report will be filed with the Treasurer and the Commission of Trustees of the Lodge on a quarterly basis.

BY-LAWS
ARTICLE IV

ORDER OF BUSINESS/AGENDA

SECTION 1:

The Lodge shall adopt by Resolution an Order of Business for meetings of the Board of Directors and the General Membership which may be suspended or modified as provided in the Parliamentary Authority, (Robert's Rules of Order) but said Order of Business and the Agenda for each meeting shall be similar to that as exemplified in Appendix I of this Constitution and By-laws.

BY-LAWS
ARTICLE V

ELECTION PROCEDURES

SECTION 1:

ELIGIBILITY - Lodge members seeking any Lodge Office, must have attended a minimum of five (5) General Membership Meetings during the preceding year, September to August, and be in good standing with this Lodge in order to qualify as a candidate for such office. With the approval of the Board of Directors, any member who is unable to attend lodge meetings because of lodge duties that may require their presence elsewhere shall be given full credit for attendance at the meeting in question.

A. Any member who shall be deployed for active service in any branch of the military, or who is on medical, and who has attended at least five (5) General Membership Meetings in the twelve (12) months prior to deployment or medical, shall be given full credit for attendance at the meeting/meetings in question, during their period of deployment or medical.

SECTION 2:

NOMINATIONS - Nominations for all offices open for election will be received from the floor a Regular General Membership Meeting of the Lodge in the month of August. Members making such nominations should assure that the nominee will accept the nomination, prior to offering their name as candidate.

SECTION 3:

ELECTION COMMITTEE - An Election Committee shall consist of three (3) members, including the Chairman, who shall be charged with the verification of acceptance of the nomination by the

nominees, the verification of eligibility of the nominees, the preparation of the official ballot, distribution of the ballot, receipt and safeguard of the returned ballots and the counting and announcement of the election results at the Annual or September General Membership Meeting.

The Election Committee shall be empowered to take whatever action necessary, in harmony with the Constitution and By-laws of this Lodge, to insure a fair election and shall be the judging body in any matters relating to the Election Procedure.

- A. The Election Committee Chairperson shall be appointed by the President at the May General Membership Meeting and the Membership present at this meeting shall then elect the other two members of the Election Committee prior to the close of the Membership Meeting.
- B. No member of the Election Committee can be a candidate for any office.

SECTION 4:

PREPARATION OF BALLOTS - Those nominees for office who indicate acceptance of the nomination shall be declared candidates and their names shall appear on the ballot in alphabetical order under the title of the office for which they are a candidate. In addition, each ballot will have a space provided for "write in" candidates.

- A. The ballot will be printed on an off-color paper using blue ink with the Lodge logo screened in the background. The printer shall advise as to the best color paper to use to prevent unauthorized duplication and certify as to the number of ballots printed.
- B. One (1) ballot and one (1) stamped, pre-addressed return envelope showing the address of the Election Committee shall be prepared for each member of the Lodge.
- C. The ballot shall contain clear instructions the manner of voting.
- D. In order to insure that all votes are cast in secrecy, no ballot shall be marked in any way.

SECTION 5:

DISTRIBUTION OF BALLOTS - The Lodge Secretary shall provide the Election Committee one pre-addressed envelope for each member of the Lodge of a suitable size to contain the official ballot and a return envelope. These envelopes shall be given to the Election Committee at the close of the Nominations (August) General Membership Meeting.

The prepared ballot and return envelope shall be distributed to each member by first (1st) class mail within ten (10) days following the close of the August General Membership Meeting or on the Friday or Monday nearest the tenth day.

SECTION 6:

RETURN AND COUNTING OF BALLOTS – The Election Committee shall obtain a U.S. Post Office Box prior to the Nominations Meeting in August. No key to this box shall be taken and an appropriate form shall be completed indicating that no persons have access to this box and requires all three (3) members of the Election Committee to sign out for the mail on the 4th Monday of September at 1200 hours. After this time, ballots will no longer be accepted and the Post Office Box will be closed.

- A. All ballots must be returned by mail to this P.O. Box for counting and NO ballot may be accepted by any member in any way for counting.
- B. The Election Committee shall obtain the returned ballots and respond to the Lodge facilities where they will count the ballots.
- C. The Lodge secretary will send out notice in two newsletters prior to the August meeting, announcing those officers whose addresses are unknown. In order to receive the ballot, it will be the responsibility of each member of the Lodge to make sure that the Lodge office has their correct mailing address prior to the close of the August meeting. It shall be the responsibilities of all members to correct these addresses with the Lodge. Only ONE ballot will be mailed to each member, to the address on file with the Lodge. No additional ballots will distributed to any one for any reason.

Any candidate for any office may appoint one member who is not a candidate, to observe the counting of the ballots. Any member acting as an observer may not leave the area where the ballots are being counted until all are tabulated. Observers are not to communicate with anyone until the election results are announced by the Chairperson of the election committee.

SECTION 7:

ANNOUNCEMENT OF ELECTION RESULTS - The final order of business at the Annual or September General Membership Meeting shall be an announcement of the election results by the Chairman of the Election Committee starting with the last numbered office on the ballot and working towards the Presidency.

A written report, attested to by all members of the Election Committee, will be delivered to the Secretary at the close of the Annual Meeting, showing the election results.

SECTION 8:

RETENTION OF THE BALLOTS - The counted ballots for each election shall be retained on file by the Chairman of the Election Committee for sixty (60) days following the election of which they are record.

SECTION 9:

VOTES REQUIRED FOR ELECTION - The candidate receiving the majority of votes will be declared the elected winner.

SECTION 10:

ELECTIONS WITH UNOPPOSED CANDIDATES - In the event that, at the close of nominations, an office has only one nominee and that nominee is qualified as a candidate as outlined in Section 1 of this Article, a motion for a Vote by Acclamation for that office may be accepted from the floor. If the motion is accepted and receives a favorable vote from the members present, the Secretary shall cast one (1) vote for each such candidate.

- A. If all offices have unopposed candidates and a Vote by Acclamation is passed, the Election Committee shall send a letter stating this to a members within ten (10) days following the close of the Nominations Meeting.
- B. In the event that one (1) or more offices, but not all, were unopposed and received a Vote by Acclamation, the Election Committee shall indicate this on the ballot in the space for that office. The ballot however must be prepared for those offices with opposition and those which did not receive a Vote by Acclamation.

BY-LAWS
ARTICLE VI

DELEGATES TO GRAND AND STATE LODGE BIENNIAL CONFERENCES

SECTION 1:

Each year in the month of January, the Lodge will determine the number of voting delegates, alternate delegates, and fraternal delegates that will best serve its interests at the Biennial Conference of the State or Grand Lodge falling within that year. However, elected officers have first preference according to the position of office held.

SECTION 2:

CONFERENCE COMMITTEE - A Conference Committee will be appointed by= the Board of Directors after the election of Lodge Officers. The committee will consist of five (5) members, majority appointed by the President and the minority by the First Vice President. The committee, with the concurrence of the Board of Directors, shall determine the number of delegates to be sent to each conference based on necessity and budgetary considerations.

SECTION 3.

ELIGIBILITY - Any lodge member seeking election as a Conference Delegate must have attended five (5) meetings in the preceding year, January to December in order to be eligible for election. If, there are enough members who have attended five (5) meetings seeking election as a Conference Delegate, eligibility will then be in descending order of the number of meetings attended (four down to one). If there is still a need for delegates, the Board of Directors can then appoint members to attend.

Elected Board Members and Past Presidents will automatically be delegates if they attended 75% of both Board and General Membership Meetings, unless reasonable justification exists and is authorized by the President of this Lodge, with the concurrence of the Board of Directors. Appointed Board Members (Committee Chairpersons) will be given preference in delegate selection provided they have attended at least 50% of both Board and General Membership Meetings.

The Conference Committee Chair will provide the Guard with the list of all persons nominated as Conference Delegates by March 31. The Guard will provide the Conference Committee with the number of Board and General Membership Meetings attended by each nominee by April 15.

SECTION 4:

NOMINATIONS - Any member seeking election as a Conference Delegate may notify the Conference Committee prior to the January Membership Meeting of their intentions. At the January meeting, the Conference Committee will read the names of those members seeking election. Nominations will also be opened to the floor of this meeting for additional nominees. Write-in candidates will not be accepted. Nominated members **MUST** meet the eligibility requirements and be in good standing or they will not be eligible for election.

SECTION 5:

ELECTIONS - The Conference Committee shall verify that all nominated members meet the eligibility requirements. This committee shall then prepare a complete ballot of all eligible nominees. In the event that the number of nominees is fewer than the number of delegates determined by the Lodge, a motion will be entertained from the floor at the April General Membership Meeting to accept these nominees as delegates. If nominees exceed the number of Lodge Delegates, then a ballot vote will be conducted at the April General Membership Meeting. The Conference Committee, with Board concurrence, can appoint delegates if more room is available or alternates are needed.

SECTION 6:

EXPENSES - The expenses of Delegates so elected to represent the Lodge at the Biennial Conferences shall be paid by the Lodge in such amounts as are determined and approved by the Board of Directors no later than June of each year.

SECTION 7:

DELEGATE CHAIRMAN - Delegates to the Biennial Conferences shall hold at least one (1) meeting prior to departing for the Conferences, where they shall elect one (1) voting Delegate from

among their number to act as Chairman of the Delegation, and where they shall be comprehensively briefed on the expected business of the upcoming Conference by such Officers of the Lodge who shall have or be designated to acquire special knowledge of expected business of the Conference.

SECTION 8:

DUTIES OF CONFERENCE DELEGATES - All Delegates to the Biennial Conferences will adhere to all conference policies of Lodge #3 and are charged with maintaining the integrity and good name of the Lodge in their conduct and always to cast their votes in the best interests of this Lodge.

SECTION 9:

DETAILS OF ACTIVE MEMBER DELEGATES – All active members (non-retired) electing as delegates to the Grand and State Biennial Conferences shall receive detail days provided by the lodge in accordance to the following:

- Elected Board Members and Past Presidents – Shall receive five (5) detail days.
- Standing Committee Chairs – Shall receive five (5) detail days.
- Conference Committee – Shall receive detail days equivalent to the length of the conference, plus two (2) additional days (One day before and one day after).
- Delegates – Shall receive detail days equivalent to the length of the conference.

In addition, any conference held more than 250 miles from The Lodge Headquarters, active members shall receive an additional one (1) detail day for travel.

BY-LAWS

ARTICLE VII

BENEFITS OF MEMBERSHIP

SECTION 1:

The benefits of membership in Lodge #3 shall include, but not be limited to the following:

- A. Members and their eligible beneficiaries become eligible for the benefits under the prepaid legal plan thirty (30) days after the first dues deduction by Central Payroll. The plan shall only cover those services that occur after that thirty (30) day date.
- B. Presentation to the proper legislative bodies of proposals beneficial to the membership and the field of law enforcement.
- C. Grievance counseling and assistance.

- D. Counseling for a member's survivors and reasonable legal and personal services during the period of adjustment.
- E. Death benefits, \$1,500 - double indemnity, shall be payable to the beneficiary or the Estate of the following persons:
 - 1. Any active Baltimore City Police Officer who is an active member in good standing of this Lodge.
 - 2. Any retired Baltimore City Police Officer who is an active member in good standing of this Lodge, provided:
 - a. He/She had joined the Lodge prior to the first anniversary date of his/her retirement from the Baltimore City Police Department and,
 - b. He/She had no prior knowledge of any terminal illness at the time of joining the Lodge.
 - 3. Any retired Baltimore City Police Officer who was an active member in good standing with this Lodge and who re-joined after the first anniversary date of his/her retirement from the Baltimore City Police Department shall be entitled to a reduced death benefit as set by the Lodge provided - they had no prior knowledge of any terminal illness at the time of joining the Lodge.
- F. Copies of such publications as may be provided by the Lodge, the State Lodge or the Grand Lodge from time to time.
- G. Use of such Lodge property as may be made available to the membership from time to time.
- H. Other such benefits and/or services as may be offered by the Lodge from time to time.

BY-LAWS

ARTICLE VIII

LODGE NEWSLETTER

SECTION 1:

The Secretary shall cause to be printed quarterly, a newsletter to inform the membership of Lodge business and related events. The newsletter will be mailed to every member's home address that is on file with the Lodge, to include all active and retired members. In addition, the newsletter will be

mailed to the home address of the surviving beneficiary of every member who is killed, or dies, while in the performance of his or her duties.

BY-LAWS

ARTICLE IX

CONTINUITY OF BOOKS AND RECORDS

SECTION 1:

All officers of the Lodge and members in responsible positions shall keep adequate books and records to insure the orderly flow of Lodge business.

All books and records held by the Secretary and the Treasurer shall be subject to inspection by any member at any reasonable time. All other records held by members of the Lodge shall be subject to similar inspection by the Trustees.

Any and all books and records, deeds, titles, reports, plans, correspondence, or any other documents and papers in the possession of the officers, representatives, or other responsible members of this Lodge, shall on or before the expiration of the terms of offices of said parties, be turned over as explained to their successors, thus insuring an orderly progression of Lodge business.

BY-LAWS

ARTICLE X

REMOVAL OF OFFICERS FROM OFFICE

SECTION 1:

Any Officer of Lodge #3 who does not comply with dictates of the particular office that he/she holds or was elected to, or does not attend at least six (6) Board of Directors Meetings in each year of the elected or appointed term, shall be expelled from that office.

SECTION 2:

The Officer in violation shall be notified, in writing, by the Guard, and shall be allowed to defend his/her violation at the next Board of Directors Meeting. The Board of Directors shall, after the defense is presented, cast a secret written ballot, guilty or not guilty, and shall inform the Officer in question immediately as to their finding. If the ballot disclosed a guilty decision, the Officer shall vacate his/her position immediately.

SECTION 3:

All Lodge properties that are held by the Officer shall be returned to the Lodge within five (5) days the decision. If the properties are not returned, the Guard, after consulting with the Lodge Attorney, shall obtain a court order to secure the properties Lodge #3.

SECTION 4:

In the event that the Board of Directors votes remove the Officer from office and membership in the Lodge, the member shall have a right to appeal the decision to the Maryland State Lodge of the Fraternal Order of Police as to said Officer remaining as a member in the Fraternal Order of Police, be not to remain as an Officer in Lodge #3.

BY-LAWS

ARTICLE XI

VIOLATION OF CONFIDENCE

SECTION 1:

The Character of this Lodge is such that at times the business of the Lodge must be kept confidential, and it is imperative that all members, who fully or through negligence, divulging any information in any form that was declared to be confidential at a meeting, that was detrimental to the security and wellbeing of a brother member, or that was detrimental to the best interests and security of the Lodge, shall be charged with a Breach or Violation of Confidence. If such charge is substantiated, the offending party shall without qualification, be expelled from this Brotherhood and forever lose the privilege of membership here-in. It shall be the du of every other member to inform all their fellow officers that the expelled member has been so found and to further disassociate themselves from the expelled party except as Police duty requires.

SECTION 2:

The intent of this Article is not to act as a prohibition against Police Supervisors taking disciplinary action against a fellow member, nor for one member to report a crime committed by another member, or the like, but is meant to promote the success of Grievances, Legal Actions, etc.

BY-LAWS

ARTICLE XII

SUSPENSION AND EXPULSION OF MEMBERS

SECTION 1:

Any member of Lodge 3 who willfully and knowingly violates any article of this Constitution an By-Laws, or any member who steals or misappropriates anything from the Lodge or any member

thereof; or any member who injures or degrades another member physically or verbally will be subject to investigation by the Guard, and possible suspension of their membership in the lodge, and ;

SECTION 2:

Any member who injures, or verbally threatens any member of the Board of Directors with injury will be subject to immediate suspension as directed by The President with the approval of a majority of the Board of Directors.

SECTION 3:

It shall be the power of the Elected Members of the Board of Directors to direct that an investigation be conducted by the Guard and two (2) other members of the Lodge, selected by the Board.

The Charged member shall have the right to challenge any member of the Investigating Committee on the grounds that the member had previously demonstrated bias or prejudice towards the charged member.

SECTION 4:

After the investigation is complete, the Investigating Committee shall submit a full, written report, signed by all three (3) members who conducted said investigation, to the Board of Directors. The Board will conduct a hearing and permit the charged member to present evidence in his/her behalf.

SECTION 5:

After conducting a hearing wherein two-thirds (2/3) of the members of the Board of Directors present reach a finding of guilty, the Board may suspend or expel the offending member from membership in the Fraternal Order of Police, for a period of time determined by the Board to include permanent expulsion, if circumstances dictate.

SECTION 6:

Any action of suspension or expulsion may be appealed to the General Membership at the next General Membership Meeting following said action of the Board. Written notice of appeal shall be sent by certified mail from the affected member to the President of the Lodge. The letter constituting notification of appeal must be received at the Lodge at least five (5) days prior to that meeting. Upon proper notification, the President will make the appeal part of the agenda of the General Membership Meeting. If an appeal is taken to the General Membership, any punitive action taken against the

member shall be stayed until the appeal and a decision is rendered by the General membership. The matter will be resolved by the majority finding of the General Membership present at the meeting.

SECTION 7:

SUSPENSION DEFINED – A member is suspended when part of the rights and privileges of the membership are denied him/her for a period of time. A suspended member shall be entitled to the benefits of the Lodge as long as his/her dues are paid, but NOT attend General Membership and Board of Directors Meeting, nor recognized as a delegate to an F.O.P. conference or convention, nor be permitted to enter the Lodge Hall, Office or Lounge during the period of suspension. The suspended member may not participate in nor attend Lodge social functions during the period of suspension. Any monies paid of tickets to such, shall be returned to the suspended member upon surrender of the tickets.

SECTION 9:

EXPULSION DEFINED – A member is expelled from the Order when he/she is denied ALL rights, privileges and benefits in the Fraternal Order of Police, permanently or for a period of time. An expelled member shall not be allowed on Lodge property of his/her own volition nor as a guest of another member. An expelled member shall not participate in nor attend Lodge social functions and monies paid of tickets to such, shall be returned to the suspended member upon surrender of the tickets.

- A. If the expelled member appeals the decision of the Board and the expulsion is upheld by the General Membership, all dues normally taken from the member will be stopped by the Central Payroll Section of the City of Baltimore upon proper notification.
- B. Any Dues that may have been taken from the expelled member during the period between the expulsion decision of the Board and unsuccessful appeal will be refunded to the expelled member by the Treasurer at the direction of the President.
- C. At the end of the prescribed period of expulsion, the expelled member may re-submit an application for re-entry into Lodge membership.

SECTION 8:

In all actions of the Board of Directors involving the suspension or expulsion of any member, the action shall require the approval of two-thirds (2/3) of the Board Members present and their individual votes, by name, will be recorded in the minutes by the Secretary.

APPENDIX I

ORDER OF BUSINESS

1. Call to Order
2. Opening Ceremonies
3. Roll Call of Officers
4. Reading and Approval of Minutes
5. Reports of Officers
6. Reports for Standing Committees
7. Reports of Special Committees
8. Special Orders of the Day
9. Unfinished Business and General Orders
10. New Business
11. Good of Order
12. Announcements
13. Closing Ceremonies
14. Adjournment

APPENDIX II

SAMPLE BALLOT

1. President (pick one)

Write-in _____

2. 1st Vice President (pick one)

Write-in _____

3. 2nd Vice President (pick one)

Write-in _____

4. 3rd Vice President (pick one)

Write-in _____

5. Secretary (pick one)

Write-in _____

6. Treasurer (pick one)

Write-in _____

7. Guard (pick one)

Write-in _____

8. Chaplain (pick one)

Write-in _____

9. State Trustee (pick one)

Write-in _____

**10. Commission of Trustees
(pick three)**

Write-in _____

Write-in _____

Write-in _____