

Guidelines for FOPA #13 Applicants

Purpose: The purpose of this guideline is to establish a procedure for a member of FOPA #13 (or FOP #6) to propose an individual for membership in FOPA #13.

1. The sponsoring member is to have the applicant fill out the official application for membership in Belmont / Monroe F.O.P.A. Lodge #13. All sections are to be filled out in its entirety and signed by both the applicant and the sponsor.
2. The completed application and fee of \$10.00 is then given to the President of FOP#6 who will have a criminal background check conducted and then get FOP #6 approval for membership.
3. The President of FOP #6 or his designee, after completion of the background check and FOP #6 approval or denial will give the application to the President or designated officer of the FOPA #13.
4. At the very next meeting the application will be voted on by the membership of FOPA #13.
5. Upon approval or denial, the sponsor will immediately contact the proposed member advising the proposed member of the status of their application. Further, (if approved) the proposed member will be notified as to when and the requirement for them to attend the next FOPA #13 meeting to be sworn in as a regular member; and, to bring their dues in the amount of \$75.00.
6. Said dues for this member will be given to the FOPA #13 Lodge Treasurer along with the application form to be permanently filed by the Lodge.
7. The new member will sign the required *Range Release Form* after his/her initiation into the Lodge.
8. The Secretary and Treasurer will add the new member to the official FOPA #13 roster and pay the per capita charge, in a timely manner, to the State Organization per the State Organization's procedure on subordinate lodge per capita payments.