

CONSTITUTION AND BYLAWS OF
BELMONT COUNTY FOPA LODGE #13
A Subordinate Lodge of the
FRATERNAL ORDER OF POLICE ASSOCIATES
OF OHIO, INC.



The Fraternal Order of Police Associates of Ohio, Inc. an organization of citizens established to foster respect for and understanding of police officers and to promote their welfare.

**CONSTITUTION AND BYLAWS OF
BELMONT COUNTY FOPA LODGE #13
A Subordinate Lodge of the
FRATERNAL ORDER OF POLICE ASSOCIATES OF OHIO, INC.**

In these Bylaws, the term "Parent Lodge" shall be held to be Belmont County FOP Lodge #6 and Fraternal Order of Police of the State Organization of the Fraternal Order of Police Associates of Ohio, Inc.

Chartered October 13, 2004

The Constitution and Bylaws of the State Lodge shall supersede these Bylaws in the event of conflict or positive requirement by said Constitution and Bylaws of the State Lodge.

ARTICLE I – NAME

The name of the Lodge shall be **Belmont County Lodge #13, Fraternal Order of Police Associates of Ohio.**

ARTICLE II – MISSION STATEMENT

This organization is formed for the purpose of increasing the understanding of the rights, duties and problems of police officers; fostering public respect for the officers; strengthening our comradeship with officers; bettering conditions under which officers serve society; promoting their interest and welfare in every conceivable way; and being ever ready to render such lawful assistance as may be required by our parent lodge.

ARTICLE III – MEETINGS

1. Regular monthly meetings are scheduled in accordance with a schedule provided by the Executive Committee and posted on the Lodge website. Members are notified by electronic mail at least two days in advance. If, in the sole discretion of a majority of the Executive Committee, there is insufficient business to convene a meeting in any given month, such notice of cancellation shall be issued to members by electronic mail in a timely manner in advance of the scheduled meeting.
2. A quorum shall consist of at least three (3) members of the Executive Committee present and voting.

3. Special meetings shall be called at the discretion of the President, or upon the request of four members, or the majority of the Executive Board. All requests should be directed to the President or a member of the Executive Board as his/her designee. Not less than two days prior to said special meeting, all members must be notified by electronic mail of the purpose of the meeting as well as the date, time, place and nature of business to be addressed. Only the stated purpose of this special meeting shall be discussed at this time; no other business shall be heard.
4. The Executive Committee will meet as needed at the discretion of the President
5. Upon the official appearance of a State Officer at a regular or special meeting of the Lodge or Executive Board meeting, s/he shall at once be admitted and all regular business shall cease until his/her official business has been addressed.
6. No member can miss more than six (6) meetings per calendar year prior to a nomination to be an Officers and Delegates. The Roster will commence the meeting immediately following the nominations
7. After twelve (12) consecutive months of non-participation, an individual's membership could be suspended by the Executive Committee. The privileges of using the building, shooting range, pond, other facilities and/or equipment would no longer be available to said member and any keys would have to be returned to the President. The Executive Committee shall notify said member of their suspension decision within thirty (30) days of their decision.

ARTICLE IV – MEMBERSHIP

1. Any citizen of the United States, 18 years of age or older, of sound character and good repute, who is not engaged in an unlawful business, occupation, or profession, shall be eligible for application for membership.
2. Application for membership shall be made to the Secretary on an official application properly and completely filled out, signed by the applicant, and accompanied by the non-refundable initiation fee. It must be signed by two sponsors who are members in good standing of this or the Parent Lodge. It shall then be presented to the parent Lodge for approval or rejection, after which it shall be voted upon at a regular meeting. Once notified of acceptance, the member has thirty (30) days to pay their annual dues.

3. Any application rejected by the Parent Lodge shall be rejected without further procedure. Said applicant may not be considered for subsequent membership for a period of twelve (12) months.
4. Any member may be suspended or expelled for non-payment of dues by the 25th day of January each year, for conduct unbecoming a member of the Fraternity, or for other sound cause. Upon suspension or expulsion, the membership card, auto emblem, and other evidence of membership shall be surrendered to the Lodge Secretary. Any keys shall be surrendered to the President. Application for reinstatement shall require an affirmative vote by 75% of the members present at a regular meeting.
5. Application for transfer of membership from another FOPA Lodge shall be acted upon in the same procedure as a new member application, except an affiliate must provide a letter from the former lodge verifying that the individual is in good standing. Usual dues as provided for by new members must be paid, but an affiliate shall not be required to pay the non-refundable initiation fee. A majority vote only is required for acceptance of such affiliate.
6. Each member shall receive an annual membership card and decal to display on his/her private vehicle as well as the mechanism necessary to access the facility gate.

ARTICLE V – DUES AND ASSESSMENTS

1. A non-refundable initiation fee for an individual shall be \$10.00, which shall accompany his/her application for membership. \$5.00 of the initiation fee shall be paid to the FOP and \$5.00 shall be paid to the FOPA Lodge #13.
2. Annual dues for each member shall be \$75.00, which shall become due and payable by or before January 1 of each year. **First year dues for new members installed after June 30th will only include the State Lodge per capita fee (\$20) and also the \$25 allocation to the Duvall Scholarship, leaving the first year's membership dues of \$45.** Dues will not be prorated for new members wishing to join at other times of the year.
3. Constitutionally provided per capita tax and assessments, by and for the State Lodge shall be part of the annual dues and become an obligation of individual members.
4. An allocation in the amount of \$25 shall be assessed from the annual dues of \$75 to be transferred to The Duvall Scholarship account by the treasurer on

or about January 26 each year. This allocation shall also be assessed from any new members dues throughout the calendar year.

5. A delinquent member must request reinstatement to good standing by payment of \$10.00, required by the State Lodge, plus payment of all arrearages in full. An affirmative vote of 75% of members present after approval of the Parent Lodge is required.

ARTICLE VI – OFFICERS

1. The elected officers of this lodge constitute its Executive Committee, and shall consist of President, Vice-President, Secretary, Treasurer, and three (3) Trustees. The term of office shall be for a period of two (2) years.
2. All officers must be members in good standing and remain as such throughout their term of office.
3. The nomination of officers shall be in November. The election of officers shall be in December. The member receiving the highest number of votes shall be declared elected to that particular office. All elections shall be by secret ballot and no member may appear on the slate for more than one office. If a member is nominated for more than one office, s/he shall select which office they wish to appear under on the slate. The president shall appoint three members to tally the ballots and to submit a complete count in writing to the Secretary after which s/he shall announce those elected to office and then ensure the destruction of the ballots so long as no member contests the count.
4. Any State officer, Parent Lodge Representative, President, or past President of this FOPA lodge shall conduct the installation of officers. At the discretion of the President elect, the installation shall be in December at the regular meeting. Within seven (7) days after the installation, the names and addresses of the newly installed officers shall be forwarded to the state secretary by the Lodge Secretary.
5. In case of death, resignation or impeachment of any officer, the Executive Committee shall elect a successor, by a 75% majority vote, to fill the position for the unexpired term.

6. If any officer does not perform the duties of their office as outlined in the Constitution and By-Laws, they may be removed from office by three-fourths (3/4) majority vote of the executive committee. Officers removed shall have the right to appeal to the organization at their next regular or special session. Any vacancy resulting there from shall be filled in accordance with Article VI, Section 5 of the By-Laws.

ARTICLE VII – DUTIES OF OFFICERS

1. The duties of the President shall be to preside at all meetings of the lodge and Executive Committee. S/he shall monitor the financial condition of the lodge.
2. Duties of the Vice-President shall be in the absence of the President, to assume all his/her duties and prerogatives. The Vice President shall assist the President and perform such other duties as may be required of him/her by the President.
3. Duties of the Secretary shall be to keep an accurate record of all transactions of the lodge, maintain an accurate record of membership, to give notice of meetings, keep a proper record of meeting minutes, and other such matters as shall be deemed necessary. S/he shall receive all monies, turning same over to the Treasurer, and keep accurate account of all receipts and disbursements, as well as submitting all requests for authorized disbursements to the Treasurer. S/he shall co-sign checks with the President, Vice President, or the Treasurer only during the absence or unavailability of one or the other.
4. Duties of the Treasurer shall be to receive monies from the Secretary. S/he shall draw all checks against the funds of the lodge and deposit in the name of the lodge all monies remitted to his/her. S/he shall be prepared to report on the balance on hand at each regularly scheduled meeting upon request of the presiding officer.
5. The Chaplain shall offer prayer at the opening and closing of each meeting, during ceremonies, and at other times as required. The President shall be responsible for the appointment of the Chaplain.
6. Duties of the Trustees shall be to preserve the property and funds of the lodge, to provide general oversight on behalf of the lodge, and to assist the president upon his/her request.

ARTICLE VIII – COMMITTEES

1. When required, the membership committee shall consist of not less than four members. The Committee shall be chaired by one of the Lodge officers. Their duties would be to recruit new applicants for membership, investigate applicants and to report their acceptance or rejection to the Secretary. Other committees shall be formed as the need arises as determined by the President.

ARTICLE IX – ORDER OF BUSINESS

1. The order of business shall be as follows:
 - a. Call to order
 - b. Membership obligation
 - c. Pledge of Allegiance
 - d. Opening prayer
 - e. Roll call of officers
 - f. Approval of new members
 - g. Obligations of new members
 - h. Minutes of previous meeting
 - i. Communications
 - j. Treasurer's report and any outstanding bills for consideration
 - k. Committee reports
 - l. Old business
 - m. New Business
 - n. Closing prayer
 - o. Adjournment
2. Roberts Rules of Order shall govern the conduct of all meetings.