

WICOMICO COUNTY FOP LODGE, #111



Constitution and Bylaws

of the

**Law Officers of Wicomico County,
Fraternal Order of Police,
Lodge #111, Incorporated**

Organized in Salisbury, MD
May 20, 1991

**Constitution and Bylaws
Table of Contents**

<u>Article</u>		<u>Page</u>
	Official Statement.....	4
	Preamble.....	4
Constitution		
I	Name.....	5
II	Character.....	5
III	Membership Eligibility	6
IV	Officers.....	7
V	Government.....	8
VI	Duties of the President.....	8
VII	Duties of the Immediate Past President.....	9
VIII	Duties of the Vice President.....	10
IX	Duties of the Secretary.....	10
X	Duties of the Treasurer.....	12
XI	Duties of the Sergeant at Arms.....	13
XII	Duties of the State Trustee.....	14
XIII	Nomination of Officers.....	14
XIV	Amendments to the Constitution and Bylaws.....	15
XV	Official Order of Business.....	16
XVI	Expenses and Compensation of Officers and Members.....	16
Bylaws		
XVII	Committees.....	17
XVIII	Procedure to voting for Officers.....	20
XIX	Vacancy of Elected Officers.....	22
XX	Procedure for endorsement of Political Candidate.....	22
XXI	Membership Dues and Assessments.....	23
XXII	Meetings.....	25
XXIII	Finances.....	26

Bylaws

XXIV	Appointments.....	27
XXV	Counsel.....	27
XXVI	General provisions.....	28
XXVII	Removal from Office.....	30
XXVIII	Lodge Use.....	31

Official Statement

The Wicomico County Fraternal Order of Police, Incorporated, Lodge #111, also known as Law Officers of Wicomico County Lodge #111, is a non-profit corporation formed under and by virtue of the General Laws of the State of Maryland. Articles of Incorporation were filed with the Maryland State Department of Assessments and Taxation in Baltimore, Maryland, on May 20, 1991.

The Constitution and Bylaws, as set forth herein, were adopted in May 1991 at the First Lodge meeting held at Salisbury, Maryland.

Constitution and Bylaws, as amended and adopted, respectfully are in full force and in effect May 1991, 1997, 2000, November 2001, December 2001, September 2002, April 2004, January 2007, June 2009, October 2009, January 2010, June 2010, October 2021.

Preamble

We, the law enforcement officers of Wicomico County, acting in the best interests of our members, do hereby associate ourselves and unite under the name of Wicomico County Fraternal Order of Police, Incorporated Lodge #111, for the following purposes:

To support and defend the Constitution of the United States and the State of Maryland, to calculate loyalty and allegiance to the United States and the State of Maryland, 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 merit system for appointment and promotion; uniform application of the Law Enforcement Officer's Bill of Rights, Maryland House Bill 670; to create a tradition of esprit de corps ensuring fidelity to duty under all conditions and circumstances; to cultivate a spirit of fraternalism and mutual helpfulness among our members and the people we serve; to increase the confidence of the public in the service dedicated to the protection of life and property.

Wherever in this 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 female and male sexes).

CONSTITUTION

ARTICLE I NAME

Section 1:

This organization shall be known as the Law Officers of Wicomico County, Fraternal Order of Police, Inc. Lodge #111 (hereinafter known as The Lodge or Lodge 111) duly chartered by the Maryland State Lodge and the Grand Lodge, Fraternal Order of Police. The Lodge shall consist of those admitted to membership and conform to its rules, regulations, and bylaws.

Section 2:

The power and right to authorize, control, and restrict the use of the Lodge's name and/or insignia, and any business involving The Lodge, shall lie exclusively with the Board of Directors and the Active Membership of the Lodge.

Section 3:

All members of the lodge shall adhere to the Constitution and Bylaws of The Lodge, governing themselves thereby and being subject to the authority of The Lodge as provided herein.

ARTICLE II CHARACTER

Section 1:

The Lodge is an organization consisting of law enforcement officers, both active and retired of the Governments of the United States of America, the State of Maryland, and political subdivisions thereof.

Section 2:

The Lodge is strictly non-sectarian and shall have no affiliation, directly or indirectly, with any labor union, congress, federation, or committee of a like or similar nature of whatsoever name, except in areas of collective bargaining, benefits, and political endorsement, 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 and the Fraternal Order of Police.

Section 3:

This Constitution shall be the fundamental law of The Lodge and, together with the Bylaws enacted in conformance therewith and the rituals adopted by the State Lodge shall govern the conduct of the members. The Constitution and Bylaws of the **Maryland State Lodge** and the **Grand Lodge, Fraternal Order of Police**, shall take precedence when an issue before the body is not addressed herein.

Section 4:

The latest edition of Robert's Rules of Order shall govern The Lodge in all cases to which they are applicable and in which they are not in conflict with the Constitution and Bylaws, or Special Rules of the Lodge, Maryland State Lodge, or Grand Lodge.

ARTICLE III MEMBERSHIP ELIGIBILITY

Section 1:

Any regularly appointed full time employed law enforcement officer with powers of arrest of the United States, the State of Maryland, or any political subdivision thereof, or persons who have honorably retired from such full-time employment because of the length of service or disability, shall be eligible for Active Membership in The Lodge subject to the provisions of the Constitution and Bylaws of The Lodge. This shall not include a person who has ceased to perform police work for any other reason.

No person shall be denied membership because of race, sex, creed, color, or national origin. The Lodge shall refuse membership to anyone who is, or has been a member of the Communist Party, or of any party regardless of what name known by which advocated the abolition or destruction of our government, either by force or subversive means.

Section 2:

The term "full-time employed" shall specifically mean law enforcement officers with full powers of arrest who serve or served the United States, the State of Maryland, or any political subdivision thereof, as the principal source of their livelihood and is granted with the powers of arrest.

Section 3:

There shall be three (3) classes of membership within The Lodge: **Active, Associate and Honorary**.

1. **Active Membership** shall be comprised of regularly appointed law enforcement officers or any retired law enforcement officers of the United States, the State of Maryland, or any political subdivision thereof with full powers of arrest.
2. **Associate and Honorary Membership** of the Lodge shall be comprised of Reputable and responsible citizens as approved by the Lodge.

Section 4:

The Lodge shall not accept a person as an Active Member who is simultaneously a member of another lodge; however, if that person meets the requirements as may be adopted, they can qualify as an Associate member.

Section 5:

The Lodge shall not require any member to perform any action on behalf of The Lodge that might endanger their employment, or due to the member's current rank is not permitted, or any act which the member disagrees with, as a condition of membership. Furthermore, the lodge may not sanction a member who does not wish to participate in a given activity due to one of the above reasons.

ARTICLE IV OFFICERS

Section 1: The officers of The Lodge shall consist of the following:

1. President
2. Immediate Past President
3. Vice-President
4. Secretary
5. Treasurer
6. Sergeant at Arms
7. State Trustee

Section 2:

All officers (except the immediate past president) will be nominated in May, consistent with even-numbered years.

Elections will be conducted at the July meeting consistent with even- number years. All officers will serve a term of two years. Upon completing the election at the July meeting, the officers will be sworn into office before the adjournment of the July meeting.

All officers may seek re-election to office.

ARTICLE V GOVERNMENT

Section 1:

The Board of Directors shall consist of all elected officers and the Immediate Past President of the Lodge. The Board shall have and exercise all administrative powers of the lodge between meetings of the lodge to handle the day-to-day operations of the Lodge.

The Board shall at no time expend or commit The Lodge to an expenditure of more than one thousand dollars (\$1000.00) without the approval of the majority of the Active Membership who are present during a regular meeting.

Any member of the Board of Directors who resigns from active law enforcement duties for any reason other than to retire on a pension, for the length of service or disability, or otherwise becomes ineligible as an Active Member of the Fraternal Order of Police, shall automatically forfeit their office as a member of the Board of Directors.

Any vacancy in any office of the Board of Directors will follow the current Bylaw for vacancy of office.

Section 2:

In the event of an emergency, which requires a decision by all members of the Board of Directors, the President will call a special meeting.

The Board shall keep minutes of their meetings and present them at the next regular meeting for consideration or action thereon.

Section 3:

A quorum of the Board of Directors shall consist of three members of the Board. A majority vote of those members shall be necessary for the taking of any action.

ARTICLE VI DUTIES OF THE PRESIDENT

Section 1:

The President shall be the Chief Executive Officer (CEO) of The Lodge. He shall preside at all meetings and all meetings of the Board of Directors. In addition, he shall have general management of the business of the Lodge and shall see that all orders of the Lodge are carried into effect.

The President shall coordinate all Lodge activities, act as spokesman for the Lodge, and maintain active contact with the Chiefs of Police, Mayors, City Councils, Sheriff, County Executive, County Administrator, and County Council and citizens for citizens the good of the order.

Section 2:

He shall execute all contracts that the Lodge may authorize. He shall be an ex-officio member of all standing committees. He shall have the power to nominate the majority of any committee, to inquire into any affair of matter affecting or concerning the Lodge. Presidential appointments require a majority vote by the members present at the next general meeting after recording nominations.

Section 3:

He shall have the power to call special meetings of the Board of Directors to discuss and act on those topics for the good of the order.

Section 4:

He shall submit to the Lodge a complete report of the condition of the Lodge and all unfinished business, together with such recommendations as he may deem advisable before leaving office.

Section 5:

He shall convey to his successor all unfinished business of the Order.

Section 6:

He shall be a delegate to the State Biennial conference with expenses paid by the Lodge.

ARTICLE VII DUTIES OF THE IMMEDIATE PAST PRESIDENT

Section 1:

The immediate Past President shall advise and assist the President and the Board of Directors in performing their respective duties.

Section 2:

He shall perform such other reasonable duties related to his office or as directed by the President.

**ARTICLE VIII
DUTIES OF THE VICE-PRESIDENT**

Section 1:

The Vice-President shall assist the President in the administration of the Lodge and shall perform those duties as may be reasonable and required to ensure the orderly flow of lodge business. They shall include identifying worthy persons to receive awards of merit and appreciation from the Lodge to promote goodwill among the citizens of Wicomico County.

Whenever feasible, the Vice-President shall be a representative from another police department of the President.

Section 2:

He shall perform such other reasonable duties related to his office or as directed by the President.

Section 3:

In the event of the absence of the President or his removal from office, the Vice-President shall be vested with the powers and shall perform the duties of the President.

**ARTICLE IX
DUTIES OF THE SECRETARY**

Section 1:

The Secretary shall have custody of all books, records, documents, Lodge Seal, and all official paraphernalia and equipment under general authority and orders of the President and The Lodge. He shall be a keeper of all records of the Lodge and maintain all minutes of the Lodge.

Section 2:

He shall maintain a filing and correspondence system consistent with acceptable business practices, together with the recording of minutes of meetings. Said minutes shall be transcribed and disseminated electronically via email to the members no later than two weeks after a meeting.

Any member who opts out of receiving the minutes by email and desires to receive a mailed printed copy will do so in writing. The Secretary shall maintain a copy of the said request.

Section 3:

He shall keep a record of Active members used to compute the Per Capita Tax. In addition, he shall keep a record of committee and project personnel as part of the meeting minutes. This list will be published so that each member will know who is assigned to each committee and each member working on a particular project. He shall also collect the dues.

Section 4:

He shall conduct and coordinate the general correspondence of the Lodge sent or received by the Lodge. He shall maintain correspondence with the State and Grand Lodge. He shall be responsible for notifying members of all regular and special meetings.

Section 5:

He shall have a petty cash account of \$100.00 which shall be available for paying miscellaneous expenses (postage, supplies) incurred in Lodge business and shall be replenished as needed.

Section 6:

He shall maintain a record of delinquent members in their dues and notify the same within 30 days. Furthermore, he shall recommend suspension of those members 60 days past due to the Lodge and are making no attempt to make payment.

With the advice and consent of the Board of Directors, he is authorized and empowered to suspend members who are delinquent in payment of dues.

Section 7:

He shall maintain an up-to-date roster, email address, and mailing address of each member. The roster will not be released for any non-FOP related use or to anyone unless said release has been approved by the Board of Directors. This approval shall be recorded in the minutes of the meeting at which approval was adopted.

Section 8:

He shall perform such other reasonable duties related to his office or as directed by the President.

Section 9:

Within thirty (30) days after expiration of his term of office, he shall deliver to his successor in office all records, files, equipment, stationery, Seal of the Lodge, the

balance of any outstanding petty cash and other property of the Lodge in his custody or possession as Secretary.

Section 10:

The Secretary shall be a delegate to the State Biennial conference and shall be responsible for obtain all delegate credentials. As a result, all his expenses shall be paid by the Lodge.

ARTICLE X DUTIES OF THE TREASURER

Section 1:

The Treasurer shall be the custodian of all funds of the Lodge. He shall receive and take charge of all monies belonging to the Lodge, pay all orders drawn on him, keep an accurate account of all receipts and disbursements of funds, and credit each particular account with funds as they occur.

He shall make and retain copies of all vouchers, deposits, checks, and other similar financial instruments in a monthly folder. At the close of each month, he shall archive and preserve the contents of the monthly folder for future accounting purposes, scan the contents of the folder to an electronic format and save the file as a part of the annual report to the CPA. He will also provide the President and Secretary a copy of the electronic file each month by email.

Section 2:

He shall provide a report at each regular lodge meeting of the funds available to the Lodge, including those funds already allocated.

Section 3:

He shall be responsible for the disbursements of all Lodge expenses as they are received. He will ensure that all disbursements that are automatically paid are recorded in the appropriate ledger as they occur. He shall report any irregular or unexpected expenses outside the monthly operating expenses during regular lodge meetings. He shall also be responsible for reporting any discretionary spending by the Board to the membership during regular lodge meetings.

Section 4:

With the approval from the Board of Directors, he shall retain a Certified Public Accountant (hereinafter known as CPA) to perform reviews of all Lodge accounts and annual Internal Revenue Service filings.

Section 5:

He shall perform other reasonable duties directed by the President relative to his office or as required for the good of the order.

He, along with the President, shall oversee the President's Emergency Relief Fund. When notified that a Law Enforcement Officer in Maryland, or within the Incorporated limits of the Town of Delmar, has died in the Line of Duty, the Treasurer shall contact the appropriate agency for whom the Officer was employed and determine the Officer's declared Beneficiary (Survivor). The Treasurer shall issue an emergency assistance check in the amount specified by the Board of Directors to the Beneficiary. If possible, the Treasurer will present the check to the Beneficiary within twenty-four (24) hours of the Line of Duty Death.

Section 6:

Within thirty (30) days after expiration of his term of office, he shall deliver to his successor in office all records, files, equipment, stationery, Seal of the Lodge, and other property of the Lodge in his custody or possession as Treasurer.

**ARTICLE XI
DUTIES OF THE SERGEANT AT ARMS**

Section 1:

The Sergeant at Arms shall be responsible for the physical arrangements of the Lodge meeting room, making sure in advance that all preparations have been made.

Section 2:

He shall check the credentials and eligibility of those arriving at the meeting location and deny entry to persons not authorized when occasion demands.

Section 3:

He shall keep an accurate record of members and guests attending each meeting and provide a copy to the Secretary.

Section 4:

He shall collect resolutions, written motions, reports, correspondence, and other papers coming from the floor and deliver them to the Lodge Officers for filing.

Section 5:

He shall keep order on the floor of the meetings as the Chair may direct, and he shall perform other reasonable duties required by the President relative to his office or for the good of the order.

**ARTICLE XII
DUTIES OF THE STATE TRUSTEE**

Section 1:

The State Trustee shall represent the Lodge at all meetings of the Maryland State Lodge as provided under the Constitution and Bylaws of the Maryland State Lodge and the Lodge.

Section 2:

The State Trustee shall deliver all business and correspondence to the State Lodge as directed by the Lodge.

Section 3:

He shall represent the Lodge at the State Biennial conference. The State Trustee's expenses are normally paid by the State Lodge to attend the conference. Any expense paid by the State Trustee, shall be reimbursed directly to the State Trustee. Any expenses paid by this Lodge on behalf of State Trustee to attend the State Conference, shall be reimbursed to this Lodge directly from the State Lodge.

Section 4:

He shall perform other reasonable duties directed by the President relative to his office or for the good of the order.

**ARTICLE XIII
NOMINATION OF OFFICERS**

Section 1:

During the regular monthly meeting in April consistent with even-numbered years, the President will open the floor to nominations for elected office positions. The President, at the nominations, will appoint an Elections Committee who shall oversee the election at the following July meeting. Members of this Committee may not be candidates for any of the offices in the election.

The Election Committee will also establish the hours during which the voting will occur during the July meeting.

Section 2:

Nominations may be from the floor or from a current Officer. Members can nominate themselves for office. Members do not have to be present at the meeting to be nominated, and members are permitted to cast absentee nominations. Each nominee must be an Active Member who is in good standing. Only Active members in good standing can make nominations.

Any candidate for an elected office in Lodge #111 must have been an active member in good standing in the Lodge for a period of not less than six months before the date of the election.

Any candidate for an elected office in Lodge #111 must-have completed probationary status with the Maryland Police Training Commission before the election date.

The Secretary will record the nominations.

Section 3:

No member shall be nominated or be a candidate for more than one office in the same election. No officer-elect shall be a candidate for any other office.

ARTICLE XIV AMENDMENTS TO THE CONSTITUTION AND BYLAWS

Section 1:

Amendments to this Constitution and Bylaws may be proposed by an Active member or the Board of Directors.

Section 2:

Such proposals shall be submitted in writing to the Board of Directors for consideration. The Board of Directors shall make a motion to discuss the change during the next Board of Directors meeting. The motion and discussion will then be presented to the membership at the next regular meeting for introduction.

All proposed amendment(s) shall be submitted to the membership. The proposed amendment will immediately become part of these constitutions and Bylaws upon adoption by a two-thirds (2/3rd) vote of the members in attendance.

All changes to the Constitution and Bylaws will be submitted to the State Lodge for final approval.

ARTICLE XV OFFICIAL ORDER OF BUSINESS

1. Call to Order
2. Opening of the Lodge (Invocation and Pledge of Allegiance)
3. Roll Call of Officers
4. Reading of Minutes from previous meeting - Motion for approval
5. Report of the Officers
6. Report of the State Trustee
7. Report of the Board of Directors
8. Report of Committees
9. Bills and Communications
10. Introduction of Resolutions
11. Old/Unfinished Business
12. New Business
13. Debate for the good of the Order
14. Members Sick and In Distress
15. Benediction
16. Adjournment

ARTICLE XVI EXPENSES AND COMPENSATION OF OFFICERS AND MEMBERS

Section 1:

Any member of the Lodge performing the duties of, or providing a service for the Lodge, shall be paid compensation as follows:

Automobile mileage will be reimbursed as determined by the current Internal Revenue Service mileage allowance.

Meal and Lodging expenses will be reimbursed as determined appropriate by the Lodge President.

All requests for expense reimbursement must be submitted in writing to the President. The President will approve the reimbursement before the Treasurer issues the payment. All receipts and vouchers must be submitted within thirty (30) days of the expense being incurred by the member.

Any member using the Lodge debit card shall submit any receipt(s) associated with the use of the card within fifteen (15) days of the expenditure being made. If a receipt is not

available, the spending details and reason the receipt cannot be provided shall be submitted in writing within fifteen (15) days to the President.

BYLAWS

ARTICLE XVII COMMITTEES

Section 1: **Committees**

Committees may be created as needed during a regular meeting with the approval of the majority of the members present. Committee members will be nominated by the President, with advice and consent of the lodge.

The President shall serve as ex-officio of all standing committees, except those specific to a particular agency Collective Bargaining Unit. Committee members will remain on each committee per Article XXIV of these BYLAWS.

If more nominations are made than the committee allows, there shall be a vote by the members present in the form of a ballot. Each ballot will list all those nominated. Members are only permitted to vote for as many positions as are allowed by the committee. For example, if a committee limited to three (3) members has five (5) members nominated, the ballot will list all five (5) members, each member casting a ballot can only select three (3) members. Any ballot received with selections greater than the allowable amount will be discarded. The members who receive the most votes will be appointed to the committee. This process will be completed by the Secretary and Sgt. at Arms. If either of those two board members is absent, the President shall appoint a member who is not a nominee to assist in the process.

WCSO and SUPD specific committees will be appointed by those members who make up each Collective Bargaining Unit.

The WCSO and SUPD CBU Committees shall have an appointed Chairperson, nominated by the Collective Bargaining Unit members and voted upon with majority approval of the members present.

Committee candidates should be considered using the following criteria:

- Past meeting attendance
- Past delegates to conferences
- Volunteer work for the Lodge
- Tenure in police work and the FOP
- Different ranks
- Past and Current Executive Board members
- Past FOP Committee members

- Research capabilities dependent upon the position
- Availability to serve
- Ability to work with others
- Specialty in knowledge, skill, and ability of that particular work

The following is a list of committees that are common to the Lodge.

- FOP Bylaws and Constitution Committee
- WCSO Collective Bargaining Committee (CBU)
- WCSO Grievance Committee
- WCSO Joint Labor-Relations Committee
- SUPD Collective Bargaining Committee
- Health and Wellness Committee
- Facilities Committee (Building)
- Fundraising Committee
- PAC Fund Committee
- Venue 111 Committee

- a) WCSO Committees will be comprised of members who are active Sheriff's Deputies only.
- b) The SUPD Committee will be comprised of members who are active SUPD Police Officers only.
- c) All membership classifications are permitted for Committee appointment.

Section 2: Committee Responsibilities

a) Bylaws and Constitution Committee - There shall be a Standing Committee, known as the Bylaws and Constitution Committee, consisting of three (3) members and the Chairman, appointed by the President of the Lodge. These members shall meet as needed to consider revisions to the Bylaws, discuss amendments to the Constitution, and report any proposals for the amendments to the Board of Directors.

b) WCSO CBU Committee - There shall be a Standing Committee known as the Wicomico County Sheriff's Office Collective Bargaining Committee, consisting of five (5) members and one alternate. The members will approve the Chairman of the Committee of the Collective Bargaining Unit. Considerations for the nomination of the Chairman should include past experience, knowledge of the contracts, and the ability to interact with members of the County Council, the County negotiating team, and attorneys.

c) WCSO Grievance Committee - There shall be a Standing Committee known as the Wicomico County Sheriff's Office Grievance Committee, consisting of three (3) members who investigate and process grievances on behalf of the bargaining representative. A written list of Lodge Representative(s) shall be furnished to the Sheriff immediately after their designation, and the FOP shall notify the Sheriff promptly of any change of such representative(s). After giving three (3) calendar days' notice to the

Division Commander, one (1), FOP Representative shall be granted reasonable time off during working hours with pay when they are engaged in investigating or presenting a grievance per the WCSO CBU Contract. Fees associated with grievances will be paid from the WCSO CBU fund.

d) WCSO Joint Labor-Relations Committee - There shall be a Standing Committee known as the Wicomico County Sheriff's Office Joint Labor-Relations Committee, consisting of two (2) members who represent the CBU shall work with up to two (2) representatives of the "Employer" (County and/or WCSO). The Committee shall meet not less than quarterly, except upon the majority consent of the Committee. It shall consider, evaluate, and if in agreement, make recommendations to and/or advise the Sheriff and/or his/her designee with respect to specific matters bearing upon the economy, efficiency, or whether such matters are negotiable. FOP representatives shall be deemed to be in duty status while attending such meetings.

e) SUPD Collective Bargaining Committee - There shall be a Standing Committee known as the Salisbury University Police Department Collective Bargaining Committee. The Collective Bargaining Unit members will approve the Chairman of the Committee. Considerations should include past experience, knowledge of the contracts, and the ability to interact with members of the negotiating team and attorneys.

f) Health and Wellness Committee - There shall be a Standing Committee known as the Health and Wellness Committee, consisting of three (3) members who meet to address all FOP members' mental and physical health. In addition, assist when needed to members in need for issues that arise from working or off-duty conditions that may cause hardship.

g) Facilities Committee (Building) - There shall be a Standing Committee known as the Facilities Committee, consisting of three (3) to five (5) members who assist with maintenance of the Lodge property and buildings using vendors or their own skills. Members of this committee should have a working knowledge of the electrical and plumbing systems and the infrastructure of the Lodge. As issues arise, this committee shall direct repairs as needed using proposals from at least three vendors when time permits. Emergency repairs will be made as required with consideration to costs being kept to a minimum.

h) Fundraising Committee - There shall be a Standing Committee known as the Fundraising Committee, consisting of three (3) members who work collectively to create or host events that raise funds for the Lodge or other good causes.

i) PAC Fund Committee - There shall be a Standing Committee known as the Political Action Fund Committee, consisting of at least one (1) member and the current Treasurer who maintains the PAC funds. The members of this committee will be responsible for annual tax filings with the Maryland Board of Elections as needed.

j) Venue 111 Committee - There shall be a Standing Committee known as the Venue 111 Committee, consisting of at least one (1) member who assists with oversight of the Venue rental hall. Members of this committee may also assist with purchasing or acquiring decorations for the Venue and provide suggestions for maintaining up-to-date facilities to attract future rentals. The members will liaison with any person contracted by the FOP to prepare the Venue for rent.

ARTICLE XVIII PROCEDURE OF VOTING FOR OFFICERS

Section 1:

The Election Committee of three (3) members (active or associate) appointed by the President shall oversee the voting of Officers during the regular July meeting of each even-numbered year. The President shall nominate a Chairman of the Committee, approved by a majority of the members present.

Section 2:

The election of all officers shall be decided by a majority vote, over fifty percent (50%) of those eligible members casting ballots at the July meeting of even-numbered years.

1. If no candidate for a respective office receives a majority of the votes cast on the original ballot, a second ballot shall be conducted.

1. In the event no Candidate for a respective office receives a majority of the votes cast on the second ballot and providing there are three (3) or more candidates for said office, then the Candidate receiving the fewest number of votes for a specific office shall be removed from the ballot and subsequent ballots cast, each time deleting the Candidate receiving the fewest votes, but at no time shall there be less than two (2) candidates remaining on the ballot for each office.

Section 3: **BALLOTS**

Each position for which a candidate is seeking election shall be listed on the ballot. This shall include unopposed candidates. The candidates and positions will be listed in the following order:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Sergeant at Arms
6. State Trustee

The placement of the name of the Candidate on the ballot shall be by lottery selection, and each Candidate may have a representative (including the Candidate) at the lottery drawing.

Section 4: **VOTING**

After each Active member in good standing casts their ballot, they will leave the room where the ballot box is located, and they will not return to that room unless recalled by the Election Committee.

Absentee voting is permitted. All absentee ballots must be submitted no later than the commencement of live voting during the July meeting. All absentee ballots will remain sealed until the conclusion of live voting. All absentee ballots will be opened in the presence of the Election Committee to be counted.

Section 5:

At the conclusion of the elections, counting of the ballots will be coordinated by the Election Committee.

Each Candidate may have a representative present during the ballot counting. The representative may not participate in the vote tabulation.

Section 6:

The ballots and ballot box, container or receptacle, or other recognized and approved voting device shall not be moved from the voting location/room until all the votes have been tabulated and verified by the Election Committee.

Section 7:

The Chairman of the Election Committee will announce the results of the election.

The President will declare the Candidate with the highest number of votes the winner of the office they seek.

Section 8:

After the elections, the Secretary shall cast one vote for each unopposed Candidate, thus concluding the election.

Upon acceptance of election results by the members in attendance and proper motion and passage, the election will be declared official, and the candidates will take the oath of office.

The ballots shall then be destroyed, and the Election Committee concluded and disbanded.

**ARTICLE XIX
VACANCY OF ELECTED OFFICERS**

Section 1:

Should the office of President become vacant, the position will immediately be delivered to the Vice-President. Should the Vice-President decline to accept the office, the procedures outlined in (b) of this section will be followed. The Vice-President will serve as interim President until the office is filled.

For any other elected Officer, should a vacancy arise, the following procedure will be followed:

- a) If the term of that office is less than one-half expired, a special election will be held.
- b) If the term of that office is more than one-half expired, the Board of Directors will appoint an acting officer until the regular election of officers is held.

Absences of Elected Officers

- a) If there is an absence or leave of absence by the President, and the absence is expected to be less than three (3) months, the President shall appoint the Vice-President to serve as acting President during the absence. For any other Elected Position, the President shall appoint an active member in good standing to fill the position during the absence.
- b) If an absence of leave of absence lasts more than three (3) months, for any elected position, that position will be declared vacated, and the procedures outlined in Article II, Section IV (b) will be followed.

**ARTICLE XX
PROCEDURE FOR ENDORSEMENT OF
POLITICAL CANDIDATE FOR LOCAL OFFICE**

Section 1:

- 1. From time-to-time individuals from within the local community running for election to public office may seek endorsement by the Lodge for support during their campaign efforts.
- 2. Individuals requesting the Lodge endorsement must attend a regular meeting or special meeting to answer questions from the membership about their qualifications for public office.
- 3. After the individual has concluded and been excused, the members in attendance will make a motion for Lodge endorsement.

4. A motion that is appropriately seconded with further discussion may be considered for a vote.
5. For endorsement approval, the vote must pass by eighty percent (80%) vote in favor of the members in attendance.

ARTICLE XXI MEMBERSHIP DUES and ASSESSMENTS

Section 1: Membership Dues

After receipt of an application for Active or Associate membership, the reading of the application will be conducted at the first general meeting with appropriate discussion for approval or disapproval, and a vote taken after that.

Those applicants accepted will be sworn in at the following general meeting if not present prior.

The fee of annual dues for Active members shall be \$520.00 per year. All dues shall be paid through direct bank transfer (ACH payment) to the Lodge from the member's checking or savings account. Payroll deduction or ACH withdrawal will occur 26 times each year at a rate of \$20.00.

Wicomico County Sheriff's Office, Active Members who are members of the WCSO Collective Bargaining Unit, will pay an additional \$10 per pay. This additional fee will be to the WCSO CBU fund and only be used for WCSO CBU matters.

Salisbury University Police Officers, Active Members who are members of the SUPD Collective Bargaining Unit, will pay an additional \$15 per pay. This additional fee will be to the SUPD CBU fund and only be used for SUPD CBU matters.

Associate members' annual dues shall be \$60.00 for Plan B and \$120.00 for Plan A. Associate members have the option to pay dues in full annually by check or ACH monthly payments. There shall be an initial \$15.00 application fee, which is non-refundable.

- a) Plan A is reserved for employees of police departments who are not police officers or police officers who work outside of Wicomico County or police officers who are members of another FOP Lodge.
- b) Plan B is for any citizen who is not a police officer but wants to join the Lodge.

Any active member who retires from a law enforcement agency or who is receiving a service-connected disability benefit shall, upon retirement, transition from bi-weekly ACH payments to a \$100.00 flat rate per year. Retired members may pay dues annually

with a personal check or enroll in ACH annual payments. Each Retired/Alumni Member billing cycle will be consistent with the month they joined the Lodge as a retiree or became retired.

Any active member in good standing who has their employment terminated by the employing agency due to a reduction in force caused by budget considerations may, upon request, retain active Associate membership in the Lodge provided that the member pay dues equal to Plan A of the associate membership. Such request shall be subject to the annual approval of the membership at a general meeting.

Suspension of a member for non-payment: Any member whose membership has been suspended for non-payment of dues, in order to return to good standing must:

- a) Become current on their dues.
- b) Resubmit their membership application before the membership to be voted on by a majority of the membership in attendance (if a quorum has been met)

Section 2: **Dues Assessments**

Each member shall pay the following annual dues (Effective 2021):

Total Active - Full-time member:	\$520.00 per year
Total Active - Retired member:	\$100.00 per year
Total Associate - Plan A:	\$120.00 per year
Total Associate - Plan B:	\$60.00 per year

The Lodge shall pay the following annual fees for each member (Effective 2021):

State Lodge:	\$11.00
National Lodge:	\$11.50
SBWD Law Retainer:	\$78.00
Life Insurance:	\$26.88
SBWD Pre-paid:	\$90.96
Total:	\$218.34
SBWD Pre-paid (retiree):	\$45.00
Under age 65 Retired Member Total:	\$172.38
Life Insurance (over 65):	\$13.44
Over age 65 Retired Member Total:	\$158.94

ARTICLE XXII MEETINGS

Section 1: Open and Executive Session

All meetings of the Board of Directors will be open to any active or associate member for information only, and said members have no right to debate discussion or voting.

The scheduled meetings of the Board of Directors shall be announced at the general meeting. Meetings of the Board of Directors shall occur no less than four (4) times per calendar year.

Sections (a) and (b) of this By-Law may be waived at the discretion of the Board of Directors by moving to Executive Session when a situation arises affecting the immediate welfare of an active member of this Lodge, their immediate family, or to discuss financial or labor-related contracts and agreements of the Lodge.

A majority of the Board of Directors present is required to conduct a meeting. The President may conduct a telephone poll of the members of the Board of Directors for the position of the Board in an emergency or other situations as they arise that require immediate action. If a telephone poll is conducted, the results will be made available at the next Board or membership meeting.

Meetings of the Board of Directors will be scheduled at the discretion of a majority of the Board or the President.

Section 2: General Membership

Meetings of the membership will be held at the FOP Lodge.

Only members in good standing may vote at meetings.

A total of three (3) active members, two (2) of which shall consist of members of the Board of Directors, one being the President or the Vice-President, which will constitute a quorum.

Associate or honorary members may attend meetings; however, they possess no voting authority.

There shall be no less than eight (8) membership meetings, excluding special meetings, held per year.

Special meetings are called to discuss a specific issue of significance that must be resolved before the next scheduled membership meeting.

ARTICLE XXIII FINANCES

Section 1: Accounts and Expenditures

The Treasurer or the President will sign all checks issued by the Lodge.

An independent auditor or Lodge accountant will review the books annually.

The Board of Directors is authorized to routinely make expenditures on behalf of the Lodge, providing such expenditure for any one purchase does not exceed \$1000.00. Expenditures related to the day-to-day operation of the Lodge and expenditures to meet required per-capita taxes are excluded.

Expenditures more than \$1000.00 shall be approved by the membership at any general meeting.

Limitations of expenditures by the Board of Directors may be waived in situations that directly affect the immediate welfare of any active member of the Lodge or directly affect the credit and financial standing of the Lodge itself. In either case, the Treasurer will make a detailed report to the membership as soon as possible, preferably at the next general meeting.

This report shall include the reason(s) the funds were allocated and for what purpose(s) the money was spent.

All books and financial records shall be open for inspection by any member in good standing, upon written request, at a General Membership Meeting.

The Board of Directors and Committee members shall be reimbursed for all out-of-pocket expenses and mileage, at the prevailing Internal Revenue Service rate per mile, when conducting Lodge business.

At the direction of the President or Board of Directors, any member who conducts business shall have their expense reimbursed at the same rate. A detailed report shall accompany the request for reimbursement and will be approved by the membership.

Salaries of honorariums may be paid to any member of the Board of Directors, Committee Chairs, or Stewards.

The salary or honorarium shall be set by the membership at a regular meeting and reviewed annually after that.

ARTICLE XXIV APPOINTMENTS

Section 1: Appointed Committee Members

Committee members shall remain on the committee until the election of a new President. The newly elected or re-elected President may keep any Standing Committee in effect until they can replace said members, but no greater than 12 months after their election.

An appointed Chairman or Committee member of any Standing Committee shall be dismissed from their position by:

- a) 2/3 vote of the Board of Directors, or
- b) 2/3 written petition of the active membership, or
- c) written request of the Committee Member who desires to resign from the Committee. Such a written request will be submitted to the President.
- d) SUPD and WCSO Committees are exempt from this section. SUPD and WCSO Committee members are appointed/dismissed by the members of the WCSO CBU or SUPD CBU.

Section 2: Professional Services

Services that require a licensed professional for the service to be rendered may be retained for use by the Lodge only with the approval of the Board of Directors.

Services of the licensed professional shall remain in place until:

- a) Services are no longer needed, or
- b) Dismissal by the Board of Directors

ARTICLE XXV COUNSEL

Section 1: Appointment

Legal Defense Policy: The policy is developed in the best interest of The Lodge. The Lodge recognizes the inherent need of the membership to have advice and representation of legal Counsel; therefore, the following policy is provided:

- a) The law firm Schlachman, Belsky, Weiner, and Davey, P.A. will provide pre-paid legal assistance to the Active Members of the Lodge and eligible family members.

Section 2: **Removal of Counsel**

Any Counsel for the Lodge may be dismissed at the discretion of the membership by a two-thirds (2/3rd) vote of the total Active membership during a special meeting.

Section 3: **Use**

Any member, in good standing, may be represented by Pre-Paid Legal Counsel at any hearing board as it applies to the Law Enforcement Officer's Bill of Rights, HB 670, Merit System Board, Grievance Hearing as provided by the Collective Bargaining Agreement; or criminal trial for charges stemming from the duty-related incident.

The Board of Directors will have sole authority to determine the extent to which the Lodge will be liable for any legal expenses not covered in the Pre-Paid Legal Plan provided to the membership.

Denial of any additional representation by Counsel by the Board of Directors may be appealed to the membership at the next general meeting. After discussion, the Membership's decision shall be final and binding.

In exigent circumstances, the President may give preliminary approval of use of Counsel to the member. In such cases, the Lodge shall be responsible for legal fees until a determination as prescribed in Subsection (b) of this Article.

Members who elect to be represented by Counsel not provided by the Pre-Paid Legal Plan do so at their own expense.

The President of the Lodge or Chairman of the SUPD CBU Committee or the WCSO CBU Committee have the authority to the confer with Counsel on matters about their respective Labor Agreements.

ARTICLE XXVI GENERAL PROVISIONS

Section 1: **Resignations**

Lodge #111 will accept a written resignation from any elected officer or member.

Section 2: **Adoption of the Grand Lodge and Maryland State Lodge Rules**

The Fraternal Order of Police, Lodge 111, is a subordinate Lodge of the Grand Lodge, Fraternal Order of Police, and the Maryland State Lodge, Fraternal Order of Police. As

such, Lodge 111 adopts all Constitutional Rules and Bylaws of the Grand Lodge and Maryland State Lodge when Lodge 111's Constitution or Bylaws do not govern.

Section 3: **Administration**

The Secretary shall be required to maintain a book containing all resolutions passed by the order.

The Secretary shall be required to maintain all minutes of regular and special meetings. All minutes will be retained for the life of the Lodge, and minutes for the current year will be kept within the Lodge common area for member review. Minutes from each meeting will also be sent to each member upon completion for review or approval, no later than ten (10) business days after each meeting.

The Board of Directors shall evaluate the feasibility of providing insurance programs to include, but not limited to, health, life, dental, and disability. The premium payments of members may be through existing dues deductions or by billing. The membership must approve any insurance programs.

The State Trustee shall be responsible for conducting an inventory of all Lodge property.

An annual audit shall be done no later than May of each year, and a report submitted to the Board of Directors.

The Secretary shall maintain the report.

Section 4: **State and National Conference**

The President and State Trustee, by virtue of their office, should be voting delegates of the Lodge at State and National FOP Conferences.

Delegates as authorized by the State or National FOP and alternates, if any, will be nominated by the Board of Directors of the Lodge by May 31. The Board will bring to the membership the names of the nominees for approval by vote.

Expenses of the delegate for travel, lodging, and registration fees are the responsibility of the Lodge. The Lodge may affix a per diem for meals. Per diem rates shall be at a minimum equal to that of the employing agency's rate. If in a bargaining unit, the delegates will be authorized for FOP leave as prescribed in the CBU Contract.

With the approval of the membership, each delegate may be allowed a spouse or companion to attend the conference. The Lodge will only not pay any additional lodging expense for the spouse or companion.

Unless a Board member, any Lodge 111 member who has represented the Lodge within the previous two (2) years as a Lodge 111 delegate may not attend a State or

National Conference unless approved by 2/3's of the membership in attendance during the June regular meeting.

Section 5: Conferences, Conventions, Meetings, and Seminars

The Board of Directors may approve written requests by a member to attend any conference, convention, meeting, or seminar other than State or National FOP Conferences.

The request must be for a conference, convention, or meeting that would benefit the Lodge.

Expenses incurred by the attending member will be paid as prescribed in Section V, Subsection (c), and (d) of this Article.

If the request is approved, the member, if in a bargaining unit, will be authorized FOP leave prescribed in the CBU Contract.

Article XXVII REMOVAL FROM OFFICE

Section 1:

The Lodge may remove any officer holding an office established by this Constitution upon the preference of written charges by a member of the Lodge. Following a hearing on the charges and by a 2/3 vote of the membership in attendance, the Officer shall be removed from office.

Section 2:

The Board of Directors shall adopt specific policies and procedures for the removal of officers from office. Such policies and procedures shall be in writing and shall allow for due process, to include the right to appeal.

Section 3:

The placement of written charges against an Officer shall be delivered via certified mail to the Officer.

The notification of written charges will also provide a hearing date, which will be considered a special meeting.

Section 4:

Grounds for removal shall be misfeasance, malfeasance, or nonfeasance in office. Counsel may represent the accused at their own cost and not the Lodge counsel.

Section 5:

A written motion signed by seventy five percent (75%) of the total voting membership of the Lodge, requesting the removal from office will necessitate the officer in question to immediately surrender his/her office. This process of removal from office is not subject to Section 1 through 4 of this Article. Any member(s) who use this section for the removal of an Officer, shall notify the Board of Directors and the Officer subject to removal at least thirty (30) days in advance prior to the submission of the written motion.

Article XXVIII LODGE USE

Section 1: **Clubhouse**

The Lodge provides a large area for all members of the Lodge. In addition, the Lodge includes a small kitchen, bar area with seating, pool table, lounge area, dining tables, and several large TVs.

Within the Clubhouse is a private room that can be used as a meeting space or small group gatherings.

1. There is a private office reserved for the President or other Officers of the Board of Directors.

Active members shall receive one (1) key FOB to access the Lodge.

1. Active member's keys will be activated for every door in the building, except the President's Office, for 24/7 access to the building.
2. Associate members shall receive one (1) key FOB to access the Clubhouse. Associate members' key will be activated for the clubhouse entry door only and will give access to Clubhouse from 8 am to 7 pm.
3. Key FOBs issued to members shall be returned to the Lodge upon separation from the Lodge.
4. The Clubhouse is open to guests of Active Members. Each Active Member is permitted to have up to six (6) guests at a time. Guest hours are limited, and no guest is allowed in the Clubhouse after midnight to 7am, unless a Lodge event is being hosted.
5. Associate members are not permitted to have guests. Associate members may remain in the Clubhouse after 7 pm while they are with an Active Member who is present.

6. On-duty law enforcement officers of Wicomico County who are eligible for Active Membership of this Lodge should not be a guest of an active member. They should instead become a member to have access to the Lodge.
 - i. This paragraph does not apply to on-duty officers who are attending a function/event hosted by the Lodge, or an approved event hosted by an active member during the hours of 7 am to midnight.
 - ii. This paragraph does not apply to Officers who have graduated from the academy within the last 45 days, who are with their FTO who is an active member. Those new officers should join the Lodge at the next regular meeting after graduation should they desire to use the Clubhouse while on duty and completing FTO training.
7. Any member who permits unauthorized guests to enter and/or remain in the Clubhouse after hours may be subject to suspension of use of the Lodge for a period of time to be determined by the Board of Directors.

Section 2: "**Venue 111**" - **Rental Hall**

1. The Lodge provides a sizeable rental hall that is open to the public or members for rent. All rentals require a signed contract and applicable deposits.
2. The Lodge can provide tables and chairs upon request for clients who rent the space.

Alcohol sales on the Lodge property are prohibited without a sales permit issued by the Wicomico County Liquor Board. The Lodge will only obtain a sales permit for functions directly linked to a Lodge event.

1. Three (3) Board of Directors must complete the sales application, should a sales permit be needed.
2. The Venue 111 Committee shall assist clients or the Venue coordinator in ensuring services are provided.
3. Clients who are not members of the Lodge are NOT permitted to access the Clubhouse during their event. Members may utilize the door from the Venue to the Clubhouse during their events, but the number of guests is still limited to no greater than six (6) people at a time.
4. Both the Venue and Clubhouse may be open to the public for an event hosted by the Lodge. During those times, paragraph e of this section is not applicable.
5. Venue rental pricing rates are maintained on the Lodge website.