

# Constitution of the Central Iowa Lodge of the Fraternal Order of Police

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## **Preamble**

We, the law enforcement officers of the Central Iowa Fraternal Order of Police Lodge, do hereby associate together for the common good and for the following purposes:

To support and defend the Constitution of the United States and the State of Iowa, to improve and foster the enforcement of law and order, to improve the individual proficiency of our members in the performance of his or her duties, to encourage social, charitable, and educational activities among law enforcement officers, to create a spirit of esprit de corps insuring fidelity to duty under all conditions and circumstances, to cultivate a spirit of fraternalism and mutual helpfulness among the members and the people we serve, to increase the efficiency of the law enforcement profession and thus more firmly establish the confidence of the public in the service dedicated to the protection of life and property.

# **Article I**

## **Lodge Name**

Section 1 This organization shall be known as the Central Iowa Fraternal Order of Police Lodge, hereafter known as the Lodge or Central Iowa Lodge, and shall consist of sworn law enforcement officers, or other personnel adjudged as meeting the requirements for Active Membership contained in the Constitution and Bylaws of the Central Iowa Lodge and the Grand Lodge, Fraternal Order of Police, who are admitted to membership and conform to its rules and regulations.

# **Article II**

## **Character**

Section 1 The Fraternal Order of Police, Central Iowa Lodge is an organization consisting of professional law enforcement personnel who have joined together for the common good. In no event shall the Lodge join or be controlled by any labor organization, provided, however, that this Section shall not prohibit cooperative efforts with labor organizations for our common good. The Lodge is strictly non-political and non-sectarian.

Section 2 Central Iowa Lodge shall not strike, nor by concerted action cause a cessation of the performance of police duties, or induce members or other lodges to do likewise. The penalty for such action by any member shall be immediate expulsion from The Fraternal Order of Police.

Section 3 This Constitution shall be the fundamental law of the order and, with the Bylaws enacted in accordance herewith, shall govern the conduct of this Lodge and its members.

# Article III

## Membership

Section 1 Any regularly appointed law enforcement officer as defined in the Grand Lodge, Fraternal Order of Police Constitution shall be eligible for membership in this lodge.

Section 2 There shall be three (3) classes of membership:

**Active Membership** – shall include regularly appointed or elected fulltime law enforcement officers; or may include retired regularly appointed or elected law enforcement officers.

**Retired Membership** – shall be comprised of retired regularly appointed or elected law enforcement officers who withdraw from active membership, in writing to the Lodge, upon or after retirement from his or her law enforcement agency.

**Honorary Membership** – shall be comprised of individuals recognized by the Lodge for exceptional service or contribution to the law enforcement community and/or to The Fraternal Order of Police.

Section 3 Active members who are dismissed from police service on charges which are subsequently sustained in a regular court of law, or who have not contested the decision of the dismissing authority, automatically forfeit his or her membership in this Lodge. Those members who have resigned his or her commission as a law enforcement officer shall not be an Active member, however, those members who are engaged in a grievance/appeal pertaining to the termination shall remain an Active member subject to the outcome of the settlement of the grievance/appeal.

## **Article IV**

### **Application For Membership**

- Section 1      An application for membership can be submitted to any member of the Executive Board in writing and signed by the applicant. The application shall be delivered to the President or the Secretary for presentation to the members at the next regularly scheduled meeting.
- Section 2      The application shall include the oath taken by each member of the Order and shall constitute a knowledge of the Oath of Allegiance to the Order. In the absence of an official “swearing-in” ceremony at a meeting of the Lodge, the signed Oath shall be deemed as being “sworn-in” upon official acceptance of the application by the Lodge. The Secretary shall keep accurate records of the “swearing-in” of members and officers.

## **Article V**

### **Dues and Assessments**

- Section 1      The Lodge shall be empowered to levy a dues assessment of its members as established by a majority vote of the active membership.
- Section 2      The dues of the Lodge shall be payable by means determined by the Lodge Treasurer agreed upon by a majority vote of the active membership.
- Section 3      Any member delinquent in payment of dues for a period of ninety (90) days shall forfeit all rights and privileges and benefits accorded to members in good standing of the Lodge and is automatically suspended and dropped from the Lodge. The Lodge, through vote of the membership, may waive payment of dues for special circumstances but cannot fail to pay required dues and assessment to the Grand Lodge in the name of that member.

- Section 4 Any member delinquent or suspended may be reinstated and restored to good standing by the payment of all amounts due, and, in addition thereto, the payment of all dues for the whole of the current calendar year in which reinstatement is made.
- Section 5 The Lodge Treasurer shall see that the Lodge's National and State per capita taxes and assessments are paid in accordance with the provisions of the National Constitution and Bylaws.
- Section 6 Upon a two-thirds vote of the entire Lodge, by mail or electronic mail (email) ballot, each member may be assessed additional dues on a one-time emergency basis. There may be more than one assessment authorized during any calendar year.

## **Article VI**

### **Lodge Meetings**

- Section 1 The Lodge shall hold regular meetings at a place and time determined by the Executive Board.
- Section 2 Special meetings of the Lodge may be called by the President of the Lodge or upon request of a majority of the Executive Board in writing, including electronic mail (email), or upon the written request of any five (5) members in good standing of the Lodge. The reason for the Special Meeting shall be specified in the notice calling the meeting and no business shall be transacted except for the reason that the meeting was called. All Special Meeting notices shall be electronically mailed to the membership at least seventy-two (72) hours before the meeting is to be held.
- Section 3 For the transaction of any business at a regular or special meeting of the Lodge, there shall be a required minimum number of five (5) members in good standing present, which will constitute a quorum to vote on any question, which may arise.

# **Article VII**

## **Official Order Of Business**

Section 1      The official order of business shall be as follows:

- I.    Call to Order
- II.   Roll Call of Officers
- III.   Reading of the minutes of the last regular meeting or any special meetings.
- IV.   Acceptance of new applications for membership
- V.    Officer's Reports
- VI.   Reports of Committees
- VII.   Bills and Communications
- VIII.   Reports of Members In Sickness or Distress
- IX.   Initiation of Applicants for Membership
- X.    Unfinished Business
- XI.   New Business
- XII.   Good of the Order
- XIII.   Election of Officers
- XIV.   Installation of Officers
- XV.   Adjournment

# **Article VIII**

## **Lodge Officers**

Section 1      The officers of the Central Iowa Fraternal Order of Police Lodge shall be as follows:

President

Vice President

Immediate Past President

Secretary

Treasurer

State Trustee

Local Trustee

Section 2      The officers of the Lodge shall be nominated at the regular meeting in November of each year. An electronic ballot shall be provided to all members to cast their vote within one (1) week after nominations are made. The results of those electronic ballots must be received by the Secretary at the close of the business day, no later than (7) days after nominations. The ballots will be counted and the results announced via email to all members. The ballot will be prepared in such a manner as to insure authenticity, accountability, and secrecy. (A similar procedure will be used in the event of any special elections, for whatever reason, which may take place.) Elected officers will take office the month of January following the day of the election. Elected officers shall hold office for a term of one (1) year. For any special elections, elected officers will take office on the day of election and hold that position until the next regular elections. If no member wishes to run for a particular position, the current officer may continue to occupy that position.

Section 3      Newly elected officers who were absent at the first installation shall be installed at the next regular meeting, and if absent again at the 3rd regular meeting from the



time of election. If the officer is not installed within the three (3) meeting time limit, the office shall be declared vacant and a successor shall be elected in a manner described above.

Section 4 Only active members in good standing shall be eligible as a candidate for any office in the Lodge.

Section 5 It shall be the duty of each elected officer of the Lodge to be present at a majority meeting of the meetings per year, unless prevented by sickness, vacation, or official assignment. Failure to attend a majority of the meetings per year may be grounds for removal from office upon the written complaint, taken under Oath, of any member.

## **Article IX**

### **Duties of Elected Officers**

Section 1 President

The President shall preside at all meetings and shall preserve order and decorum. He or she shall carefully supervise the affairs of the Lodge consistent with the Lodge's priorities. The President shall appoint the majority of all committees and shall fill all vacancies in all committees which become vacant due to death, resignation, or removal if, in the opinion of the President and the Executive Board, that the Committee's assignment job is not being fulfilled. He or she shall sign all official documents of the Lodge, which, by custom, pertains to the office of President. The President shall perform all other duties of the office or as directed by the Lodge or the Board (if between Lodge meetings). He or she shall represent the Lodge at all meetings, both public and private, at which Lodge business will be discussed, unless otherwise delegated to another member by the President or delegated upon a vote of the general membership. He or she shall enforce strict compliance with the Constitution and Bylaws of the Order in all his or her actions. The President may succeed himself or herself in office. Upon leaving office, the President shall convey all unfinished business of the Lodge to his or her successor, together with any Lodge records, monies, or property. The President shall not take part in debate without the consent of the majority of the members that are present.

Section 2 Vice President

The Vice President shall appoint the minority members of all committees and, in the absence of the President, the Vice President shall perform the duties of that office. Upon a vacancy in the office of President, the Vice President shall fill the rest of the term as President. A special election will be held to elect and fill the office of Vice President.

Section 3 Immediate Past President

The Immediate Past President shall advise and assist the President and the Executive Board in the performance of their respective duties and shall execute such assignment as directed.

Section 4 Secretary

As Secretary, he or she shall keep a correct record of transactions of each meeting of the Lodge known as the Minutes, which shall be read at the next regular meeting for approval. The Secretary shall maintain a book containing the Constitution and Bylaws of this Lodge and all amendments made thereto. The Secretary shall maintain an accurate mailing list of all the members of this Lodge for the purpose of communications, notifications, and reporting per capita to the State and Grand Lodges, and for the conduct of elections. At the expiration of his or her term of office, he or she shall give a correct report of the business of the office to the Lodge and his or her successor. The Secretary/Treasurer will also deliver to his or her successor in office, all books, records, and other property in his or her possession belonging to the Lodge. He or she shall perform all other business of the Lodge, which, by custom, pertains to the office of Secretary.

Section 5 Treasurer

As Treasurer, he or she shall be the custodian of all funds of the Lodge. The Treasurer shall receive and take charge of all monies belonging to the Lodge and deposit the same in banks named by the Lodge. He or she shall keep an accurate record of all monies received and expended, credit each special fund with such funds as accrued thereto and report to the Lodge at each regular meeting. The Secretary/Treasurer will be responsible for filing all relevant reports to the Internal Revenue Service (IRS) and appropriate State of Iowa government offices.

At the regular meetings, the Treasurer shall give the Lodge Trustee a correct accounting of all monies in possession of the Lodge along with the books,

receipts, papers, etc. belonging to the office for inspection. The Lodge Trustee shall give the Lodge a report of his or her inspection of financial records of the Lodge. The President of the Lodge may also order that an audit be done at any time other than listed above, and that audit shall be reported to all members.

The Treasurer shall provide and deliver to his or her successor all books, records, monies, etc. and other property belonging to the Lodge. After the installation of officers at each term, the Secretary/Treasurer, President and majority of the Executive Board shall determine the correct amount of monies in the bank that will be transferred to the care of a new Treasurer to be accurate and credited to the Lodge. No expenditures will be made except upon approval of the Executive Board or the general membership. The Treasurer shall give a bond to the Lodge an amount of which would cover the entire funds of the Lodge during any calendar year. The Lodge will pay said bond.

The accounts to be carrying the names of the Secretary / Treasurer, President, Vice President, and the Secretary, and they shall be the only signatures authorized to sign on any account belonging to the Lodge. The Treasurer shall see that the President may authorize routine payments, donations, bills, etc. unless otherwise directed by the Executive Board or the general membership.

#### Section 6 Lodge Trustees

The Lodge Trustees shall have charge of all property and inventory of the Lodge and inspect the financial accounts of the Treasurer for accuracy and shall make a report to the membership. The Lodge Trustee shall perform other duties as the President or Executive Board may require.

#### Section 7 The Executive Board

The Executive Board, also known as "The Board", shall consist of the officers described in Article 8, Section 1. They shall work with the President in determining the aims and policies of the Lodge, set goals, and assist in the transaction of the business of the Lodge between regular meetings. The Executive Board should meet prior to regular meetings of the Lodge at the call of the President. This meeting will be to discuss matters for the good of the Lodge and shall set an agenda to be posted prior to the regular meeting, then report their findings and recommendations to the Lodge.

The Board shall also serve as a grievance committee to hear internal charges or complaints against the conduct of the Lodge or any of its members. Upon a written complaint or grievance submitted by a member and taken under Oath, the Board shall investigate all allegations of malfeasance on the part of any member or allegations of violations of the Constitution and Bylaws, or violations of the Ritual of The Fraternal Order of Police. The accused member shall be served

with the complaint or grievance in person, by mail or electronic mail (email) and shall be given at least thirty (30) days notice that the Lodge will hold a hearing or trial. Upon independent investigation, the Board shall submit its findings and recommendation to the membership within sixty (60) days after the filing of such complaint by a member. The membership, at a regular meeting, shall have a trial on the allegations, hearing witnesses and taking evidence and subsequently make a finding as to censure, exoneration or guilt or the taking of no action, and act on an appropriate discipline, if warranted. Votes taken on discipline of a member will be by secret ballot. The Secretary/Treasurer shall make an accurate transcript of the proceedings before the Executive Board and the general membership meeting. The membership may suspend, expel, censure or take no action on any member, for cause, after complying with these provisions.

If the Board determines that it has a conflict of interest in the fair consideration of any allegations, grievance or complaint, it may delegate the investigative and recommendation function of the internal Lodge procedure to a Committee of five (5) members selected by the President and Vice President.

## **Article X**

### **Rights, Benefits, And Privileges Of Members**

- Section 1      All active members of this Lodge in good standing shall be entitled to the following rights, benefits and privileges.
- Section 2      To attend all regular and special meetings, to take part as an observer in the Executive Board meetings and to take part in all discussions and debates concerning the business and welfare of the Lodge.
- Section 3      To vote upon all application for membership, or reinstatement, and upon questions coming regularly before the Lodge. To invite and accompany a prospective member to designated meetings for that purpose.
- Section 4      Any questions arising as to the eligibility for participation and benefits under this section shall be referred to the Executive Board for investigation. The Board shall report at the next regular meeting after referral as to their recommended action.

Section 5 Each member has the right to protections under sanctity of the Ritual in that the business of the Lodge is not to be disclosed to any person not entitled to receive that information.

## **Article XI**

### **Resignation – Removal From Office**

Section 1 Upon the resignation of any officer of the Lodge, the Executive Board shall review all materials, books, records, property, and monies to insure that the business of the Lodge is in order. Any letter of resignation will be presented to the general membership at the next regular meeting, of any special meeting, subsequent to the date of presentation of the letter.

Section 2 Any elected officer may be impeached for malfeasance in office, incompetence, or serious violations of the Constitution, Bylaws, or Ritual of the Order, and after just cause has been shown. Actions alleged against any officer of the Lodge shall be heard as in Article IX, Section 11.

Section 3 Any member, who has been shown to file a complaint or grievance against any member or officer through an erroneous or malicious intent, shall also be subject to censure, suspension, or expulsion from the Order.

## **Article XII**

### **Amendments To The Constitution And Bylaws**

Section 1 Proposed amendments to this enabling document shall be submitted in writing to the Secretary of the Lodge who will refer said proposal to a committee designated for that purpose. The committee shall make recommendations on the proposed amendment to the general membership at a regular or special meeting. The amendment will be read at two regular or special meetings, and then submitted to the general membership for a vote by mail in the same manner as with the election of officers, stated in Article VIII, Section 2. Upon approval, the amendment shall immediately become in full force and effect. A two-thirds (2/3)

vote of all members of the Lodge is required to make any changes to the Constitution and Bylaws.

## **Article XIII**

### **Appropriations Of Monies**

Section 1      No expenditure shall exceed one hundred dollars (\$100.00) Unless it has been approved by the general membership. A majority vote of the members present shall be sufficient to approve or disapprove said appropriations. This does not apply to annual dues owed to the Grand Lodge.

Section 2      The President, with the agreement of two (2) members of the Executive Board, may, in a justified emergency, authorize the expenditure of Lodge funds up in excess of five hundred dollars (\$500.00) and report the same at the next regular meeting or any subsequent special meeting. If the amount exceeds five hundred dollars (\$500.00), then an electronic vote may be conducted of the membership of the Lodge to approve or disapprove said appropriations.

## **Article XIV**

### **Parliamentary Procedures**

Section 1      Roberts Rules of Order shall govern the conduct and deliberations of the meetings of the Order.

The foregoing Constitution was duly enacted the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at the month of \_\_\_\_\_, meeting of the Central Iowa Fraternal Order of Police Lodge.

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President, Central Iowa Fraternal Order of Police Lodge

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Secretary, Central Iowa Fraternal Order of Police Lodge