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PREAMBLE

We, the members of the law enforcement agencies of Carroll County, Maryland, convinced that it is in the best interest of our members, hereby unite under the name of the "Carroll County Lodge # 20 of the Fraternal Order of Police, Inc."

This lodge is formed to support and defend the Constitution of the United States and of the State of Maryland; to promote a more professional, personal, and efficient cooperation among the law enforcement officers in the State of Maryland; to foster enforcement of the law and order, to encourage social, charitable, and educational activities among all law enforcement officers; to advocate and strive for uniform application of civil service merit system for appointment and promotion; and to promote fraternalism and mutual aid among our members and the people we serve.

We, the members, do pledge to increase the efficiency of the law enforcement profession in the fields of law enforcement, and thus more firmly establish the confidence of the public in the service dedicated to the protection of life and property.

ARTICLE I NAME

1.0 The Lodge was chartered on the 28th day of September 1981 and is under The jurisdiction of the Grand Lodge and Maryland State Lodge of the Fraternal Order of Police.

1.1 The name of this organization shall be the Fraternal Order of Police Carroll County Lodge No. 20, Inc. hereinafter referred to as the Lodge.

ARTICLE II TERM

2.0 The term for which this Lodge is organized is perpetual.

ARTICLE III OBJECTIVES AND PURPOSES

3.0 The objectives and purpose of this Lodge will be to:

3.1 Uphold and defend the Constitution and Laws of the United States and the State of Maryland

3.2 Advance the sciences of law enforcement, and the honor of the law enforcement profession

- 3.3 Better existing working conditions of the law enforcement officers in all law Enforcement agencies in Carroll County Maryland.
- 3.4.1 Adopt a system of government and rules to be known as the Constitution and By-Laws. When approved and ratified by the Lodge, these shall be binding upon all members of the Lodge.

ARTICLE IV QUALIFICATIONS FOR MEMBERS

- 4.O All memberships classes will be open to all persons who are over the age of **eighteen (18)** and who display a positive moral character regardless of sex, race, ethnic heritage, religion, or citizenship. Membership will be denied to anyone who has been convicted in court of law for an (non-traffic) criminal violation, or who is under criminal or departmental investigation at the time of application, or who is or has ever been a member of any organization or group advocating intolerance or violence directed at any racial, religious, or ethnic group, or advocating the overthrow of or violence directed toward the Constitutional Government of the United States of America or the State of Maryland.
- 4.1 The Lodge Membership will consist of four (4) classes; Active Law Enforcement, Retired Law Enforcement, Associate, and Auxiliary
- 4.2 **ACTIVE LAW ENFORCEMENT MEMBER;** To qualify, the member must be employed in a full time capacity by a law enforcement agency as a sworn law enforcement officer, with current certification by a recognized Law Enforcement Training Institute. An Active Member in this Lodge may not be a member in any other Lodge of the Fraternal Order of Police.
- 4.3 **RETIRED ACTIVE LAW ENFORCEMENT MEMBER;** To qualify, Active Members of this Lodge in good standing, who initially joined this Lodge while serving in the capacity as a full time appointed, sworn, and certified law enforcement officer, and due to length of service or physical disability have since retired.
 - 4.3.1 **RETIRED LAW ENFORCEMENT MEMBER;** To qualify, the member must have been a sworn, and certified law enforcement officer, and due to service or physical disability have since retired.
- 4.4 **ASSOCIATE MEMBER;** To qualify, an Associate Member must be employed in a full time capacity by a law enforcement agency, or retired from a law enforcement agency as a sworn officer in good standing, yet continue to maintain membership with another Lodge of the Fraternal Order of Police. Associate members may also be employed as an

emergency services dispatcher within Carroll County. To become an associate member, an application for membership must be completed, and pay yearly dues (decided by the membership). Associate members may also be Correctional (Active or Retired) or Court Security employees within Carroll County and will provide proof of employment at the time of application. Associate Members who initially joined this lodge may continue membership upon retirement. Associate Members will follow all rules set forth in by-laws or local lodge memorandums.

4.4.1 Associate Members shall be permitted to attend regular meetings of the Lodge and to participate in discussions. Associate Members will not be entitled to vote on Lodge matters. At the direction of the President or presiding officer, Associate Members can be requested to leave the meeting room, if there are sensitive matters to be discussed.

4.5 AUXILIARY MEMBER; To qualify must be comprised of a spouses, parents, mother and father in-law, brother and sister, brother and sister in-law, grandparents, sons, daughters, step children, and foster children of a Active or Retired member.

4.6 Active Law Enforcement and Correctional Employees must enroll in the legal plan.

ARTICLE V OFFICERS

5.0 The Lodge shall have the following elected Officers; President, Vice President, Recording Secretary, Treasurer, State Lodge Trustee, Sergeant of Arms and [Conductor]

ARTICLE VI GOVERNMENT

6.0 The Lodge shall be governed by the Executive Board consisting of the President, Vice President, Recording Secretary, Treasurer, State Trustee, and immediate Past President.

ARTICLE VII NOMINATIONS AND ELECTIONS

7.0 Nominations for elected Lodge Officers shall be received from the floor of the Lodge during the regular October meeting, biannually, falling on the even number years. Only Active Law Enforcement and Retired Active Law Enforcement members may submit names for nominations and vote in the Lodge's elections.

- 7.0.1 Within fourteen (14) days following the October meeting the Secretary will provide to all Active and Retired Law Enforcement members by U.S. Mail or an electronic voting system i.e. (www.electionbuddy.com) a ballot with all the nominations of the candidates and the date of the election. All ballots shall be returned to the Secretary by return U.S. Mail before the November meeting. All ballots will remain un-opened until the ballots are formally counted.
- 7.1 Election of Lodge Officers shall be held during the regular November meeting of the Lodge, biannually, falling on the even number years. Only Active Law Enforcement and Retired Active Law Enforcement Members in good standing are eligible to vote for Lodge Officers.
- 7.2 All ballots will be secret. Any Active Law Enforcement or Retired Active Law Enforcement Member who did not receive a ballot by U.S. Mail or through an electronic voting system i.e. (www.electionbuddy.com) may get a ballot from the secretary and vote. At the conclusion of the balloting, the secretary will count the ballots. The Vice President will certify the count and present the election results to the Lodge President.
- 7.3 All Lodge Officers will be sworn into office at the regular December meeting. The term of office shall be two years.
- 7.4 To be eligible for office on the Executive Board, a member must be in good standing and have attended five (5) meetings in the current voting year.

ARTICLE VIII DUTIES OF THE LODGE OFFICERS

8.0 THE PRESIDENT

- 8.0.1 The President of the Lodge shall be the Chief Executive Officer of the Lodge. The President may sign checks for the disbursement of funds authorized by the Lodge.
- 8.0.2 The President of the Lodge shall preside over all meetings of the Lodge, if possible, providing a written or oral report. He shall have general management of the business of the Lodge and shall see that all orders of the Lodge are carried into effect. He or his designee shall execute any and all contracts that may be authorized by the Lodge. The President may also perform the duties of the Secretary and Treasurer during their absence, or when so directed by the Executive Board

- 8.0.3 The Lodge President shall be an ex officio member of all standing and special committees of the Lodge. He shall have the power, with the advice and consent of the membership, to appoint any committee(s) to inquire in to affairs of matters affecting or concerning the Lodge.
- 8.0.4 The Lodge President shall appoint, with the consent of the Executive Board delegates to the State and National Conferences. The President may call special meetings when he deems it necessary or upon a petition signed by a quorum of the Active and Retired Active members. Notice of such meetings will be given at Least seventy two (72) hours if feasible, but in no event less than forty eight (48) in advance of such meeting.
- 8.0.5 The Lodge President shall perform such others duties as are usual and incidental to the office. At the completion of his term of office, he shall convey to his successor all unfinished business and records of the Lodge.

8.1 THE VICE PRESIDENT

- 8.1.1 The Lodge Vice President shall preside at all meetings in the absence of the President, and shall otherwise perform the duties of the President during his absence or when so directed by the President or the Executive Board.
- 8.1.2 The Vice President shall serve as the liaison between the Executive Board and the Lodge Membership in dealing with problems or grievances within the Lodge. It shall be his responsibility to assist in the resolution of these problems and if necessary assist in the formulation of any formal grievances. He shall be an ex officio member of all standing and special committees of the Lodge.
- 8.1.3 The Vice President, with the assistance of the Secretary and Treasurer, shall prepare a projected annual operating budget for the forthcoming year. The budget shall be first presented to the Executive Board before being presented at the regular December Lodge Meeting.
- 8.1.4 The Vice President shall perform such other duties as are usual and incidental to the office. At the completion of his term of office, he shall convey to his successor all unfinished business and records of the Lodge.

8.2 RECORDING SECRETARY

- 8.2.1 The Secretary shall preside at all meetings in the absence of the President and Vice President, and shall otherwise perform the duties of the Vice President during his absence and when so directed by the President or by the Executive Board. The Secretary may also represent the Lodge at any State Lodge Meeting in the absence of the State Trustee.
- 8.2.2 The Secretary shall be the custodian of the official seal of the Lodge and have custody of all official documents of the Lodge. He shall also maintain the official records (minutes) of each Lodge meeting.
- 8.2.3 The Secretary shall be responsible for conducting all official correspondence of the Lodge. Copies of all official correspondence will be kept on file. Any other Lodge officer or committee issuing correspondence in the name of the Lodge will submit a copy to the Lodge Secretary for the Lodge files.
- 8.2.4 The Lodge Secretary shall be the official custodian of the Constitution and By-Laws of the Lodge, which shall have been authenticated by the official seal of the Lodge and bear the signatures of the President and Secretary of the Lodge. He shall keep all past Constitutions and By-Laws as well as all proposed amendments. All amendments adopted by the Lodge shall be added to the official document after being duly authenticated by the official seal, and by the signatures of the President and Secretary.
- 8.2.5 The Secretary shall within ten (10) days of the expiration of his term of office, deliver to his successor the official seal of the Lodge, and all documents and equipment in his custody or control.
- 8.2.6 The Secretary shall assist the Vice President with the preparation of a projected annual operating budget for the forthcoming year. The budget shall be first presented to the Executive Board before being presented at the regular December Lodge Meeting.
- 8.2.7 The Secretary shall make a written or oral report at each regular monthly meeting.
- 8.2.8 The Secretary shall perform such other duties as are usual and incidental to the office

8.3 TREASURER

- 8.3.1 The Treasurer shall be the custodian of all funds of the Lodge. He may sign checks for the disbursement of funds duly authorized by

the Lodge, and shall keep an itemized record of all funds disbursed and received by the Lodge. He shall deposit all funds received in a reputable banking institution operating within the State of Maryland, approved by the Executive Board.

8.3.2 The Treasurer will be responsible for the annual per capita taxes due to the State and Grand Lodges.

8.3.3 The Treasurer shall assist the Vice President with the preparation of a projected annual operating budget for the forthcoming year. The budget shall be first presented to the Executive Board before being presented at the regular December Lodge Meeting.

8.3.4 The Treasurer shall with ten (10) days of the expiration of his term of office, deliver to his successor all documents, equipment, and funds in his custody or control. At the completion of his term of office, he shall convey to his successor a full listing and accounting of all Lodge property and assets.

8.3.5 The Treasurer shall make a written or oral report at each regular monthly meeting.

8.3.6 The treasurer shall perform such others duties as are usual and incidental to the office

8.4 THE STATE TRUSTEE

8.4.1 The State Lodge Trustee shall represent the Lodge at all Maryland State Lodge meeting if possible.

8.4.2 The State Trustee shall attend the biannual State Lodge conference and be responsible for the travel, lodging, and other arrangements necessary for our Lodge delegates to the conference.

8.4.3 The State Trustee shall deliver all business from the Lodge to the Maryland State Lodge, and report to the Lodge all news, directions and information from the Maryland State Lodge.

8.4.4 The State Trustee shall perform such other duties as are usual and incidental to the office.

8.5 SERGEANT OF ARMS

8.5.1 The Sergeant of Arms shall have charge and control of the Lodge room and shall permit only qualified persons to enter or remain.

8.5.2 The Sergeant of Arms shall execute duties as ordered by the President

8.5.3 The Sergeant of Arms shall keep an accurate record of all members attending each meeting in a book known as the THE BOOK OF ATTENDANCE and shall ascertain whether or not a quorum has been met and advise the President of same immediately after the meeting is called to order.

8.6 CONDUCTOR

8.6.1 Duties of the Conductor shall include the reporting of State and National Legislative matters, issues pertaining to Labor Relations from the State and National Lodge, Personnel and Equipment Safety issues, attend State FOP quarterly meetings and duties as directed by the President of the Lodge.

ARTICLE IX OFFICE VACANCIES

9.0 In the event an elected office becomes vacate other than the office of the President, the President shall appoint with the approval of the Executive Board, a member in good standing to fill the unexpired term of that office.

9.1 In the event the office of the President becomes vacant, Vice President shall fill the unexpired term of the President.

ARTICLE X RECALL OF OFFICERS

10.0 Any elected officer may be recalled from office only after being charged and found guilty of a violation of Lodge Rules of Conduct as enumerated in the Lodge By-Laws.

19.1 If a Lodge Officer is found in violation of Lodge Rules of Conduct, The Lodge President will declare the office vacant and the office will be filled pursuant to provisions set forth in Article IX of the constitution.

ARTICLE XI MEETINGS

11.0 Meetings shall be divided into four (4) types; Board Meetings, Regular Meetings, Special Meetings, and Installation Meetings. Meeting schedules will be defined by the By-Laws

- 11.1 The latest edition of Roberts Rules of Order shall govern the order in all cases which are no in conflict with the Constitution and By-Laws, Special Rules of this Lodge, the Maryland State Lodge or the Grand Lodge of the Fraternal Order of Police.
- 11.2 The Lodge will follow the Order of Business as directed in the Grand Lodge Ritual Book, unless the order of business is suspended by a motion and seconded from the floor.
- 11.3.1 For official business to be conducted, a quorum of at least two officers and three members must be present at the start of any Regular, Special, or Installation Meeting. A simple majority of the Lodge Officers will constitute a quorum for Executive Board Meetings.

ARTICLE XII AMENDMENTS TO THE CONSTITUTION

- 12.0 Proposals for Amendments to the Constitution of this Lodge shall, in resolution form stating the reasons for the amendment, be attested to by the signature of the Lodge Secretary.
- 12.1 Proposals shall be submitted to the Executive Board sitting as the Constitution and By-Laws Committee. A recommendation by the board shall be made to the Lodge within ninety days (90) of receiving the proposal(s).
- 12.3 After the amendment is reviewed by the Executive Board, it shall then be submitted at a regular meeting of the Lodge with the Executive Board's recommendation. The proposed amendment shall then be made available for all members to review for at least thirty (30) days. Notice of this review period and that a vote will be held on the amendment at the next regular meeting will be sent via U.S. Mail or through an electronic voting system i.e. (www.electionbuddy.com) to all regular members.
- 12.4 The President shall then present the proposed amendment to the Lodge at the next regular meeting for vote. A majority vote of those present shall be required for passage of the amendment.
- 12.5 If the amendment is passed, the Secretary and the President of the Lodge will sign the amendment. The Secretary will then affix the official Lodge seal, and enter the amendment into the Constitution and see that it may become an official part of the Constitution of the Lodge.

- 12.6 The Secretary will send a copy of the passed resolution and a copy of the Constitution, with the official change, to the Maryland State Lodge for their file.

BY-LAWS

ARTICLE I APPLICATION FOR MEMBERSHIP

- 1.0 All membership classes will be open to any person over the age of twenty one (21) who displays a positive moral character regardless of sex, race, ethnic heritage, religion, or citizenship.
- 1.1 Membership will be denied to anyone who has been convicted, received punishment before judgment, in a court of law for any (non-traffic) criminal violation, or who is under criminal or departmental investigation at the time of application, or who is or has ever been a member of any organization or group advocating intolerance or violence directed at any racial, religious, or ethnic group, or advocating the overthrow of or violence directed toward the Constitutional Government of the United States of America or the State of Maryland.
- 1.2 All applications must be sponsored by an Active or Retired Active Member in good standing. All applications for Active Membership must be submitted with payment of dues equal to the remainder of the Lodge year as specified in the By-Laws
- 1.3 All applications for membership will be submitted to the Secretary. The Secretary will make a careful inspection of the application and will make contact with the sponsoring member. If the application is proper and the Secretary is satisfied that the applicant is of good moral character, the application will be submitted at the next regular meeting of the Lodge for consideration.
- 1.4 At a regular meeting of the Lodge, the Secretary will submit qualified persons for consideration. The Lodge may vote to accept or reject an application by a simple majority vote of those members present.
- 1.5 Applicants not accepted into membership may re-apply for membership after six (6) months.

ARTICLE II MEMBERSHIP DUES

- 2.0 Regular dues in the amount of (to be determined by the Lodge at the December General Meeting) be paid annually by the 31st day of January,

or set up for payroll deduction by employer or PayPal by all active members.

- 2.1 New Members shall be assessed dues at the rate of 1/12 per month of the annual dues and from the month in which they are sworn in, through the current calendar year.
- 2.2 "Members in good standing" is hereby defined to be a member who has paid all dues and assessments due and payable to the Lodge, or who is not more than thirty (30) days in arrears of such payments as of the date specified in Section 2.0 of Article II.
- 2.3 Any Active member in arrears of payment of dues or assessments more than ninety (90) days shall and is hereby automatically suspended, and shall lose all rights and privileges afforded by the Constitution and By-Laws.
- 2.4 Any member delinquent or suspended may be reinstated and restored to good standing by payment of all amounts due.
- 2.5 Any member who is delinquent, or who has been suspended by this Lodge for an reason, shall no be eligible for membership in any other subordinate Lodge until delinquent dues have been paid in full, and suspension has been lifted by this Lodge.
- 2.6 Any member in arrears of payments of dues or assessments more than one hundred twenty (120) days shall be, and is hereby automatically expelled from the Lodge and their name shall be removed from the membership roll.
- 2.7 In a transfer to membership to the F.O.P. Lodge #20 from another F.O.P. Lodge, dues will be the same as in Section 2.1 of this Article.
- 2.8 All dues of retired Police Officers of this Lodge, shall be waved, and considered paid by this Lodge. This member shall have the same rights and privileges of an Active Member.
- 2.9 If a member can no pay his or her dues as a result of a hardship, he or she may continue as a member in good standing subject to approval of the Executive Board.

ARTICLE III MEMBERSHIP IDENTIFICATION

- 3.0 All members will receive a membership identification card. These cards remain the property of the Lodge and must be returned to the Lodge if the member is no longer in good standing.

- 3.1 An individual may not possess or display any official insignia of this Lodge or the Grand or State Lodge including automobile registration plates if they are no longer a member in good standing.

ARTICLE IV MEMBERSHIP RIGHTS AND PRIVILEGES

- 4.0 All Active and Retired Active Law Enforcement Members in good standing are entitled to nominate qualified members for Lodge office, vote in all matters before the Lodge, and attend all meetings and functions of the Lodge.
- 4.1 All Active Law Enforcement Members of the Lodge will be provided legal protection for any duty related Criminal, Civil, and Administrative actions under the Carroll County Lodge # 20 Fraternal Order of Police Inc. Legal Plan.
- 4.2.1 The Lodge President and Executive Board may authorize additional legal services through a contract attorney for emergency civil protection from the court to prevent the member's employer from adversely affecting the member's rights or employment.
- 4.3 All Active and Retired Law Enforcement Members will be covered under Carroll County Lodge #20 Fraternal Order of Police Inc. Accidental Death Insurance Plan.

ARTICLE V RULES OF CONDUCT

- 5.0 Charges may be entered against any officer or member of the Lodge who violates any of the following Rules of Conduct of the Lodge.
- 5.1 Improper Conduct to the detriment of the Lodge, to include any improper conduct that is disruptive to the Lodge, such as disorderly intoxication or any improper and unwanted physical behavior directed toward another member or guest of the Lodge.
- 5.2 Illegal Conduct to include any theft of Lodge funds, monies, property, or other assets; the illegal distribution of any Lodge funds, monies, property, or assets to unauthorized person, businesses, or organizations; or any fraud against the Lodge or any of its members thereof to obtain funds, monies, property, or benefits.

- 5.3 Neglect of Duty to include any gross neglect of official duties, failure to perform official duties, breach of trust in the performance of any official duty as an officer of the Lodge, or absence of any Lodge Officer from a regular or Executive Board Meeting without just cause for more than three (3) consecutive occasions without providing proper notification to the Lodge President.
- 5.4 Exploitation of Office to include the exploitation of the public, any business, office, or agency for personal gain to any member or officer within the Lodge.
- 5.5 Dismissal from Office to include the forced termination of employment from a law enforcement agency.
- 5.6 Conviction of a Criminal Act to include the conviction in a court of law for any criminal act to include any motor vehicle violation, which carries the possibility of incarceration.

ARTICLE VI DISCIPLINE OF MEMBERS

- 6.0 Charges against a member or officer of this Lodge for violation of Lodge Rules of Conduct as enumerated in these By-Laws, or violation of State or Grand Lodge Rules may be raised by any other member in good standing. Charges shall be presented to the Secretary in writing and will contain descriptive details of the events, acts, or omissions that led to the violation of the Rules of Conduct. If the charges were filed against the Secretary, those charges would be presented directly to the Lodge President.
- 6.1 The Secretary will serve a copy of the charges upon the accused member within the (10) days of the receipt of the charges. A copy will also be forwarded to the Lodge President. The accused will have ten (10) days to reply to the charges by demanding a hearing. His reply will be directed to the Lodge President in writing who will then appoint a Trial Committee. If the Lodge President is the accused, he will reply to the charges in writing to the Vice-President. If the accused fails to respond within ten (10) days, the Lodge President may order further investigation into the matter and/or order that the member is in violation of the charges as specified in the complaint.
- 6.2 The Trial Committee will consist of a Past President and two other members picked at random from the roster of members in good standing. The Past President will serve as the committee chair.
- 6.3 The Trial Committee will convene a hearing within twenty (20) days, and shall hear all witnesses as called by the accuser and accused. The committee will keep a full and detail record of the hearing to include audio

- and/or video taped recording of all testimony and arguments presented before the committee. The committee will forward its findings to the President and Executive Board at the conclusion of its hearings.
- 6.4 The President shall call a special Executive Board Meeting after receiving the official findings of the Trial Committee. If the Committee found the member to be in violation of Lodge Rules of Conduct, it shall recommend a penalty. The accused member may accept the penalty or appeal the Trial committee's findings and /or penalty directly to the Lodge at a regular meeting. The penalty imposed by the Executive Board may include;
- 6.4.1 Permanent expulsion from the Lodge.
- 6.4.2 Suspension for a specific period not to exceed six (6) months.
- 6.4.3 Repayment of any lost funds, monies, or property (no limit), a fine not to exceed fifty (50) dollars, or extra duty for the Lodge or approved Lodge Charity not to exceed fifty (50) hours.
- 6.5 If the accused appeals to the Lodge, the President will advise the members of the charges, the findings of the Trial Committee, and the penalty imposed by the Board. The accused may then address the members and request that his conviction be overturned, or plea for a lesser penalty. The membership may overturn the findings of the Trail Committee, or increase or decrease the imposed penalty. The finding of the membership is final.
- 6.6 At the completion of all phases of the trail process, if the member is found guilty of the charges, a copy of the charges along with all findings will be placed in the member's Lodge file. If the accused is suspended or expelled, the member will return to the Lodge all membership identification and will cease to display or wear any article that contains the Lodge insignia, including automobile registration plates, and all benefits and dues will be suspended or canceled.

ARTICLE VII LODGE FINANCES

- 7.0 The Lodge will operate on a cash basis, with the fiscal year corresponding with the calendar year.
- 7.1 The Lodge will utilize standard accepted accounting practices as normally observed in non-profit organizations. The Lodge books will be reviewed by an audit committee once a year
- 7.2 The Lodge will maintain a General Fund, deposited in a Federally insured banking institution located within the State of Maryland. A checking

account will be maintained used for the general business, legal expenses, and other costs associates with operation of the Lodge.

- 7.3 The Lodge President and Treasurer shall be authorized to sign checks for the Lodge. A copy of all checks issued along with receipts will be forwarded to the Treasurer.
- 7.4 Disbursements may be made by a majority vote of the Lodge at a regular meeting of the Lodge with a simple majority vote of those members present. Other disbursements enumerated below do no require prior authorization of the Lodge
 - 7.4.1 The Lodge Treasurer may disburse funds for the normal expenses of routine Lodge business, such as payments of bills, routine office supplies, and other expenses customary to the operation of the Lodge.
 - 7.4.2 The Lodge President may authorize disbursement of up to five hundred (\$500.) per calendar quarter for other legitimate non-budgeted expenses of the Lodge.
 - 7.4.3 The Treasurer may maintain a petty cash account for the purchase of small supplies. All petty cash transactions will be recorded in a ledger book maintained with the cash box.
- 7.5 The New Executive Board will meet during the month of December to determine the operating budget and set fund raising goals for the following year.

ARTICLE VIII COMPENSATION OF LODGE OFFICERS

- 8.0 Lodge Officers or members performing official duties or providing services for the Lodge under authorization of the lodge President shall be paid compensation as follows:
 - 8.1 Acceptable cost per mile automobile expense for any travel in a personally owned vehicle.
 - 8.2 Other travel, lodging, and meal expenses may be reimbursed with the prior approval of the Lodge for legitimate expenses occurred while conducting official business.

ARTICLE IX STANDING COMMITTEES

- 9.0 The Lodge shall be governed by the Executive Board consisting of the Lodge President, Vice President, Secretary, Treasurer, State Trustee, and the immediate Past President.
- 9.1 The Executive Board as a whole will serve as a Constitutional and By-Law Committee.
- 9.2 In addition to the Executive Board, the Lodge may have standing committees, consisting of a chairman and no more than three (3) other members in good standing. Members for standing committees will be appointed by the President.

ARTICLE X SPECIAL COMMITTEES

- 10.0 Special Committees may be appointed by the President to address specific issues or to perform a specific function. The members of the committee will be appointed from the floor of a regular or special meeting of the Lodge and will serve until the committee's function has been discharged or until a replacement has been selected from the Lodge.

ARTICLE XI MEETINGS

- 11.0 The regular meetings of the Lodge will be on the First **Wednesday** of each month, starting at 1900 hours. If the first **Wednesday** falls on a holiday, the meeting shall be held on the second **Wednesday** of that month.
- 11.1 The Executive Board of the Lodge will meet at **1830 hours, the First Wednesday** of the month. The board may call other meetings as necessary. The President will announce the date, time, and location of the meetings.
- 11.2 Any regularly scheduled meeting or activity of the Lodge will be automatically postponed for one week if there is a snow or other weather related emergency in effect for the State within three hours of the start of the meeting or official activity.
- 11.3 Except for meetings or activities rescheduled due to weather related emergencies, all other rescheduling of meetings or activities will be announced a minimum of one (1) week prior to the originally scheduled event.
- 11.4 The Secretary will post notices or have them posted at each various offices several days prior to each scheduled meeting

- 11.5 Special Meetings of the Lodge may be called by the President at any time. The Lodge may also order the President to call a special meeting by presenting him with a written request signed by at least nine (9) members in good standing.
- 11.6 The Secretary will post notices at all offices at least seventy two (72) hours prior to the start of a special meeting. The notice will give the date, time, location, and specific topic of the meeting. The business conducted at a special meeting will be limited to a specific subject matter as announced.
- 11.7 Newly elected officers of the Lodge will be installed and assume their respective offices at the Installation Meeting, which will be held in place of the regular December meeting on each even year. The retiring President or any Past President of the Lodge, or any Officer of the Maryland State Lodge, shall administer the oath to the new officers.

ARTICLE XII AMENDMENTS TO THE BY-LAWS

- 12.0 Proposals for amendments to the By-Laws of this Lodge shall, in resolution form stating the reasons for the amendment, are attested to by the signature of the Lodge Secretary.
- 12.1 Proposals shall be submitted to the Executive Board sitting as the Constitution and By-Laws Committee. A recommendation by the board shall be made to the Lodge within ninety days (90) of receiving the proposal(s).
- 12.2 After the amendment is reviewed by the Executive Board, it shall then be submitted at a regular meeting with the board's recommendation. The proposed amendment shall then be made available for all members to review for least thirty (30) days. Notice of this review period and that a vote will be held on the amendment at the next regular meeting will be posted at all offices.
- 12.3 The President shall then present the proposed amendment to the Lodge at the next regular meeting for a vote. A simple majority vote of those present shall be required for passage of the amendment.
- 12.4 If the amendment is passed, the Secretary and the President will sign the amendment. The Secretary will then affix the official Lodge seal, and enter the said amendment into the By-Laws so that it may become an official part of the Constitution and By-Laws of the Lodge.

12.5 The Secretary will send a copy of the passed resolution and a copy of the By-Laws, with the official change, to the Maryland State Lodge for their file.

ARTICLE XIII DISSOLUTION

13.1 Upon dissolution of the Lodge, the Executive Board shall, after paying or making provisions for paying all liabilities of the Lodge, turn over all remaining assets to the Maryland State Lodge of the Fraternal Order of Police, Inc.

RESOLVED

The Carroll County Lodge # 20 of the Fraternal Order of Police Inc., chartered On September 28, 1981 and adopted a Constitution and By-Laws on September 28, 1981.