



Denver Police Widows' Association

Angel Force

BY-LAWS

MISSION STATEMENT

The purpose of the Denver Police Widows' Association is to secure closer personal relationships among the widows of the Denver Police Department. In addition, members are provided with a resource of support and friendship, while allowing them to stay connected with the Denver Police Family.

Article I Membership

Sec. 1 The membership of this Association shall consist of Denver Police Widows. Others may receive honorary status by approval of the Board Officers and the membership of the Association.

Article II Membership Dues

Sec. 1 The annual dues for members and honorary members shall be set by the Board Officers and will be accepted without a late fee assessment any time during the year for which the dues payment is intended.

Article III Board Officers

Sec. 1 The elective Board Officers of the Association shall consist of a President, a Vice-President, a Secretary, a Treasurer, a Chaplain, an Outreach Director, and an Event Director. All officers shall be Denver Police Widows, who are active, dues-paying members of the Association.

Article IV

Duties

Sec. 1 President – The President shall preside over the monthly meetings and any special meetings.

Sec. 2 Vice President – The Vice President shall preside over the monthly meetings and any special meetings in the President's absence.

Sec. 3 Secretary – The Secretary shall record the minutes at the monthly meetings and handle all business correspondence, including sending new widows an invitation to join the Association and mailing new member packets. The Secretary shall also be responsible for keeping an inventory of new member packet supplies and maintain custodianship of all archived records of minutes, newsletters, and all other documents that require being kept on file. The Secretary shall prepare the ballot forms prior to the election of officers at the end of each two-year term and distribute them at the October meeting for the election of officers in November. The Secretary shall also maintain the current roster of Denver Police Widows and prepare a new roster each year, including the current By-Laws, which she will mail to all dues paying members of the Association. The Secretary shall assist the Event Director with the proposal and scheduling of entertainment at select luncheon venues, with prior approval of the Board. At her discretion, the Secretary may bring party favors to the monthly luncheons in celebration of special holidays, i.e., Valentine's Day, St. Patrick's Day, Easter, Mother's Day, Halloween, Thanksgiving, and Christmas, and be reimbursed by the Association for any cost incurred. The Secretary shall design the newsletters with pertinent information regarding Association business, and mail a copy of the newsletters to each dues-paying member of the Association.

Sec. 4 Treasurer – The Treasurer shall receive all monies for dues and other sources and pay all just debts and bills resulting from the regular and necessary business of the Association or as directed by the Board. The Treasurer shall be required to maintain all bank accounts, i.e., checking, savings, money market, etc., in a banking institution approved by the Board. The Treasurer shall provide the membership with a monthly financial report or when requested by the Board.

Sec. 5 Chaplain – The Chaplain shall deliver the invocation at each of the monthly meetings.

Sec. 6 Outreach Director – The Outreach Director shall mail greeting cards of support regarding the following events and shall also give a report at the monthly meetings as to whom the cards were sent. **Sympathy Cards:** New Denver Police Widows and Widowers of active and retired, sworn and non-sworn personnel, and loss of other family members. **Get Well Cards:** Active and retired, sworn and non-sworn personnel, and other family members. **Birthday Cards:** Denver Police Widows only.

Sec. 7 Event Director – The Event Director shall research and schedule the restaurants for the monthly meetings and keep the membership updated on the location of future luncheons. With the assistance of the Secretary, the Event Director shall also propose and schedule entertainment at select luncheon venues, with prior approval of the Board.

Article V Election and Term of Office

Sec. 1 The term of office for each of the above positions is two years. An election of officers shall be conducted at the meeting in November at the end of each two-year term. Prior to the annual election, any member of the Association, except for honorary members, may voluntarily run and nominations in writing shall also be accepted from the general membership, prior to this meeting, and shall be included on the ballot. The deadline for these written nominations will be determined by the Board, prior to the election, and the membership will be notified of the deadline date. All voting shall be done by active members in attendance and no proxies will be permitted. To ensure a smooth transition for new Board Officers, outgoing Board Officers shall mentor the new officers from the time of the election, until January 1st of the new year. If no candidates run against any incumbent officer, that officer may remain in her respective position, if she chooses to do so, until the next election.

Sec. 2 Whenever a vacancy occurs among the Board Officers through resignation, illness, or death, such vacancy shall be filled by appointment by the Board Officers for the remainder of the term for which the officer was elected.

Sec. 3 Any officer serves at the pleasure of the membership and can be removed from office by vote of the members. This procedure can be forced by the membership with a majority petition in writing.

Article VI Authority

Sec. 1 The elective Board Officers shall have the authority to revise the By-Laws when deemed necessary, and such revisions shall be submitted to the membership for approval.