**CONSTITUTION**

**And**

**BY-LAWS**

**Of the**

**RETIRED CHICAGO POLICE ASSOCIATION**

**INCORPORATED**

Chicago, Illinois

Organized April 1st, 1888

Incorporated March 11th, 1921

Reorganized February 1943

Re-Incorporated December 29th, 1943

Reorganized January 18th, 1961

Revised June 12th, 1963

Revised May 28th, 1968

Revised June 5th, 1977

Revised May 1st, 1988

Revised August 26th, 2012

Revised February 22nd, 2015

**UNITED WE STAND!!! DIVIDED WE FALL!!!**

**Retired Chicago Police Association**

 **Constitution**

**Revised August 2012**

**Article I**

**Title:** This body shall be known as the Retired Chicago Police Association, Incorporated, a non-profit organization.

**Article II**

**Object**

The particular business and object for which this Association is formed is to unite as a corporate body all retired Chicago Police of every rank, the widows/ widowers and dependents of all deceased police, and to protect funds in and under control of the Policemen's Annuity and Benefit Fund.

**Article III**

**Membership**

1. Eligibility: Any retired Chicago Police Officer, widow or widower of such retired Chicago Police officer, shall be eligible to membership.

2. Classes of Membership: Membership shall be of three (3) classes--Active, Life, and Honorary.

A. Active membership can be had by any former Chicago Police officer, a widow or widower thereof, on Chicago Pension Rolls, by the payment of annual dues. An annual identification dues card shall be given on payment of such dues.

B. Life membership shall be conferred on the widow or widower of a Police officer killed in the performance of Police work, also, on all officers and member of the Board of Directors who have served two (2) full consecutive years in office, attended at least two (2) Board meeting and three (3) regular membership meetings in each year.

C. Honorary membership may be conferred on a civilian by the President, provided, such a person has shown an interest in our Association. Such appointment must be submitted and approved at any regular meeting of the Association or its Board. Honorary members shall be entitled to all rights and privileges of membership except the right to vote, hold office and endorse applicants for membership. A suitable Honorary or Life membership card, or other emblem, shall be given to such member - said card or emblem not to be misused. If transferred without consent of the Association, will, ipso facto, become null and void.

**Article IV**

**Fiscal Year**

The fiscal year of this association shall commence on the first day of January and end on the thirty - first day of December of each year.

**Article V**

**Meetings and Election of Officers**

1. The Biennial meeting and election of officers of this Association shall be held at the May regular/ general meeting and every two years at such place as shall be selected by the Association.

2. The regular membership meetings of the Association shall be held on a designated Sunday in February, May, August and November of each year at a designated location selected by the Executive Board

**Article VI**

**Amendments**

The Constitution of this Association shall be amended by the affirmative vote of two-thirds members of the Association present at a general meeting, and no such amendment shall be valid unless adopted at a general meeting, or special meeting called for such purpose.

**Retired Chicago Police Association**

**By-Laws**

**Revised February 22, 2015**

**Article 1**

**Name and Order**

1. **Use of Name and the Like**. The Board of the Association retains the exclusive control of the name, logo, emblem, and any other membership identification of the Association. No member or there person/s shall be permitted to use the Association name, logo, emblem, or any other membership identification for any purpose without the prior express written consent from the Board of the Association.

2**. Robert's Rules of Order**. Except as heretofore provided, Robert's Rules of Order will prevail.

**Article II**

**Membership**

1. The dues for membership in this Association shall be as determined from time to time by the Board of Trustees and shall be due and payable as of January each year, for the ensuing year.

2. A member shall be removed from membership for failure to pay the required current membership dues by May 01 of the year for which the dues are assessed.

**Article III**

**Elective Officers**

1. The elective officers shall consist of: President, 1st Vice President, 2nd Vice President, and Treasurer, and herein shall be referred to as the Executive Board. The president will appoint the Sergeant-At-Arms, Trustees, Legal Counsel, and Recording Secretary. The duly elected Trustee for Pensioners to the Retirement Board shall be appointed by the President and become a member of the Board of Trustees.

2. The election of all officers shall be by written secret ballot.

**Article IV**

**Nominations and Election of Officers**

1. A member to be eligible to hold an elective office must have been a member in good standing for at least two years, and have attend two meetings in each year.

2. The nominations for the offices of President, 1st Vice President, 2nd Vice President and Treasurer shall take place at the February meeting of each Biennial year, and the election at the May meeting of that same year.

3. The names of the members nominated and qualifying for contested offices shall be placed in the Associations newsletter and website at least two months prior to the regular May meeting. When there is but one candidate for an office, such candidate will be declared elected by acclamation.

4. The candidate receiving the highest member of votes cast shall be declared elected. Ballots cast for persons not properly in nomination shall be counted blank.

5. In the event that there is no eligible candidate for the position of the Executive Board, the qualifications as stated in the Bylaws may be waived by a vote of two-thirds (2/3) of those present at the general meeting convened for that purpose.

**Article V**

**Vacancies in Office**

1. In case of a vacancy in office caused by the death, resignation or refusal to serve, other than the president, the duties of the office shall be performed for the remainder of the term by a member appointed by the president, with the approval of the Board of Trustees.

 2. Upon the resignation or refusal to serve, or death of the president, the 1st vice president shall fill the unexpired term. The 2nd vice president shall assume the duties of the 1st vice president for the unexpired term.

3. The president shall appoint one of the Trustees as a 2nd vice president for the unexpired term, with the approval of the Board of Trustees.

**Article VI**

**Duties of Officers**

1. **The President**, or in his/her absence, the 1st vice president, shall preside at all meeting of the Association and of the Board of Trustees, enforce all laws thereof, and together with the Board of Trustees see that all officers and member of committees perform their duties as required by the Constitution and By-Laws. The President shall appoint all committees not otherwise provided for with the consent and approval of the Board of Trustees. The President shall with the Treasurer see that all funds and securities belonging to the Association are properly deposited in a responsible financial institution in the City of Chicago, designated by the Board of Trustees, in the name of the Association. The President shall countersign all checks drawn by the Treasurer for withdrawal of funds of the Association, when both officers are satisfied that such money is lawfully and justly due the person, or persons, for whose benefit said check is drawn. The President shall sign all official documents that are authorized by the Association and Board of Trustees. The President shall be ex-officio member of all committees and perform and transact such other business and duties as may by custom appertain to this office. The President shall announce the vote on all matters and questions decided at the meetings, in the election officers, when there is a tie-vote, the president shall be entitled to vote. Should he/she become satisfied that any officer or member is derelict in his duty toward the Association, or has been guilty or any rash, dishonest or dishonorable act, he/she shall present the matter to the full Board of Trustees at the next regular or special Board meeting for investigation and action. The President shall order all officers using any property of the Association to file an annual report describing such property so held. At the termination of said officer's duties, all such property shall be returned to the president.

2. The **First Vice President** shall assist and aid the president in the discharge of his/her duties, and in absence of the president, he/she shall preside and perform all duties of the president, as hereinbefore provided.

3. The **2nd Vice President** shall assist and aid the president and the 1st vice president in the discharge of their duties, and in the absence of the president and the 1st vice president, shall preside and perform all duties of the president, an herein before provided.

4. **The Treasurer** shall as custodian receive and take charge of all monies and securities belonging to the association and hold them subject to the order of the Board of Trustees of the association. The Treasurer shall report to the association the cash on hand at every general meeting. The Treasurer shall pay all orders drawn on him/her and attested by the president, or president pro tem, which said orders shall distinctly state the amount required, and the name of the person to whom the payment is to be made. The Treasurer shall keep a full and correct account of all monies received and expended and ordered by the association. These records shall be the official property of the Association and shall be open to inspection by any active member of the Association at all reasonable times. At the conclusion of the term of office the treasurer shall, as soon as reasonable possible make a full report, to the Board of Trustees, of all receipts and disbursements during the preceding year, submit cancelled bank vouchers mentioned therein, he/she shall safely keep and deliver up, when legally called upon by the association, all monies, bonds, vouchers, papers, books, etc, pertaining to the office and belonging to the association which are in his/her possession, and deliver them to his/her successor in office, or to who the association may appoint. The Treasurer shall perform such other duties as shall appertain to this office. The Treasurer shall, prior to the entering upon his/her duties for the association, or during his/her in office, be bonded when ordered, in a reliable surety company, in such amount as shall be directed by the Board of Trustees. The treasurer shall, with the president, see that all funds and securities belonging to the association are properly deposited in a responsible financial institution, in the City of Chicago and in the name of the association only.

5. **The Sergeant-At-Arms** shall be stationed at or near the door. It shall be his/her duty to introduce visitors, guests, honorary and new member to the association, provide them with seating, and paying special attention to representatives of the press. He/she shall cause a member to produce their membership card should any doubt arise concerning their identity. The Sergeant -At-Arms shall ensure that all members sign the ledger and keep order at all meetings.

6. The **Recording Secretary** shall keep the minutes of the Board of Directors and general membership meeting, and shall have them ready to present at each of the aforesaid meetings. He/she shall transfer to his successor, without delay, all records, papers and any property of the association that he may have in his/her possession upon relinquishing his/her office.

**Articled VII**

**Board of Trustees**

1. The Board of Trustees shall be composed of four elected officers of the association, plus the recording secretary and the sergeant-at-arms, plus no more than twelve Trustees, to be named by the president, with the approval of the of the elected board members, each for a term concurrent with that of the president.

2. The Board of Trustees shall be the governing body of the association and shall have the authority to take all appropriate measures and perform all duties that may be necessary to accomplish objective of the association. It may issue rules and establish a formal procedure for the conduct of affairs of the association, which shall not be in conflict with the provisions of the Constitution. Rules shall include membership procedures, regulations governing the receipts, custody, disbursement of, and accounting for the association's funds, purchases, travel vouchers and other expenditures, employment and compensation of staff members, and the use of the official insignia of the association. In addition, the Board of Trustees may determine from time to time the amount of initiation fee, if any, and annual dues payable to the association by member of each class. Additionally, the Board of Trustees shall approve any expenditures out of the ordinary association expenses.

3. The Board of Trustees shall meet and convene prior to the regular meeting of the association. They shall report their findings and recommendations at the next regular meeting.

4. Failure of an elected or appointed officer or trustee to attend at least three meetings during the year without prior approval of the President, shall be considered equivalent to a resignation. The vacancy so caused shall be filled in the regular manner. It shall be the further duty of the Board of Trustees, when necessary, to fix the amount of the bonds of the officers and to see that all officers and Chairmen of standing committees perform their duties faithfully, they shall transact such other business as may by custom appertain to the Board of Directors.

5. The Board of Trustees may at any time they see fit, recommend that the Association receive any voluntary gift or bequest, or enter into any legal contract with any person or person, firms or corporations, for the holding of any entertainment, carnival, et cetera, or publication of any acts of heroism and bravery of any retired or active police officer, provided however, that all such monies derived from such source shall be deposited to the credit of our Association and become a part of the fund thereof.

6. In the event a Board member or Trustee is charged with inappropriate action or failure to fulfill the duties of their office, the charges along with any written statements against or on behalf of the member and will be presented before the full Board at the next regular or special meeting. Any action taken by the Board must have the approval of two thirds of the entire Board, and that action will be final.

**Article VIII**

**Standing Committees**

**Names and Duties**

The standing committees of this Association shall be the following:

Auditing Committee and Legislative Committee.

The Auditing committee, appointed by the president, shall audit all bills against the association, read and compare, annually, all books and documents of the Treasurer and at the regular meeting of the Board of Trustees, submit a written report. The Committee shall have access to the books for the purpose of investigation. In the event of an emergency, the Committee shall conduct an audit when called by the President. The committee shall, at the time of election of a new Executive Board, conduct this audit and submit the written report by the following general meeting.

**Article IX**

**Amendments to the By Laws**

The association may from time to time repeal, amend or enact such bylaws, rules or regulations as they so desire, provide, however, such changes be offered in writing, signed by at least two members and submitted at a regular meeting when the president shall submit the same to the Board of Trustees, to be considered at their next regular meeting~~.~~ Following review and a recommendation from the Board of Trustees the amendment(s) will be submitted to the vote of the membership at the next general meeting or special meeting. The schedule to vote and the proposed bylaw change(s) will be published in the Associations newsletter and website. It will be necessary that a two-thirds (2/3) vote of the membership present at a general or special meeting be required to effect any changes to the Bylaws. Action shall then be taken and the subject barred from further consideration for at least six months or more.

**Article X**

**Compensation and Dissolution**

1. **Reimbursement.** Each member of the Association and Executive Board shall be reimbursed for all legitimate expenses incurred while performing their respective duties on behalf of the Association with approval of a majority of the Board of Trustees. Any travel expenditures, or expenses in excess of normal daily operations must have the prior approval of the Board of Trustees. All expenses shall be supported by written receipts.

2**. Compensation**. Any member upon recommendation of the President and with prior approval of the Board of Trustees may be compensated for special services performed on behalf of the Association. Any compensation shall be an amount of pay determined by the Board.

3. **Dissolution**. Upon the dissolution of the Association, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets in such manner (with first consideration to Chicago Police Department Annuitants) to such organization or organizations organized and operated exclusively for charitable, educational, religious or social welfare as shall at the time qualify as an exempt organization under Section 501 (c) (4) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine.

**Order of Business**

1. Meeting called to order.

2. There will be a moment of silence for deceased members, and then the pledge of allegiance to the flag.

3. Roll call of officers and trustees.

4. Reading and approval of the minutes of the previous meetings.

5. President's Report and approval.

6. Treasurers Report and approval.

7. Report of Committees and approval.

8. Applications for membership and disposing of same.

9. Unfinished business.

10. New business.

11. Anything for the good of the order.

12 Meeting adjourned.