



Warr Acres Lodge #145

By-Laws

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ARTICLE 1

Name

Section 1. This organization shall be known as Warr Acres Lodge 145 of the Oklahoma Fraternal Order of Police, and shall consist of the City of Warr Acres Police Officers as admitted to membership and conform to its rules and regulations.

ARTICLE 2

Character

Section 1. The Warr Acres Fraternal Order of Police is an organization of law enforcement officers of the City of Warr Acres.

Section 2. This organization shall not strike.

Section 3. This organization shall promote the enforcement of law; encourage the increased proficiency of municipal police officers; and promote the general, social, economic and professional interest of the law enforcement profession.

ARTICLE 3

Gender

Section 1. For the purpose of clarity, the masculine is used in this document. It is understood that the feminine is also inferred.

ARTICLE 4

Membership

Section 1. Any regularly appointed full time officer of a law enforcement agency, regardless of race, creed, religion or sex, who has not previously been expelled from any Fraternal Order of Police Lodge, shall be eligible for consideration as an Active member of this Lodge.

Section 2. The term regularly appointed full time sworn officer of a law enforcement agency shall include police officers hereafter retired from active duty in the service of his agency.

Section 3. A member in good standing is hereby defined as a member who has currently paid dues and assessments payable to or for the Grand Lodge, the State Lodge and the Local Lodge. The term "member" as used hereon shall be deemed to mean a member in good standing.

Section 4. Members who are dismissed from police service on charges which are subsequently sustained in a court of law; or who do not contest the decision of the dismissing authority; forfeit their membership in, and shall not participate in any benefits of, this lodge.

Section 5. Associate membership is available to individuals having a particular interest in the Lodge. Associate members may be reserve police officers, civilian employees of the police department or others who have expressed an interest in the Fraternal Order of Police. Associate members shall enjoy all rights and privileges of Active members not expressly prohibited by law; the Constitution and By-Laws of the Grand Lodge, the State Lodge or the Local Lodge; or the terms of the collective bargaining agreement with the City. Dues and assessments for Associate members shall be the same as those for Active members.

Section 6. No person shall be simultaneously a member of more than one Fraternal Order of Police Lodge.

Section 7. Any member in arrears in payment of dues more than 30 days and less than 90 days shall be deemed as a delinquent member, and shall not be eligible to any of the benefits prescribed herein. Any member in arrears of payment of dues more than 90 days shall be suspended from this Lodge and shall be dropped from the Membership rolls.

ARTICLE 5

Application for Membership

Section 1. All applications for Active or Associate membership shall be submitted to the Secretary of the Lodge, who will submit the application to the executive board. The executive board shall review all applications and made recommendations to the general membership at the next regularly scheduled meeting. The executive board may recommend approval or show cause why the application should not be approved. The general membership shall then vote to approve or decline the application. A two-thirds (2/3) majority of the members present shall constitute passage or defeat of the applicant.

ARTICLE 6

Dues and Assessments

Section 1. The lodge shall be empowered to levy an initiation fee and a yearly assessment of dues.

Section 2. Each member shall pay to the Lodge an initiation fee of ten dollars (\$10) upon approval of membership.

Section 3. Each member shall pay to the lodge a yearly assessment of dues in the amount of four hundred eighty dollars (\$480).

Section 4. Full time Warr Acres Police Officers shall pay their dues assessments by payroll deduction at a rate eighteen dollars and forty-six cents (\$18.46) per pay period. Associate members shall pay their dues assessments directly to the Lodge Secretary/Treasurer on a monthly or yearly basis.

ARTICLE 7

Meetings

Section 1. The lodge shall hold one (1) regular meeting per month at a date and time set by order of the President or the Vice-President, with consideration to the availability of the majority of the members.

Section 2. Meetings shall be held at the Lodge hall or at a place designated by the executive board.

Section 3. Special meetings shall be called by the Lodge President upon the request of the executive board or upon the request of any four members of the Lodge. The reason for the special meeting shall be specified in the notice calling for the special meeting. No other business shall be transacted other than that for which the meeting was called.

Section 4. For the transaction of any business at any meeting, there shall be required a minimum of seven (7) Active members present, which shall constitute a quorum of this Lodge. The President may override this section should the executive board declare an emergency to be in existence. Members who are “on-duty” at the time of any meeting shall be considered as present.

Section 5. A motion shall require a simple majority vote of the members present for the passage.

Section 6. Any active member of this lodge may vote by proxy at any meeting that the member may not be able to attend due to sickness, vacation, official assignment or off duty employment. Proxy votes must be accompanied by a signed and dated statement that the person casting the proxy vote has the permission of the absent member to do so.

Section 7. During any meeting called by the Lodge, regular or otherwise, any member not present for said meeting, as defined by Article 7, Section 4 of these by-laws, shall not be called upon for specific votes to a motion.

ARTICLE 8

Officers and Duties

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

- President
- Vice President
- Secretary/Treasurer
- Second Vice President
- Sergeant at Arms
- Chaplain
- Immediate Past President
- State Trustee

The officers, with the exception of the Immediate Past President and the State Trustee, shall be nominated and elected by the general membership at the regular meeting held in June of each evenly numbered year and shall remain in office for two years. Officers elect shall be installed immediately after the election.

Section 2. Only active members of the Lodge may be officers of the Lodge.

Section 3. It shall be the duty of each elected officer of the Lodge to attend all meetings unless prevented by sickness, vacation, official assignment or off duty employment. An officer's unexcused absence from three (3) consecutive meetings shall be grounds for removal from office.

Section 4. The Executive Board shall consist of all the elected officers of the Lodge except for the Chaplain, plus the Immediate Past President and members who hold State or National Lodge Offices, provided, however, that no member of the Board shall have more than one vote. They shall work with the President as their chairman in determining the aims and policies of the Lodge in carrying forward the purpose for which it exists. The Executive Board shall meet at least once each month to discuss matters for the good of the Order, and shall make reports to the Lodge at regular meetings as to their findings and recommendations.

They shall be authorized to carry on all special business for the Lodge between meetings and may direct the Secretary to call a special meeting if deemed necessary for the good of the Order.

The Executive board shall also serve as the grievance committee to hear any charges or complaints against the conduct of the Lodge, or any of its members.

The Executive board shall investigate all such complaints properly brought to its attention, or appoint a special committee to do so, and shall make a report of its findings and recommendations to the Lodge within thirty days of the signing of such complaint

The Executive board shall be bonded in compliance with the Grand Lodge of the Order.

Section 5. *President.* The President shall preside at all meetings and shall preserve order and decorum. He shall carefully supervise the affairs of the Lodge and its labors for usefulness and efficiency. He shall sign all documents of the Lodge which, by custom, pertain to the office of President. He shall appoint majority members of all committees not otherwise provided for in these By-Laws. With the assistance of the Vice President he shall enforce compliance with the Constitution and By-Laws of the Grand Lodge, the State Lodge and this Lodge, in all actions. He, or his designee, shall be the only person to make any news releases or other statements pertaining to Lodge business. He shall have the authority to appropriate up to one hundred dollars (\$100) for Lodge business without the approval of the general membership. He shall have the authority to levy fines against any member or members who fail to adhere to the directives of the Lodge.

During the President's term, his wireless phone shall be paid for by from the lodge treasury. This amount shall not exceed \$45 per month. Each month, the President shall produce a photo copy of his wireless phone bill to the Secretary/Treasurer, who shall then reimburse him for the expense. A copy of the wireless phone bill shall be kept by the Secretary for the purposes of audit.

Section 6. *Vice President.* The Vice President shall appoint minority members of all committees not otherwise provided for in these By-Laws. In the absence of the President he shall fulfill the duties of President.

Section 7. *Secretary/Treasurer.* The Secretary/Treasurer shall keep a correct record of the membership roll. He shall be responsible for the recording of the minutes of each Lodge meeting. He shall keep a record of all amendments to the By-Laws and give said records to the proper committee(s) for reference when revising the By-Laws. He shall take charge of all monies belonging to the Lodge and conduct business transactions with said monies at a bank named by the Lodge. He shall keep an accurate account of all monies received or expended and report this to the membership at each regular meeting.

At the end of each year or at the end of his term in office he shall submit all records to the President, who shall submit these records to an audit committee for review. It shall be determined by the membership if, and when, bonding of the Secretary/Treasurer should be enacted, and the decision and final action recorded as an amendment and placed in the records.

Section 8. *Second Vice President.* The Second Vice President shall watch over the Lodge meetings and ensure that all meetings are carried out according to Roberts Rules of Order. He shall act as an advisor to the Lodge on matters concerning the Constitution and By-Laws of the Grand Lodge, the State Lodge and this Lodge. Should the President and Vice President be both absent, he shall perform the duties of President.

Section 9. *Sergeant at Arms.* The Sergeant at Arms shall permit only authorized persons to enter or remain at the Lodge Meetings. He shall help maintain order at the meetings and will execute all orders the President may give.

Section 10. *Chaplain.* The Chaplain shall provide spiritual guidance to the Lodge and any members seeking it. He shall provide an invocation at all meetings of the Lodge.

Section 11. *Immediate Past President.* The Immediate Past President shall be an ex-officio member of all committees. He shall be available to aid and assist the President with any situation that may arise where his expertise, knowledge or experience may be of value. He shall conduct candidates through the initiation ceremony and introduce them to members of the Order.

Section 12. *State Trustee.* The State Trustee shall represent this Lodge at all State Lodge meetings and shall bring to this Lodge all state matters of importance. He shall bring before the State Lodge any matters of this Lodge as might be directed by this Lodge. The State Trustee shall have charge of all properties of the Lodge. The State Trustee shall be elected in accordance with the Constitution and By-Laws of the State Lodge.

Section 13. *Nominations.* Nominations for Lodge officers will be made at the June Lodge Meeting in even numbered years. All members in good standing may nominate any other eligible member for the office at the meeting. In addition, written nominations may be submitted to the Secretary of the Lodge within seven days prior to the nomination meeting. The written nomination should include the office being sought, the nominee's signature, and the signature of three (3) Lodge members.

No member may accept a nomination for more than one office in the Lodge. Upon the nomination to an un-wanted office, the member may reject the nomination. Once a member has been nominated for an office and that nomination has not been rejected by the nominee, that member may not accept any further nominations for office.

All elections of Lodge officers will be accomplished by secret ballot. If no single candidate for office receives a majority of the vote, a run-off election will be held between the two recipients of the greater number of votes. Excepting from this procedure will be those members elected by acclamation at the nominating meeting.

ARTICLE 9

Rights and Privileges

Section 1. All members of this Lodge shall be entitled to attend all regular and special meetings, and to take part in all discussions and debates concerning the business and welfare of the Lodge.

Section 2. All members shall be entitled to make motions and vote on all questions coming before the Lodge.

Section 3. All members shall be entitled to receive the advice of the Lodge attorney on any matter concerning his rights, duties or obligations as a police officer and to receive the service of an attorney at trial or hearing if recommended by the executive board and approved by the membership. In no event shall the Lodge be liable for attorney fees for any event which occurred prior to the member's active membership.

Section 4. Any questions arising as to the eligibility of any member to receive the benefits enumerated in this section shall be referred to the executive board. The executive board shall make such investigations as it deems necessary and shall make recommendations to the Lodge as to the action to be taken in said matters.

ARTICLE 10

Resignations

Section 1. Upon resignation of any Lodge officer, the President shall appoint a member to fulfill the vacated position. If the President resigns, the Vice President shall hold that office until the next regular Lodge meeting. At that time the members present shall vote to either confirm the Vice President as President or to hold another election for the office for President. If the Vice President is confirmed as President, he shall appoint a member to fulfill the office of Vice President. Those members appointed to office shall immediately be sworn in to those positions.

Section 2. If the Secretary/Treasurer resigns, the Lodge records shall immediately be presented to an audit committee for review. In the event the records are found to be deficient or there are questions as to the whereabouts of Lodge funds, the resigning Secretary/Treasurer shall be held legally accountable.

Section 3. Upon the resignation of membership from any Lodge member, the Secretary/Treasurer shall immediately remove that member's name from the membership roll and cease any payroll deductions for dues assessments.

Section 4. Any member who resigns his membership shall immediately return to the Lodge any Lodge property which he holds, including, but not limited to; Lodge keys, membership cards, seals, pins and insignias.

ARTICLE 11

Amendments

Section 1. Any members may propose amendments to these By-Laws. Proposed amendments shall be submitted in writing to the Secretary. The Secretary shall then bring the proposed amendment before the members at the next regular Lodge meeting. A three-fourths vote of the members present shall be required to adopt amendments to the By-Laws.

Section 2. Upon adoption, the amendment shall immediately become part of the By-Laws.

Section 3. The President, at his discretion, may periodically appoint a By-Laws committee to review the By-Laws. The committee shall review and report to the Lodge any changes it sees fit in the form of an Amendment.

ARTICLE 12

Parliamentary Procedure

Section 1. Except as provided in the By-Laws, Roberts Rules of Order shall govern the conduct and deliberation of the meetings of the Lodge.

ARTICLE 13

Loans

Section 1. Members are entitled to personal loans from the Lodge treasury. A member may have only one loan at any given time unless an emergency is deemed to exist and an additional loan is approved by the membership.

Section 2. The availability of money for loans shall be governed by the current financial status of the Lodge.

Section 3. All loans shall be subject to the approval and terms of the Lodge membership. Upon approval of membership, the Secretary/Treasurer shall prepare documentation of the loan and its terms and shall require the signature of the member seeking the loan.

Section 4. If a member who has an outstanding loan should resign his membership, the loan shall become payable, in full, thirty (30) days from the date of said resignation.

ARTICLE 14

Grievance Committee

Section 1. There is hereby created a Lodge Grievance Committee. The purpose of this committee shall be to hear and decide all matters concerning grievances filed by members under the current Collective Bargaining Agreement (CBA) between the Lodge and the City.

Section 2. The committee shall consist of two (2) members of the executive board and one (1) member from the general membership chosen at random. All committee members shall be impartial and the member(s) filing the grievance may contest the seating of any of the committee's members.

Section 3. The committee shall meet with the aggrieved member(s) within three days of the filing of the grievance to review the case. Any member wishing to address the committee on the matter of the grievance shall be afforded the opportunity to do so. The committee may seek legal counsel as it deems necessary. After reviewing the grievance the committee shall then decide if a grievance does, in fact, exist. If the committee finds the grievance to be valid, the Lodge and the aggrieved member(s) shall then follow the procedures outlined in the CBA.

If the committee finds that a grievance does not exist, the aggrieved member(s) may request a special meeting of the Lodge by contacting the President. The President shall then call a special meeting of the Lodge as soon as practical, but within the grievance time frame as set out in the CBA. The aggrieved member(s) may then appeal the decision of the committee to the general membership. A three-fourths vote of the members present shall be required to overturn the decision of the committee.

If the membership decides that a grievance does not exist, the member(s) has the right to continue the grievance without the support of the Lodge.

Section 4. Police Officers of the City of Warr Acres who are not members of this lodge shall be responsible for a \$50 processing fee for any grievance brought to the Lodge by him for the grievance committee meeting and, if so found by the committee, presenting the grievance to the City. The non-member shall also be responsible for any further actual costs of the grievance. Any person covered under the CBA between the City and this Lodge whose claim is denied by the FOP's Legal Defense Plan, shall be responsible for any and all costs associated with the grievance

ARTICLE 15

Discipline

Section 1. Any member who willfully or knowingly divulges the secrets of the Order, or any information adversely affecting the Lodge or any member thereof, or any member who violates his oath to the Order, shall be expelled from the Lodge.

ARTICLE 16

RESERVED

ARTICLE 17

Negotiations Committee

Section 1. There is hereby established a negotiations committee for the purpose of conducting negotiations for the collective bargaining agreement (CBA) between the Lodge and the City, and to keep the membership updated on the current negotiating process.

Section 2. The committee shall consist of the President, one member of the executive board and one volunteer member-at-large chosen from the general membership. One alternate shall be chosen from the remaining members of the executive board and one alternate shall be chosen from the general membership.

Section 3. It shall be the duty of the member-at-large to contact as many Lodge members as possible when input is needed during the negotiations.

Section 4. The negotiations committee shall report at all regular meetings or any special meetings held for the purpose of discussing negotiations. The report shall include all specific items discussed or agreed upon during any negotiations meetings.

Section 5. The finalized CBA must and shall be submitted to the general membership for approval.

Standing Rules

“Officer/Supervisor of the Year” Awards

Adopted at

Regular Meeting 08-14-03

Section 1. There is hereby established a process of electing Employees of the Year for the purpose of honoring those Officers, Communications Specialists, Non-Sworn Personnel, and Supervisors who have shown great integrity and enthusiasm in their positions and towards police work. Eligibility requirements shall be as follows:

- A. Officer-of-the-Year:** The “Officer-of-the-Year” award may be awarded to any full-time, sworn police officer of the Warr Acres Police Department who is presently employed with the City of Warr Acres at the nominations meeting.
- B. Supervisor-of-the-Year:** The “Supervisor-of-the-Year” award may be awarded to any full-time, sworn police supervisor of the Warr Acres Police Department who is presently employed with the City of Warr Acres at the nominations meeting
- C. Communications Specialist-of-the-Year:** This award may be awarded to any full time communications specialist presently employed by the City of Warr Acres.
- D. Other Employee-of-the-Year:** This award may be awarded to any non-sworn personnel who is otherwise ineligible for any other award herein. Candidates shall include the Court Clerk, Assistant Court Clerk, Records Clerk, Administrative Secretary, and Animal Control Officer(s) who are presently employed by the City of Warr Acres.

Section 2. The process shall include establishing a committee of 3 Lodge Members. The committee shall include the President or the Vice-President and two active members of the Lodge. The committee shall be formed three regular Lodge meetings prior to the award ceremony. During this regular lodge meeting, it shall be made public the intent to make the awards so that every member may begin to consider who to nominate and to gather material for the nomination.

Section 3. It shall be the duty of the committee to accept nominations for the awards two regular lodge meetings prior to the award being given. The committee shall also be responsible for reviewing the nominations and any material given to them concerning the nomination. In the event a member of the awards committee is nominated for an award, that member shall immediately resign his position from the Committee at the close of nominations. In the event that President or Vice-President has resigned from the Committee, he shall be replaced with a member of the executive board that has not been nominated. In the event a member of the board from the active, general membership resigns, he shall be replaced from the active, general membership.

Section 4. Nominations: Nominations shall be accepted by the committee in an “open forum” two regular Lodge meetings prior to the scheduled awards ceremony. When a member of the lodge makes a nomination of another member, or non-member depending on the type of award, the nominator shall provide a short explanation as to the reason for the nomination. The nominator shall then provide the awards committee any material for consideration of the nominee.

Section 5. The awards committee shall review any material and any pertinent activity of the nominated members since the last award was given. The committee shall then compose a list of two members for each award they feel best qualifies for the award. This list shall be available to the general membership at least one week prior to the last Lodge meeting prior to the awards ceremony. At the last Lodge meeting prior to the award ceremony, there shall be a vote by secret ballot to elect the winners of the current year’s awards. These ballots shall be given to the chair of the awards Committee for tally and shall be kept secret until the awards are given at the awards ceremony. At the awards ceremony, the Committee chairperson, or his designee, shall present the award to the elected members.

Section 6. The chairperson of the awards committee shall keep the secret ballots until the meeting immediately following the awards ceremony. At this regular meeting of the Lodge, any motions to dispute the findings of the Committee will be heard. If there are no disputes of the awards, the secret ballots shall be destroyed.

“Attendance Sweepstakes”
Rules and Regulations

Adopted at
Regular Meeting 02-15-05

1. Eligibility: Any member, active or associate, in good standing per Lodge #145 By-Laws Article 4, Section 3, is eligible for entry into the sweepstakes. Any member who forfeits their membership under Article 4, Sections 4 and 7, also forfeits any entries made into the sweepstakes.
2. Entries: Eligible members may make one entry into the sweepstakes at each meeting of the lodge, regular or otherwise, as outlined in Article 7 of the By-Laws. Entries shall only be made in person.
3. Entries shall be given to each member upon the arrival at each meeting. Prior to adjourning the meeting, the President or his designee shall mark each entry. The Secretary/Treasurer shall then collect all marked entries and place them into a sealed envelope marked with the date of the meeting. The Secretary/Treasurer shall then keep all entry envelopes until the sweepstakes drawing
4. Drawing: The drawing for the sweepstakes will be at the regular meeting scheduled in December. If, for some unforeseen reason, there is not meeting scheduled in December, the drawing will take place at a special meeting called by the executive board in December. For the drawing, all sealed envelopes will be opened and accumulated into one large container. One member of the executive board will draw from the container and immediately announce the winners as they are drawn.
5. Prizes: Four prizes will be awarded upon the drawing for the sweepstakes. Only one prize per member, ie: if member “A” is drawn for the grand prize, member “A” cannot be drawn for any other prize. Grand Prize: The grand prize will be chosen by the Executive Board and announced in January of the Prize year. The winner of the grand prize will be the first name drawn from the pool of names. First Prize: (\$100) The winner of the first prize will be the second name drawn from the pool of names. Second Prize: (\$50) the winner of the second prize will be the third name drawn from the pool of names. Third Prize: (\$25) The winner of the third prize will be the fourth name drawn from the pool of names.
6. Members who are not present for the sweepstakes for reasons unexcused, are not eligible for any prize. Excused absences shall be reasons of sickness, FMLA, Vacation, Official Assignment, or Off-Duty Employment.
7. Appeal: Upon the appeal of the drawing results from a member, the entries shall be counted by the President and the Vice-President of the Lodge. The entries shall then be compared to the roll of each meeting by the Secretary/Treasurer. If a mistake was found in the number of entries, all prizes shall be returned to the Executive Board of the FOP and another drawing will be performed at the next regular Lodge meeting. All rules herein shall apply to the re-drawing. If there are no appeals at the meeting of the drawing, the entries shall be destroyed and no further appeals will be allowed.