

**CONSTITUTION
&
BY-LAWS**

FRATERNAL ORDER OF POLICE

FRONT RANGE LODGE NO. 62



AS ADOPTED ON

November 5, 2016

**As Amended on February, 2020
As Amended on September, 2020**

ATTEST:

President Front Range FOP Lodge 62

Secretary Front Range FOP Lodge 62

DATE _____

Constitution

Front Range Fraternal Order of Police Lodge 62

Preamble

We the law enforcement employees of the Front Range Fraternal Order of Police Lodge 62 do hereby associate ourselves together for the following purposes:

To support and defend the Constitution of the United States, to inculcate loyalty and allegiance to the United States of America, to promote and foster the enforcement of law and order; to improve the individual and collective proficiency of our members in the performance of their duties to encourage fraternal, educational, charitable, and social activities among law enforcement officers; to support and work for the improvement of the standard of living and working conditions of the law enforcement profession through every legal and ethical means available; to create and maintain tradition of esprit de corps insuring fidelity to duty under all honorable conditions and circumstances; to cultivate a spirit of fraternalism and mutual helpfulness among our members and the people we serve; to increase the efficiency of the law enforcement profession and thus to establish more firmly the confidence of the public in the service dedicated to the protection of life and property.

All terms used herein to denominate gender shall be generic and, whenever appropriate, the singular shall include the plural and the plural shall include the singular. Whenever the masculine is used in the wording of this Constitution/By-Laws it shall also denote the feminine. Titles to articles, sections and subsections have been included for clerical convenience and are not deemed conclusive as to the contents or meaning of an article, section or subsection thereof.

Article 1

Title

This organization shall be known as **Front Range Fraternal Order of Police Lodge 62.**

Article 2

Object of Organization

Section 1: We, the members of the Front Range Fraternal Order of Police Lodge 62, associate ourselves for the following purposes:

1. To unite all Lodge 62 Law Enforcement Officers eligible for membership into one group, in an effort to promote our profession; and to strive to obtain terms and

conditions relating to employment, through representation, legislative activity and all other lawful means.

2. To provide a medium for the exchange of information, knowledge and experience in the law enforcement field which will aid our members in improving their professional standards.
3. To protect the constitutional and statutory rights of all members of FOP Lodge 62.
4. To represent Lodge 62 members in resolving meritorious grievances arising out of their employment.
5. To encourage higher professional standards of conduct among our members.
6. To engage in and carry on such functions that will best serve the interests of our profession, this organization and our FOP membership.
7. To serve our members in time of sickness or distress and to lend such assistance that will aid their speedy recovery and tend to diminish their misfortune.
8. To foster true patriotism among all our citizens, and to educate and encourage them to respect and defend law and order.
9. To promote the aims and principles of the Fraternal Order of Police on a local, state and national level.

Section 2: The Front Range Fraternal Order of Police Lodge 62 is an organization of law enforcement officers and law enforcement personnel employed by various law enforcement agencies of Colorado, United States of America joined together to promote fraternalism, member representation, and law enforcement professionalism.

Section 3: The members of FOP Lodge 62 **shall not** strike, or by concerted action cause a cessation of the performance of duties; nor induce or encourage other Lodge 62 members to do so.

Section 62: This Constitution shall be the fundamental law of FOP Lodge 62 and, together with the Bylaws enacted in conformance within, shall govern the conduct of the Lodge membership.

Article 3 **Definitions**

Section 1: As used herein, the following terms, phrases or words of the Constitution and its Bylaws shall be defined as follows:

1. “Constitution” shall mean the organizational framework and fundamental purpose of FOP Lodge 62. New Articles or amendments to the Constitution are governed by **Article 10** of this Constitution.
2. “By-Laws” shall mean the daily working procedures and detailed processes of FOP

Lodge 62. By-laws to this Constitution. They are amended in accordance with **Article 7 of the By-laws** to this Constitution.

3. “Executive Board” shall mean and be composed of the President, Vice-President, 2nd Vice-President, Secretary, Treasurer, Sergeant at Arms, Immediate Past President (non-voting) and the Lodge 62 FOP State Trustee.
4. “Removed or Suspended for Good Cause” shall mean nonfeasance, malfeasance, dishonesty, failure or refusal to adhere to the Lodge Constitution/Bylaws, and failure or refusal to carry out the expressed legal will of the membership; or any act described in **Article 6 of the By-laws** of this Constitution which would result in discipline.
5. “Member” shall mean a member, as described in **Article 62 4** of this Constitution, who is not greater than 60 days’ arrears in the payment of dues or fees, unless dues/fees have been temporarily waived for a period of time due to hardship as decided by the Executive Board of Lodge 62.
6. “Fraternal Order of Police State Trustee” shall mean that person elected by the Lodge membership to serve as their representative to the Colorado Fraternal Order of Police State Board.
7. “Law Enforcement Officer” shall mean any full-time law enforcement officer employed by a Front Range Lodge 62 agency that meets the requirements as defined under Colorado Revised Statutes for a Peace Officer.
8. “Law Enforcement Personnel” shall refer to any reserve officer or non-management civilian employee who works within a Front Range Lodge 62 agency employed as Communications Specialists (includes shift supervisors), Records Clerks, Animal Control Officers, Community Service Officers, and Police Service Technicians.
9. “Member in Arrears” shall be defined as any member who is more than 60 days behind in dues or fees but less than 90 days, unless the member’s dues/fees have been temporarily waived for a period of time due to hardship as decided by the Executive Board of FOP Lodge 62.
10. “Suspended Member” shall mean those members who have been suspended in appropriate manner and shall also include those members who have not paid their dues or fees for more than 90 days unless dues/fees have been temporarily waived for a period of time due to hardship as decided by the Executive Board of Lodge 62.
11. “Expressed Lawful Will of the Membership” shall mean any lawful vote of the members of this Lodge that sets course or direction of the Lodge.

Article 4

Membership

Section 1: All full-time law enforcement officers, retired law enforcement officers who were FOP members at time of retirement, and all full-time law enforcement personnel of a Front Range Lodge 62 agency shall be eligible for membership in this Lodge subject to the provisions of its Constitution/Bylaws. No person shall be denied membership in this FOP Lodge 62 because of race, creed, color, religion, sex, age, sexual preference, or national origin.

Section 2: Subject only to the provisions of this Constitution, FOP Lodge 62 shall establish requirements for membership in good standing of its respected membership, which requirements shall not be inconsistent herewith inclusive of the requirements of the Colorado FOP and the Grand Lodge FOP.

Section 3: There shall be Four classes of membership: Active, Associate, Retired, and Auxiliary. There is one special membership class of Honorary as described below:

1. **Active** — denotes any appointed or elected full time law enforcement officer employed in any agency covered by FOP Lodge 62. These members shall enjoy the benefits of FOP Lodge 62, which includes Legal Defense Plan membership and coverage, and as a member lodge of the State FOP Labor Council full labor services.
2. **Associate** — denotes any Reserve Officers or non-sworn law enforcement employees who work in any agency covered by FOP Lodge 62, employed as Communications Specialists (includes shift supervisors), Records Personnel, and Crime Technicians. These members shall enjoy the benefits of FOP Lodge 62 membership including Legal Defense and Labor Services.
3. **Retired** — denotes regularly appointed or elected full time law enforcement officers who permanently leave law enforcement but wish to continue FOP membership after their departure. Retired members *must* submit application to the Executive Board for retired member status. The Executive Board shall review the application and approve or reject in accordance with **Article 62 Sections 6 & 8** of this Constitution. These members, once approved, shall enjoy applicable benefits of FOP membership.
4. **Auxiliary** — shall include non-member spouses/significant others of Active, Associate, and Retired members. These members shall have no voting rights and pay no lodge dues.
5. **Honorary Membership** - shall be comprised of individuals recognized by the Lodge, for exceptional service or contribution to the Nation, the State of Colorado or any political subdivision thereof, the law enforcement profession, or the Fraternal Order of Police. These members shall have no voting rights and pay no lodge dues.

Section 4: Any member who has been suspended from FOP Lodge 62 shall not be considered in good standing during the duration of the suspension, and forfeits all member rights during the period of suspension.

Section 5: The Executive Board is the regularly constituted membership committee of Front Range Fraternal Order of Police Lodge 62 and a majority vote of the Executive Board shall be required for approval or disapproval of all membership applications including re-application or change of status to retired. Executive Board will be allowed to annually have an “Open season” for new members will last no longer than three (3) consecutive weeks.

Section 6: The Front Range Fraternal Order of Police Lodge 62 may deny membership to anyone who is or has been a member of any organization or party, regardless of the name, which advocates the abolition, destruction, or violent overthrow of the government of the United States, any state, or political subdivision thereof.

Section 7: Applications rejected for membership shall be sent notification of rejection in writing, and a refund in full of any monies turned over to the Lodge at the time of application. Said rejected applicant shall be eligible for reapplication after a lapse period of ninety (90) days from the date of first rejection.

Section 8: Any member who desires to resign from membership in the Lodge shall provide timely written notice of their desire to resign to the Lodge President and the Lodge Secretary. Upon receipt of notice that a request for withdrawal has been received, the Treasurer shall then begin the process of removal. The Lodge Treasurer will then provide the member with written notice of the date the withdrawal will become effective based on any delinquency or obligation due and owing is first fulfilled or paid. The member shall be responsible for all dues and fees associated with membership, and shall be entitled to all benefits associated with membership until the effective date of their withdrawal.

Section 9: In the event that any active or associate member suffers serious financial hardship, becomes disabled or ill and as a result finds himself unable to pay his current dues the Lodge will, upon application of the member and approval of the Executive Board, pay his dues and will carry him as a member in good standing for a period of time as determined by the Lodge Executive Board.

Section 11: Any member who enters military service by recall or selective service the Lodge will, upon application by that member and approval of the Executive Board, assume his dues for each year in the service until thirty (30) days after discharge from such military service, or the member returns to full-time civilian law enforcement duty.

Article 5 **Organization**

Section 1: FOP Lodge 62 shall meet at least quarterly to transact business at meetings as called by the Lodge President. The Executive Board shall meet at least monthly and is open to all active, associate and retired members who have given the board advance notice of attendance. Unless otherwise stated in these Constitution/Bylaws all business of the Lodge will be decided at business meetings of the Lodge.

Section 2: The fiscal year of FOP Lodge 62 shall run from January 1st to December 31st inclusive. The FOP Lodge 62 Treasurer will make sure the financial books of FOP Lodge 62 are in order, and will present an annual financial summary and balance sheet to the Board at its January meeting.

Section 3: The Lodge President *may* elect to outline a budget for the FOP Lodge 62, which shall be confirmed by the Executive Board. This budget will be for one year in length and in no circumstances, will the expenditures of the lodge exceed the past year's income of the Lodge unless so directed by vote of the entire eligible voting membership of the Lodge. The exception to this will be capital projects, which are appropriately financed and were voted on by the Lodge membership.

Article 6 **Lodge Officers & Executive Board**

Section 1: The Officers of FOP Lodge 62 shall consist of those persons holding offices that are defined as Executive Board positions. Only "Active" members in good standing are eligible to hold Executive Board office of the Lodge. The term of office for all Officers of the Executive Board shall be two (2) years. No limits on consecutive terms shall exist for any elected officer.

Section 2: The Lodge 62 Executive Board shall be composed of the Lodge President, Vice-President, 2nd Vice-President, Secretary, Treasurer, Sergeant at Arms, Immediate Past President and the Lodge 62 State Trustee. Immediate Past President is an honorary Executive Board position and holds no vote on the Executive Board. The Lodge 62 State Trustee holds one vote on the Executive Board. At a minimum, the Executive Board must consist of a President, Secretary, Treasurer, and Trustee.

Section 3: The office of Chaplain is an appointed position and carries no vote on the Executive Board. The Executive Board shall appoint a Chaplain annually at its January board meeting.

Section 4: The Executive Board shall have but is not limited to the following responsibilities and authority:

1. To act as trustees and account for all dues, income and expenditures, and to process all applications for FOP membership or change of membership status.
2. To answer and respond to the membership in all matters within the scope and function of FOP Lodge 62, and to govern all requests for the handling of grievances and legal actions of the membership.
3. To appoint standing committees and their chairpersons to serve the interests and business of the Lodge. These shall include but not be limited to labor, political action, benefits, and benevolence committees.
4. To call for Special Membership Meetings when deemed necessary.

Section 5: The Lodge President, Vice-President, 2nd Vice-President and Treasurer shall give bond, with a reliable surety company approved by the Executive Board, in an amount established by the Executive Board. Such bonds shall be of a general nature, covering loss and theft only. The cost of the bond will be paid from the funds of this Lodge and remain in the possession of the Lodge.

Section 6: The Lodge Executive Board shall have the authority to exercise all administrative powers of FOP Lodge 62 and shall have the power to act in all emergencies pertaining to the welfare of FOP Lodge 62 and its members.

Section 7: The Lodge 62 Executive Board shall meet **once each quarter**. Attendance by board members at Executive Board meetings and regular membership business meetings is *mandatory* for all board members. Any board member who is unable to attend because of circumstances outside of his control shall notify the Lodge President to receive authorized absence. Failure to do so by a board member *could* result in disciplinary action.

Section 8: An Officer of the Executive Board may be removed from office for good cause by a majority vote of the Lodge membership, based on a petition signed by 1/3 of the active and associate members.

Section 9: An Officer of the Executive Board who resigns or is removed from office during any elected term shall relinquish all rights and privileges of that office and shall revert to the status of member. Any member of the Executive Board who leaves active law enforcement duty for any reason, or otherwise becomes ineligible as a member of Lodge 62, shall automatically forfeit his office.

Section 10: In the event of a long-term absence, with the exception of the office of President, Executive Board positions may be combined as determined by the current members of the existing Executive Board until such time as the vacancy is resolved. Unless appointed in mid-term, the term of office for all Officers of the Executive Board shall be **two (2) years**.

Section 11: A vacancy that is created in the Executive Board during any term shall be filled by appointment by the President with the majority of the Executive Board confirming that appointment.

Section 12: Should a vacancy of Lodge President occur during his term of office, the 1st Vice President shall become the acting Lodge President. The acting Lodge President shall then appoint, with a majority approval of the Executive Board, a new Vice President. The acting Lodge President will fill the remaining term of the departed President.

Article 7 **Quorum**

Section 1: “Quorum” shall mean all members eligible to vote at any regularly scheduled meeting or special meeting of FOP Lodge 62. FOP Lodge 62 will conduct its business at Lodge meetings, unless described otherwise in this Constitution, and those members in attendance at meetings shall decide issues by majority vote unless specified otherwise.

Article 8

Regular Lodge Business Meetings

Section 1: The Lodge shall conduct Regular Business Meetings of its membership at least once each quarter (minimum of 4 times per year).

Section 2: Except as otherwise provided in the Constitution and Bylaws, the latest edition of "*Robert's Rules of Order*" as determined by the Lodge President shall govern the conduct and deliberation of FOP Lodge 62. All meetings of FOP Lodge 62 shall be conducted in accordance with "*Roberts Rules of Order*" allowing for debate and amendment as therein prescribed unless suspended by majority vote of member's present.

Section 3: Unless otherwise specified in this Constitution and its By-Laws, all business of the Lodge will be conducted at Lodge business meetings.

Section 4: The official order of business of a Regular Business Meeting of FOP Lodge 62 will be as follows:

- Members Sign In
- Meeting Called to Order
- Pledge of Allegiance & Invocation
- Roll Call of Officers
- Introduction of Resolutions
- Adoption of Minutes Previous Meeting
- Committee Reports
- Executive Board & Trustee Reports
- Unfinished Business
- New Business
- Members Open Discussion
- Report of Sick, Injured or Distressed
- Good of The Order
- Set Next Meeting Time & Date
- Adjournment

Section 5: By-Laws to this Constitution are proposed and adopted and placed into effect at regular meetings by simple majority, or as described in **Article 9 Section 1** of this Constitution. Resolutions adopted by the Lodge membership shall be incorporated into the By-Laws of this Constitution and shall remain a part of the By-Laws of this Lodge until such time as they are properly amended, eliminated or they expire.

Article 9

Procedures

Section 1: The business of the Lodge is normally conducted at business meetings. However, the Lodge Executive Board may determine that an issue facing FOP Lodge 62 is of such importance that a poll of the entire voting membership by sealed ballot be conducted to decide the issue.

1. The Executive Board will convene and compose a resolution on the issue. The majority of the Executive Board must approve the resolution before the issue can be brought before the membership of FOP Lodge 62.
2. The resolution shall contain wording clearly stating it is intended to be submitted to the entire voting membership of the FOP Lodge 62.
3. The resolution shall be presented to the membership at the next general or special meeting of FOP Lodge 62.
4. The resolution shall be posted to the membership at least ten days in advance of that meeting.
5. The resolution shall be passed or defeated by the eligible voting members present at the meeting in accordance with "Roberts Rules of Order" allowing for debate and amendment as therein prescribed.
6. A two-thirds majority of the eligible voting membership present at that meeting is required to pass the resolution on to a sealed vote of the eligible voting members of FOP Lodge 62.
7. If the resolution is passed on to entire eligible voting membership of FOP Lodge 62 then a vote will take place within 30 days of the meeting in which the resolution was passed on. Only Lodge members with voting rights will be allowed to cast a ballot.
8. The Secretary shall prepare a ballot on the resolution, which will be made available to each eligible voting member. This ballot shall have an attachment stating the reason for the ballot in favor of the resolution, and shall also have an attachment stating the dissenting position, if any, opposing the resolution.
9. The ballot shall specify a deadline date when the ballots must be completed. Ballots returned after the deadline will not be counted.
10. The ballots will be tabulated by the Lodge Sgt-at-Arms in the presence of two eligible voting members of FOP Lodge 62 who are not members of the Executive Board.
11. A vote count of 50% plus one of returned ballots shall accept or reject the resolution. The results of the ballot shall be presented to the membership of FOP Lodge 62 as soon as practicable.

Article 10

Amendments to Constitution

Section 1: Amendments changing or replacing existing Articles to this Constitution or sections and sub-sections thereof, or creating new Articles to this Constitution or sections and sub-sections thereof; shall be accomplished under the rules as set forth in this Article governing amendments.

Section 2: In accordance with this Article any *active* member, at anytime, may propose an amendment to this Constitution or its Bylaws. The proposed amendment shall be submitted to the FOP Lodge 62 Executive Board. Such proposal shall be in written form, and shall state the reason for the amendment, be signed by the member and shall include the date it was presented.

Section 3: In order to be considered in proper form, the constitutional or bylaw amendment as presented shall contain the precise language of the proposed amendment including the specific Article or section thereof that it is amending. The Executive Board shall vote as to whether the proposed amendment has been presented in the proper form.

Section 4: If the amendment is in the proper form, it will be read into the record at the next business meeting (regular or special) of the Lodge. A motion to accept or amend the amendment will be in order. If the amendment, as submitted or amended, is accepted by the majority of eligible voting members present at that meeting, then the amendment shall be submitted to the eligible voting Lodge membership for ratification. The ratification ballot will be conducted in the following manner:

1. The Secretary shall prepare a ballot on the amendment, which will be made available to each eligible voting member. This ballot shall have an attachment stating the reason for the ballot in favor of the amendment, and may also have an attachment stating the dissenting position, if any, opposing the amendment. This ballot may be prepared electronically through third party voting software.
2. The ballot shall specify a deadline date when the ballots must be returned. Ballots returned after the deadline will not be counted.
3. The ballots will be tabulated by the Lodge Sgt-at-Arms in the presence of two eligible voting members of FOP Lodge 62 who are not members of the Executive Board.
4. The amendment must pass by at least a two-thirds (2/3) majority of the votes cast by eligible Lodge voting membership.
5. The ratification ballot may be replaced by three official readings of the amendment during regular lodge meetings. During the third and final reading, a ratification vote may be taken by the majority of eligible voting members at that meeting.

BY-LAWS

FRATERNAL ORDER OF POLICE



FRONT RANGE LODGE NO. 62

Article 1

Dues

Section 1: All Active, Associate and Retired members shall be required, as a condition of membership, to pay all dues established by Front Range FOP Lodge No. 62. Each member shall pay the Lodge a specified amount per month as defined below, which shall be considered the dues of this lodge. All state FOP dues, Grand Lodge dues, Legal Defense Fund dues, Labor Council Dues, or other dues (to include Non Duty Legal Plan) that may be assessed shall be taken and distributed from these member dues. The following individual per member dues are assessed to the below described Lodge membership:

A)	Active Member -	\$59.00 per month
B)	Associate Member -	\$52.00 per month
C)	Retired Member -	\$10.00 per month

Section 2: The dues of the Lodge are set by and defined by the By-laws of this Lodge. Any change to the dues of the Lodge must be done by amendment in accordance with **Article 7** of these Bylaws.

Section 3: In the event FOP Lodge 62 has established a Political Action Committee (PAC), the FOP Lodge 62 may designate in its bylaws a Political Action Fund. In any event, any member who does not wish to contribute to this fund will be entitled to a refund of the specified amount, by requesting, in writing to the Executive Board of this Lodge, a per-capita refund of that portion of their dues.

Section 4: Any member in good standing suffering financial hardship, or special circumstance, may apply to the Lodge Executive Board to have their dues temporarily waived for a period of time as decided by the Executive Board of Lodge 62. The decision to temporarily waive the member's dues rests solely with a majority vote of the Lodge Executive Board.

Article 2 **Elections**

Section 1: With the exception of the office of Chaplain, the Lodge 62 eligible voting membership shall elect all Officers of the Lodge. The following election procedure shall apply:

1. During the month prior to November of each calendar year, the Secretary shall notify the membership of the pending elective process by posting a notice.
2. Nominations for office shall be taken annually during the month of November. Nominations shall be submitted in writing to the Lodge Secretary.
3. Only active members in good standing shall be eligible for elected office. Retired, associate and other members shall not hold elected office.
4. In December, the Lodge Secretary shall prepare ballots for contested offices. Unopposed candidates for office shall be considered elected and declared winner by acclamation.
5. Every reasonable effort will be made to deliver a ballot to each active, associate, and retired member. On the ballot, will be all contested positions for the Executive Board.
6. These ballots will specify a deadline date when the ballots must be returned to FOP Lodge 62.
7. The ballots will be validated and tabulated by the Sergeant at Arms and the results certified by the current Lodge Secretary.
8. In the event a member in good standing challenges the results of the count, the Executive Board shall appoint a committee of three voting members who are not members of the current Executive Board to recount and certify the election results.
9. Any challenge to the election must be made in writing by a member in good standing specifying the reasons for the challenge. This must be received by the Lodge Secretary no later than seven (7) days after the election results have been announced.

The membership shall be notified of the final results of the election as soon as practicable and the new board will be installed at the January meeting.

Article 3 **Duties of Lodge Officers**

PRESIDENT

1. The Lodge President shall be the Chief Executive Officer of Front Range FOP Lodge No. 62. He shall preside over all meetings of the Lodge. He shall have general management of the business of the Lodge and shall see that all orders and resolutions of the Executive Board and the membership are carried into effect.

2. The Lodge President may elect to bring immediate issues before the Executive Board that need to be handled prior to any regularly scheduled meeting. Any vote that takes place will require a majority vote of the Executive Board. Any votes or meetings that take place by the Executive Board shall be reported to the membership at the next general meeting.
3. He shall execute any and all contracts that may be authorized by the Executive Board and/or the membership.
4. He shall have the power to call a special meeting of the membership whenever an emergency arises or upon the request of a majority of the members of the Executive Board.
5. He shall have the authority to call an emergency meeting of the Executive Board outside of its regular business.
6. He shall report on business transacted by him on behalf of the Lodge together with such recommendations as he may deem advisable at each meeting.
7. He shall have the power, with the advice and consent of the Executive Board, to designate and appoint Standing and Special Committees of the Lodge.
8. He shall appoint an active member of the lodge to serve as Trustee to the Labor Council Board of Trustees. The Lodge Trustee may serve in that capacity.
9. He shall perform such other duties as are usual and incidental to the Office of President and any and all other duties necessary to ensure the proper and legal function of the Lodge.
10. He shall convey to his successor all unfinished business of the Lodge.
11. He shall, at the expiration of his term of office, deliver to his successor all books, documents, records, funds, supplies, equipment, paraphernalia, etc., and all other property of the Lodge in his possession and shall require and receive a receipt for same.

VICE PRESIDENT

Section 1: Duties of the Vice President

1. The Vice President shall assist the Lodge President in the performance of his duties and, in the absence of the Lodge President, shall exercise the powers and the duties of that office.
2. He shall be an ex-officio member of all Standing Committees.

3. He shall be the Legal Defense Plan liaison for lodge members to assist them with matters involving the legal defense plan and representation at disciplinary meetings.
4. He shall perform such other duties as may be ordered by the President or Lodge Executive Board.
5. He shall assume the duties assigned to 2nd Vice-President should that office be vacant.
6. He shall, at the expiration of his term of office, deliver to his successor all books, documents, records, funds, supplies, equipment, paraphernalia, etc., and all other property of the Lodge in his possession and shall require and receive a receipt for same.

Section 2: Duties of the 2nd Vice President

1. The 2nd Vice President shall assist the Lodge President in the performance of his duties. In the absence of the 1st Vice President and the Lodge President's absence, he shall exercise the powers and duties of Lodge President.
2. He shall perform such other duties as may be ordered by the President or Lodge Executive Board.
3. He shall be in charge of recruitment of new members, and will contact all new hires of the Front Range Sheriff's Department in his recruiting efforts, and he shall insure each new member receives a member package which includes a copy of the current Constitution & Bylaws of the Lodge.
4. He shall, at the expiration of his term of office, deliver to his successor all books, documents, records, funds, supplies, equipment, paraphernalia, etc., and all other property of the Lodge in his possession and shall require and receive a receipt for same.

SECRETARY

1. The Secretary shall have custody of the books, records, documents, the seal of the Lodge and office paraphernalia and equipment, under the general orders of the President and the Executive Board.
2. He shall prepare and post the agenda of the next regular business meeting at least ten (10) days in advance of that meeting.
3. He shall keep a record of the minutes of all Lodge meetings, and shall make said minutes available to the membership within ten (10) days following that meeting.
4. He shall submit the same for approval, alteration or rejection at the next regular business meeting of the Lodge.

5. He shall conduct general correspondence of the Lodge.
6. He shall attest, under the seal of the Lodge, all duly authorized contracts of the Lodge.
7. He shall be the official custodian of the Constitution and By-Laws of the Lodge, which shall be authenticated by the seal of the Lodge and the signature of the Lodge President and Secretary. He shall keep a record of the official amendments to the Constitution and By-Laws adopted by the Lodge and shall cause them to be properly inserted therein.
8. He shall perform such other duties as are usual and incidental to the Office of Secretary.
9. He shall, at the expiration of his term of office, deliver to his successor the seal of the Lodge and all books, documents, records, funds, supplies, equipment, paraphernalia, etc., and all other property of the Lodge in his possession and shall require and receive a receipt for same.

TREASURER

1. The Treasurer shall be the custodian of the funds of the Lodge.
2. He shall provide updated reports of the financial status, including receipts and disbursements, of the lodge at Executive Board and regular business meetings.
3. He shall make a report of the financial status of the lodge at the close of the financial year.
4. He shall sign all checks, duly authorized for disbursement of funds.
5. He shall insure the Lodge is incorporated properly and current on all necessary legal and financial filings.
6. He shall keep an itemized record of all receipts and disbursements.
7. He shall make available the financial books of Lodge 62 to the Lodge President on demand.
8. He shall deposit all funds collected in a bank approved by the Executive Board and shall maintain direct control over all bank accounts involving the Lodge.
9. He shall set up special accounts for special funds approved by the membership.
10. He shall handle the membership roster and prepare the necessary Per Capita tax and assessments forms due the Grand Lodge and the State Lodge.
11. He shall insure timely payment of all financial obligations of the Lodge including Per Capita Tax payments to the Grand Lodge and State Lodge, and payment of LDF and Labor Council membership dues.

12. He shall collect all revenue derived from contractual terms set forth for the promotion of the Lodge, and shall deposit all funds into the Lodge General, Special or Savings Funds.
13. He shall perform such other duties as are usual and incidental to the office.
14. In the event the Treasurer becomes unable to perform his functions temporarily, the Lodge 2nd Vice President shall assume these functions until such time as the Treasurer can resume his duties or a new Treasurer is appointed in accordance with these Constitution and By-Laws.
15. He shall, at the expiration of his term of office, deliver to his successor all books, documents, records, funds, supplies, equipment, paraphernalia, etc., and all other property of the Lodge in his possession and shall require and receive a receipt for same.

SERGEANT AT ARMS:

1. He shall have charge of ascertaining that all present at meetings are in good standing, or otherwise authorized to be present.
2. He shall have charge and control of all meeting places and permit only qualified persons to enter or remain.
3. He shall maintain a list of all attendees to any Lodge meeting.
4. He shall perform such other duties as may be ordered by the President, Executive Board, or duties assigned elsewhere so required within this Constitution/By-Laws.
5. He shall, at the expiration of his term of office, deliver to his successor all books, documents, records, funds, supplies, equipment, paraphernalia, etc., and all other property of the Lodge in his possession and shall require and receive a receipt for same.

TRUSTEE TO STATE LODGE:

1. It is the duty of the Lodge State Trustee to attend all scheduled State Board Meetings.
2. It will be the responsibility of the Lodge Trustee to disseminate the information provided at the Colorado State F.O.P. Board meetings to the FOP Lodge 62 members.
3. He may serve as Trustee to the Labor Council as determined by the Lodge President.
4. If the appointed Trustee is unable to attend a regularly scheduled state board meeting, a proxy may be designated to attend. The proxy must be in writing, addressed to the Lodge 62 President and/or Secretary, and the proxy must be an active member in good standing of FOP Lodge 62.
5. He shall, at the expiration of his term of office, deliver to his successor all books, documents, records, funds, supplies, equipment, paraphernalia, etc., and all other property of the Lodge in his possession and shall require and receive a receipt for same.

CHAPLAIN

1. The Chaplain shall open each Lodge meeting with a non-denominational invocation. He shall close each Lodge meeting with a moment of silence for all of our fallen brothers and sisters.
2. If requested, he shall provide counsel and spiritual assistance to any member in need who requests this service.
3. He shall be responsible for reporting all members in “Sick and Relief” and shall be the Chairperson of the Lodge Benevolence Committee.
4. He shall, upon leaving his position as Chaplain, deliver to his successor all books, documents, records, funds, supplies, equipment, paraphernalia, etc., and all other property of the Lodge in his possession and shall require and receive a receipt for same.

Article 4 **Delegates**

Section 1: Only active members in good standing who have attended at least one-half of the regular business meetings of the Lodge, as provided in this Constitution, in the prior 12 months are eligible to be appointed as delegates to the State or National Conference.

Section 2: The Lodge President and State Trustee are, by their elected position, delegates to the State and National Conferences. Additional authorized delegates or alternate delegates to the State Conference or National Biennial Conference of the National Lodge shall be made at the discretion of the President of the Lodge. The Lodge President may designate as many additional delegates and alternate delegates as the Lodge may be entitled to according to its membership.

Section 3: Delegates to FOP State and National Conferences shall receive compensation for performing the duties and obligations required of their position of representation. Compensation is limited to lodging at the basic room rate of the facility at which they stay, and **\$50 (fifty dollars)** daily per diem paid only for the days of the conference. Days spent in travel or lodging, other than the days of the respective conference, are not eligible for compensation. If air travel is required to reach the National Conference the delegates shall be reimbursed at the coach rate of the best negotiated fare for the Colorado FOP.

Section 4: Alternate delegates are only authorized similar compensation by approval of the Lodge membership, as decided at the last regular membership business meeting immediately preceding any State or National Conference.

Section 5: Each delegate shall present the Lodge Treasurer with a copy of receipts for their lodging within 10 days after the end of the respective conference. Any delegate who fails to fulfill the obligation and responsibilities of his position is subject to disciplinary action in accordance with this Constitution, and shall immediately reimburse the Lodge for any monies received.

Article 5

General Counsel

Section 1: The President shall have the authority to recommend a General Legal Counsel who shall represent the FOP Lodge 62 in all legal matters. The membership shall confirm the selection of the General Counsel at a general or special meeting.

Article 6

Duties & Obligations of Membership

Section 1: Every member of this Lodge agrees that, in consideration for the benefits of membership conferred upon him pursuant to the terms of this Constitution and its Bylaws, he shall be subject to discipline for any action, inaction or omission which constitutes a violation of his member duties and obligations as stated in this Constitution and By-Laws. Every member agrees that termination of membership does not terminate his liability for discipline for acts occurring during the term of his membership.

Section 2: Any individual who possesses information that a member of this Lodge has engaged in actions or inactions which, if proven, would constitute a violation of the Constitution or By-Laws of this Lodge or the Constitution and By-Laws of the Grand or State Lodges *may* submit specific written charges against the member with the Lodge Secretary for review and action.

Section 3: Any member *may* be disciplined for committing any one or more of the following offenses:

1. Violating any provision of this Constitution and By-Laws, or the Constitution and By-Laws of the Grand or State Lodge;
2. Knowingly or willfully committing acts to publicly undermine, subvert, or deny the expressed lawful will of the membership of Lodge 62 or the Fraternal Order of Police;
3. Forming, belonging to, or assisting any group or organization (formal or informal) whose purpose is to undermine, subvert, or deny the expressed lawful will of the membership of Lodge 62 or the Fraternal Order of Police;
4. Knowingly and willfully failing to pay dues, fines, assessments, fees and other financial obligations in a timely manner, unless dues/fees have been temporarily waived for a period of time due to hardship as decided by the Executive Board of Lodge 62 in accordance with this Constitution/By-Laws.
5. Obtaining membership through fraudulent means or misrepresentation;
6. Causing or attempting to cause withdrawal or secession of this Lodge from the State or Grand Lodge of the Fraternal Order of Police;

7. Working contrary to the interests of, or accepting membership in, any labor organization whose interests are contrary to those of the Fraternal Order of Police.
8. Unreasonably, unlawfully or improperly disturbing the peace or harmony of any meeting of the Grand or State FOP Lodge or of this or any other Subordinate FOP Lodge;
9. Embezzling, misappropriating, fraudulently receiving, wrongfully handling, or failing to account for the funds of this Lodge;
10. Using the name and/or logo of this Lodge or the Fraternal Order of Police for soliciting funds or advertising or similar activities except if officially sanctioned to do so or as may be provided elsewhere in this Constitution or its By-Laws;
11. Furnishing a complete or partial list of the members of this FOP Lodge; the State FOP Lodge or the FOP Grand Lodge to any person other than those whose governmental position or Grand, State or any Subordinate Lodge office entitles them to have a list, without specific written approval from the President of the organization whose membership is being disclosed;
12. Deliberately interfering with any officer or representative of the Grand, State or any Subordinate FOP Lodge in the discharge of his duties;
13. Violating the membership obligation or performing any acts of insubordination against the authority of the Grand, State or any Subordinate FOP Lodge thereof; or causing or attempting to cause withdrawal from, decertification of or undermining any exclusive status of this FOP Lodge;
14. In the case of any officer or representative of this Lodge, failing to faithfully perform the duties of his office or position or accepting dual compensation or expenses for the performance of duties related to his FOP Lodge office or position.

Section 4: Any FOP Lodge 62 member facing discipline is considered innocent until determined otherwise, and is entitled to due process and representation as described herein. Any Lodge 62 member may be charged, tried and disciplined for violation of any of the above provisions, or for offenses set forth in the Grand or State Lodge FOP Constitution or By-Laws, in accordance with the procedures provided below:

1. Charges shall be in writing and shall describe the alleged violations.
2. Upon receipt of such charges, the Lodge 62 Secretary shall immediately distribute copies of the charges to the accused member and to the members of the Executive Board of Lodge 62.
3. The Lodge 62 President, with the advice and consent of the Lodge Executive Board, shall appoint an ***impartial special committee*** of three (3) members of Lodge 62 including a

Chairperson, who are not members of the Lodge 62 Executive Board, who shall act by majority vote.

4. The Chairperson shall schedule a date, place and time for a hearing on the charges, not less than thirty (30) days from the date on which a copy of the written charges are served upon the accused member.
5. Written notice of the special committee hearing date, time and place shall be provided to the parties and reasonable requests for a continuance shall be directed to the panel for decision.
6. At the hearing the accused member is entitled to bring with him a representative of his own choosing to assist in his defense.
7. At the hearing, a recording of the proceedings shall be maintained, and the accused member shall be provided with an opportunity to present evidence in opposition to the evidence presented in support of the charges against the member.
8. At the next scheduled Lodge 62 Executive Board meeting, the committee shall present its recommendation as to whether the evidence as a whole supports the charges against the member, and what, if any, penalty the special committee believes is appropriate in the event that the accused member is found guilty. Penalties may include fines, suspension, and loss of privilege and/or expulsion from membership in the Lodge 62 and the FOP.
9. The accused member may appear before the Lodge 62 Executive Board to contest the recommendation. Upon consideration of the member's appeal the board has the final authority to accept or modify the recommendation of the special committee.

Section 5: After a hearing of the Lodge 62 Executive Board, and in the event found guilty of such act or omission by at least two-thirds (2/3) vote of the Lodge 62 Executive Board, the member shall forfeit his membership and all benefits of FOP Lodge 62 and the Fraternal Order of Police. Following such a decision, the disciplined member has the right to appeal the decision of the Lodge 62 Executive Board to the State Board of the Fraternal Order of Police of Colorado and may further appeal to the delegates at the State Biennial Conference, and thereafter if the State Board upholds the decision of the Lodge No. 62 Executive Board, the member may further appeal to the National Board of the Grand Lodge of the Fraternal Order of Police, and further, if necessary, make a final appeal to the National Biennial Conference of the Fraternal Order of Police.

Article 7

Amendments to By-Laws

Section 1: Amendments to **existing bylaws** of this Constitution shall be accomplished under the rules as set forth in this Article. **New Bylaws** to this Constitution shall be adopted in the normal course of business by membership vote at Lodge business meetings as described in **Article 8 Section 5** of the Constitution; or in the manner described in **Article 9 Section 1** of the Constitution.

Section 2: In accordance with this Article any *active* member, at anytime, may propose an amendment to a Bylaw. The proposed amendment shall be submitted to the FOP Lodge 62 Executive Board. Such proposal shall be in written form, and shall state the reason for the amendment, be signed by the member and shall include the date it was presented.

Section 3: In order to be considered in proper form, the bylaw amendment as presented shall contain the precise language of the proposed amendment including the specific Article or section thereof that it is amending. The Executive Board shall vote as to whether the proposed amendment has been presented in the proper form.

Section 4: If the amendment is in the proper form, it will be read into the record at the next business meeting (regular or special) of the Lodge. A motion to accept or amend the amendment will be in order. If the amendment, as submitted or amended, is accepted by the majority of eligible voting members present at that meeting, then the amendment shall be submitted to the eligible voting Lodge membership for ratification. The ratification ballot will be conducted in the following manner:

1. The Secretary shall prepare a ballot on the by-law amendment, which will be made available to each eligible voting member. This ballot shall have an attachment stating the reason for the ballot in favor of the by-law amendment, and may also have an attachment stating the dissenting position, if any, opposing the by-law amendment. This ballot may be prepared electronically through third party voting software.
2. The ballot shall specify a deadline date when the ballots must be returned. Ballots returned after the deadline will not be counted.
3. The ballots will be tabulated by the Lodge Sgt-at-Arms in the presence of two eligible voting members of FOP Lodge 62 who are not members of the Executive Board.
4. The amendment must pass by at least a two-thirds (2/3) majority of the votes cast by eligible Lodge voting membership.
5. The ratification ballot may be replaced by three official readings of the amendment during regular lodge meetings. During the third and final reading, a ratification vote may be taken by the majority of eligible voting members at that meeting.
6. If passed the amendment to the by-law shall immediately be incorporated into the existing by-laws and shall become in full force and effect.

