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BY-LAWS

New Jersey Law Enforcement Officers Lodge # 169 By-Laws approved and adopted (11/14/2012).

BY-LAWS AMENDMENTS

Article II. Section 2. a.	Amended
Article II. Section 2. b.	Amended 04/16/199
Article II. Section 10.	
Article IV. Section 1. Paragraph 2	Approved 03/28/07
Article V. Section 6.	Approved 03/28/07
Article XI. Section 1.B.1	Approved 03/28/07
Charter Language Amended	Approved 03/28/07
Charter Members Added	Approved 03/28/07
Article II. Restructured by Membership	Approved 03/28/07
Article IV. Section 9	Approved 09/12/108
Article V. Section 6	
Article VI eliminated, Articles renumbered	
Article III. Section 1	
Restructured order of officers	Approved 07/21/10
Secretary renamed Corresponding	Approved 07/21/10
Secretary	Approved 07/21/10
Added Recording Secretary	Approved 07/21/10
Article II. Section 2.a.	Approved 07/21/10
Article IV. Section 3,5,9 & 10	Approved 07/21/10
Article V. Section 5	Approved 07/21/10
Article VI. Section 4	<i>Not applicable</i>
Article VII. Section 4, 5 & 7	
Article VIII. Discipline Amended	
Article X. Section 1	
Article XI. <i>Required per State Bylaws</i>	

PREAMBLE

Whereas;

It being a well established fact that a number of individuals laboring for the same objectives and purposes can better accomplish their desires through combining their efforts than by separate action, and by associating the subordinate Lodges in the State of New Jersey, we have facility of mutual interchange of thought, information and experience of each common to all moral and social facilities and enables us to share in the gains and honors of advancing civilization, and

Whereas;

We, the members of NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169, Brick Town, State of New Jersey, are convinced that it is in the best interest of all members of this Lodge to unite under the name of and to submit and be guided by the Constitution and By-Laws of the National body of the Fraternal Order of Police and that by believing that intelligence, industry and normal worth are true standards of greatness, do hereby pledge ourselves to use all honorable means to promote police legislation and a greater sociability and fraternity amongst the police of the State of New Jersey. This Lodge shall not be or become affiliated either directly or indirectly with any committee, congress, federation, organization or union of industrial workers.

Now Therefore;

We, the members of NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169 , Fraternal Order of Police, do hereby adopt the following constitution and by-laws for the rules and guidance of our local lodge, and will be so guided.

ARTICLE I

Organization

Section 1. This organization shall be known as the NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169, Fraternal Order of Police.

Section 2. The seal shall consist of the emblem of the Fraternal Order of Police, Grand Lodge.

ARTICLE II

Membership

Section 1. In the selection of candidates for membership, regard shall not be given to the character and integrity of the applicant, and thereafter to such specific ability and qualifications as are best calculated to advance the interest, promote the objectives and carry out the purpose for which this Lodge is ordained and established. Race, creed or sex shall not be a bar to membership herein, but no person may be a member except an American citizen of full legal age, who is not now nor has ever been a member of a communist party.

Section 2. There shall be four (4) classes of membership: Active, Retired, Honorary and Associate.

A. Active Membership

1. Active members must be full time or retired police officers of the NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169 Department, of Corrections New Jersey. An active member in good standing, who retires from active duty or retires on a disability, for the purpose of receiving pension benefits, or who resigns from the department in good standing may retain all rights of an active member.
2. A member may remain on active duty status upon retirement providing that member pay a yearly per capita to the Lodge, set by the membership, payable to the Lodge treasury no later than January 31st following their retirement. Any member electing to withdraw from active membership shall become a retired member.
3. Active members shall have the privilege of purchasing automobile emblems, which shall be used only on his immediate family members' vehicles. Emblems shall be returned to the Lodge should the member

be revoked or otherwise terminated from the privileges of the Lodge.

4. All resignations of this Lodge by members thereof must be presented in writing one month prior to the effective date of resignation to the Lodge Secretary in order for the proper notifications to be made. No resignation of any member indebted to the Lodge shall be accepted.
5. Any member who resigns from this Lodge can only be readmitted to membership in the Lodge by payment in full of all back dues and approval of such membership by a majority vote of the membership. Repayment may include an assessment established by the membership.
6. Membership in good standing is hereby defined to be a member who has paid all dues and assessments due payable to this Lodge, or who is not more than thirty days in arrears. Any member in arrears of payment of dues or assessments more than thirty days shall be deemed not in good standing.
7. The dues for active members shall be set by the membership and all members shall authorize said amount to be deducted from their paychecks. The dues for retired members shall also be set by the membership and are payable at such time, which is stipulated by the membership.
8. Any member in arrears of dues or assessments for more than thirty days shall be suspended from the Lodge ten days after his/her receipt of notice of failure to pay. Notice shall be sent by certified mail to said members last known address, and will be deemed to have been received by that member on the date of mailing.
9. Any former or suspended member applying for reinstatement as an active member may be reinstated and restored in good standing by paying all moneys due the Lodge in accordance with section A.5 and A.6.
10. Regularly sworn NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169 may become eligible for membership in the Lodge after successfully completing a certified academy in accordance with the laws of the State of New Jersey under Title 40, and New Jersey Department of Personnel. The candidate will then be required to successfully complete the Field Training Officer program or perform a ninety day probationary period, whichever is greater, before becoming eligible for admittance to the Lodge. Upon the successful completion of the F.T.O. program or probationary period, the eligible candidate's name shall be brought before the general membership for a simple majority approval prior to acceptance and admittance into the Lodge. This probationary period may be extended based on extenuating circumstances so deemed by Lodge membership.
11. No person shall be deemed to have accepted membership in this Lodge except when he agrees to be subject to suspension, fine or reprimand or

expulsion for cause, and if expelled shall have no claim against this Lodge for fees, dues or assessments paid for any benefits whatsoever.

B. Retired Member

1. Retired Membership shall be comprised of retired regularly appointed NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169 Officers who withdraw from active membership upon or after retirement from their law enforcement agency.
2. A Retired member, who requests to return to active status, shall submit the request to the Corresponding Secretary, in writing. The request shall be presented to the members at the next general membership meeting for a vote. If approved, reinstatement shall take effect 60 days after approval, providing payment of dues and/or assessments are made to the Lodge treasury as stipulated in section A.5 and A.6.
3. Retired members shall have a vote and hold any office.

C. Honorary Member

1. Honorary membership shall comprise of individuals recognized by this Lodge for exceptional service or contribution to the law enforcement community or the NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169 Fraternal Order of Police.

D. Associate Member

1. Associate members of NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169 shall be persons who are American citizens of full age, of good moral character, civic minded, lawfully employed in a regular profession or business, or retired from same, and whose associations therein are above reproach. They shall not be associated, directly or indirectly, with any persons whose reputation, character or occupation is questionable or illegal. An associate member shall be a strong supporter of law enforcement and a law-abiding citizen.
2. Upon becoming an associate member of NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169, the associate shall receive a membership card, decal and automobile emblem, which shall remain the property of this Lodge.
3. Associate membership is a privilege. Associate membership may be permitted, denied or revoked at the pleasure of the governing body of the Lodge. Associate members shall not have a vote or hold any office.

ARTICLE III

Officers

Section 1. The officers of this Lodge shall be the following

President
Vice President (2)
Corresponding Secretary
Treasurer
Recording Secretary
Sergeant At Arms
Chaplain
Trustees (2)
State Delegate /Trustee

Section 3. No member shall hold more than one office at a time.

Section 4. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by this Lodge.

Section 5. All resignations of officers shall be presented in writing to the secretary and may be accepted by a majority vote of the membership.

ARTICLE IV

Duties of Officers

President

Section 1. The President shall be the Chief Executive Officer of the Lodge. Subject only to the authority of the membership, he shall have general charge and supervision over, and responsibility for, the affairs of the Lodge. Unless otherwise directed by the membership, all other officers shall be subject to the authority and supervision of the President. He shall preside at all meetings of the Lodge, at which he shall enforce order and a strict compliance of these by-laws, and such rules and regulations as may be adopted in pursuance thereof. While occupying the chair he shall not participate in debate without the consent of the majority of the members present. He shall appoint the chairman and members of standing committees. He shall also serve as the ex-officio member thereof. He shall, with the Corresponding Secretary, sign all contracts and other official documents authorized by the membership, for the Lodge. The President, Vice President, Corresponding Secretary or Treasurer shall sign all orders on the treasury or other depository for the disbursement of Lodge funds.

If a vacancy in the Office of the President occurs, the Vice President shall temporarily assume the office of President and its duties until a new President is elected in a special election, to be held within sixty days.

Vice President

Section 2. The Vice President shall perform such duties and have such authority as from time to time may be delegated to him by the President or by the membership. In the absence of the President for any cause, the Vice President shall perform the duties and be vested to sign orders of the treasury in the absence of the President for disbursement of Lodge funds.

Corresponding Secretary

Section 3. The Corresponding Secretary shall custody of the seal and all books, documents, papers, and records of the Lodge, not otherwise entrusted, temporarily or permanently, to other officers or to standing committees. When so required, he shall give such due notice of all such meetings, and shall conduct the general correspondence of the Lodge. He shall, with the President of the Lodge, attest and seal all duly authorize and approved contracts of the Lodge and keep copies thereof in his files. At the expiration of his term of office and within ten (10) days, he shall deliver the newly appointed secretary the seal, and all books and papers in his possession. He shall be one of four officers authorized to sign orders on the treasury for the disbursement of Lodge funds. He shall maintain a petty cash amount of fifty dollars for the procurement of necessary supplies for his office.

Treasurer

Section 4. The Treasurer shall have general charge of all dues, fees, fines, assessments, and monetary earnings of the Lodge, and shall deposit and maintain all such funds in a bank account, or accounts, in the name of the NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169 Fraternal Order of Police Lodge New Jersey.

The Treasurer shall have power, when countersigned by the President, Corresponding Secretary or Vice President, to draw, sign, and issue checks, drafts, and money orders for the withdrawal of Lodge funds there from, for the prompt payment of all lawful and approved obligations of this Lodge which have been approved by the membership. The Treasurer shall also perform such other duties as the President or the membership may assign.

The Treasurer shall keep accurate records of all receipts and disbursements, which shall be available at all times for examination by the membership. The Treasurer shall render a report of the financial conditions of the Lodge at each meeting of the membership.

The Treasurer shall maintain in his possession a sum of money, designated as petty cash, in the amount of one hundred dollars of the general fund, which shall be used to defray all incidental and miscellaneous current expenses, and in connection therewith, shall keep accurate records of all disbursements there from and additions thereto. He shall also have general custody of all bonds and other securities in which Lodge funds may be from time to time invested, and shall keep same in a safe deposit box in the name of the Lodge.

The Treasurer will monitor any standing committee which involves the transaction of moneys (i.e. Awards Banquet, flower sales, associate membership, etc.) and ensure that a logbook for each event is kept. Entries will be made into said log indicating moneys that have been taken in, paid, transferred, owed, etc. and the amounts, dates, and to whom paid, transferred, owed indicated in said log book. Receipts will be procured whenever possible and will be turned over to the Treasurer along with the logbook for review. Moneys received from Lodge events will be deposited into the appropriate bank accounts as soon as prudently as possible, or within five banking days following the end of the event. The committee chairman will turn over the moneys, logbook, and receipts of the event to the Treasurer within forty-eight hours of the close of the particular event, which he/she chaired.

The Treasurer will monitor the Lodge's credit card which will be issued to either the President, Vice President, Corresponding Secretary, or the Treasurer, and will ensure that same is kept current and in a financially sound condition.

The Treasurer will maintain and manage the following funds, based on the approval of the membership:

- General Fund
- Legal Defense Fund
- Certificates of Deposit
- Building Fund
- Other Investment Fund(s)

The general fund shall consist of a checking account and a savings account.

At the expiration of this term of office and within thirty (30) days, the Treasurer shall deliver to his successor all moneys and securities, books, and records of this Lodge in his possession. An annual audit by the Trustees of the Lodge shall be conducted.

Recording Secretary

Section 5. The Recording Secretary shall record and transcribe a written report of the minutes of Executive Board meetings, monthly meetings and any other meetings called by the President of the Lodge.

At all meetings of the Lodge, the Recording Secretary shall keep a register of those members who are present. They shall be kept as a permanent part of the minutes of the meeting. This will be utilized to ensure eligibility of those members who might run for office at a later time.

He shall also perform such other duties as ordered by the President, Corresponding Secretary or general membership from time to time.

Sergeant At Arms

Section 6. The Sergeant At Arms shall attend the door and permit entrance to no person who is not properly qualified by membership of the Lodge to enter meetings or Lodge functions. He shall have the authority to check membership cards and qualifications and with approval of the President, may eject or remove non-qualified persons, and out of order members from Lodge functions. He shall perform such other duties as the President or membership may assign him.

Chaplain

Section 7. The Chaplain shall give the invocation and benediction at all meetings and functions, unless preempted by a guest clergy person, and render such assistance as possible in times of illness, disability and bereavement to members of the Lodge, associate members, and family and friends of the Lodge. He shall be charged with the sending of flowers, cards, etc. when appropriate, to the members of the Lodge and their families. He shall also be required to perform such other duties as the President or the membership may assign.

Trustees

Section 8. There shall be three elected Trustees of the Lodge. The Trustees shall act as the auditing committee of the Lodge. The Trustees, through the auditing committee, shall from time to time examine the all books and other contracts, documents, ledgers, log books, and papers pertaining to the business of the Lodge. They shall conduct an annual audit and report thereon to the membership of the Lodge. They shall also perform such duties as the President may assign them, either individually or as a committee.

State Trustee

Section 9. The Lodge President or his designee shall be the State Trustee. The Trustee shall represent this Lodge at all State Board meetings and report all activities of the State Lodge to the general membership. As the State Trustee, this Lodge shall have a voice at the State Board of Directors meetings and vote in the best interest of this Lodge.

When attending the State Board of Directors meetings, the Trustee shall receive reimbursement for gasoline, tolls, and meals. Lodging and meals shall be in accordance with the IRS per diem rate or with the submission of receipts.

Delegates

Section 10. The Lodge President and Secretary shall represent this Lodge at the State and National Conferences. The President or his designee shall appoint the remaining delegate(s) and/or alternate delegate.

Delegates attending the State or National Conference shall receive traveling expenses, lodging and meals. At those conferences where the meals are inclusive, the meal expense shall be excluded. The membership may elect to provide the delegate(s) with a per diem, which is not to exceed the rate set forth by the Internal Revenue Service for the location of the conference.

The Lodge President or his designee shall appoint the delegates that will attend the State Mini-Conference. Delegates / Alternate Delegates shall receive travel, meal and lodging expenses commensurate with the provisions in the previous paragraph.

ARTICLE V

Meetings

Section 1. Meetings shall be held once a month in accordance with the Grand Lodge and State Lodge by-laws. Meetings may be canceled with the approval of Lodge members.

Section 2. Special meetings may be called by the President or upon written request by at least three (3) members of the Lodge. The purpose of the meeting shall be stated in the call. One week's notice shall be given except in cases of emergency.

Section 3. Five members of the Lodge shall constitute a quorum.

Section 4. The order of business for the Executive Board and general meetings shall be as follows:

- A. Reading of opening prayer from the Ritual Book
- B. Pledge of Allegiance
- C. Roll call of officers
- D. Reading of the minutes of the last regular meeting and any special meeting since then
- E. Acceptance of new applications for membership
- F. Initiation of applications for membership
- G. Officers Reports
- H. Reports of Committees
 1. Bills
- J. Communications
- K. Unfinished Business
- L. New Business
- M. Good of the Order
- N. Nominations of Candidates for Office (when applicable)
- O. Election and Installation of Officers
- P. Adjournment

This order may be changed by a majority vote of the membership of the Lodge.

Section 5. Contract negotiation issues should be held until the conclusion of the general meeting. Only those members represented by the Lodge contract shall caucus to discuss issues or participate in a ratification vote. All other members shall be excused.

ARTICLE VI

Committees

Section 1. There shall be standing committees as follows:

- A. Awards Committee
- B. Banquet & Office/Housing Committee
- C. By-Laws Committee
- D. Election Committee
- E. Employee Assistance
- F. Grievance Committee
- G. Legal Aid Committee
- H. Negotiating Committee

Section 2. The President shall appoint such committees. The President or his designee shall be an ex-office member of all committees except the election committee.

Section 3. No proposal for Lodge action shall be allowed to come upon the floor for debate or vote until it has first been referred to and reported from an appropriate committee, unless a majority of the members present agree to immediate consideration thereof, otherwise, the committee will research the proposal and report back to the President.

Section 4. Unless otherwise stipulated, each standing committee shall have a chairperson, and at least two members. Some committees, such as the Awards Committee and the Banquet Committee will have more members as is deemed appropriate by the President or his designee.

ARTICLE VII

Nominations and Elections

Section 1. Nominations for officers shall take place at the October general board meeting in each even numbered year. Nominations will open at the October meeting and will be closed at the November meeting. The election shall take place in December.

Section 2. A list of nominees shall be submitted to the Corresponding Secretary to determine if the nominee is eligible. The Election Committee shall establish procedure, subject to the approval of the Lodge membership.

Section 3. A nominee must be a member in good standing in the lodge for a period of one year or more prior to nominations in order to be eligible.

Section 4. A nominee shall have attended at least one-half of the regularly scheduled meetings during the previous 12 months prior to the opening of nominations in October. A nominee may be excused if he/she is working, sick, or on vacation. Attendance shall be taken at each general meeting and be included in the minutes, which shall be maintained by the Recording Secretary.

Section 5. Any candidate found not qualified for nomination shall have a right to appeal to the membership immediately upon notification and prior to the November monthly meeting of the general body.

Section 6. The election committee shall print and distribute all ballots prior to the December general board meeting, to all active members in good standing. Ballots must be returned by a date certain which shall be established by the Election Committee.

Section 7. The Corresponding Secretary, at the December board meeting, shall announce the name of the candidates who are elected to the Executive Board.

Section 8. In the event of ties, the candidates tied with the highest number of votes shall be entered in a run-off election until such time as one receives the plurality.

Section 9. No member shall be nominated or be a candidate for more than one office at the same election or who holds office or is a member of another police organization except one established and existing solely for social reasons.

ARTICLE VII

Discipline

Section 1. This Article shall govern discipline of officers and members of Willingboro Police Lodge #38 and shall be interpreted in such a manner as to afford equity and fairness to all affected thereby.

Section 2. Discipline shall be initiated by the NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169 for a violation of one's oath and obligation, violation of the Constitution or By-Laws, Ritual of the Order, or insubordination.

- A. A written complaint shall be signed by the complainant(s) and submitted to the Corresponding Secretary.
- B. Service of the complaint shall be made by the Corresponding Secretary in person or via certified mail.
- C. A hearing must be scheduled no earlier than 30 days upon the service of the complaint.
- D. The President or his/her designee shall appoint a tribunal to hear the complaint. The complainant and all witnesses shall be prohibited from sitting on the tribunal.
- E. The defendant shall be entitled to representation from a member of the Lodge whose membership is in good standing.
- F. The tribunal shall decide the case and determine the penalty or sanctions against the accused. The results shall be forwarded to the Corresponding Secretary.
- G. Upon conclusion of the hearing, the tribunal shall, within a reasonable time, file its recommendation with the Corresponding Secretary.
- H. The members shall vote on the tribunal's recommendation at the next General membership meeting.
 1. The Corresponding Secretary shall send notice of the results of the decision to both the complainant and the accused.

Section 4. Within ten days from the receipt of notice in writing of the decision of the general membership, the accused, if censored, fined, suspended or expelled, may appeal in writing to the New Jersey State Lodge in accordance with the right of appeal granted members under the Constitution and the By-Laws of the New Jersey State Lodge and the Grand Lodge Fraternal Order of Police.

ARTICLE IX

Legal Aid

Section 1. Every sworn member who is actively employed by the (Your Agency) Policing Department shall be included in the Legal Defense Plan.

Section 2. Any member who terminates his/her contract with the Lodge's current Legal Defense Plan shall be solely responsible for all legal fees that they may incur.

Section 3. The Legal Defense Plan shall cover any action taken by a member while in the performance of their duties as a law enforcement officer that results in administrative, civil or criminal charges against them.

ARTICLE X

By-Law Changes and Amendments

Section 1. These By-Laws shall be amended, altered or revised in the following manner

A. All Changes pertaining to these By-Laws shall be referred to the By-Laws Committee for preparation and presentation.

B. The Chairman of the By-Laws Committee will notify the Corresponding Secretary of any proposed changes and the Corresponding Secretary will then incorporate the notice of intent to change said By-Laws in the regular general membership meeting notice to members. The Corresponding Secretary shall read the entire proposed amendment as the first reading at the board meeting. A second reading of the proposed amendment will be made at the following board meeting. A vote shall be taken based on the By-Law Committee's recommendation of said amendment. A two-thirds majority of all those in attendance is needed to pass the amendment. Any amendment having a financial impact on the Lodge will require a ballot vote. A two-thirds majority vote is required.

C. The By-Laws of this Lodge shall always be subordinate and subject to the provisions of the Constitution and By-Laws of the Grand Lodge and the New Jersey State Lodge By-Laws that now exists or may be changed from time to time, and in the event any conflict occurs, the Constitution and By-Laws of the Grand Lodge and the New Jersey State Lodge shall govern.

Section 2. Two copies of these By-Laws or any additions, alterations or revisions shall be presented to the Secretary of the New Jersey State Lodge for approval.

Section 3. All points of law and order shall be guided by the Constitution and By-Laws, and where the same are silent, by Roberts Rules of Order.

ARTICLE XI

Dissolution Clause

Section 1. Upon dissolution of NEW JERSEY LAW ENFORCEMENT OFFICERS LODGE # 169 , all books, papers, and records together with the seal, all assets and monies in the name of the lodge, all of which shall immediately become the property of the New Jersey State Lodge.



NEW JERSEY LAW ENFORCEMENT OFFICERS
LODGE # 169
Chartered as Kearney Unit
Hudson County New Jersey October 10, 1992



By-Laws And Articles

**NEW JERSEY LAW ENFORCEMENT
OFFICERS LODGE # 169
Chartered as Kearney Unit
Hudson County, New Jersey October 10, 1992**

01/2014