



BY-LAWS
OF
UNITED STATES CAPITOL POLICE
FRATERNAL ORDER OF POLICE
LABOR COMMITTEE

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ARTICLE ONE
NAME, AFFILIATION, JURISDICTION, OBJECTIVES

- 1.1 This labor organization shall be known as the FRATERNAL ORDER OF POLICE/UNITED STATES CAPITOL POLICE LABOR COMMITTEE ("LABOR COMMITTEE")
- 1.2 The Objectives of the LABOR COMMITTEE shall be:
- To organize, aid, and represent all sworn Police Officers of the United States Capitol Police;
 - To secure better working conditions and to promote the general welfare of its members through lawful organizational activities, negotiation and collective bargaining;
 - To advance the science of professional policing and law enforcement, and to publicize the importance of this profession;
 - To promote efficiency within the USCP and better service to the public. To advance plans of improvement beneficial to its members to be secured by legislative enactment through cooperation within the Department as well as other lawful means and;
 - To receive, manage, invest, expend or otherwise use the funds and property of the Labor Committee to carry out the duties and to achieve the objectives set forth in these By-laws and the Charter and for such additional purposes and objects not inconsistent therewith as will further the interest of the Labor Committee and its members directly or indirectly.
- 1.3 The Labor Committee is an autonomous entity affiliated with and subscribing to the principles and purposes of the Fraternal Order of Police.

ARTICLE TWO
MEMBERSHIP and DUES

- 2.1 All sworn members of the USCP below the rank of sergeant are eligible to be members of the Labor Committee. Bargaining members are members who are covered under the CBA, affiliate members are defined as members not covered by the CBA.
- 2.2 The Dues Withholding form approved by the Labor Committee will be signed and submitted to the United States Capitol Police payroll section for the withholding of the dues, or members may elect to submit annual dues in full.
- 2.3 Dues percentage increases will be recommended by the Executive Board, and approved by Membership vote.
- 2.4 All dues paying members are responsible for initiating with the United States Capitol Police payroll section the Stop Dues Withholding form if for any reason they leave the Bargaining Unit.

ARTICLE THREE
UNION OFFICIALS

- 3.1 A Union Official is defined as any Executive Board member, Chief Shop Steward, Shop Steward, or Committee Chairman.
- 3.2 The Chairman is the Chief Executive official of the Labor Committee. He/She shall preside at all meetings, preserve order during deliberations, enter into all contracts and obligations that are binding on the Labor Committee, sign all orders on the treasury. The Chairman shall appoint all Committees, provided however that the appointment of Chairmen to Committees shall be subject to Executive Board approval. The Chairman shall call meetings of the Executive Board whenever he/she shall deem it necessary or advisable, cast tie breaking votes at all regular and special general membership meetings. He/she shall transact any such other business as may pertain to his/her office and as prescribed by the Charter, By-laws, and applicable law or regulation.
- 3.3 The First Vice Chairman shall perform the duties of the Chairman in the absence or disability of the Chairman, and if the Chairman's office shall become vacant, shall perform the duties of the Chairman until the vacancy is filled by special election as provided by these By-laws. The First Vice Chairman shall oversee all Standing Committees and their Committee members. The First Vice Chairman shall be a member of each Committee and the Committee Chairs shall report to the Executive Board through the First Vice Chairman. The First Vice Chairman shall attend all meetings unless excused by the Chairman and he/she shall perform such other duties as assigned by the Chairman.
- 3.4 The Second Vice Chairman shall perform the duties of the First Vice Chairman in the absence or disability of the First Vice Chairman. The Second Vice Chairman shall oversee all official time used by the Executive Board and make the appropriate requests to the department for official time. The Second Vice Chairman shall review all proposed Department policy changes. He/She shall have the authority to use any of the Union's resources to make such reviews. The Second Vice Chairman shall verify all Labor Committee financial reconciliations. The Second Vice-Chairman shall attend all meetings unless excused by the Chairman and he/she shall perform such other duties as shall be assigned by the Chairman.
- 3.5 The Secretary shall keep the minutes of all General and Special Membership meetings and Executive Board meetings. The Secretary shall be responsible for having at every meeting a copy of the Charter, these By-laws, a copy of the FOP Lodge Constitution, a copy of the latest edition of Robert's Rules of Order and a copy of the current contract applicable to the Bargaining Unit. The Secretary shall keep a current book of all amendments to the Charter and these By-laws. The Secretary shall act as the parliamentarian and shall perform such other duties as set forth in the By-laws or assigned by the Chairman.
- 3.6 The Recording Secretary shall take charge of all books, papers, and records other than the books of the Treasurer. The Recording Secretary shall keep a of all business transactions of the Labor Committee and a copy of all contracts and

obligations entered into by the Labor Committee. The Recording Secretary shall act as the Secretary in the absence of the Secretary. The Recording Secretary shall attend all meetings unless excused by the Chairman and shall perform such other duties as set forth in the By-laws or assigned by the Chairman.

- 3.7 The Treasurer shall receive all money from all sources, giving a receipt of same. pay all bills when approved by the Chairman or the Executive Board, report at each Executive Board and General Membership meeting and bring to each such meeting an adequate supply of the most recent financial report and make the same available to the membership present. The Treasurer shall keep a correct and accurate record of all money received and expended, deposit and invest all money in accounts and institutions approved by the Executive Board in accordance with prudent fiduciary principles, and make an annual written financial statement to the membership following the annual audit. The Treasurer shall submit the books and records for audit when called to do so as outlined in Article Fourteen (14) of these By-laws and at the expiration of his/her term they shall turn over to his/her successor all money and property of the Labor Committee in his/her possession. The Treasurer shall attend all meetings unless excused by the Chairman and shall perform such other duties as assigned by the Chairman.
- 3.8 The Sergeant at Arms shall attend all meetings of the Labor Committee allowing none to enter unless they are a dues paying member in good standing or otherwise has proper business therein. The Sergeant at Arms shall track all membership rosters and shall report the status of the membership to the Executive Board. He/She shall preserve order in all meetings and verify the membership of all attending. The Sergeant at Arms shall attend all meetings unless excused by the Chairman and shall perform such other duties as assigned by the Chairman.
- 3.9 The Executive Chief Shop Steward shall act as a liaison between the Executive Board and the Chief Shop Stewards. The Executive Chief Shop Steward shall confer with them to collect and relate information they wish to relate to the Executive Board; and to inform them of continuing developments and policies of the Executive Board. The Executive Chief Shop Steward shall track and report to the Executive Board all on going Grievances. The Executive Chief Shop Steward shall attend all meetings unless excused by the Chairman and shall perform such other duties as assigned by the Chairman.
- 3.10 The Chief Shop Stewards shall be responsible for coordinating, transmitting, and implementing Labor Committee policy and all bargaining agreements, and managing the grievance apparatus at the institutional level. They shall coordinate administrative actions through the Executive Chief Shop Steward and assist him/her in gathering and disseminating information. They shall coordinate the activities of the Shop Stewards under them, and they shall attend all Membership meetings unless excused by the Chairman, they shall serve as hearing officers pursuant to Article 7 of these By-laws and shall perform such other duties as assigned by the Chairman.
- 3.11 Shop Stewards shall be responsible for implementing Labor Committee policy and all collective bargaining agreements, and managing the grievance apparatus at the unit level. They shall handle all grievances initially. They shall be

responsible for communicating Labor Committee announcements to their respective unit members, and for collecting and transmitting relevant information to the Chief Steward. They shall keep their Chief Shop Steward fully informed of their activities, they shall attend all Membership meetings unless excused by the Chairman, and they shall perform such other duties as assigned by the Chairman, or their Chief Shop Steward.

- 3.12 Any Union Official, who resigns their position without good cause, shall not be eligible to run for another Union Official position for one full election cycle of two years. Good cause includes changes in family or work status, running for a different Union position, or entering the Department's promotional process. A written resignation delivered to the Executive Board citing one or more of the foregoing causes shall be presumed to have been made with good cause. However the Executive Board may, by simple majority, rule that such resignation was with or without good cause. Such ruling shall be final.
- 3.13 Any Union Official who becomes incapacitated due to illness, injury or other reasons where they cannot fulfill their assigned responsibilities, the Chairman with Executive Board approval, may appoint a temporary replacement to fill the position. Such appointments shall not last more the one hundred and twenty (120) calendar days.

ARTICLE FOUR

ELECTION AND APPOINTMENT OF OFFICERS

- 4.1 Any member who wishes to be nominated for or serve as an Executive Board member, Chief Shop Steward, or Shop Steward must be an active dues paying member in good standing for at least one (1) year prior to the current nomination.
- 4.2 All dues paying members, in good standing, will be eligible to vote for; Labor Committee Chairman, First Vice Chairman, Second Vice Chairman, Executive Chief Shop Steward, Treasurer, Secretary, Recording Secretary, and Sergeant at Arms. All dues paying members in good standing will be eligible to vote for their respective Chief Shop Steward and Shop Steward for the section/division to which they belong.
- 4.3 There will be one Chief Shop Stewards for each division. Chief Shop Stewards shall be elected a by majority vote of the dues paying members of the particular division they represent. The divisions are as follows:
- House Division
 - Senate Division
 - Capitol Division
 - First Responders
 - Library Division
 - Communications
 - Patrol Division; Patrol Division shall be responsible for representing all members not assigned to the House, Senate, Capitol, Library, First Responders and Communications.

- 4.4 Shop Stewards shall be elected by majority vote of the dues paying members of the particular section of the organizational unit they represent. One Shop Steward shall be elected for each section as determined by the current CBA.
- 4.5 All nominations for a regularly scheduled election of Union Officials shall be held at the regularly scheduled General Membership meeting on the third Thursday in October. No member shall hold more than one office or accept the nomination for more than one office. All nominations must be made in person or by written letter delivered to the Secretary during the October General Membership meeting. Nominees must indicate in writing or with their personal e-mail, to the Secretary, their willingness to accept their nomination by 1500hrs on the fourth (4th) calendar day following the General Membership meeting in which the nominations took place.
- 4.6 All regularly scheduled elections for the offices of the Executive Board and Divisional Chief Shop Stewards will be held on each odd-number year. The elections for the office of Shop Steward will be held on each even numbered year. All elections will be held no sooner than fourteen (14) calendar days after the nomination's acceptance date during the month of November. Candidates elected shall assume office on the first Thursday of December of the election year.
- 4.7 The Executive Board may, through a two-thirds (2/3) vote, modify or change the areas of responsibilities of the Chief Shop Stewards and Shop Stewards based upon the needs of the Union as a whole.
- 4.8 Should any Union official die, resign, or be removed from office, a special election may be held within one hundred twenty (120) calendar days to elect a replacement to serve out the remainder of the term. The Chairman may appoint a replacement to serve in the vacant office until an election has been held as defined in Article 3.13 of these By-laws. For any Special Election; Articles 4.6 and 4.7 of these By-laws shall serve as guidelines as deemed appropriate by the Chairman and the Election Committee Chairman.

ARTICLE FIVE

GENERAL AND SPECIAL MEMBERSHIP MEETINGS

- 5.1 There shall be one regular General Membership meeting of the Labor Committee in the first month of each calendar quarter on a date at a time and place determined by the Chairman. The Secretary shall cause notice thereof to be given to the membership not less than ten (10) calendar days prior thereto. The notice shall also state the anticipated business to be conducted at the meeting. The Chairman, with the approval of the Executive Board, may upon need modify, change, or cancel any general membership meeting.
- 5.2 Special General Membership meetings may be called by either the Chairman; or by a majority of the Executive Board (each member thereof having one vote); or upon the written request of not less than 10% of the dues paying members in good standing, which request shall state the object of such meeting. The date, time, and place of such meeting shall be set by the Chairman. The Secretary shall cause notice thereof to be given to the membership not less than five (5) days prior

thereto. For good cause shown the Chairman may shorten the five day notice period; provided that not less than three (3) days notice shall be given. No business shall be conducted at the meeting except the purpose for which it is called.

- A. A Special General Membership shall not be in order when consideration of the subject matter can reasonably be delayed until the next regular General Membership meeting, nor when the reason for such meeting is arbitrary, capricious, or dilatory in nature, nor when the purpose of such meeting is illegal or in conflict with the provisions of these By-laws or the Charter.
- B. A Special General Membership meeting shall be called in June to vote on the next fiscal year's budget provided that the budget has been presented to the membership for fifteen (15) calendar day prior to the meeting.

5.3 Except as otherwise provided in these By-laws, the number required for a quorum for a meeting shall be fifty (50) dues paying members in good standing (exclusive of Executive Board Members); provided however that a quorum of the Executive Board members present, by majority vote (each member having one vote) may suspend the quorum requirement. In the event of an affirmative vote of the Executive Board, the members in attendance at such meeting shall constitute a quorum.

5.4 Unless otherwise decided by a majority of those in attendance, the most current edition of Robert's Rule of Order shall govern the conduct of the meetings.

5.5 The order of business at all meetings shall be:

- Call to order by Chairman
- Roll Call of Executive Board
- Approval of Minutes of Previous Meeting
- Announcements
- Executive Board Reports
- Secretary's Report
- Treasurer's Report
- Committee Reports
- Old Business
- New Business
- Good and Welfare
- Adjournment

5.6 In the absence at any meeting of the Chairman and the First and Second Vice Chairmen, the Secretary shall act as Chairman Pro Tempore. The Chairman Pro Tempore is empowered to appoint a Secretary Pro Tempore in the absence of the Secretary and Treasurer.

5.7 Any Union Official, who is without good/just cause absent from three (3) consecutive meetings, may be replaced by a two-thirds (2/3) vote of the Executive Board.

ARTICLE SIX
EXECUTIVE BOARD

- 6.1 The Executive Board shall be composed of the Chairman, First Vice Chairman, Second Vice Chairman, Executive Chief Shop Steward, Secretary, Recording Secretary, Treasurer, and the Sergeant at Arms.
- 6.2 Five members of the Executive Board shall constitute a quorum for Board meetings and Membership meetings.
- 6.3 The Executive Board shall meet at least monthly to transact any business coming before it. The Chairman may call a special meeting of the board by notifying the other members.
- 6.4 The Executive Board shall have the power to supervise and act for and on behalf of the Labor Committee with respect to overall Labor management policy when the membership is not assembled in a regular general membership meeting. The Executive Board shall decide all such matters properly before it in accordance with applicable law, the Charter, these By-laws, and the Labor Committee's purposes and goals.
- 6.5 Between meetings of the Executive Board, the officers of the Executive Board shall exercise general administrative authority and shall be empowered to act on behalf of the Labor Committee.
- 6.6 No officer or steward of the Labor Committee may receive a salary from the Labor Committee.

ARTICLE SEVEN
DISCIPLINE

- 7.1 Any Union- Member who shall commit a criminal act (as defined by local or federal statute), or any other act that is reasonably likely to or actually does damage the integrity of the Union or otherwise deprive the Union of it's funds, property, or impair the ability of the Executive Board or the Union to carry out its day to day operations or who violates any provision of these By-laws, or is found guilty of any conduct detrimental to the Labor Committee may be subject to expulsion, suspension, reprimand or exoneration.
- 7.2 Any member charged with a violation shall be entitled to a fair investigation. It is the duty of each member to testify concerning any relevant matter. Any member refusing to testify shall himself be subject to discipline for their failure to testify. If the accused fails or refuses to testify, they may be investigated in absentia.
- 7.3 All notices of violations/complaints shall be in writing which shall include the name of the person making the charge, the applicable section of the By-laws, Charter, or other basis for bringing the charge, with particulars, and the name of all witnesses then known to the accuser. Any member may bring charges against any other member. The initiator shall sign all charges. The original shall be filed

with the Secretary. The Secretary shall serve a copy on the accused and on the Chairman.

- 7.4 The Chairman shall review all charges. In the event a conclusion is reached that the charge is sufficient as to form and content, which if proven could constitute a violation, the Chairman shall notify the accused and the Secretary. If the Chairman is the respondent, the First Vice Chairman shall review the charges and make notifications.
- 7.5 If the Chairman determines the allegation warrants immediate action, the Chairman may informally suspend all Union responsibilities and privileges as outlined in these By-laws. An informal suspension will last no longer than fourteen (14) calendar days if the Executive Board takes no further action.
- a. A Formal suspension shall become effective by a two-thirds (2/3) majority vote of the Executive Board. This vote must take place within ten (10) calendar days of the informal suspension of any member or Union official. Chief Shop Stewards may be named, by lot drawn by the Secretary, as Acting Executive Board members (without title) for this vote if a quorum of five Executive Board members cannot meet.
 - b. All suspensions formal or informal are for internal Union responsibilities and privileges only and do not impact the right to fair representation guaranteed under these By-laws and the Collective Bargaining Agreement.
- 7.6 A Judiciary Panel shall be formed within fourteen (14) days of the Chairman's determination in Article 7.4 of these By-laws. The panel shall be composed of three Judiciary Committee members, the Judiciary Committee Chairman, and two other members drawn by lot by the Secretary. Any Union Official who participated in the process of Article 7.4 shall not be a member of a Judiciary Panel. The accused and the accuser shall have the privilege of challenging for cause in writing the right of any member of the Judiciary Panel to serve. Such challenge shall be raised no later than seven (7) calendar days after the selection of the panel. The other Panel members shall rule on the challenge. If the challenge is sustained the Secretary shall by lot draw a replacement. The Panel, at any time and for any reason, may request and receive the advice and assistance of the Labor Committee's counsel.
- 7.7 The panel shall investigate all charges as presented by the Chairman and, after reviewing all the evidence, shall find the accused member either guilty or not guilty of each and every charge. The panel may also recommend a penalty to be imposed. The findings, conclusions, and penalties shall be documented in writing and submitted to the Secretary within ninety (90) days of the expiration of the right to challenge the latest panel member under Bylaw 7.6. The findings shall include copies of all relevant documents and recordings in the possession of the Panel.
- 7.8 The Secretary shall deliver to the First Vice Chairman, the Executive Board and the Accused the panel's findings. The Executive Board, minus the Chairman, shall review the findings within fourteen (14) calendar days. The accused member

may request to appear before the Executive Board in person to appeal his case within those fourteen (14) days.

- 7.9 The Executive Board may sustain, reverse, modify, or remand any decision. Each Executive Board member shall have one vote. The Chairman shall exclude himself of this step and the First Vice Chairman shall act in his stead.
- 7.10 The Secretary shall serve the accused within fourteen (14) calendar days of receiving the decision from the Board. The findings of the Judiciary Panel shall be included as part of the minutes of the meeting of the Executive Board. No answer need be filed by an accused.
- 7.11 Any adverse decision may be appealed by the accused member to the Chairman, provided such member is otherwise in good standing. To perfect the appeal, the member shall serve written notice on the Secretary within fourteen (14) calendar days of receiving the Board's decision. The notice of appeal shall contain: (a) a copy of the charges, (b) a full statement of the facts relating to the controversy and the reasons why the relief requested should be granted. The Chairman shall rule on the appeal within fourteen (14) calendar days.
- 7.12 The decision of the Chairman shall be final and conclusive and reported at the next Executive Board Meeting. The Secretary shall include the decision in its minutes, and shall cause a copy thereof to be sent to the accused.
- 7.13 No penalty imposed shall take effect until the expiration of the appeal period, or an appeal is heard and determined by the Chairman. The penalties shall be as follows:
Expulsion: Cannot apply for membership for one (1) or more years.
Suspension: Maintains membership but is not eligible to hold office for one (1) or more years.
Reprimand: The charges were founded but not sufficient to warrant an Expulsion or a Suspension.
Exoneration: The charges were unfounded.
- 7.14 If any Union Official is removed from office as a result of this process, the Union shall resort to Article 4.9 of these By-laws for the replacement of said official.

ARTICLE EIGHT

FIDUCIARY RESPONSIBILITY

- 8.1 Officers of the Labor Committee shall not have a personal financial interest that conflicts with the performance of their fiduciary duties as a representative of the membership. No officer shall own or have a substantial interest in any business enterprise providing any goods or services to, or otherwise dealing with the Labor Committee. The foregoing sentence shall not apply with respect to publicly traded securities of widely held corporation, which investment does not constitute a substantial enough holding to effect or influence the course of a corporate decision.

- 8.2 No member shall have any right, title, or interest, whether legal or equitable, in or to any contract, assets, claim, or property, whether real or personal, entered into, held or owned by the Labor Committee, provided however, that in the event of the dissolution or termination of the Labor Committee, all dues paying members in good standing, at the time, shall have an equal interest and share.
- 8.3 An Executive Board member shall be exempt from any vote on financial matters that they may have a personal financial interest in. This includes, but is not limited to; trips, reimbursements, contracts and charities. All such votes will be reflected in the minutes.

ARTICLE NINE **COMMITTEES**

- 9.1 There shall be the following standing Committees; Arbitration, Bargaining, Judiciary, Legislative, Financial Oversight, Election, Armed Services, Social, Uniform and Equipment, Safety and Health, Joint Labor Management Relations, Injury Compensation, and any such Committees as may be deemed necessary from time to time.
- 9.2 The Chairman and First Vice Chairman shall be ex officio members of each Committee. The Chairman of all standing Committees shall be appointed by the Chairman subject to the ratification of such action of the Executive Board. To the extent practicable, Committee appointments shall be representative of the composition of the membership. The Committee Chairmen shall provide reports at all General membership meetings unless excused by the Chairman.
- 9.3 The Committees' responsibilities are listed as follows and supplemented by guidelines and policies as may be established by the Executive Board.
- A. The Arbitration Committee shall consist of five members one of which will be the Committee Chair. The primary function of this Committee is to determine what matters should be submitted to arbitration. The Committee Chair and two (2) members, drawn by lot by the Secretary, shall review all cases proposed to go to Arbitration. Such a review and timelines shall take place within the guidelines of the CBA. After reviewing a case the Committee Chair shall report to the Executive Board their recommendations and the Executive Board shall upon a 2/3's majority vote approve of or disapprove of the Committee's recommendations. Members of the Executive Board and Committee members shall notify the Chairman if they may have a conflict of interest (co-workers on the same shift, personal friendship, and complaints against those involved) that may appear to influence their decision.
- B. The Bargaining Committee shall consist of a Chair and number of members as outlined in the CBA. They shall assist in the preparation and negotiation of Collective Bargaining Agreement. They shall also review any and all Memorandums of Understanding and Memorandums of Agreement proposed by either of the parties.

- C. The Judiciary Committee shall consist of five members one of which will be the Committee Chair. They shall oversee the Union's inner disciplinary process as outlined in these By-laws. The Judiciary Committee shall also investigate and report to the Executive Board those matters referred to it under these By-laws. Committee members shall notify the Chairman if they may have a conflict of interest (co-workers on the same shift, personal friendship, or complaints against those involved) that may appear to influence their decision.
- D. The Legislative Committee shall consist of three members one of which shall be the Chair. They shall oversee the Union's By-laws and ensure that they review and recommend any and all changes as per the By-laws.
- E. The Financial Oversight Committee shall consist of three members one of which will be the Committee Chair. They shall meet semi-annually with the treasurer to review and report on all financial transactions to the membership during a General Membership meeting. The annual audit shall be included in one of those meetings.
- F. The Election Committee shall consist of a Chair and a representative from each of the major Divisions not to exceed seven (7) members to include the Chair. They shall assist the Secretary and Recording Secretary in all elections. When disputes over an election arises the Election Committee Chair, and if possible, two members of the Committee shall review the dispute and make a recommendation to the Union Chairman. They will excuse themselves from the Committee if they are involved as a candidate in any election.
- G. The Armed Services Committee shall consist of three members one of which will be the Committee Chair. The Committee's responsibilities will be to assist members who have needs arising from or related to service in any military capacity.
- H. The Social Committee shall consist of a Chair and will appoint members on an as needed basis. They shall assist the union in planning and preparing for events outside of General and Special Membership meetings.
- I. The Uniform and Equipment Committee shall be in compliance with the current CBA.
- J. The Safety and health Committee shall consist of three members one of which will be the Committee Chair. They shall follow as a guideline the current CBA and report to the Executive Board any and all concerns that might be in violation of the CBA.

ARTICLE TEN
BUDGETS, CONTRACTS, AND FUNDS

- 10.1 The Treasurer shall prepare an annual budget. Budgets shall be effective and in force on approval by the Executive Board and ratified by the membership at a

Special General membership meeting in June. The budget, upon approval, shall be published and made available to the membership. No expenditure shall be made that would exceed the budgeted amount, except in accordance with the provision of this paragraph. No budget shall be required for the expenditure of funds required by Article Fifteen or for legal fees and costs incurred directly by the Labor Committee.

- 10.2 No agreements, contract, or obligation involving the payment of money or the credit or liability of the Labor Committee shall be made unless the same is authorized or directed by resolution of the Executive Board and duly entered in the minutes thereof. The Chairman, without prior Executive Board approval, shall have the Authority to expend or obligate up to two hundred fifty dollars every two weeks. The Chairman shall report all such expenditures at the following Executive Board meeting.
- 10.3 The general funds of the Labor Committee may be disbursed only on an order drawn by any two of the following; Chairman, First Vice Chairman, Second Vice Chairman, Secretary, or Treasurer. Such officers shall be appropriately bonded or insured.
- 10.4 No funds of the Labor Committee shall be expended upon a motion from the floor at any general or special membership meeting unless notice of intent to so move shall be served on the Chairman not less than fifteen (15) days before the meeting at which the motion will be made. The Chairman shall give notice thereof to the membership pursuant to Article 5.1 of these By-laws not less than ten (10) days before the meeting at which the motion will be made.

ARTICLE ELEVEN

COLLECTIVE BARGAINING AGREEMENTS

- 11.1 Any and all agreements with the employer shall be documented in writing and signed by both parties; provided, however, that the agreement shall not be binding upon the Labor Committee unless and until a majority of the dues paying members in good standing present and voting at a special meeting called solely for such purpose, shall ratify such agreement by secret ballot vote. Every agreement entered into by the Labor Committee shall contain language setting forth the above requirement for bargaining unit ratification.
- 11.2 The ratification vote called for herein shall occur not less than five (5) days following notice thereof to the bargaining unit.
- 11.3 Upon ratification, the Chairman and Secretary shall cause a ratification resolution to be duly prepared, signed, and attached to the original agreement. Each copy of the agreement shall contain a copy of the ratification resolution.
- 11.4 Any request for deviation, waiver, or change in the contract asked of the employer or the Labor Committee shall be in writing and shall be presented to the Executive Board for approval before the request can be permitted. Provided, however, that for good cause shown, the Chairman may approve such request on a temporary basis pending Executive Board action.

- 11.5 It shall be the responsibility of each member to be alert for, and report each and every violation of the Collective Bargaining Agreement. Violations should be reported to the member's Shop Steward, who will forward it through the Chief Steward to the Executive Chief Shop Steward.

ARTICLE TWELVE

RECALL, REFERENDUM

- 12.1 By petition signed by twenty five (25) percent of the dues paying members in good standing and filed by the Secretary, demand may be made by the membership for the recall and removal from office of any officer. The petition for recall shall state the reasons therefore, and the vote thereon shall be by secret ballot. Such petition shall be voted on at a special general membership meeting called for that purpose and such recall and removal may be effected by an affirmative vote of two-thirds (2/3) of the dues paying members in good standing present at the meeting; provided that a quorum of twenty five (25) exclusive of the Executive Board, shall be present.
- 12.2 The office of such Executive Board member so removed shall be considered vacant and shall be filled in such manner as is provided for the filling of vacancies, provided that nothing therein contained shall interfere with the rights and remedies of this Article.
- 12.3 All votes by referendum shall be taken by secret ballot. The Executive Board may at any time in its discretion, order a referendum vote on any question or measure whatsoever.

ARTICLE THIRTEEN

MEMBER ACTIONS

- 13.1 Every Member, without exception, agrees and pledges not to bring any action or law or in equity against the Labor Committee, or any officer or Executive Board member in his or her official capacity, until first submitting their claim, to the Chairman in writing for action, decision, review, or adjudication, as the case may be.
- 13.2 Until all the conditions precedent imposed by the Charter and these By-laws have been strictly complied with, this Article may be set forth by the Labor Committee as a complete defense to any action that may be brought and this defense shall be sustained by any court or arbitrator.

ARTICLE FOURTEEN

ANNUAL AUDIT

- 14.1 An audit of Labor Committee funds shall be completed annually by a certified public accountant prior to such date the same may be required by law or otherwise before a date set by the Executive Board. Audit fees shall be paid out of the treasury.

ARTICLE FIFTEEN
LEGAL REPRESENTATION

- 15.1 Every dues paying member in good standing shall receive legal representation for the defense of any administrative, civil or criminal action against such member arising from the performance of duties or relating to their status as a law enforcement officer, pursuant to procedures established by the Executive Board.
- 15.2 Members must have joined the Labor Committee per Article 2 of these By-laws prior to the member's alleged act or omission of the administrative, civil or criminal action that brought about the need for the representation as described in Article 15.1 of these By-laws to be eligible for legal representation.

ARTICLE SIXTEEN
GENERAL INFORMATION

- 16.1 Reimbursements shall be paid to all Labor Committee officers for union related business, i.e., telephone calls, local travel expenses @ \$.29 per mile and office materials upon presentation of a receipt attached to the request for payment.

ARTICLE SEVENTEEN
SEVERABILITY

- 17.1 Should any Article or provision of these By-laws be found by appropriate judicial authority to be in violation of federal or local statutes or regulations. Said Provision or Article shall be deemed severed from these By-laws.

ARTICLE EIGHTEEN
BENEFIT PLANS

- 18.1 Participation in insurance or other benefit plans shall be handled by such methods and at such times as deemed appropriate by the Executive Board, after the adoption of any such plan by the membership.

ARTICLE NINETEEN
SURVIVOR'S BENEFIT

- 19.1 The beneficiary of a dues paying member shall receive a Survivor's Benefit. The benefit shall be \$1500 for any cause of death and \$2500 for an "In the Line of Duty Death". An additional \$250 will go to each surviving dependent child under the age of eighteen (18) for any cause of death.
- 19.2 A dues paying member shall receive a benefit for the death, under any cause, of a current spouse or a dependent child under the age of eighteen (18) of \$1000.

ARTICLE TWENTY
BY-LAW ADOPTION AMENDMENT

- 20.1 By Laws may be adopted, modified or rescinded, or the charter amended by a motion made and approved at a meeting of the Executive Board by a two-thirds (2/3) vote of those present and voting. The adoption, modification, rescission, or amendment aforesaid shall become effective after ratification by a two-thirds (2/3) vote of those dues paying members in good standing, present and voting at the next regular (or at a special) general membership meeting; provided, however, that not less than thirty (30) days notice of such meeting shall be given.

ARTICLE TWENTY ONE
AFFILIATE MEMBERS

- 21.1 Affiliate members will pay the same dues as members following Article 2 of these By-laws.
- 21.2 Affiliate Members will receive all of the same benefits as Bargaining Members i.e... Death Benefit, Lodge Membership, Scholarship Opportunities and Legal Plan.
- 21.3 Affiliate members will not be eligible to hold Labor Committee Office, be represented by a Union Official on Official Time or vote to ratify the Collective Bargaining Agreement.
- 21.4 Affiliate members will be able to vote for internal Union wide business, such as; By-law changes and Executive Board elections.