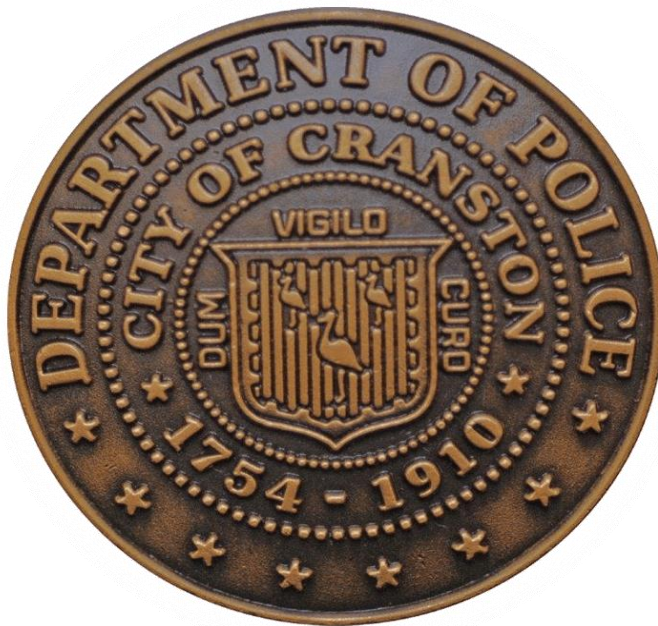


Cranston Police Department



Retiree Association Constitution and By Laws

Current as of March 21, 2021

CONSTITUTION

ARTICLE 1 - NAME

The organization shall be entitled – *CRANSTON POLICE DEPARTMENT RETIREES ASSOCIATION*.

ARTICLE II – MISSION – PHILOSOPHY – GOALS

MISSION – The mission of this Association is to bring all retired members of the Cranston Police Department together under one organization.

PHILOSOPHY – To be committed to helping in social and economic benefits for retirees and their families.

GOALS – In order to meet our objectives, the Cranston Police Department Retirees Association (CPDRA) will provide a forum for the exchange and coordination of ideas, concepts and programs pertaining to retirees.

ARTICLE III – MEMBERSHIP

SECTION 1. Any member who retired in good standing from the Cranston Police Department shall become eligible for membership in the Association within twelve months time from the date the City Council placed them on the retiree list.

SECTION 2. In case of failure to comply with the above, said members may establish eligibility only by reason of an affirmative vote of two-thirds of those members present at any business meeting. Provided, however, the member in question shall submit his application/request with the amount **of dues or special assessments to the Treasurer for which such member wishes to be reinstated.**

SECTION 3. The Board of Directors shall have the power to suspend or expel any member by two thirds vote, based on the member in good standing rules and the membership code of ethics.

SECTION 3a. All board members must cast a vote in a suspension proceeding.

SECTION 3b. Any member under consideration for suspension or expulsion must be notified of such pending action at least fourteen (14) days prior to the effective date in writing. Such person may then request an appearance before the Board.

SECTION 3c. All parties, within fourteen (14) days of notification of the decision by the Board, may appeal that decision, in writing, to the Board.

ARTICLE IV – MEMBERSHIP DUES

SECTION 1. The annual dues of this Association shall be twenty-five (\$25.00) payable in July of each year.

SECTION 1a. The annual dues may be amended by two thirds votes of Active Members present and voting at a general meeting.

SECTION 2. A member is considered to be in good standing when his/her dues are paid to date.

SECTION 3. **A member who has not paid their dues by November 30 will be sent correspondence (i.e., letter, email, post card, etc.) informing them that payment is due.** If no payment is made by January, the member will be dropped from the membership roster and thereupon forfeit all voting rights and privileges of membership. In turn, any person who has been dropped from membership or declared a non-member, in this Association for nonpayment of dues or special assessments shall pay the Secretary dues for the year in which such member wishes to be reinstated.

ARTICLE V – VOTING RIGHTS

SECTION 1. In order to vote at the general business meeting, to run for office or vote at any special meeting, an individual must have their dues paid thirty (30) days prior to the general business meeting.

SECTION 2. Furthermore, dues will not be accepted from nonpaying members of this association prior to, or during, the general business meeting to be a member in good standing to vote or run for any office within the Association.

SECTION 3. Absentee ballots will be accepted from members of good standing who are ill, injured, or out of state. Absentee ballots are to be presented to the Secretary and Vice President within fourteen (14) days prior to the date of the election or special meeting where voting is required.

ARTICLE VI – CODE OF ETHICS

SECTION 1. The membership of any active member shall terminate upon occurrence of any of the following:

- a. The resignation of the member.
- b. The failure of the member to promptly pay dues.
- c. The failure of the member to continue to be eligible for membership.
- d. The determination by the Board of Directors that the member has engaged in acts detrimental to the CPDRA.

ARTICLE VII – MEETINGS

SECTION 1. There shall be one (1) general business meeting each year at which all members should be present. At this meeting, all members shall be given a complete

update on the finances and programmatic progress of the Association. Members shall be notified at least sixty days (60) prior to its convening.

SECTION 1a. Voting on Association matters, to include by-law changes, shall be determined by two-thirds vote of the current paid members at the general meeting; to include emailed or mailed absentee votes from current paid members.

ARTICLE VIII – QUORUM

SECTION 1. Any number of Active Members in good standing of this Association present shall constitute a quorum for purpose of conducting business at any Association meeting of members.

ARTICLE IX – OFFICERS

SECTION 1. The officers of the Association shall be the President, Vice President, Secretary and Treasurer. These officers shall be elected by ballot either prior to or in conjunction with the annual meeting, at which all eligible members shall be given the opportunity to vote. These officers shall serve for a period of **two (2) years** or until their respective successors have been duly elected and qualified. Only active members in good standing may serve as an officer. In the event an officer is unable to serve out their term or is removed from officer, a replacement will be selected as outlined in the Association Bylaws.

ARTICLE X – BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall consist of all Officers of the Association and at least three (3) members appointed by the President.

SECTION 2. The entire legislative, executive and judicial government of the Association shall be vested in the Board of Directors, which shall conduct the business and affairs of the Association between meetings of the General Body to which it shall

regularly report for approval or rejection of its actions. The Board of Directors shall meet at such times as the President or Board Members may determine.

ARTICLE XI – ELECTIONS

SECTION 1. Election of officers will take place at the annual business meeting. The President shall appoint three tellers who will aid in the election.

BYLAWS

SECTION 1 – PRESIDENT

The President shall preside at all regular and special meetings of the Association. He or she shall appoint all members of standing committees and any other committee as the need arises. He or she shall perform such duties as the Association may require in the conduct of its business. He or she shall preside at all Board of Director's meetings.

SECTION 2 – VICE PRESIDENT

In the absence or disability of the President, or upon request, the Vice President shall perform the duties of the President.

SECTION 3 – SECRETARY

The Secretary shall keep a full and accurate record of all proceedings of the Association and shall present orally or in writing the minutes for approval at each succeeding meeting of the Association. The Secretary shall oversee the Ways and Means Committee.

SECTION 4 – TREASURER

The Treasurer shall be the custodian of all funds of the Association and shall keep a complete and accurate record of all monies received and disbursed. The Treasurer shall make a financial report to the membership at each regular Association meeting, for approval and then for audit. The Treasurer shall oversee the Membership Committee.

SECTION 5 – VACANCIES

In the event that the office of the President, Vice President, Secretary or Treasurer becomes vacant, the vacancy shall be filled temporarily by the Board of Directors until a meeting of the Association can be called to fill the vacancy.

SECTION 6 – EMERGENCY ACTIONS

A majority of the members of the Board of Directors shall be empowered to act as an emergency body on behalf of the Association when time or circumstances make it impossible for the Association or the entire Board of Directors to be called together in a business session. It shall be their primary duty to safeguard the interest of the Association and those composing their membership.

SECTION 7 – ORDER OF BUSINESS

The current President shall establish the order of business and the manner in which business is conducted at Association and Board Directors meetings.

SECTION 8 – COMMITTEES

Unless otherwise provided, the President shall determine the titles, functions, and membership of all Standing and Special Committees to be formed during the President's term, in conjunction with the Board of Directors. Each committee

shall have the power to fix its own time and place of meetings, and to establish its own procedures for conduct of business with these By-Laws and the direction of the President.

SECTION 9 – AMENDMENTS

These By-Laws may only be amended at the annual business meeting by the majority of the full members in good standing at the meeting.

Changes in the By-laws shall be effective immediately following the majority vote of the full members present at the meeting.

SECTION 10 – RULES OF ORDER

Current Robert's Rules of Order shall prevail for parliamentary law in instances of disagreement over procedure. The Association will have in hand a copy of Robert's Rules of Order and said book shall be available for reference at all regular business meetings to facilitate solutions.

SECTION 11 – EXPENDITURES AND APPROPRIATIONS

All expenditures or appropriations over two hundred and fifty dollars (\$250.00) must be audited and approved by the majority of Officers and Board Members of the association. Payment shall be made by check and signed by the Treasurer/alternate.

SECTION 12 – FINANCIAL AUDIT

Prior to the annual business meeting, the records of the Treasurer shall be audited by the Board of Directors. A report of the audit shall be presented at the annual business meeting.

SECTION 13 – DISSOLUTION OF ASSOCIATION

Prior to the dissolution of the Association, the board first must approve the resolution to dissolve. Once approved, a meeting will be called where members in good standing will vote to approve the resolution.

The Board of Directors will ensure that all debts, obligations, and liabilities have been paid or that adequate provisions have been made for their payment.

All further actions by the Association must adhere to all federal and local laws and regulations in accordance with nonprofit organizations.