

**BY-LAWS
OF
THE SAN LUIS OBISPO POLICE OFFICERS ASSOCIATION**

ARTICLE I

This Association shall be known as the San Luis Obispo Police Officers Association.

ARTICLE II

OBJECTIVE

The objective and purpose of this Association shall be to assist in promoting the professionalization of the police service; to represent the members of the Association in all matters of wages, hours and conditions of employment; to encourage among the members a closer personal acquaintance and a friendly spirit of mutual cooperation; to encourage, contribute to, and promote the good citizenship of the youth in the community and, wherever possible, to assist in all matters pertaining to the welfare and advancement of all members of the San Luis Obispo Police Department, and the well being of the community.

ARTICLE III

DUES

The dues of this Association will be _____ per month for sworn personnel, and _____ per month for non-sworn personnel, and \$25.00 per year for each honorary member.

ARTICLE IV

MEMBERS

1. In accordance with City of San Luis Obispo Charter Section 1107, Impartial and Binding Arbitration for San Luis Obispo Police Officers' Association and San Luis Obispo Firefighters' Association, IAFF Local 3523, Employee disputes:

The following sworn and non-sworn employees occupying the following recognized employee classifications of the San Luis Obispo Police Department, whether full or part time, shall be eligible for membership with the San Luis Obispo Police Officers' Association upon written request to the President:

- Police Officer
- Communications Technician
- Field Service Technician
- Evidence Technician
- Police Records Clerk I
- Police Records Clerk II
- Police Cadet

This Article shall supersede Article XI in that it may only be amended at the annual December meeting of the Association by a two-thirds (2/3) vote of all enrolled members. (Revised 9/30/2003)

**BY-LAWS
OF
THE SAN LUIS OBISPO POLICE OFFICERS ASSOCIATION**

ARTICLE V

OFFICERS

1. The Executive and Administrative power of the Association shall be vested in a BOARD OF DIRECTORS, which shall consist of a PRESIDENT, VICE PRESIDENT, SECRETARY-TREASURER, and two (2) DIRECTORS. The PRESIDENT, VICE PRESIDENT, SECRETARY-TREASURER will be elected at the annual meeting. The DIRECTORS will be selected by the President, Vice President,

Secretary-Treasurer and approval of the Directors will be by a majority vote of the members casting votes.
2. The Board of Directors shall meet once a month for the purpose of general management and control of the business and affairs of the Association. The minutes of this meeting will be posted by the Secretary Treasurer. This meeting shall be called by the President and shall be known as Executive Session. Times and locations of meetings shall be posted three (3) days prior to the meeting and shall be open to general members. At the direction of the President, he may close meetings of the Executive Board.
3. Any action of the Board of Directors under emergency conditions may be taken without a meeting if all members of the Board individually consent in writing to the proposed action.
4. The Board of Directors shall represent the Association and shall report all business conducted to the Association at the annual meeting.
5. Special meetings of the Board of Directors may be called by the President, or a majority of the Board members, to deal with emergency situations, and minutes of special meetings will be posted not more than seven (7) days after said meeting.
6. A quorum of directors needed to conduct business in Executive Session shall consist of at least three members of the Board.
7. Any vacancies that occur in the Board of Directors shall be filled from the general membership by a majority vote of the Board, and with approval of the majority of voting members present or casting votes, with the exception of those vacancies caused by expiration of the office.
8. Obligations may be incurred and disbursements made with the approval of the Board, by a 2/3 majority and an accounting made to the Association members at the regular scheduled meeting.
9. The Executive Board may incur obligations and make disbursements normally required for Association business. They may also disburse funds up to \$200.00 per item for a single event or request, up to a maximum of \$1,000.00 per year. Any request for more than \$200.00 will be voted upon in accordance with Article VI.4.

**BY-LAWS
OF
THE SAN LUIS OBISPO POLICE OFFICERS ASSOCIATION**

10. The Board of Directors may approve/disapprove the funding of the OF deductible. If the Board does not approve the request, the member may appeal the request to the general membership in accordance with Article VI.4.
11. The Board shall be elected at the annual meeting held the first Tuesday of December in the election year.
12. The Board shall take office the first of January, and shall hold office for two (2) years.
13. Election of officers shall be by a majority of voting members of the Association, and there must be at least 2/3 of the members casting votes.
14. Nominations for officers shall be made by any member (in accordance with Article IV.1) of the Association wishing to hold office by sending the President a memorandum stating the intent to run for a specific office. The memorandum shall be sent to the President no more than thirty (30) days or less than five (5) days prior to the posting of the agenda for the annual meeting (in accordance with Article VI.4).

PRESIDENT

The President shall preside at all meetings of the Association and call to order all meetings. He shall sign and execute all contracts in the name of the Association when authorized to do so by the members; countersign all checks drawn by the Treasurer; and perform all the duties incidental to his office.

VICE PRESIDENT

The Vice President shall, in the absence or incapacity of the President, perform the duties of President, countersign checks relating to Association business.

SECRETARY-TREASURER

The Secretary-Treasurer shall have the care and custody of all the funds and securities of the Association and deposit the same in the name of the Association, in such bank or banks as the Association may elect; he shall sign all checks, notes and orders for the payment of money which shall be countersigned by the President or Vice-President; he shall at all reasonable times exhibit his books and accounts to any member of the Association upon written application.

Receipts will be given for all monies received. Canceled checks and stubs will be kept for a period of five (5) years for all monies disbursed; shall be responsible for the financial records of the Association and shall have the duty to work with the designated financial consultant.

He shall keep true and accurate minutes of all the meetings of the Association; minutes to be written up in duplicate with original copy filed in the minute book and carbon copy to be posted. He will attend to all correspondence pertaining to the Association and perform all the duties incidental to his or her office.

The Secretary-Treasurer can delegate the authority to take and distribute the minutes of each meeting to either of the two directors.

**BY-LAWS
OF
THE SAN LUIS OBISPO POLICE OFFICERS ASSOCIATION**

ARTICLE VI

MEETINGS

1. The annual meeting shall be held the first Tuesday of December in a place designated by the President.
2. Regular meetings shall be held at least once every three (3) months, the time and date designated by the President.
3. Special meetings of the Association may be called by the President and shall be called upon written request of at least ten (10) members of the Association.
4. All called meetings shall be published at least five (5) days prior to the date of the meeting by posting the agenda on the bulletin board, and listing the main issues to be considered at each meeting.
5. The agenda will include all items that have been presented to the President for discussion and vote. Each item for voting shall have the person's name attached to the agenda item, and that person requesting the agenda item may at his/her own expense attach a short summary of the main points of interest regarding that agenda item.
6. Any voting member not able to attend the meeting may absentee vote by contacting a Board member. The Board member will have the member initial the ballot. The Board member will initial the ballot and date same. The absentee ballot will be counted at the time of the vote.
7. Any item of new business brought up at any scheduled meeting not on the posted agenda (in accordance with Article VI.4) will be voted on at the next regular scheduled meeting in accordance with Article VI.4.
8. It is the responsibility of the board to conduct all voting for the Association. All voting shall be by roll call ballot, and in accordance with Article VI.6. It will be the responsibility of the Board to call the roll, and write the voice vote of each member in the appropriate space on the ballot sheet.
9. Secret ballots shall be the responsibility of the Board. Each member will be given a ballot. The member will return the ballot personally to a member of the Board. That Board member will initial and date each ballot received and will account for same.
10. A quorum shall consist of those members present at any meeting called in accordance with Article VI.4 to pass/reject any item.
11. Secret Ballots may be requested by a majority of those members present at any meeting called in accordance with Article VI.4.

ORDER OF BUSINESS

1. Roll Call
2. Minutes of previous meeting
3. Report of committees and/or officers
4. Treasurer's report
5. Unfinished business
6. New business

**BY-LAWS
OF
THE SAN LUIS OBISPO POLICE OFFICERS ASSOCIATION**

ARTICLE VII

COMMITTEES

Committees shall be appointed by the President or Executives from time to time as deemed necessary to carry on the business of the Association. The objective of the committees will be to solicit members from all divisions when possible.

ARTICLE VIII

ACCOUNTABILITY

It is the responsibility of the Board to control all monies of the Association. The retiring Board will turn over all records, keys, seals and other property of the Association. The retiring Board will have all accounts balanced up to date, and will make a verbal presentation to the new Board members prior to the new Board members taking charge of any and all accounts. The retiring Directors shall immediately notify the bank of the signatures necessary on all Association check and savings accounts for signature changes.

ARTICLE IX

PARLIAMENTARY AUTHORITY

The rules contained in ROBERT'S RULES OF ORDER - REVISED shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these BY-LAWS.

ARTICLE X

REMOVAL

Any member of the Board of Directors, or of the Association, may be removed from the Board of Directors, or the Association, by a two-thirds (2/3) vote of the voting members.

ARTICLE XI

AMENDMENTS

These By-Laws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the voting members, provided the amendment has been submitted in accordance with Article VI.4, and these By-Laws shall be in full force immediately upon adoption thereof.

ARTICLE XII

TERMINATION AND SUSPENSION OF MEMBERS

1. Causes of Termination. The membership of any regular member shall terminate upon any occurrence of any of the following events:
 - (a) The resignation of the member from the Association;
 - (b) The occurrence of any event which renders such member ineligible for membership.
2. Procedure for Expulsion. Following determination that a member should be expelled under Paragraph No. 1 above, the following procedure shall be implemented:

**BY-LAWS
OF
THE SAN LUIS OBISPO POLICE OFFICERS ASSOCIATION**

- (a) A notice shall be sent by mail by prepaid, first class or registered mail to the most recent address of the member shown on the Association's records, setting forth the expulsion and the reasons therefore. Such notice shall be sent at least fifteen (15) days before the proposed effective date of expulsion;
- (b) The member being expelled shall be given an opportunity to be heard, either orally or in writing, a hearing to be held not fewer than five (5) days before the effective date of the proposed expulsion. The hearing will be held by a special member expulsion committee composed of not fewer than three (3) directors appointed by the President. The notice to the member of his/her proposed expulsion shall state the time, date and place of the hearing on his/her proposed expulsion;
- (c) Following the hearing, the expulsion shall decide whether or not the member should in fact be expelled, suspended, or sanctioned in some other way. The decision of the committee shall be final;
- (d) Any person expelled from the Association shall receive a refund of dues or assessments already paid. The refund shall be prorated to return only the un-accrued balance remaining for the period of the dues payment.

Revised 9-30-2003

BY-LAWS
OF
THE SAN LUIS OBISPO POLICE OFFICERS ASSOCIATION