

**CONSTITUTION
OF THE
Palm Coast Lodge # 171
Ptl. Phillip Cardillo Memorial Lodge #171
FRATERNAL ORDER OF POLICE**



***FRATERNAL ORDER OF POLICE
PALM COAST LODGE # 171
P.O. BOX 352643
PALM COAST, FLORIDA 32135-2643***

REVISED

August 28, 2019

***RONALD CONKLIN
PRESIDENT***

***STEVEN R. FRAAS
SECRETARY***

CONSTITUTION AND BY-LAWS
PALM COAST LODGE #171

CONSTITUTION AND BY-LAWS
Ptl. Phillip Cardillo Memorial Lodge #171

**As Adopted on July 10, 2012 and amended and
Revised: August 28, 2019**

ATTEST: Ronald A. Conklin - President

ATTEST: Steven R. Fraas – Secretary

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ARTICLE 1: TITLE

This organization shall be known as the:
Fraternal Order of Police-Palm Coast Lodge #171
(Pt. Phillip Cardillo Memorial Lodge Number 171)

ARTICLE 2: OBJECT OF THE ORGANIZATION

Section 1. The objective of the F.O.P. Lodge Number 171 is to promote the betterment and welfare of its members and to encourage social, charitable, educational, benevolent and fraternal activities among the membership and within the community. The Lodge shall be governed by an Executive Board that will serve and be strictly guided by the will of its members.

Section 2. In order to achieve our objectives, The FOP Lodge 171 shall adhere to the Constitution of the State Lodge of the FOP, and the Constitution of the FOP Lodge # 171 as well as all local, state and federal laws as they apply.

Section 3. The FOP Lodge # 171 shall conduct regular monthly meetings as set by the Executive Board.

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ARTICLE 3: MEMBERSHIP

Section 1. Any person of good character, who is a former or retired law enforcement officer who has served as a city, state, county, or federal or military law enforcement officer may be deemed qualified upon investigation, to become a regular member of this lodge. (Proof of service must be provided by applicant).

- Regular — Any person who qualifies under the above requirements noted in Section 1.

- Auxiliary — A member of a FOP Lodge 171 member's family or a family member of a fallen Law Enforcement Officer killed in the line of duty

- Associate — Any U.S. citizen of good character may be nominated by a member and upon investigation by the Executive Board, may be approved by the general membership at a regular meeting.

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ARTICLE 4: MEETINGS

Section 1. General Meetings — The regular meeting shall be held at the time and date to be fixed by the President. Due notice of such meeting shall be given by mail / (email) to each member of the Lodge. The President for cause may change regular meetings. The President shall direct the secretary to notify members of the change.

Section 2. Special meetings — The President and or the majority of the Elected Officers may call a Special Meeting of the Lodge when they deem it necessary for the best interest of the Lodge No business shall be transacted at a special meeting other than the reason for which the meeting was called. Notifications for a special meeting shall be made in an effort to reach all members in the customary fashion at least 10 days prior to the date of the special meeting. Efforts will be made to reach every member. All decisions made at a special meeting shall be binding after a vote of the majority attending the special meeting.

Section 3. Executive Board Meetings- The time, date and place of each Executive Board meeting shall be designated by the President

Section 4. All Committee Meetings shall meet at the discretion of the Chairman of each Committee.

Section 5. Quorum. Ten (10) percent of total membership in good standing shall constitute a quorum and will be sufficient in number to conduct the business of the Lodge at any meeting. (subject to change upon expansion of the Lodge's membership). Furthermore, a minimum

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Section 5.(continued)

of three (3) elected officers must be present to conduct the business of the Lodge.

Section 6. Travel. The President, or his alternate, when traveling by automobile on Lodge Business shall be reimbursed for his or her mileage round trip at the current IRS rate. Further the President or his alternate shall receive 1 round trip coach airfare ticket if traveling by airplane plus \$75 per diem. If traveling by automobile in excess of 200 miles each way and whenever an overnight stay is required he or she shall be entitled to \$ 75 per diem plus lodging expenses. All travel expenses including travel to approved FOP Conventions must be approved by the Executive Board after discussion and approval by the membership. This is not all inclusive and any other reasonable expenses which may arise, may be submitted to the Executive Board for future discussion and possible approval by the members. Funding for expenses, other than those which are further described, here within the rules as Lodge operating expenses, MUST first be approved by the Executive Board and the general membership.

Section 7. Public Relations. All members shall act in a manner that is lawful, courteous and respectful during any and all meetings and when they are recognized and speaking as a member of the FOP Lodge 171. The President along with the Executive Board shall determine and designate who will speak as an official representative of the lodge in any matter concerning the business of the lodge.

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ARTICLE 5: DUES

Section 1. Annual membership. The dues of the annual membership shall be decided by the Executive Board and presented and approved by the members at a general meeting. Dues must be payable prior to October 31 of the year.

Dues not paid by the last day of October that year shall be considered in arrears and the members may be considered for removal from the membership rolls.

New members shall be responsible for payment of the current year's annual dues upon joining. However, The Executive Board may consider prorating the dues after July 30th of that year.

Any increase in the amount of annual dues shall be by vote of a majority of the members at a regular meeting after being voted and approved by the Executive Board.

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ARTICLE 6: FUNDS

Section 1. All monies collected on behalf of the Lodge or resulting from authorized lodge functions shall be deposited in the Lodge Treasury in a chartered Florida Bank account and shall be used to further the purpose and activities of the lodge. Other funds collected shall not be commingled and will be used according to its designated purpose.

Section 2. Between regular meetings the President with approval of the majority of the Executive Board shall have the discretion to expend up to \$500 for business of the Lodge and such expenditures shall be recorded and placed in the minutes of the executive board meetings to be read to the membership at the next regular meeting. Expenditures exceeding \$500 dollars shall be approved by a vote of the body of the membership at a regular or special meeting.

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ARTICLE 7: NOMINATIONS and ELECTIONS

Section 1. The Nominating Committee shall accept nominations for offices at the October general meeting. Candidates for officer will be announced at the regular meeting in November. Elections will be held at the December regular meeting and those elected will take office 30 days after the election or at the next general meeting, allowing for a transition of powers between the current and newly elected officers.

- All votes will be by written ballot unless the position is uncontested.
- Newly elected officers must receive a majority (51%) vote of those voting and attending the election meeting.
- Any full member in good standing who desires to have their name placed in nomination for any board position must meet the following requirements: A) Said nominee must have been a member of Lodge #171 for the minimum of one (1) year. B) Said nominee must have attended the minimum of six (6) general meetings during the time mentioned in A noted above. Note: The above requirements do not apply to vacated positions as stated in Article #9, Election of Officers, Section #2, " Vacancies".

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ARTICLE 8: ELECTION OF TRUSTEES

Section 1. Nominations - Nominations for trustees shall be made at the regular meeting in October. Candidates will be announced at the November general meeting.

Section 2. Annual Elections — Election of Trustees shall be a majority vote of all members present at the election meeting held in December of each year for the term ending Trustee.

Section 3. Term of Office — The term of office for each Trustees shall be 3 years on a staggered basis, with 1 Trustee elected each year.

Section 4. — Vacancies - In the event of a vacancy during the Trustee's term the Executive Board shall appoint a member to fill the vacancy at the next executive board meeting. The appointed Trustee shall serve out the unexpired term of their predecessor.

Section 5. — Assumption of Duties — All elected Trustees shall assume their duties 30 days after their election or at the next regular general meeting.

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ARTICLE 9: ELECTION OF OFFICERS

Section 1. Definition - The Officers of the Lodge shall consist of a President, a 1st Vice President, a 2nd Vice President, a Secretary, State Trustee and a Treasurer, each of whom shall be elected at the December General Meeting. Their term will be of a two (2) year period * Retroactive to 1-1-17. The minimum of three (3) trustees with one (1) elected newly every year. These nine (9) members will consist as the Executive Board.

Section 2. — Vacancies — In the event of a vacancy of any Officer with the exception of President, the remaining Officers of the Executive Board shall have a discussion and a nomination before electing a member of the Lodge to fill the remaining term of the vacated office. A vacancy in the office of President shall be filled by the serving Vice President and any subsequent vacated office shall be filled by appointment, by the Executive Board of the Lodge, as prescribed, to serve until the next general election of officers.

Section 3. Transition — During the 30 days following the general election there shall be a transition period. In the transition period all properties and pertinent information and materials shall be handed over to the incoming officers to allow for a smooth transfer of authority. The transition must take place one month prior to the start of newly elected Officer's term. This will allow time for the newly elected officers to review the books and all pertinent materials concerning Lodge business.

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ARTICLE 10: DUTIES of the EXECUTIVE BOARD

Section 1. Members —The Executive Board shall consist of all elective officers of FOP Lodge 171. The elective officers of the Lodge are:

- President,
- 1st Vice-President,
- 2nd Vice-President,
- Secretary,
- Treasurer,
- State Trustee,
- Trustee - three (3) Trustees.

These nine (9) elected officers make up the Executive Board of FOP Lodge 171.

Section 2. The management of the properties and affairs of the Lodge shall be vested in the Executive Board.

Section 3. The Executive Board shall:

- Decide all matters pertaining to the funds of the Lodge and shall place all income in a Lodge Treasury and direct the expenditures of it, with approval of the membership if expenses exceed \$500 for operating expenses.
- Not permit the disbursement of Lodge Funds for other than The Lodge activities and objectives. However other expenditures such as

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ARTICLE 10: DUTIES of the EXECUTIVE BOARD Section 3. (continued)

- scholarships, sunshine club, etc. will be voted and approved by the membership
- Have the power by a 2/3 vote of those present at any regular or special meeting to discipline, suspend or remove any Elected Officer, Committee Member or any member of the Lodge in accordance with State FOP procedure.
- Any charges or complaints against a member must be presented in writing at a regular meeting of the Executive Board before the Board or the membership can take any action. The person making the complaint shall sign the complaint. Any member in good standing may make a complaint against another member.
- The member involved shall be notified of such meeting, informed of the nature of the complaint and given an opportunity to appear at the next meeting to answer such complaints. If the member is not available, the member may write their response to such complaint and mail it to the Lodge's official address. The response must be received within 30 days of the complaint and proof of mailing is required- All disciplinary actions will be in accordance with the State and National FOP rules.
- Receive recommendations for non-budgeted expenditures in excess of \$1000 and either disapprove of such request or recommend approval to the general membership.

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- All regular Executive Board meetings are open and may be attended by any member in good-standing but the attending member may not participate in the meeting. Request to attend the meeting shall be made in advance in order to accommodate members.
- The President shall have an agenda and make every effort to issue it to the Executive Board prior to the meeting. In the absence of the President, the 1st Vice-President shall preside over the meeting and make all efforts to discuss the materials on the agenda.
- No member shall hold more than one elected office at the same time
- Elected officers shall attend at least six (6) meetings per year and failing to do so without proper excuse may at the discretion of the Executive Board be replaced.
- Upon dissolution of FOP Lodge 171 and after all outstanding debts and claims have been satisfied, distribute the property and or funds of the Lodge to the Florida State FOP Lodge.

Section 4. The Executive Board may:

- Adopt such rules and regulations for the conduct of its members and the management of The Lodge as it may deem proper, with approval of the membership.

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ARTICLE 11: DUTIES of the OFFICERS

Section 1. President:

- Preside over all meetings of the membership and of the Executive Board.
- Be responsible for conducting the affairs of the Lodge and for executing the policies, rules and regulations, as agreed to under the provisions of these by-laws.
- Present a report of the condition of the Lodge at the monthly meeting and at any other time as the President or the Executive Board make suggestions on matters relating to the welfare of the Lodge.
- Investigate complaints, irregularities and conditions detrimental to the Lodge and report them to the Executive Board as warranted.
- Have the power to make and execute for and in the name of the Lodge such contracts and leases that have received the prior approval of the Executive Board.
- Be responsible for the preparation and submission of an annual budget to the Executive Board and be responsible for the proper execution of the budget.

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- The president shall appoint standing committees and may form any committee he deems necessary to properly conduct the business of the FOP Lodge 171.

ARTICLE 11: DUTIES of the OFFICERS (continued)

Section 2. 1st Vice President:

- The 1st vice president shall assume the duties of the President in the event of the absence or inability of the President to execute his office, with all rights, privileges and powers of that office. The Vice-President shall be an ex-officio member of all committees.

Section 3. 2nd Vice President:

- The 2nd Vice President Section shall assume the duties of the 1st Vice-President, with all rights and privileges and powers of that office, in the event of the absence or inability of the 1st Vice-President to execute his office or in the event that the 1st Vice — President has assumed the role of the President in the absence or unavailability of the President. The 2nd Vice-President shall also be an ex-officio member of all committees.

Section 4. Secretary:

- It shall be the duties of the Secretary to keep correct minutes of all meetings of the club, keep a correct mailing list of all members, notify members of meetings and By-Law changes and to serve in the absence of the President and Vice-President.

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ARTICLE 11: DUTIES of the OFFICERS (continued)

Section 5. Treasurer:

- Bill and collect all dues, fees, dinner and entertainment fees, and other necessary items pertaining to funds.
- Pay all bills and reimbursements of the Lodge.
- Receive and reconcile the bank statements, maintain current and accurate records of the financial position of the Lodge and prepare all financial reports as required by the State and National Lodge. The treasurer will prepare all necessary forms and reports that he/she deems proper in order for the complete and accurate record of the Lodge financial position.
- Report on the financial position of the Lodge at all business meetings unless this is waived by the Executive Board, or in absence of the secretary is assigned to another Executive Board member.
- Prepare the yearly Financial Statements and be present to assist the State auditor during the year end audit.

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- Bring to the attention of the Lodge Secretary those members who have not paid their dues on time and are not members in good standing.

ARTICLE 11: DUTIES of the OFFICERS (continued)

Section 6. State Trustee:

- The State Trustee shall represent the subordinate lodge by which he or she is elected and shall serve as that lodge's representative at the State Board of Directors meeting and Biennial Conference.

Section 7. Trustees:

- The Trustees form an oversight committee consisting of at least 2 trustees and shall audit the books and records of property on a quarterly basis in March and September of each year and report their findings to the membership. Trustees shall be responsible for assuring that incoming applicants meet the specific requirements for membership as outlined in Article 3, including verification of retirement status and background. Any such disclosure shall be submitted to the Executive Board for determination of membership. Trustees will be responsible for assuring that Associate Members are of good character and will not be a detriment to the Lodge.

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ARTICLE 12: NOMINATIONS and ELECTIONS

Section 1. A nominating committee will be formed in September of an election year and nomination for officers will be accepted in October with election taking place in December with those elected taking office in January 30 days after elections or at the January regular meeting. Officers will serve for two (2) years *and the 3 Trustees will serve for 3 years with 1 Trustees term expiring in each year. The Nominating Committee shall consist of at least 3 members of the Lodge in good standing who are not members of the Executive Board and who are not seeking elected office.

- All votes will be by written ballot unless running unopposed at which time a show of hands will suffice. If there is two or more candidates in any position, an e-mail ballot will be sent out to those members unable to attend the election meeting.
- Retroactive to Jan 1, 2017 All elected candidates must receive a majority vote of those members present and voting

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ARTICLE 13: COMMITTEES

The standing committees of the Lodge shall be: Nomination Committee and Finance Committee. Each Shall consist of no more than 3 members in good standing.

Nomination Committee:

- Shall investigate and consider eligible candidates and submit their names at the October meeting. This will take place on an annual basis for all open positions. Membership Committee
- The committee shall receive recommendations from regular members of persons they wish to have Associate membership and they shall investigate those persons for eligibility and recommend those qualified for membership at the next regular meeting.

Finance Committee:

- The committee shall investigate ways and means to finance the Lodge and to submit their recommendation to the President and the Executive Board.

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ARTICLE 13: COMMITTEES (continued):

Grievance Committee:

- The grievance committee shall at the request of the President investigate complaints concerning the welfare of the Lodge and report their findings back to the President.

OTHER COMMITTEES:

The President shall appoint any other committee he or she deems necessary.

ARTICLE 14: CONFLICT of INTEREST

No elected officer, committee member or member shall receive, directly or indirectly, any salary, compensation or emolument from the Lodge for services rendered as Elected Officer, Committee Member or Member. Any member receiving a communication regarding the Lodge must deliver such to the Executive Board for approval and disbursement.

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ARTICLE 15: RECALL

- Any officer of the Lodge may be removed from office with a recall initiated by a two-thirds (2/3) vote of the Executive Board or by a signed petition of 25% of the members in good standing.
- The recall will be effective when ratified by 2/3 vote of the Executive Board members in good standing. at a duly convened meeting, either regular or special, which shall be within 20 days from the date of such recall proceedings were initiated.

ARTICLE 16: RULES of ORDER

Section 1. Roberts Rules of Order, Revised, shall govern the proceedings of all meeting, except where they conflict with the provisions of the Constitution and By-Laws of the FOP Lodge 171 and or the State of Florida FOP Constitution.

Section 2. The President may appoint a Parliamentarian at each meeting.

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ARTICLE 17: ORDER of BUSINESS

The following is the general manner in which to conduct a meeting and should be continue to be the standard order of business. This process may, however be changed to fit the needs of the Lodge with the approval of the President:

- Call to order
- Pledge of allegiance to the Flag and Invocation .
- Roll call of officers.
- Introduction of special guests.
- Communications and Report:
 - President
 - 1st Vice-President
 - 2nd Vice P
 -
 - resident
 - Secretary
 - Treasurer
 - State Officer
 - Committee Reports
- General Counsel

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***ARTICLE 18: AMENDMENTS to the
CONSTITUTION AND BY-LAWS***

The Constitution and By-Laws, or any provision of them shall be amended in the following manner:

- Any Member may propose a change to the Constitution and By-Laws at any membership meeting. The proposal will be discussed at that meeting by the membership. If the membership believes that the proposal has merit, the President will table the proposal and it will be put into writing and made available to the membership. A vote for the change will then take place at the next membership meeting and will require a 2/3 majority of those present for passage

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ARTICLE 19: ENDORSEMENTS

Lodge President Endorsements: City Council, Water Districts, and Mayors races.

Procedure for Local Endorsements:

- The Lodge President will confer with the District Director on what local races will be handled by their lodge or in conjunction with another lodge.
- After getting the list of races that the Lodge President is responsible for, he will decide to either hold individual informal interviews of candidates or will form a screening committee to interview the candidates and to then make a recommendation of endorsement to the Lodge President.
- The Lodge President can choose to accept this as the endorsement or have the general body of the lodge vote on the acceptance of the list. (This decision should be based upon the involvement/interest that the membership has shown in the local elections)
- The Lodge President will notify the District Director of the choice of candidate for the endorsement.
- The District Director will make the endorsement of the candidate and request a letter from the President of the State Lodge.

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ARTICLE 19: ENDORSEMENTS (continued)

The State Lodge President will make an endorsement of the candidate and notify the appropriate press of the endorsement.