

Lake County Sheriff's Association By-Laws



PREAMBLE

We, the employees of the Lake County Sheriff's Office in Lake County, Illinois, hereby unite under the name of "Lake County Sheriff's Association" to promote sociability and fraternity among members of this Association

MISSION

The mission of the Lake County Sheriff's Association is to build and maintain a fraternal association among employees of the Lake County Sheriff's Office, the Lake County Coroner's Office, the Lake County State's Attorney's Office, and the Nineteenth Judicial Court; to promote philanthropy to the community that we serve; to support the society in which we operate.

ORGANIZATION NAME AND ASSOCIATION

The name "Lake County Sheriff's Association" shall be completely organized and governed by the Lake County Sheriff's Association and its membership. The Lake County Sheriff's Association has no affiliation with any state or national organization under similar name.

FISCAL YEAR

The fiscal year for the Lake County Sheriff's Association shall be from January 1st to December 31st.

PARLIMENTARY PROCEDURES

All meetings, whether general membership or executive board, shall be conducted using the "Roberts Rules of Order, Revised".

POLITICAL ENDORSEMENTS

The Lake County Sheriff's Association shall not endorse any political parties, candidates, activities, or offices, whether elected or appointed. The Association shall remain politically neutral.

MEETINGS

General membership meetings for the Lake County Sheriff's Association shall take place a minimum of four (4) times each year. Notice of such meetings shall be made at least thirty (30) days in advance by posting notices at county-owned facilities, or other acceptable means as deemed by the Executive Board. In the event that an emergency or last-minute meeting is scheduled, notification may be done by email or any other means as determined acceptable by the Executive Board. The fourth quarter general membership meeting will act as the association's annual meeting.

Donation Requests

Any donation requests, whether by a member or an outside charity, must be listed on the official association meeting agenda for consideration at the general membership meeting. Such donation request, must be made in writing and presented to the association secretary via the executive board and/or donations committee and must be submitted prior to 14 days before the next general membership meeting. Any requests made during, or after the 14 days prior to the general membership meeting, will be added to the agenda for the next scheduled general membership meeting.

Quorums

The Executive Board of the Lake County Sheriff's Association shall have the authority to continue all substantive business on behalf of its membership, should a quorum in the general meeting not be met. Substantive business shall be defined as bill paying and other items that are necessary for the continued function of the association.

MEMBERSHIP

The Lake County Sheriff's Association shall have three (3) classes of membership: Founding, Active, and Honorary.

Founding Member

Any prospective member who pays their annual dues prior to the close of business at the December 3rd, 2012, general membership meeting shall be considered a "founding member". Any persons joining the association after the close of business at the December 3rd, 2012, general membership meeting shall not be granted "founding member" status. All members who pay their dues during fiscal year 2012, shall be considered as "paid-in-full" for the 2012 and 2013 fiscal years.

Active Member

Any dues-paying employee of the Lake County Sheriff's Office, the Lake County Coroner's Office, the Lake County State's Attorney's Office, the Nineteenth Judicial Court of Lake County, or other police agency as approved by the Executive Board, who holds a position of full-time, part-time, or volunteer status.

Honorary Membership

The Executive Board of the Lake County Sheriff's Association reserves the right to grant Honorary Memberships to any member, citizen, or government official that they determine to be worthy of said honor. Any active Member may nominate, in writing, a candidate for an Honorary Membership. Candidates for an Honorary Membership shall be voted upon by the Executive Board. Honorary Membership status shall be granted only after a unanimous vote in the affirmative. Any negative votes against their Honorary Membership request shall nullify the request. Each Honorary Member shall have their "Honorary Member" status reviewed annually by the Executive Board, whereupon their Honorary Membership will be renewed for another year, or denied indefinitely.

Eligibility for Membership

Membership with the Lake County Sheriff's Association requires that applicants are full-time, part-time, or volunteer employees of the Lake County Sheriff's Office, the Lake County Coroner's Office, the Lake County State's Attorney's Office, the Nineteenth Judicial Court of Lake County, or other police agency as approved by the Executive Board. Members may also be retired from said agency, as deemed officially "retired" by their former employer.

Application for Membership

Employees of the Lake County Sheriff's Office, the Lake County Coroner's Office, the Lake County State's Attorney's Office, or the Nineteenth Judicial Court of Lake County wishing to join the Lake County Sheriff's Association, must do so by submitting an application to the Association's Executive Board, along with their annual dues payment. Such application will remain on file for the duration of the employee's membership with the Association.

Employees of other law enforcement agencies wishing to join the Lake County Sheriff's Association must do so by submitting an application to the Association's Executive Board. Such application will be presented to the Executive Board members who are present at the next scheduled meeting. Such applications shall be voted upon by the Executive Board members who are present, to which a unanimous vote in the affirmative must be received. Any negative votes to the application shall deny the request.

Termination of Employment

Upon the separation of employment with said agencies, whether mandatory or voluntary, such membership with the Lake County Sheriff's Association shall be terminated immediately. Any member who is re-hired by a qualifying group or other agency must resubmit a new application to the board of directors. Any employee of said agencies, who declares that their separation of employment is due to their retirement, must be recognized by their former employer as being officially "retired". Active Members who are "Retired" from their former position shall have the choice to cancel or maintain their membership with the Lake County Sheriff's Association.

Service in the Armed Forces

Any member of the Lake County Sheriff's Association called to service in the United States Armed Forces shall have their annual dues waived during their time of active service. Any member on active duty shall receive any and all benefits of general membership while serving. In the event that a member of the Association's Executive Board is called to service in the United States Armed Forces, the President reserves the right to appoint another qualified member to temporarily fill the vacated position on the Executive Board. The returning member of the Executive Board shall resume their position on the Executive Board upon the completion of their service in the Armed Services. If an election cycle occurs during the above mentioned absence of an Executive Board member, and the absent Executive Board member wishes to seek another term, or a different elected position within the Association, their name shall not be excluded based solely upon their inability to physically attend the meetings or elections. Their absence from the Association due to their service in the Armed Services shall not preclude them from seeking any elected office of the Association.

Proof of Membership

All members shall have their names listed on the Association's official roster. Said roster shall be maintained by the Association's Secretary. In lieu of membership cards, all active members of the Lake County Sheriff's Association shall receive one (1) official membership coin with the year of membership engraved on it, at no cost. Members will be responsible for proving their current membership, if necessary, at any official association meeting or function. Lost membership coins may be replaced for a fee, as determined by the Board of Directors. Any dues-paying member, who, without the authorization of the Executive Board, provides an official Association membership coin to any ineligible or non-dues paying person, may have their own membership status reviewed or revoked by the Executive Board.

Termination or Suspension of Membership

Any member of the Lake County Sheriff's Association may have their membership terminated for good and sufficient cause, as determined by the Executive Board. In the event a member's status is terminated, the Executive Board will notify the Member, in writing **of their determination, giving the member an option for a membership-status hearing. If a membership-status hearing is requested, the Executive Board will notify the member, in writing**, advising them of a date, time, and location for the hearing. The Member shall be given at least fourteen (14) days notice in advance of such hearing. Immediately following the hearing, the Executive Board will vote on the status of the membership. A vote of three-quarters (3/4) of the entire Executive Board is required to terminate the membership.

In the event of any allegations of unethical or illegal conduct by a Member, a Member's membership status, Member's rights, and any Member's benefits that the Member receives from the Association may be suspended indefinitely, pending an inquiry by the Board of Directors. After a thorough inquiry, the Board of Directors shall reinstate the Member to full active status, reinstate the Member to probationary active status, or terminate the Member's membership. The length of the probationary period shall be determined by the Executive Board and is their decision is final.

Within fourteen (14) days following the hearing, the President will notify, in writing, the Member as of the outcome of their hearing. In the event that a Member's status is terminated, the Executive Board is authorized and empowered to take possession and control of any property of the Association to include, but not limited to: all books, records, seals, paperwork, current year membership coin, and any items which are deemed to be the property of the Lake County Sheriff's Association. Terminated members shall relinquish to the Association any and all property, dues, or other items of value or gifts that the member had donated to the association during their tenure with the association.

DUES AND SPECIAL ASSESSMENTS

Annual membership dues, as set by the membership at the annual meeting, will be owed by each Member, to be paid no later than December 31st of each year. Any dues received by the Executive Board after December 31st, will be considered as being late, therefore, causing such Member to have a lapse of constant membership. If exigent circumstances exist, the President alone may accept late dues from a Member and deem them as being "current". The amount of the annual dues will be determined by the Executive Board, and will be based upon the future financial needs and obligations of the Association being met. A 51% vote of the membership shall affirm the Executive Board's decision concerning dues.

Any Member paying dues for twenty (20) consecutive years, with no lapses of membership, shall have their annual dues waived for as long as they advise the Executive Board, in writing, that they wish to remain an active member.

Members who fail to pay their annual dues prior to December 31st shall have an opportunity to reinstate their membership for an additional fee of \$10.00, or an amount as set by the executive board. If dues are paid via US Mail, the date of the postmark shall determine if the dues are received in a timely manner. Such Members shall receive their annual membership coin after all their membership dues and reinstatement fees have been paid.

Special assessments may be imposed upon the general membership to fund the emergency needs and/or any exigent circumstances that may arise during the course of the fiscal year. Non-payment of any special assessments will cause the Member's status to be suspended until payment is received. The Board of Directors may exempt individual Members of any special assessments based on certain financial hardships, as deemed appropriate by the Executive Board.

IRS FILING AND OTHER TAX ISSUES

The association may (at the digression of the board) use a reputable certified public accountant, who is not a member of the Association, to file the Association's annual tax-related paperwork with any local, state, or federal tax-collecting bodies. This will ensure an unbiased and accurate accounting of association funds and tax liabilities.

OFFICERS OF THE EXECUTIVE BOARD

The Executive Board of the Lake County Sheriff's Association shall consists of a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, an Immediate Past President, a Sergeant at Arms, and a minimum of 7 trustees, and a maximum of 15 trustees. Trustees should be a synopsis of the membership by representing as many divisions as membership requires (Such as, one (1) Trustee from the Coroner's Office, one (1) Trustee from the States Attorney's Office and the Nineteenth Judicial Court, one (1) Trustee from each shift of Highway Patrol, one (1) Trustee from each shift of the Jail, one (1) Trustee from Emergency Communications, one (1) Trustee from Criminal Investigations, one (1) Trustee from Court Security, one (1) Trustee from Warrants and Civil Process, one (1) Trustee from Training, Records and Administration, one (1) Trustee from the Reserve Deputy Unit, and one (1) Trustee for the retirees). The Executive Board will ensure that all of the divisions are adequately represented. In the event of a shortage of trustee representation, the Executive Board may temporarily reassign the duties of a Trustee from a different division. **In the event that a vacancy arises, the President may appoint an additional trustee to represent that agency or division.**

Responsibilities of Officers of the Executive Board

The following will be the responsibilities of each office, within the Lake County Sheriff's Association:

President

The President shall have general supervision of the affairs of the Association, shall be the authorized signatory of all contracts and legal documents executed by the Association or shall assign another member of the Executive Board to sign specific contracts or documents, except as indicated by a specific provision of the bylaws, shall make reports to the members, and perform all such duties as are incident to the president's office or are properly required of the president by the bylaws. In addition, the President shall appoint all standing and special committees, serving as ex-officio member of each. The President, with the Secretary or other designee as authorized by the Executive Board, is authorized to sign any required deeds, mortgages, bonds, contracts or other instruments necessary for the effectiveness of the Association.

As a Member of the Association, the President may chose to cast a vote, make motions, and be involved in all any and all debates of the general membership. In this instance, the President would not be able to cast a tie-breaking vote. In the event the President chooses to exercise his or her right to remain impartial during votes, motions and debates, the President shall have the authority to cast his or her vote in any tie-breaking decision, except in the event where the vote is cast by ballot and/or his or her vote will not affect the results.

First Vice President

The First Vice President shall perform such duties as are incidental to the office. The First Vice President shall assume all duties of the President in the absence or incapacity of, or at the request of the President, and shall succeed the President in said office should the office become vacant. The First Vice President shall be the first in line of succession to the President.

Second Vice President

The Second Vice President shall perform such duties as are incidental to the office. The Second Vice President shall assume all duties of the First Vice President in the absence or incapacity of, or at the request of the First Vice President, and shall succeed the First Vice President or the President in the event that said office, or offices, should become vacant. The Second Vice President shall be the second in line of succession to the President.

Secretary

The Secretary shall perform all recording duties as required for the operation of the Association, have charge of the Association's minutes, sign all such instruments that require the Secretary's signature, shall make such reports, and perform such duties as are incidental to the

office of the Secretary. The Secretary shall have responsibility of recording the minutes of all general meetings and Executive Board meetings. The Secretary shall produce and deliver said minutes of any meeting in a timely manner. In the event that the Secretary is not in attendance of any meeting, the President, or highest ranking Vice President, shall appoint a member to record the minutes. The Secretary shall maintain custody of records, be responsible for assuring that notices for all meetings or other designated events are issued, and be responsible for all membership and public postings. The Secretary shall keep a complete record of membership. The Secretary, along with the President, and Treasurer, may sign any required deeds, mortgages, bonds, contracts or other instruments necessary for the efficiency of the Association. The Secretary shall be the third in line of succession to the President.

Treasurer

The Treasurer shall maintain custody of the financial records involving any and all funds and securities of the Association, and deposit said funds in the name of the Association in such financial institutions as deemed acceptable by the Executive Board. The Treasurer shall sign any and all checks or other instruments that require the Treasurer's signature. The Treasurer shall be responsible for the collecting of dues, all other monies, or items of value, that are received for the exclusive benefit of the association. The Treasurer shall make no distribution of funds without proper authorization from the President or Vice Presidents. The Treasurer shall keep a complete record of the Association's financial condition and accounting of all monies, assets, and liabilities. The Treasurer shall generate such reports and perform such other duties as are incident to the office of the Treasurer. The Treasurer shall provide these reports in a timely manner. An annual report shall be submitted to the membership. An audit of the Treasurer's accounts and reports may be made at any time by an audit committee appointed by the President. Such committee shall consist of each Vice President and at least two (2) general Members. **The Treasurer shall be responsible to insure that the President and 1st Vice President have equal access to all financial institution records.** The Treasurer shall be fourth in line of succession to the President.

Chaplain

The Chaplain is available to help individuals and their families with their spiritual needs. The Chaplain can also assist in emergency situations, counseling, conducting and assisting at funerals, and weddings (if certified). The Chaplain shall lead each LCSA event and general meeting in a word of prayer followed by the pledge of allegiance. The Chaplain shall be fifth in line of succession to the President.

Immediate Past President

The Immediate Past President shall advise and assist the President and other members of the Executive Board in their performance of duties.

Sergeant at Arms

The Sergeant at Arms will maintain order and decorum at all Association meetings, will assure that all persons present are active members as directed by the Secretary, and will perform any other duties as directed by the President. If possible the Sergeant at Arms will provide armed security at LCSA events.

Trustees

Trustees will perform any duties as directed by the Executive Board, which will include, but will not be limited to, their seating on available committees.

Requirements to Seek Office & Elections

Any Executive Board member or Trustee who has maintained their "in good standing" status from July 23, 2012, to December 31, 2012, shall retain their position for the first general membership meeting to be held on or about December 3, 2012. Barring a resignation or forced replacement, said Executive Board member or Trustee's position shall not be subject to an election until the fourth quarter general membership meeting in 2014.

Effective January 1, 2014, any member seeking an elected position within the Lake County Sheriff's Association shall be a member in good standing, and shall have been present at two (2) general membership meetings during the current fiscal year. An open election will be conducted for all the offices within the Lake County Sheriff's Association during the fourth quarter general membership meeting of 2014, and every two (2) years thereafter.

The term of each office will be two years. Each term will begin on January 1st of the first year, and will conclude on December 31st of the second year. Immediately following each general membership election, the current office holder(s) shall immediately and peacefully transfer all of the Association property and documents in their possession over to the candidate-elect of each office. This prompt and seamless transfer of property will ensure that the candidate-elect will have all the necessary items required to fulfill their new position within the Association on the first day of their term. If an immediate transfer of property is not feasible, the President-elect will determine the course of action that will be taken.

To avoid any conflict of interest, no elected board member can hold an elected board position at any other police organization.

President: The Presidency can only be filled by an active or retired Lake County Deputy Sheriff (Grade 1 or higher) or Lake County Dispatcher.

1st Vice President: The 1st Vice Presidency can only be filled by an active or retired Lake County Deputy Sheriff (Grade 1 or higher), Lake County Dispatcher, or Lake County Corrections Officer

Requirements to Retain Office

All officers, appointed or elected, within the association shall be present at a minimum of two (2) general meetings per year **and 50% of all Executive Board meetings per year**. Any officers in the Association who do not meet the minimum meeting attendance requirements shall be put on probation for a period of one year. Officers failing to meet the requirements while on probation shall be removed from their position by the President. An acting officer shall be appointed by the President, and will serve the remainder of the vacated term until the next scheduled election. Officers meeting the minimum meeting requirements while on probation shall be removed from probation.

In the event that the President fails to meet the minimum attendance requirements, a vote shall be taken by the remaining Executive Board members, who are in good standing, to determine the appropriate level of discipline that shall be levied against the President, up to and including the removal of the President from office.

Committee Members

Any member of a committee within the Lake County Sheriff's Association shall report directly to the President, or other Executive Board member, and shall provide, in writing, a report to the President, or other Executive Board member, as to the outcomes of the committee. No non-board members can be a committee chair person, but non-board members and non-members can assist in the event with board approval.

Dissolution of the Association (The Samson Option)

In the event that a greater than 90% vote by the general membership in favor of dissolving the Association in its entirety, the Association shall, in a reasonable time set forth by the Executive Board, cease to function. Any or all assets, monies, real property, structures, investments, or any items of value, will be liquidated by appropriate means, to a cash status. The total amount of cash, minus any legal or associated fees incurred during the process of dismantling the Association, will be distributed in equal parts to each current/active Member's designated 501c3, 501c4, or other tax-exempt charity of their choice. Members shall not directly profit or benefit from the dismantling or dissolution of the Association. The Treasurer shall distribute the final cash payouts in the form of donations to the designated tax-exempt charities, as determined by each member that was in good standing on the day of vote of dissolution.

Adopted July 23rd, 2012

Revised January 28th, 2013

Revised February 4th, 2013

Revised September 8th, 2016