

Retired Fire & Police Association

Constitution and By-Laws & Executive Board Rules

PREAMBLE

With the intent of improving the common welfare of its members, Firefighters, Police Officers and Lifeguards retired from the Fire and Police Departments of the City of San Diego, we, as an association of such retirees, do adopt this constitution. Amended 1.9.17

ARTICLE I: Name

Section 1. This organization shall be known as, “The Retired Fire and Police Association of San Diego, California, Incorporated.

ARTICLE II: Goals

Section 1 The goals of the association shall be to;

- a. Advance the social and economic welfare of its members.
- b. Encourage and demonstrate respect for our country and its flag and to defend the honor of our country and its constitution.
- c. Foster fraternal relationships between members and the departments from which they retired.
- d. Represent all members when their rights and welfare are under discussion.
- e. Provide comfort and assistance to members and their families in time of need.

ARTICLE III: Membership

Section 1. All sworn members of the San Diego, California Fire and Police Departments, including Lifeguards, retired for service or disability and those members in DROP, are eligible for membership in this Association upon payment of established dues. Amended 7.9.12

Section 2. Honorary members of this Association are limited to;

- a. Spouses of deceased members.
- b. Qualified persons who have received unanimous approval of the **Executive** Board and who then are approved by a 2/3 majority vote of members present at a regular meeting of the Association. Honorary members shall not be entitled to vote on the affairs of the Association, nor shall they pay dues.

Section 3. Dues of this Association shall be twenty-four dollars (\$24) per year paid through payroll deduction only. Those members in good standing who are 80 years of age, or older, may request from the Treasurer that their dues be discontinued. Amended 1.9.12

Section 4. Any proposed changes in the dues or processing fees shall be brought before, and approved by a simple majority of, the members present at either the January or July General meeting of the Association and shall be based on estimated income and expenses. Any change in the amount of the

dues or processing fees shall become effective six months after the approval of the changes.
Amended 1.9.17

Section 5. Members whose dues are over 60 days past due shall be dropped from the active rolls of the Association.

ARTICLE IV: Officers

Section 1. The officers of the Association, a **ten-member** Board of Directors, shall consist of a President and Vice President, alternately a retired Fire Fighter and a retired Police Officer, and **an Executive Board of** four members who are retired Fire Fighters and four members who are retired Police Officers. The immediate Past President shall be an ex officio member of the board for two years following his term of office as President. He may vote on matters before the board only when necessary to break a tie vote. **The term "Executive Board" or "Board of Directors" shall have the same meaning.** Amended 4.12.10

Section 2. The President, with the approval of the **Executive** Board, shall appoint one member of the board to serve as Secretary and a second member to serve as Treasurer. These members shall serve at the pleasure of the Board of Directors or until their term of office has expired.

Section 3. The terms of three Fire Fighters and two Police Officers shall expire in January of each even numbered year, and the terms of three Police Officers and two Fire Fighters shall expire in January of each odd numbered year. Candidates for election or re-election must be members in good standing. The President and Vice President are chosen by the Board of Directors in each odd numbered year. Their terms shall be for two years. Amended 4.12.10

Nominees may be recommended by a nominating committee appointed by the President or may be nominated from the floor at the January meeting of the Association.

Section 4. A slate of nominees shall be presented to the members at the general membership meeting each January. Each Officer and member of the **Executive** Board, except for the position of President and Vice-President, shall be elected by a majority vote of the members present at the January meeting.

ARTICLE V: Duties of Officers

Section 1. The President shall preside at all meetings of the Association and perform such duties pertaining to that office as required. The President shall appoint the following standing committees.

Audit Committee

Retirement Committee

Sickness and Distress Committee

Social Committee

He may also establish and appoint Ad-hoc committees as deemed necessary to meet the goals of the Association.

Section 2. Vice-President; In the absence of the President, the Vice-President shall assume the duties and responsibilities of the President.

Section 3. Secretary; The Secretary shall record the minutes of all official proceedings of the Association and shall record and maintain all membership records. The Secretary shall prepare the official correspondence of the Association, maintain ~~the Association Post Office Box~~, a postal address, a telephone number, and receive and distribute messages and correspondence addressed to the Association. The Secretary shall maintain an official inventory of Association property and equipment.

Section 4. Treasurer; The Treasurer shall maintain a record of all financial transactions of the Association and shall prepare a monthly account of all Association income and expenses. As directed by the Executive Board, the Treasurer shall place Association funds in the appropriate checking, savings, or investment accounts. The Treasurer shall maintain liaison with the Association auditor and shall assist in the preparation of ~~quarterly~~ monthly and annual financial statements.

ARTICLE VI: Meeting

Section 1. General membership meetings of the Association shall be held quarterly during the months of January, April, July and October. Election of officers shall be held at the January meeting. The October meeting shall be open to members and their guest. Special meetings may be called by the President, the Executive Board of Directors, or upon the written request of seven (7) members in good standing. Amended 1.9.17

Section 2. Members who are in good standing who are present at a general membership meeting shall constitute a quorum.

Section 3. The meeting place of the Association shall be within the County of San Diego . Members shall be notified a minimum of thirty (30) days in advance for regular meetings and a minimum of seven (7) days in advance for special meetings.

Section 4. The proceedings of this Association shall be governed by Robert's Rules of Order.

ARTICLE VII: Amendments and Deletions

Section 1. All amendments and/or deletions of The Constitution and By-Laws must be submitted in writing and signed by the person(s) submitting them to the Executive Board of Directors.

Section 2. Any proposed amendments or deletions must be provided to the membership, for their review, a minimum of thirty (30) days prior to the next scheduled General meeting. This may be accomplished by posting the proposed amendments or deletions on the Association website. Amended: 7-13-09

Section 3. A majority vote of the members present at a regular or special meeting shall cause the proposed amendments or deletions to be adopted or rejected.

ARTICLE VIII: Tenure of Officers

Section 1. Officers and members of the **Executive** Board shall serve a term of two years.

Section 2. At the conclusion of a **two-year** term, the President and Vice-President shall vacate those positions. The outgoing President shall remain on the board for two years as the President Ex-Officio. The outgoing Vice-President, if he/she does not move up to the position of President, may run for another open position on the Board, or be appointed by the President with the approval of the Executive Board, to fill an unexpired vacancy. Amended: 7-13-09

Section 3. Should the incumbent Vice President decline to move up to the position of President the Board of Directors shall appoint **a** another member of the **Executive** Board to fill that position. Should no officer be willing to step up at this point the outgoing President may serve another **two-year** term, if approved to do so by a majority of the **Executive** Board. Amended 1.9.17

Section 4. Upon the recall, resignation or unexcused absence for two (2) consecutive meetings, of any member of the **Executive** Board, that position shall be declared vacant. The President, with the approval of the **Executive** Board, shall appoint a member in good standing to fill such vacancy for the remainder of the unexpired term.

Section 5. Any Officer or member of the **Executive** Board may be recalled prior to the expiration of his/her term of office by a majority vote of the Officers **Executive** and Board. Accusations of misconduct against any officer or board member must be submitted in writing and signed by the person(s) making the accusation. The written document must be presented to the **Executive** Board **of Directors** for action. The accusation shall be reviewed by the full board and if deemed appropriate, the board shall cause an investigation to be conducted. The findings of such investigation shall be reported to the membership at the earliest opportunity. The conclusion and decision of the **Executive** Board shall prevail.

ARTICLE IX: Duties of committees

Section 1. Audit Committee; The Audit Committee shall review the financial records of the Association as directed by the **Executive** Board. Every two years, at the conclusion of each president's term, the Audit Committee shall assure that a complete audit of the Associations finances and practices is conducted, and a report provided to the **Executive** Board.

Section 2. Sickness and Distress Committee; The Sickness and Distress Committee shall be responsible for inquiring **into into** the welfare of members known to be ill or injured and for providing necessary assistance and/or information to the member or members family. The committee shall inform the remainder of the board of serious Illnesses or death.

Section 3. Social Committee; The Social Committee shall be responsible for making all necessary arrangements for social functions as directed by the **Executive** Board.

Section 4. Retirement Committee: The Retirement Committee shall maintain a liaison with the SDCERS Retirement Board, Firefighters Local 145 and the Police Officers Association. This committee shall be responsible for informing the **Executive** Board of pending retirements and of proposals that may affect the rights and benefits of retirees. Amended 1.9.17

ARTICLE X: Financial Regulations

Section 1. All checks written on the Association checking account must have two (2) approved signatures. Approved signatures are those recorded on the signature card at the Associations financial organization.

Section 2. All Association expenditures must be paid by check. Any expenditures of more than \$500.00 must receive prior approval by the **Executive** Board. Telephonic or email approval may be obtained in emergency situations if approved by a quorum of the **Executive** Board. Amended 4/11/11.

Section 3. All money received, cash or check, shall be deposited in the appropriate account within (10) working days.

Section 4. Money received for dues shall be recorded and a Membership card sent to the member within (30) days.

Section 5. The Treasurer shall keep all authorizations, invoices and receipts for purchases and services for three (3) years after the records have been audited.

Section 6. In the event the Association dissolves, all assets shall be divided equally between the 501c3 charitable foundations of the San Diego Fireman's Relief Association and the San Diego Police Officers Association. Amended 1.9.17

Executive Board Rules (as amended on 1/9/2017)

The following standing rules have been adopted and may be amended by a majority vote of the **Executive** Board of Directors:

Rule 1. Board Meetings: The **Executive** Board shall meet monthly unless the President and Vice-President feel there is insufficient business to warrant a meeting. Adopted 2.21.94

Rule 2. Association Records: The Secretary shall distribute the minutes of all Board and General Membership meetings to all members of the **Executive** Board. Said minutes shall also be posted on the Association website. Monthly Financial statements shall be distributed by the Treasurer to all Board members, including the immediate past President, at each monthly meeting. Amended 1.9.17

Rule 3: Expenditure of Funds: Board members will be reimbursed for all reasonable expenses incurred while conducting Association business. Requests for reimbursement must be submitted on

the RF&PA reimbursement form. The request must be approved by the Vice-President or in his absence the President, who will forward the approved request to the Treasurer for payment. Receipts for all expenditures, except for mileage, must be attached to the reimbursement form. Authorized travel will be reimbursed at the City of San Diego mileage reimbursement rate. In the event the expenditure is denied by either the President or Vice-President the request may be submitted to the **Executive full** Board and may be approved by a majority vote of the Board. Adopted 2.21.94 - Amended 4/5/2000

Rule 4: Salary of Secretary/ Treasurer. Adopted 2.21.94 - Repealed 2.4.97

Rule 5: Newsletter: The Association shall publish a quarterly newsletter that contains information that is of general interest to the members. The newsletter will be distributed via email or viewed on the Retired Fire & Police Association website, unless specifically requested to be sent via regular mail. The President shall have the responsibility for editing the newsletter. Adopted 2.21.94, Amended 7.9.12

Rule 6: Membership in related organizations. Adopted 2.21.94, Repealed 1.12.09

Rule 7. Retirement Board Meetings: The President may designate one Board member, or his alternate, to attend City of San Diego Retirement Board meetings and/or other meetings as necessary. Amended 1.9.17

Rule 8. Elections, unexpired term: When it is necessary to fill the unexpired term of any board member, including those who are elevated to President or Vice President, the vacant position will be **filled appointed** by the President with the approval of the **Executive** Board. Amended 1.9.17

Rule 9: Correspondence: All official correspondence shall be on letterhead stationery and signed by the President of the Association. Adopted 2.21.94

Rule 10. Political Action Committee: From time to time it may be determined that it is in the best interest of the Association to endorse a political candidate for either a local or statewide office. When this occurs, the President shall appoint a committee of four (two Fire and two Police) members to investigate, interview and make recommendations to the **Executive** Board for or against a candidate's endorsement. Candidates for political office shall be officially endorsed by the Association with a 2/3 majority of the **Executive** Board; and must additionally be endorsed by both Firefighters Local 145 and the San Diego Police Officers' Association. Amended 1.9.17

Rule 11: Death of member: Upon the death of a member of the Retired Fire and Police Association, the Treasurer shall make a twenty-five-dollar (\$25.00) donation in the name of the member to the Retired Fire and Police Foundation of San Diego, California. Adopted 2.11.95- Amended 2. 2000

Rule 12: Gift to retiring Board Member. A Board Member who leaves the Board after serving at least three years shall receive, as a show of appreciation, a check from the Association for a minimum of \$30.00 and a maximum of \$100.00. The amount to be based on \$10.00 for each year of Board Service. Adopted 2.2.2000

