



Meeting Notice:

Time: 3:30pm
Date: Thursday, February 2nd
Location: NB Police Department / Municipal Meeting Center (MMC)
37885 Green St.
Dinner Sponsor: Donation Request

Agenda:

- I. Call to order
- II. Pledge
- III. Prayer (Department Chaplain)
- IV. Consent Agenda
 - a. Minutes approval
 - b. Treasures financial report
- V. Election of Officers
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Sergeant at Arms
- VI. Open forum
- VII. Adjournment

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ARTICLE IV

MEMBERSHIP VOTING RIGHTS

SECTION 1 Voting Rights of Regular Members of NBPOA:

(A) **Regular Members** of NBPOA “**in good standing**” (as used and described in **ARTICLE III**) shall have the right to vote on **all** matters, questions, issues and concerns placed or brought before the **Membership** of NBPOA for a vote or decision, **unless** prohibited from doing so by this **Constitution and Bylaws of New Baltimore Police Officers Association** or by applicable Michigan laws and statutes. **Only Regular Members** of NBPOA shall have the right and shall be permitted to vote on or for the adoption of and/or the amendment of the **Constitution and Bylaws of New Baltimore Police Officers Association**. **Only Regular Members** of NBPOA shall have the right and shall be permitted to make nominations for and vote for the election of **President, Vice-President** and **Sergeant at Arms** of NBPOA. **Only Regular Members** of NBPOA shall have the right and shall be permitted to vote on finding and determining whether or not a **Regular Member** is “**in good standing**” (as used and described in **ARTICLE III**) and whether or not a **Regular Member** who is found and determined to **not** be “**in good standing**” (as used and described in **ARTICLE III**) should, as a result thereof, **lose** his or her **Membership** in NBPOA.

(B) Voting Rights of Associate Members of NBPOA:

Associate Members of NBPOA “**in good standing**” (as used and described in **ARTICLE III**) shall have the right to vote on all matters, questions, issues and concerns placed or brought before the **Membership** of NBPOA for a vote or decision, which such matters, questions, issues and concerns are not specifically reserved in this **ARTICLE IV** (or any other provision(s) of this **Constitution and Bylaws of New Baltimore Police**

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Officers Association) exclusively for a vote or decision by the **Regular Members** of NBPOA.

(C) Voting Determination / Decision by Simple Majority Vote:

Any matter, question, issue or concern placed or brought before the **Membership** of NBPOA for a vote or decision at a **Meeting** of the **Membership** of NBPOA shall be decided and determined by a **simple majority vote** of **Members** of NBPOA present, eligible to vote and voting on the matter, question, issue or concern at said **Meeting**.

ARTICLE VII

ADMINISTRATION, OFFICERS AND EXECUTIVE BOARD OF NBPOA

SECTION 1 Administration of NBPOA:

(A) The business, affairs and operations of **NBPOA** shall be administered by an **Executive Board** consisting of **five (5) Officers** elected by and from the **Membership** of **NBPOA** who are eligible to vote for said **Officers**.

(B) The **Executive Board** of **NBPOA** shall consist of the following **five (5)** elected **Officers**, to wit:

President
Vice-President
Secretary
Treasurer
Sergeant at Arms

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- (1) Only a **Regular Member** of **NBPOA** shall be eligible to hold the **Executive Board Office** of **President**.
- (2) Only a **Regular Member** of **NBPOA** shall be eligible to hold the **Executive Board Office** of **Vice-President**.
- (3) **Regular Members** and **Associate Members** of **NBPOA** shall be eligible to hold the **Executive Board Offices** of **Secretary** and **Treasurer**.
- (4) Only a **Regular Member** of **NBPOA** shall be eligible to hold the **Executive Board Office** of **Sergeant at Arms**.
- (5) No **Member** of **NBPOA** shall hold two **Executive Board Offices** at the same time.

(C) The **Members** of the **Executive Board** of **NBPOA** shall perform and fulfill their respective duties, obligations and responsibilities as detailed, directed and set forth in **ARTICLE VIII** of this **Constitution and Bylaws of New Baltimore Police Officers Association**.

(D) The **Executive Board** of **NBPOA** shall be responsible for preparing and adopting an Annual Budget, determining how and where to invest the money and assets of **NBPOA**, proposing and/or recommending **Amendments** of/to the **Constitution and Bylaws of New Baltimore Police Officers Association**, recommending to the **Membership** of **NBPOA** and/or selecting worthy causes for **NBPOA** to support, determining **Membership** status of the **Members** of **NBPOA** (unless otherwise herein provided) and administering the business, affairs and operations of **NBPOA**. The **Executive Board** of **NBPOA** shall be permitted to approve, authorize and make individual expenditures of **NBPOA** funds **in an amount not to exceed \$500.00** for any one item, matter, cause or expenditure directly related to the purpose and objective of **NBPOA** without first seeking and obtaining the consent and approval of the **Membership** of **NBPOA**. The **Executive Board** of **NBPOA** may create and establish such **Special Committees** as the **Executive Board** shall determine to be reasonable and proper to advise the **Executive Board** and/or the **Membership** of **NBPOA** and/or to assist the **Executive Board** and/or the **Membership** of **NBPOA** in carrying out and fulfilling its/their duties and responsibilities. Each **Member** of the **Executive Board** of **NBPOA** shall have the right and

duty to vote on all matters coming before the **Executive Board** of NBPOA unless otherwise prohibited from doing so by this **Constitution and Bylaws of New Baltimore Police Officers Association** or by applicable Michigan laws or statutes.

(E) It shall be considered a duty of all **Members** of the **Executive Board** of NBPOA to attend the **Meetings** of the **Executive Board** of NBPOA. A **Member** of the **Executive Board** of NBPOA shall be permitted to have one (1) **unexcused absence** in a calendar year. A **Member** of the **Executive Board** of NBPOA having two (2) or more **unexcused absences** in a calendar year is subject to the loss of his or her **Office** as shall be determined by a **simple majority vote** of the other **Members** of the **Executive Board** of NBPOA.

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SECTION 2 **Nomination and Election of Officers, Voting by Secret Ballot, Assumption of Duties, Filling of Vacancies:**

(A) All **Officers** comprising and serving on the **Executive Board** of NBPOA shall be elected annually **each January** at the **January Meeting** of the **Membership** of NBPOA. If, for whatever reason, no **January Meeting** of the membership of NBPOA is held, the said **Officers** shall be elected at the **next Regular Meeting** or **Special Meeting** of the **Membership** of NBPOA.

(B) Nominations for all **Offices** of the **Executive Board** of NBPOA shall be made from the floor at the **January Meeting** (or at a subsequent **Regular Meeting** or **Special Meeting** if necessary and as provided in **ARTICLE VIII, SECTION 2(A)** above) by **Members** of NBPOA attending the **Meeting**. Only **Members** eligible to hold a particular **Office** shall be permitted to make a nomination for said **Office** or to “**second**” a nomination for said **Office**. Only **Members** (candidates) receiving a **nomination** to an **Office** with a “**second**” to said nomination may be voted upon and elected to said **Office**.

(C) The **Election** of all **Officers** shall be by **written Secret Ballot**. **Only Members** of NBPOA “**eligible**” to vote for an **Office** (as provided and limited by this **Constitution and Bylaws of New Baltimore Police Officers Association**) shall be permitted to vote for a **Member** (candidate) running for said **Office**. Each **Officer** for the **Executive Board** of NBPOA shall be elected by a **simple majority vote** of the **eligible Members** present and voting to fill the particular **Office**. A **Member** (candidate) running for an **Office** shall be permitted to vote for himself or herself. In the event of a tie vote, the winner of the **Office** shall be determined by a “heads or tails” coin flip.

(D) The **Officers** shall be elected separately in the order named and listed in **ARTICLE VII, SECTION 1(B)** of this **Constitution and Bylaws of New Baltimore Police Officers Association**.

(E) All **Officers** shall be elected for a term of one (1) year and shall assume the duties of the **Office** to which they have been elected on the first day of the month of February or on the first day of the month following their election, whichever date is later in time.

(F) **No Officer** shall be “**term limited**” under this **Constitution and Bylaws of New Baltimore Police Officers Association** and may be nominated for, run for and be

elected to his or her **Office** on the **Executive Board** of NBPOA for an unlimited number of times.

(G) **No Officer** shall hold more than one **Office** of the **Executive Board** of NBPOA at the same time.

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(H) **Vacancies** in an **Office** of the **Executive Board** of NBPOA occurring as a result of death, resignation, suspension, removal or otherwise shall be filled by a majority vote of the remaining **Officers** of the **Executive Board** of NBPOA. The **Member** selected to fill a vacancy in an **Office** pursuant to this subsection shall hold said **Office** and serve in said **Office** for the unexpired term of the Office for which he or she has been selected.

ARTICLE VIII

OFFICERS AND THEIR DUTIES AND RESPONSIBILITIES

SECTION 1 **The President of NBPOA:**

(A) The **President** shall be the **Chief Executive Officer** of NBPOA.

(B) The **President** (and in his or her absence, the **Vice-President**) shall **preside** at and act as **Chairperson** at all **Meetings** of the **Executive Board** of NBPOA and at all **Regular Meetings** and all **Special Meetings** of the **Membership** of NBPOA. The **President** may appoint **Regular Members** and/or **Associate Members** to serve on **Special Committees**, including a **Finance Committee**, **Programs Committee**, **Constitution and Bylaws Committee**, **Events Committee** and such other **Special Committees** as the **Executive Board** of NBPOA may from time to time create and establish.

(C) The **President** shall ensure the due observation of and adherence to the **Constitution and Bylaws of New Baltimore Police Officers Association** and all other **Rules and Regulations** of NBPOA.

(D) The **President** shall not be permitted to make any **Motions** while he or she is chairing an **Executive Board Meeting** or a **Meeting** of the **Membership** of NBPOA, however, the **President** shall be permitted to comment upon and take part in the debate of/on any **Motion** made at any **Executive Board Meeting** or at any **Meeting** of the **Membership** of NBPOA and shall be permitted to vote on **Motions** as herein provided in this **Constitution and Bylaws of New Baltimore Police Officers Association**.

(E) The **President** shall announce the results of all voting by the **Executive Board** and the results of all voting by the **Membership** of NBPOA.

(F) Unless precluded or prohibited by law, the **President** shall be **permitted** to **vote** on any **Motion**, issue, question, matter or concern coming before the **Executive Board** of NBPOA at any **Meeting** of the **Executive Board** of NBPOA or coming before the

Membership of NBPOA at any **Meeting** of the **Membership** of NBPOA, however, the **President** shall **not** be **required** to vote on any such Motion, issue, question, matter or concern but **may** do so at his or her discretion. When exercising his or her right to vote on any Motion, issue, question, matter or concern, the **President** shall be the **last** to cast his or her vote.

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(G) The **President** shall keep the other **Members** of the **Executive Board** and the **Membership** of NBPOA **reasonably informed** concerning the business, affairs, operations, programs and events of NBPOA and concerning any issues, concerns or problems confronting or affecting NBPOA.

(H) The **President** shall be permitted to make individual expenditures of NBPOA funds **in an amount not to exceed \$100.00** for any one item, matter, cause or expenditure directly related to the purpose and objective of NBPOA **without** first seeking and obtaining the consent and approval of the **Membership** of NBPOA.

SECTION 2 **The Vice-President of NBPOA:**

The **Vice-President**, in the “absence” of the **President**, shall assume and perform the duties and responsibilities of the **President** until such time as the **President** returns and is present and available to perform his or her duties as **President**. In the event, however, that the **President** shall die, resign, be removed or otherwise be unable to continue to act and serve as **President**, the **Vice-President** shall assume and perform the duties and responsibilities of **President** until such time as the vacancy in the **Office** of **President** has been filled by the remaining **Members** of the **Executive Board** of NBPOA.

SECTION 3 **The Secretary of NBPOA:**

The **Secretary** shall keep and maintain the records of NBPOA and the roster of the **Membership** of NBPOA. The **Secretary** shall keep and maintain records of all business carried out, transacted and performed by NBPOA, including the minutes of all **Meetings** of the **Executive Board** of NBPOA and all **Meetings** of the **Membership** of NBPOA. The **Secretary** shall accurately record all Motions and Votes made at and read Reports and Resolutions at the **Meetings** of the **Executive Board** of NBPOA and at the **Meetings** of the **Membership** of NBPOA. The **Secretary** shall be responsible for receiving, handling and carrying on all necessary correspondence for and on behalf of NBPOA. The **Secretary** shall receive all monies, funds, gifts and donations due to and/or made to and/or paid to NBPOA, shall keep an accurate and detailed record thereof and shall faithfully, safely and timely transmit all such money, gifts and donations to the **Treasurer** of NBPOA, taking his or her written Receipt therefor from the **Treasurer** of NBPOA.

SECTION 4 **The Treasurer of NBPOA:**

The **Treasurer** shall be responsible for the safe-keeping of the property and assets of NBPOA. The **Treasurer** shall have custody of and shall fully and accurately account for all receipts of money, funds, assets and property of NBPOA and for all

disbursements and expenditures made by **NBPOA**. The **Treasurer** shall give and provide to the **Secretary** of **NBPOA** a written Receipt for all monies, funds, assets and property of **NBPOA** that are, at any time, turned over by the **Secretary** of **NBPOA** to the

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Treasurer of **NBPOA**. The **Treasurer** shall deposit all monies and funds turned over to the **Treasurer** or otherwise received by the **Treasurer** into a federally insured banking institution or federally insured financial institution approved by the **Executive Board** of **NBPOA**. The **Treasurer** shall be responsible for making and effectuating appropriate payments of all expenses and expenditures approved by the **Executive Board** of **NBPOA** and/or the **Membership** of **NBPOA** in accordance with the limitations set forth in this **Constitution and Bylaws of New Baltimore Police Officers Association**. The **Treasurer** shall regularly prepare Financial Reports detailing all receipts and disbursements made during the preceding “**accounting period**” and the **Treasurer** shall read and present the most recent Financial Report at each **Meeting** of the **Membership** of **NBPOA**. The “**accounting period**” (as used herein) shall consist of and shall cover and include that period of time from and after the preceding **Meeting** of the **Membership** of **NBPOA** up to next following **Meeting** of the **Membership** of **NBPOA**. The **Treasurer** shall have copies of his or her Financial Report available at the **Meeting** of the **Membership** of **NBPOA** at which such Financial Report is read and presented for distribution to or review by any **Member** of **NBPOA** that requests a copy of same or that requests the opportunity to review same. The Financial Records of **NBPOA**, including all Financial Reports prepared by the **Treasurer**, shall be available for inspection at reasonable times by any **Member** of **NBPOA**.

SECTION 5 **Sergeant at Arms of NBPOA:**

The **Sergeant at Arms** shall be charged with the responsibility of keeping and maintaining the peace and order at all **NBPOA Executive Board Meetings**, **NBPOA Membership Meetings** and all other **NBPOA** programs, functions and events to ensure that all **NBPOA** Meetings, programs, functions and events are carried out in an orderly, dignified and effective manner. The **Sergeant at Arms** shall also carry out and perform such other duties and responsibilities as shall be determined and designated by the **Executive Board** of **NBPOA**.