

# LEXINGTON COUNTY LAW ENFORCEMENT OFFICERS ASSOCIATION

## CONSTITUTION AND BY-LAWS

### ARTICLE I NAME AND OBJECTIVES

#### SECTION I

This organization shall be known as the Lexington County Law Enforcement Officer's Association and shall be an eleemosynary corporation formed for the following purposes:

- (a) To assist persons who are actively engaged in, or retired from the enforcement of the criminal laws of the state of South Carolina and the Untied States of America in the County of Lexington, South Carolina.
- (b) To improve the enforcement of such laws through the training and education of its members and through encouraging the support of the governing bodies involved and the public in general.
- (c) To foster respect for law and order by example precept and by encouraging obedience to all laws at all times.
- (d) To promote the welfare of the members of the association and their families.
- (e) To support and fund certain charitable and beneficial causes within Lexington County. Nothing in this provision shall prohibit beneficial support to members living outside of Lexington County.

### ARTICLE II

#### MEMBERSHIP

#### SECTION I

- (a) Membership of this association shall consist of Active, Life, Associate and Sustaining Members. Applications for the membership shall conform to the provisions as set forth in these By-Laws.
- (b) The Active Membership of this Association shall consist of persons actively engaged in or retired from law enforcement within the County of Lexington, State of South Carolina.
- (c) To further qualify for Active Membership the applicants must be (1) a commissioned Law Enforcement Officer performing law enforcement duties on behalf of a government entity with authority to make a lawful arrest in Lexington County, S.C. (2) be a retired Law Enforcement Officer, which is defined as; a Law Enforcement Officer who has retired at age 55, has a minimum of 5 years in law enforcement or 25 years of law enforcement service or is receiving compensation from a retirement system in this state or any other state,(proof of such compensation may be required), (3) a Constable, Reserve Officer or other non-salaried law enforcement officer who has retired from law enforcement service who meets the same requirement for retirement as a salaried Law Enforcement Officer, (4) be a utility or financial investigator and be certified by the South Carolina Training Council.

- (d) Any person holding a current Active Membership and who is in good standing at the time of ratification of these By-Laws shall remain eligible for Active Membership unless otherwise removed as provided for in Article VII.

## ACTIVE MEMBERSHIP

### SECTION II

- (a) The Active Membership of this Association shall consist of persons actively engaged in or retired from law enforcement within the County of Lexington, State of South Carolina.
- (b) To further qualify for Active Membership, the applicant must (1) be a commissioned law enforcement officer performing law enforcement duties on behalf of a government entity with authority to make a lawful arrest in Lexington County, South Carolina, (2) be a retired law enforcement officer, which is defined as; a law enforcement officer who has retired at age 55, has a minimum of 5 years in law service or 25 years of law enforcement service or is receiving compensation from a retirement system in this state or any other state, (proof of such compensation may be required), (3) be a Constable, Reserve Officer or other non-salaried law enforcement officer who has retired from law enforcement service who meets the same requirement for retirement as a salaried law enforcement officer, (4) be a utility or financial investigator and be certified by the South Carolina Training Council.
- (c) Any person holding a current Active Membership and who is in good standing at the time of ratification of these By-Laws shall remain eligible for Active Membership unless removed as provided for in Article VII.

## ASSOCIATE MEMBERSHIP

### SECTION III

- (a) Associate Membership shall consist of reputable individuals who are interested in furthering the objective of this association who may be admitted to membership upon nomination in writing by a member in good standing and a confirmation by the majority of the Board of Directors.
- (b) Any person holding a current membership and who is in good standing at the time of ratification of these By-Laws shall remain eligible for Associate Membership unless removed as provided for in Article VII

## LIFE TIME MEMBERSHIP

### SECTION IV

- (a) (a) A Retired Active Member, in good standing with this Association may become a Life Time Member under the following conditions; (1) dues are paid and current for at least five consecutive years and must be retired as defined by these By-Laws, (2) the nominee has made a significant contribution to this Association as determined by the Board of Directors, (3) the recommendation for Life Time Membership is submitted in writing to the Board of Directors for approval by a member in good standing. Upon approval by a majority of the Board of Directors and following a proper motion and affirmative vote by the membership during a regular meeting and out of the presence of the nominee, the Life Time Member retains all the rights and privileges of an Active Membership but without the requirement to

pay dues. Any that has been bestowed the honor of Life Time Membership and who is in good standing at the time of ratification of these By-Laws shall retain their Life Time Membership unless removed as provided for in Article VII

## SUSTAINING MEMBERSHIP

### SECTION V

- (a) The Sustaining Membership of this Association shall consist of financial supporters, either businesses or individuals. This type of membership is not afforded any privileges.

## DUES

### SECTION VI

- (a) Active, Associate and Sustaining Members shall pay dues as prescribed by the Board of Directors.

## ARTICLE III

### OFFICERS

#### SECTION I

- (a) The officers of the Lexington County Law Enforcement Officers Association also known as the L.C.L.E.O.A. shall consist of the following: President, Vice President, Parliamentarian, Secretary, Treasurer and Immediate Past President. A.G. Dantzler shall serve as a Long Standing Member.
- (b) In addition to the elected officers as set above, the President shall appoint members to serve on committees and a Chair for each committee serving the Association.

## BOARD OF DIRECTORS

#### SECTION II

- (a) The affairs of this association shall be managed by the Board of Directors comprised of the President, Vice President, Parliamentarian, Secretary, Treasurer, Immediate Past President and A.G. Dantzler, Long Standing Member.
- (b) The Board of Directors shall be vested with the duty and power of directing the activities and operations of this Association and generally conducting the affairs subject to the will of the membership and according to the By-Laws and Policies of this Corporation.
- (c) Each member of the Board of Directors shall have one (1) vote.
- (d) The President or any two (2) Board Members shall call special meetings of the Board of Directors provided; that each member is given at least three (3) days notice. Such notice shall specify the objective of the meeting. The three (3) day waiting period may be waived by a majority vote of the Board of Directors.
- (e) A simple majority of the Board of Directors shall constitute a quorum for the purpose of transacting Association business. Concurrence of a majority of those present shall be

sufficient to constitute action by the Board except as otherwise provided in the By-Laws or other governing documents of this Association.

## ARTICLE IV QUALIFICATIONS, ELECTIONS, & DUTIES IN GENERAL

### SECTION I

- (a) The election shall be held each year at the November general meeting.
- (b) Those persons holding the office of President, Vice President and Parliamentarian shall ascend to the next position effective January 1<sup>st</sup> of each year.
- (c) The Secretary and Treasurer will serve two-year terms and will be elected in alternating years. The Secretary will be elected in odd numbers years and will take office in January 1<sup>st</sup> of the even numbered year. The Treasurer will be elected in even numbered years and will take office on January 1<sup>st</sup> of the odd numbered year.
- (d) The Parliamentarian will be elected annually.
- (e) Nominations to serve on the Board of Directors must be received by the Election Committee Chair in writing, in a manner prescribed by the Board of Directors prior to the conclusion of the September general meeting.
- (f) Elections will be held by secret ballot.
- (g) A candidate will be seated without an election if there are no other qualified candidates to run for that office.
- (h) The positions of Parliamentarian, Secretary and Treasurer must be filled within ninety (90) days of being vacated.
- (i) No more than two (2) officers from the same agency may serve on the Board at the same time.
- (j) No more than two (2) non-salaried law enforcement officers may serve on the Board at the same time.

#### **Eligibility:**

- (a) Must be an Active Member in good standing.
- (b) Must have served a minimum of one (1) year as a Department Representative.
- (c) Must have actively served on three (3) committees in the past five (5) years.

**The Board of Directors may waive eligibility requirements (b) and (c) in the event there are no candidates that meet these requirements.**

## IMMEDIATE PAST PRESIDENT

### SECTION II

- (a) The Immediate Past President shall serve a term of one (1) year beginning on January 1<sup>st</sup> following his/her term as President. He/she shall serve as a voting member on the Board and shall assist and advise the President as needed. This position shall not be filled in the event of a vacancy.

## PRESIDENT

### SECTION III

- (a) The President shall serve a term of one (1) year beginning on January 1<sup>st</sup> following his/her term as Vice President. He/she shall preside over all meetings of this Association and shall perform the duties of President and Chief Executive Officer. The President is a standing member on all committees. A member of the same agency shall not succeed the President.

## VICE PRESIDENT

### SECTION IV

- (a) The Vice President shall serve a term of one (1) year beginning on January 1<sup>st</sup> following his/her term as Parliamentarian. His/her duties shall include assisting the President in coordinating the activities of this Association and that of the Standing and Special Committees. He/she shall perform any other duties as prescribed by the President. The Vice President shall succeed the President in the event of a vacancy in that office. A member of the same agency shall not succeed the Vice President

## PARLIAMENTARIAN

### SECTION V

- (a) The Parliamentarian shall serve a term of one (1) year beginning January 1<sup>st</sup>. His/her duties shall include serving as a consultant and advisor to the Board of Directors, Committees and the membership on matters of parliamentarian procedure and protocols. The Parliamentarian will assist with procedure during Board and general membership meetings, he/she will supervise elections, provide parliamentarian opinion as to points of order, revise By-Laws and advise on tactics and strategies.

## SECRETARY

### SECTION VI

- (a) The Secretary shall serve a term of two (2) years beginning January 1<sup>st</sup> of even numbered years. He/she shall keep accurate records of all proceedings involving this Association and the Board of Directors. The Secretary shall publish the minutes of the previous months meetings at the beginning of each meeting. The Secretary shall perform such other duties as may be prescribed by the President. At the conclusion of his/her term, the Secretary shall turn over all minutes to the incoming Secretary. The Secretary shall serve as the Assistant Treasurer.
- (b) The Secretary shall also maintain the original or certified copies of all deeds, leases, contracts, By-Laws, documents evidencing secured debts owed to or by this Association as well as any other documents as may be designated by the President or the Board of Directors.

## TREASURER

### SECTION VII

- (a) The Treasurer shall serve a term of two (2) years beginning on January 1<sup>st</sup> of odd numbered years. The Treasurer is the Chief Financial Officer for this Association. His/her duties shall include keeping an accurate account of all monies received or expended by this Association. The Treasurer shall, at any meeting, subject the books of this Association to an examination by any individual member. A member of the same agency shall not succeed the Treasurer.
- (b) The Treasurer shall be responsible for the management and inventory control of all merchandise and tickets to special events offered for sale by this Association. He/she shall perform such other duties as prescribed by the President or Board of Directors.

## CHAPLAIN

### SECTION VIII

- (a) The Board of Directors shall be empowered to create a "Pool of Chaplains" consisting of persons qualified to provide comfort and support to members in distress. The duties of Chaplain shall include leading of the Invocation at regular and special meetings of this Association. The Chaplain(s) shall perform other duties as prescribed by the President.
- (b) Members of the Chaplaincy Pool will be considered Active Members but will not be required to pay membership dues while serving as a member of the Chaplaincy Pool.
- (c) Chaplains will serve at the discretion of the Board of Directors and will begin their duties immediately upon their appointment.

## REPRESENTATIVES

### SECTION IX

- (a) Representatives shall be named from within their departments or from a pool of agencies in which they serve. They must be Active Members in good standing. The Representatives shall serve as advisors to the Board of Directors. They shall keep the members they represent informed on all matters involving this Association, they shall solicit new members from their agencies and they shall perform any other duties as prescribed by the President.
  - 1 Representative from Lexington County Sheriff's Department
  - 1 Representative from S.C. Department of Natural Resources
  - 1 Representative from Airport Police Department
  - 1 Representative from each Municipal Police Department in Lexington County
  - 1 Representative from S.C. Department of Public Safety
  - 1 Representative from State Law Enforcement Division
  - 1 Representative from Lexington Medical Center
  - 1 Representative from S.C. Criminal Justice Academy
  - 1 At Large Representative from all State Agencies
  - 1 At Large Representative from all Federal Agencies
  - 1 At Large Representative from all other Lexington County Agencies

- (b) In the event of a vacancy in the office of Representative, the agency in question shall immediately select a replacement and provide the name of the new Representative to the Secretary as soon as possible.

## ARTICLE V

### BOARD MEETINGS

#### SECTION I

- (a) The Board of Directors shall be required as often as necessary to tend to the affairs of this Association but not less than quarterly. The President shall schedule the meetings after consulting with the Board of Directors. The President is not prohibited from calling an emergency meeting of the Board of Directors.
- (b) The Board of Directors may conduct Association business by electronic means at the discretion of the President.

### GENERAL MEMBERSHIP MEETINGS

#### SECTION II

- (a) General membership meetings will take place monthly. The meeting place shall be the Law Enforcement Hut located on Frank Shealy Road, Leesville, South Carolina. The President shall appoint a department to host and prepare the meal for each meeting.
- (b) The Board of Directors may cancel a meeting in the event of inclement weather, an unusual occurrence or any other reason deemed acceptable by the Board of Directors.
- (c) The President, or his/her designee, shall be responsible for the use of this Association's property and the enforcement of the rules governing the use of the property. The rules shall be prepared by the Board of Directors and made available to all members and persons using the property. The President or his/her designee shall maintain a current calendar as to the use of the property.

### SPECIAL MEETINGS

#### SECTION III

- (a) Special meetings may be called by the President at any time he/she deems necessary, but not less than three (3) days written notice shall be given to each member agency. The three (3) day waiting period may be waived by a majority vote of the Board of Directors.

### ANNOUNCEMENT OF MEETINGS

#### SECTION IV

- (a) It shall be the duty of the Secretary to furnish to each member, a current list of meeting dates for the entire year in a manner prescribed by the Board of Directors.

## ARTICLE VI

### COMMITTEES

#### SECTION I

- (a) Any person appointed to a committee must be an Active, Life Time or Associate Member in good standing.
- (b) Committee members are encouraged to attend all committee meetings and actively participate. Any committee member who has three (3) consecutive unexcused absences shall be deemed to have resigned from such committee and will be replaced by Presidential appointment.
- (c) The Board of Directors may create additional committees as needed at their discretion.

### ELECTION COMMITTEE

#### SECTION II

- (a) The President shall appoint no less than five (5) members to serve on the Election Committee at the regular monthly meeting immediately preceding the election meeting. It shall be the duty of the Election Committee to ensure each candidate meets the requirements as set forth in the By-Laws and to conduct the election during the November meeting. All nominations for the positions of Parliamentarian, Secretary and Treasurer must be received by the Election Committee Chair prior to the conclusion of the September general membership meeting in the year that such office is subject to election.
- (b) No more than two (2) members from the same agency, department or group, may be appointed to serve on this committee.

### STANDING COMMITTEES

#### SECTION III

- 1) Benevolence Committee:
  - (a) The Benevolence Committee shall consist of the Board of Directors
  - (b) The Board of Directors shall investigate and make recommendations to the membership assembled, as to all donations or gifts for any charitable or beneficial purpose.
  - (c) All requests for donations or gifts for charitable or beneficial purposes must first be directed to the President to be presented to the Board of Directors.
  - (d) Nothing in this section shall restrict the authority of the Board of Directors to donate funds to charitable or beneficial purposes of up to \$3,000.00 between general membership meetings as provided for in Article IX.
- 2) Budget Committee:
  - (a) The Budget Committee shall consist of the President, Immediate Past President, Treasurer, Secretary and one other member of the Board appointed by the President.
  - (b) The Budget Committee shall prepare and recommend an operational budget for the year. The annual budget should contain a forecast of income and a schedule of expenses for normal cost of operations. In addition, the Budget Committee should

make a contingency plan to adjust the budget in the event that income is less than projected or expenses are more than projected.

- 3) Building and Grounds Committee:
  - (a) The President shall appoint the Building and Grounds Committee with advice from the Board of Directors. No more than two (2) members from the same agency, department or group may be appointed to serve on this committee.
  - (b) The committee shall be responsible for making recommendations on the care, upkeep and rules for the use of the real property owned or leased by this Association.
  - (c) The committee will be responsible for administering all rules voted on by the membership concerning the use of the real property owned or leased by this Association.
  
- 4) Membership Committee:
  - (a) The President shall appoint the Membership Committee with advice from the Board of Directors. No more than two (2) members from the same agency, department or group may be appointed to serve on this committee.
  - (b) The Membership Committee shall be responsible for promulgating and implementing plans or programs for recruitment of new members.
  - (c) The Membership Committee shall be responsible for screening all nominees for Associate Membership. The Committee Chairperson shall report its findings to the membership assembled before a vote is taken for admittance as an Associate Member. The proposed Associate Member shall not be present during the membership discussion or vote.
  
- 5) Entertainment and Recreation Committee:
  - (a) The Entertainment and recreation Committee shall consist of the Board of Directors.
  - (b) The Board of Directors shall be responsible for planning all entertainment and recreational functions including but not limited to the Annual Picnic and Christmas Dinner.
  
- 6) Scholarship Committee:
  - (a) The President shall appoint the Scholarship Committee.
  - (b) The Scholarship Committee shall be responsible for administering the Scholarship Awards Program. This committee shall promulgate the rules of the awards program and submit them to the Board of Directors for approval.
  - (c) High School Seniors graduating from any public or private high school in Lexington County, any "Home Schooled" high school student residing in Lexington County, any dependent of an Active Member who does not reside in Lexington County is eligible to apply for the scholarship award.

## ARTICLE VII

### EXPULSION OR REMOVAL FROM OFFICE OR MEMBERSHIP

#### SECTION I

- (a) Any Member, Officer or Representative of this Association may be expelled from membership, removed from office or given a lesser punishment, as prescribed by the Board of Directors, upon violation of the Rules, Regulations or By-Laws of this Association or upon engaging in conduct which may interfere with the objectives or purpose of this Association. Any member charged with any such act shall be served with

written notice of the specific violation. He/she will be given a reasonable amount of time to prepare a defense and afforded a fair hearing before the Board of Directors. If, after the opportunity to be heard, the Board, by a majority vote of those present so choose, such Member may be expelled, or such Representative or Officer may be removed from office, or they may be given a lesser punishment prescribed by the Board.

## ARTICLE VIII

### RULES OF ORDER

#### SECTION I

- (a) Robert's Rule of Order shall govern the order of business at all meetings of this Association and its Board except as otherwise provided in these By-Laws or by the Board of Directors.
- (b) The Parliamentarian shall monitor all meetings of this Association and advise the President on matters of protocol and shall render opinions as to the points of order.

## ARTICLE IX

### FUNDS

#### SECTION I

- (a) The Board of Directors is authorized to make routine expenditures on behalf of the Association not to exceed \$1,000.00
- (b) The Board of Directors, in the event of an emergency, is authorized to make expenditures on behalf of the Association not to exceed \$3,000.00
- (c) Any expenditure in excess of \$3,000.00 must be approved by a simple majority vote of the members present at the meeting in which the expenditure is voted on.

## ARTICLE X

### AMENDMENTS

#### SECTION I

- (a) These By-Laws may be amended by presentation of an amendment or amendments at a regular membership meeting and presented at the following membership meeting for a vote of the individual members at which time, it must carry by a simple majority vote of all the members present and voting at the ratification meeting.
- (b) No amendment(s) shall be made to these By-Laws at the time of ratification. The members present and voting shall reject the document sending it back to committee or approve it as presented.
- (c) The Board of Directors may correct scrivener's errors found in the By-Laws as long as the corrections do not change the scope, purpose or intent of the By-Laws.

- (d) The Board of Directors must sign all amendments to the By-Laws after they have been passed by the membership. The date of ratification must be reflected on the signature page.

## ARTICLE XI

### DISSOLUTION

#### SECTION I

- (a) In the event that this Association is dissolved for whatever reason, it shall be the duty of the Board of Directors, after liquidating all assets and satisfying all outstanding debts of this Association, to donate all remaining funds or assets to a reputable, charitable organization(s) of their choosing.

Ratified this 16<sup>th</sup> day of September, 2010

Signed copy in Safety Deposit Box