

Sacramento Police Officers Association



Association Bylaws

Effective
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ARTICLE 1

NAME

This Association shall be known as “The Sacramento Police Officers Association.”

ARTICLE 2

PURPOSE

The purpose of the Association is to:

1. Aggressively advocate for the rights of the membership.
2. Negotiate fair and equitable labor agreements for the membership.
3. Promote a positive law enforcement image.
4. Provide fraternal services and benefits to members and their families.
5. Support the efficiency of the Sacramento Police Department and the general well-being of the community.

ARTICLE 3

MEMBERSHIP

Section 1. There shall be five types of membership:

- A. Active Members
- B. Reserve Members
- C. Retired Members
- D. Associate Members
- E. Honorary Members

Section 2. Membership Types

A. Active Members. Active members shall include all members, excluding Reserve Members, who are employed by the City of Sacramento into a job classification represented by the Association for the purpose of collective bargaining. There shall be two types of Active Members:

1. Sworn Members. Sworn Members shall include all Active Members who are employed by the City of Sacramento as sworn peace officers. Sworn Members includes Police Sergeants, Police Officers, and Park Rangers.

2. Civilian Members. All Active Members who are not Sworn Members shall be Civilian Members. Civilian Members includes Dispatchers, Community Service Officers, Assistant Park Rangers and any other Active Members who are not sworn members.

B. Reserve Members. Reserve Members shall include all members who are employed in a reserve or temporary job classification represented by the Association for the purpose of collective bargaining. The Board of Directors may, at their discretion, extend Reserve Membership to any reserve or non-career, unrepresented classification of employees of the Sacramento Police Department. Members who qualify for both Reserve Membership and Retired Membership are Reserve Members.

C. Retired Members. Retired Members shall include any person who was at one time an Active Member of the Association, who left both the Association and City Service in good standing, and are now retired or no longer employed in law enforcement.

D. Associate Members. Associate Members are employees of the City of Sacramento who are:

1. Employees of the Sacramento Police Department in a classification not represented by the Association for the purpose of collective bargaining or
2. Former Active Members of the Association who are employees of the City of Sacramento in a classification not represented by the Association for the purpose of collective bargaining, or
3. Any other classification of City of Sacramento employees approved for Associate Membership at the discretion of the Board of Directors.

E. Honorary Members. Honorary Membership may be bestowed or revoked at the discretion of the President with the approval of the Board of Directors. Honorary Membership should not be granted for trivial matters, but should be reserved for individuals who, through their extraordinary efforts or circumstances have demonstrated their worthiness of Honorary Membership.

Section 3. Removal of Members

A. Failure to Pay Dues or Obligations.

The Board of Directors may establish policies and procedures for suspending membership or benefits, or removing members who fail to pay dues, fail to pay obligations to the Association, or fail to repay loans issued by the Association.

B. Removal for Cause.

The Board of Directors may discipline for cause, any member of the Association. Discipline may include, but is not limited to, reprimand, expulsion, suspension, or termination of membership in the Association.

1. Cause includes, but is not limited to, actions deemed contrary to the principles and purposes of the Association, as established by relevant facts and circumstances.

2. Any member subject to disciplinary action by the Board of Directors shall be given notice that they are subject to discipline and the reasons for the action at least fifteen days prior to the effective date of the action.

3. Any member given notice of discipline has the right to be heard, either orally or in writing, not less than five days before the effective date of the action. Any such hearing shall be before the Board of Directors. The subject member shall have a right to be represented by a member of the Association of their choosing that is not involved in the disciplinary action.

4. The determination of the Board of Directors shall be final and binding except that a member subject to expulsion or termination may appeal the Board's determination to a majority vote of the membership within five days of the Board's determination. In the event of an appeal to the membership, the President shall call a special general membership meeting within ten days where the discipline may only be overturned by a majority vote of the Active Members in attendance.

ARTICLE 4

DUES

Section 1. Active Member Dues.

The dues for Active Members of the Association shall be one and one half percent (1.5%) of the salary of a top step Police Officer, excluding incentives.

Section 2. Other Member Dues.

The dues for all other members shall be set by a two thirds vote of the Board of Directors.

Section 3. Assessments.

In addition to regular dues, the Association may levy assessments on the memberships.

A. The Board of Directors, by a two thirds vote may create or end an assessment of the membership.

B. The Active Members of the Association may, by a majority vote in a regular or special election, create or end an assessment of the membership. Proposals to create or end an assessment may be placed on the ballot by either:

1. A majority vote of the Board of Directors, or
2. By a petition signed by ten percent of the Active Membership.

Section 4. Collection of Dues.

The Board of Directors shall establish the method and schedule for the collection of dues and may establish policies and procedures for the removal of members who fail to pay dues.

ARTICLE 5

BOARD OF DIRECTORS

Section 1. Composition and Authority

The corporate powers, business and property of this Association shall be controlled by a Board of Directors consisting of eleven members and two nonvoting delegates. The members of the Board of Directors shall serve for a term of two years. The Board of Directors shall consist of:

- A. Five Officers; President, First Vice President, Second Vice President, Civilian Vice President and Secretary – Treasurer
- B. Six Directors; five Sworn Directors and one Civilian Director
- C. Two Delegates; one Retired Delegate and one Reserve Delegate

Section 2. Board of Directors Meeting

A. Regular meetings. Regular meetings of the Board of Directors shall be held at least quarterly, at the time and location of the Board's choosing. Notice of the time, date and location of the meetings shall be given by the Secretary – Treasurer to the Board of Directors and to the Membership at least one week in advance of the meeting. Notice may either be electronic or in writing.

B. Special Meetings. Special Meetings of the Board of Directors may be called at any reasonable time and location by the President or a majority of the members of the Board of Directors by taking reasonable efforts to give personal notice to every member of the Board of Directors and by giving electronic or written notice to the membership. Notice shall be given no less than 48 hours prior to the Special Meeting and must include the purpose of the meeting.

C. Chairman of the Board. The President shall be the Chairman of the Board of Directors and shall set the agenda for all meetings.

D. Quorum. A majority of the current members of the Board of Directors, excluding delegates, shall constitute a quorum at any meeting of the Board of Directors. No Association business may be conducted without a quorum being physically present at the meeting. Members of the Board of Directors must be physically present to vote and may not delegate their vote by proxy or any other method.

Section 3. Officers of the Associations

A. President. The President shall be a Sworn Active Member of the Association and shall have served as either an officer or director of the Association for one year prior to taking office. All active members in good standing shall be eligible to vote for the President. When a vacancy occurs in the office of President the vacancy may only be filled by election of the membership.

The President shall preside over all meetings; shall sign all contracts and written instruments authorized and approved by the Board of Directors; shall countersign all checks drawn by the Secretary-Treasurer; and shall perform other duties as the Board of Directors may authorize. The President shall be responsible for coordinating the activities of the Association and may

appoint committees to carry out specific programs. The President shall keep the membership informed of the Association's activities utilizing appropriate forms of communication.

The President, as Chairman of the Board, shall not have the authority to create or second motions or to vote, except the President may vote on a motion requiring a majority which has resulted in a tie.

B. First Vice President. The First Vice President shall be a Sworn Active Member of the Association and shall have served as either an officer or director of the Association for one year prior to taking office. All active members in good standing shall be eligible to vote for the First Vice President. When a vacancy occurs in the office of First Vice President the vacancy may be filled by appointment or special election.

The First Vice President shall have the primary responsibility of assisting the President in the areas of contract negotiation and enforcement, legal defense, and grievances.

The First Vice President shall have the authority and responsibility to act as President whenever the President is absent or unable to act. When the President's unavailability is due to minor illness, vacation, planned travel, or for a similar routine reason, the First Vice President's authority is limited to minor tasks after consultation with the President. When the President's unavailability is permanent or long term, the First Vice President shall have the full authority and discretion to act as President after first giving notice to the Board of Directors and until the President is again available or until a successor President is duly elected and sworn.

C. Second Vice President. The Second Vice President shall be a Sworn Active Member of the Association. All active members in good standing shall be eligible to vote for the Second Vice President. When a vacancy occurs in the office of Second Vice President the vacancy may be filled by appointment or special election.

The Second Vice President shall have the primary responsibility of assisting the President in the areas of public relations, public outreach, political action, and fraternal events and services. The Second Vice President shall also be responsible for the maintenance and scheduling of any building owned or leased by the Association and shall manage any tenants who lease building space from the Association. The Second Vice President shall have the authority and responsibility to act as Secretary – Treasurer whenever the Secretary – Treasurer is absent or unable to act.

D. Secretary – Treasurer. The Secretary – Treasurer shall be a Sworn Active Member of the Association. All active members in good standing shall be eligible to vote for the Secretary – Treasurer. When a vacancy occurs in the office of Secretary – Treasurer the vacancy may be filled by appointment or special election.

The Secretary – Treasurer shall have all the duties and responsibilities of both a Secretary and a Treasurer

1. Secretary Duties. The Secretary – Treasurer shall keep full and complete written record of the proceedings of the Board of Directors and of the meetings of the general membership. The Secretary – Treasurer shall post a schedule and give notice of all

meetings as required by these bylaws. The Secretary – Treasurer shall be the custodian of all Association records and the seal of the Association. The written records of meetings shall be kept, recorded and made available upon request, to any Active Member at any reasonable time and place. The Secretary – Treasurer shall keep a record of the results of all Association elections.

2. Treasurer Duties. The Secretary – Treasurer shall have custody of and be responsible for all the funds and securities of the Association. The Secretary – Treasurer shall invest funds as directed by the Board of Directors. Funds shall be paid out only on the check of the Association signed by the Secretary – Treasurer and countersigned by the President. The Secretary – Treasurer shall exhibit the books and accounts of the Association, upon request, to any Active Member at any reasonable time and place. Receipts will be given for any money received. Receipts, cancelled checks and stubs will be kept for a period of five years for all money disbursed. The Secretary – Treasurer shall ensure that an independent audit of the Association is conducted annually and that the results of the audit are presented to the Board of Directors and made available to the Membership upon request. The Secretary – Treasurer shall make a financial report to the Membership at each regular General Membership Meeting.

3. Other Duties. The Secretary – Treasurer may perform others duties as directed by the President or by the Board of Directors.

E. Civilian Vice President. The Civilian Vice President shall be a Civilian Active Member of the Association and shall have served as either an officer or director of the Association for one year prior to taking office. All active members in good standing shall be eligible to vote for the Civilian Vice President. When a vacancy occurs in the office of Civilian Vice President the vacancy may be filled by appointment or special election.

The Civilian Vice President has a duty and responsibility to the entire membership but shall have the primary responsibility of assisting the President in any area affecting Civilian Members of the Association.

The Civilian Vice President may perform others duties as directed by the President or by the Board of Directors.

Section 4. Directors

Directors are voting members of the Board of Directors. Directors shall represent all members of the Association, regardless of which membership class the director was elected from. Directors shall be a resource to members by ensuring communication between the membership and the Board. Directors shall take reasonable steps to keep themselves informed of issues affecting all members and the Association. Directors shall serve on committees as appointed by the President and ratified by the Board of Directors.

A. Sworn Directors.

Sworn Directors shall be a Sworn Active Member of the Association. Only Sworn Active Members in good standing shall be eligible to vote for Sworn Directors. When a Sworn Director vacancy occurs the vacancy may be filled by appointment or special election.

B. Civilian Director.

The Civilian Director shall be a Civilian Active Member of the Association. Only Civilian Active Members in good standing shall be eligible to vote for the Civilian Director. When a vacancy occurs in the Civilian Director position, the vacancy may be filled by appointment or special election.

Section 5. Delegates

Delegates shall be non-voting members of the Board of Directors. Delegates are not counted in determining a quorum for the Board of Directors. Delegates shall represent the membership class they are elected from and advocate for that class. Delegates shall be a resource to their membership class by ensuring communication between the membership and the Board of Directors. Delegates shall take reasonable steps to keep themselves informed of issues affecting their membership class. Delegates may be appointed to committees and as committee members may vote within their committees.

A. Reserve Delegate.

The Reserve Delegate shall be a Reserve Member of the Association. Only Reserve Members in good standing shall be eligible to vote for the Reserve Delegate. When a vacancy occurs in the Reserve Delegate position, the vacancy may be filled by appointment or special election.

B. Retired Delegate.

The Retired Delegate shall be a Retired Member of the Association. Only Retired Members in good standing shall be eligible to vote for the Retired Delegate. When a vacancy occurs in the Retired Delegate position, the vacancy may be filled by appointment or special election.

Section 6. Vacancies

When the Office of President is vacant and there are more than four months remaining in the term, the Board of Directors shall call a special election to fill the position. When a vacancy occurs during the term of an Officer, Director or Delegate, excluding the President, the President may appoint an eligible replacement or request the Board of Directors call a special election to fill the position. Appointments must be ratified by a majority vote of the Board of Directors and become effective upon ratification. When no appointment had been timely made or when the Board of Directors fails to ratify an appointment, the Board of Directors may call a special election to fill the position.

ARTICLE 6

ELECTIONS

Section 1. Term of Office

A. Term Length. The term of all Officers, Directors and Delegates shall be two years. Each shall hold office for two years or until their successors are elected and qualified. Terms shall begin on the second Tuesday in October.

B. Odd Year Elections. The President, Second Vice President, Civilian Vice President, two Sworn Directors and Retiree Delegate shall be elected in odd years.

C. Even Year Elections. The First Vice President, Secretary – Treasurer, three Sworn Directors, Civilian Director and Reserve Delegate shall be elected in even years.

D. Effect of Bylaw Ratification. Upon ratification of these Bylaws, any person elected as or currently serving as Treasurer shall become Second Vice President for the remainder of their term as Treasurer and any person elected as or currently serving as Secretary shall become Secretary – Treasurer for the remainder of their term as Secretary.

Section 2. Election Date

The Annual General Election of the Association shall conclude on the first Tuesday in October at 5 P.M. The voting period for the election may begin earlier than the first Tuesday in October, depending on the method of voting selected by the Board of Directors in compliance with these Bylaws.

Section 3. Election Committee

The Election shall be conducted by the Election Committee.

A. Election Committee Creation. The Election Committee shall consist of no less than three Active Members of the Association, in good standing, appointed by the President and ratified by the Board of Directors. No member who is a candidate in an election shall serve as a member of the Election Committee for that election cycle. When eligible, the chairman of the Election Committee shall be the Secretary – Treasurer. If the Secretary – Treasurer is unable to serve as Election Committee Chair, the President shall appoint a replacement. The Election Committee shall be appointed and convened in July prior to the general election or prior to the nomination period for any special election.

B. Election Committee Duties. The election committee shall oversee the nomination process and the election. The Election Committee shall ensure that the election complies with the bylaws of the Association and that the election is free from any fraud or irregularities. Immediately following the close of voting the Election Committee shall count the ballots. Ballots shall be tallied and counted by no less than three Election Committee Members. The Committee Members shall ensure the counts of each Committee Member match and then certify the election results. The Election Committee shall immediately notify the President of the results and notify the membership by either posting the results or by electronic notification within 48 hours of certification. If the Committee discovers fraud or irregularities which may

have affected the outcome of the election, the Committee shall not certify the election but shall notify the President who shall convene a Special Board of Directors Meeting to discuss and resolve the allegations.

Section 4. Nominations for Office

A. Nomination Period. Nominations for the general election shall open the first day of August and shall close the last Friday of August at 5 P.M. The nominations period for a special election shall be set by the Election Committee, but shall last no less than fourteen calendar days. Notice of the nomination period shall be posted and sent electronically to members, prior to the opening of the nomination period.

B. Nomination Method and Qualification. Nominations shall be by petition. No members may be a candidate for more than one office. Candidates must be eligible for the office they are seeking. Eligibility will be determined based on the date they are to take office and begin their term. When a one year of prior service requirement is applicable, the requirement will be satisfied if the candidate has served in office at least 365 consecutive days or if the candidate served from one October election to the next October election. Candidates must be members in good standing, be current with their financial obligations to the Association, and have been a member of the Association for at least one full consecutive year prior to the date they are to take office.

Petitions for office shall identify the candidate and the office for which the candidate seeks. Petitions shall be signed by at least ten members of the Association who are eligible to vote for the office the candidate is seeking. Petitions must be delivered to the Election Committee or to the Association Office before the closing of the nomination period. Petitions not complying with these requirements or where the candidate will not be eligible to take the office they seek, are invalid and the candidate shall not be deemed nominated.

C. No Valid Candidates, Procedure. If no valid candidates are nominated for a position among the Officers of the Association, any one-year service requirements shall be waived for that election cycle and the nomination period for that office shall be extended one week and electronic notice of the extension shall be given to the membership, including notice of the waiver of the one-year requirement. If after the extension, there still are no valid candidates nominated for that office, a Special General Membership meeting shall be called to take place on the following Tuesday and nominations will be taken at that meeting. Nominations shall be of an eligible member, by motion from the membership, accepted by the candidate, and completed upon a majority vote of the Active Membership attending the meeting.

If there are insufficient candidates nominated for the position of director or delegate, the election will continue without extending the nomination period.

D. Candidate Statements. All valid candidates may submit a 250 word statement. Statements must be received by Election Committee or delivered to the Association Office before the close of the nomination period. The statements shall be limited to plain text and shall be included in the election material sent to the membership.

Section 5. Voting

A. Voting. Voting shall be by secret ballot. Voting for the general election shall close at 5pm on the first Tuesday in October. Voting for any other election shall close at the time and date set by the Board of Directors. Any ballot not received by the close of the election shall not be counted. Postmarks shall not be honored, actual receipt is required.

B. Voting Method. Voting shall be by a method set by the Board of Directors, but may include in-person, absentee, electronic, or a combination of these methods.

1. In-Person Voting. When voting is In-Person, the time and location of the voting shall be prescheduled and announced. When In-Person voting is approved, the election committee shall set no fewer than four actual voting days, however voting shall not extend over more than seven calendar days. Voting times and dates shall be selected to allow reasonable access to the membership. Voting may be restricted to the Association Office or may take place at the various work locations. No campaigning or persuasion shall take place in or about the election location, however when the election is for a collective bargaining agreement the Association may make presentations about the agreement prior to voting.

The Ballot Box shall be monitored by members of the election committee. A member of the election committee shall verify that a member is eligible to vote and has not yet voted. The member shall sign their name, indicating that they are casting a ballot. Eligible members shall then be given a ballot. The member shall mark the ballot in secret and then deposit it in the ballot box.

2. Absentee Voting. When Absentee Voting is authorized, completed ballots may be submitted by mail or they may be delivered in person at the Association office by the voting member or by a third party. Absentee ballots shall be issued with two envelopes; a printed outer envelope and a blank inner envelope. The outer envelope shall include the Association address, the word "Ballot" and lines for the member to print and sign their name. When an absentee ballot is received the member casting the vote must have completed their ballot, placed the ballot into the inner envelope and then placed that envelope into the outer envelope. The member must have written and signed their name on the outer envelope. Prior to the ballots being accepted the election committee shall verify the members information on the outer envelope and ensure that the member is eligible to vote and that the member has cast only one ballot. The envelopes shall then be separated to ensure that votes remain secret. Absentee ballots not conforming to these requirements are invalid and shall not be counted.

3. Electronic Voting. The Board of Directors may establish a method of electronic voting. Any approved process must safeguard the election from fraud and irregularities, ensure voting remain secret, ensure that members are only able to vote for the offices they are entitled, allows for only one ballot per eligible member, and that the results cannot be tampered with. The beginning of the voting period for electronic voting shall be set by the Board of Directors.

C. Ballot Security. When absentee voting is authorized all eligible members shall be mailed an absentee ballot. Replacement absentee ballots may be sent, upon request, to an eligible member who did not receive one. Other than absentee ballots mailed, all other ballots shall remain in the custody of the election committee and may only be distributed for the purpose of voting in person, following the requirements of these by-laws. When multiple voting methods are used the election committee shall ensure safeguards are in place to prevent members from casting more than one ballot and to ensure that no more than one ballot is counted for each member. Whether a member has voted shall remain secret during the election period and shall not be disclosed during the election period.

D. Voting and Results. Each member may only vote for the offices or matters they are entitled to vote for and may only cast one vote for each open position. They may either vote for a nominated candidate or write in the name of a member eligible for the office. The eligible member (either nominated or written in) receiving the most votes is elected to the office. For the position of Sworn Director, all candidates shall be listed together and the members shall be entitled to cast one vote per vacancy. The candidates receiving the most votes will be elected in order until all the vacancies are filled. No write-in candidate shall be elected unless they receive a minimum of twelve votes.

Section 6. Installation Ceremony

An Installation Ceremony shall be held on the second Tuesday in October. Newly Elected Association Officers, Directors and Delegates shall be sworn and take office at the ceremony. No other Association Business shall take place during the ceremony. The ceremony may include a celebration of both incoming and outgoing officers, directors and delegates. The ceremony shall be open to all Association members.

Section 7. Recall Elections

A. Recall Election Initiation. A recall election may be initiated to recall any officer, director or delegate by:

1. A two-thirds vote by the Board of Directors at any regular or special Board of Directors meeting or,
2. A written petition signed by twenty percent of the members eligible to vote for the officer, director or delegate.

A separate petition or a separate motion and vote is required for each officer, director or delegate to be recalled.

B. Recall Election Method. Recall Elections shall be by the same method as the previous General Election. If by absentee voting, absentee ballots shall be mailed within fifteen days following the meeting. The election date shall be set by the Board of Directors, but the election shall conclude within thirty days following the initiation of the recall. A two-thirds vote of the total votes cast is required to remove an officer, director or delegate from office. Only members eligible to elect an officer or director to an office shall be eligible to vote in a recall for that office.

C. Statements. The subject of the recall as well as the member who initiated the recall (or their designee) may submit a 500 word statement advocating for or against the recall. Statements must be received by the Election Committee or delivered to the Association Office by 5pm on the fifth business day following the initiation of the recall. The statements shall be limited to plain text and shall be included in the election material sent to the membership.

Section 8. Contract Ratification

A. Labor Agreement Ratification. The Association shall hold an election to ratify the creation or extension of any Labor Agreement or MOU. This requirement refers to the primary Labor Agreement of any represented bargaining unit but does not include side letters or agreements that are periodically created unless the side letter or agreement serves to extend the term of the primary labor agreement. Only Active Members employed into classification affected by the Labor Agreement or MOU are eligible to vote. Ratification shall be by majority vote of the voting members. Prior to any Labor Agreement Election the Association shall inform the membership of the details and effects of the proposed Labor Agreement. When a binding Labor Agreement or MOU is created or extended by the decision of an arbitrator or judicial officer there is no right to vote.

B. Labor Agreement Election Procedure. Labor Agreement Elections shall be conducted by in-person voting and in conjunction with informational meetings scheduled over no fewer than three days. The Board of Directors shall set the dates, times, and locations for voting as well as the schedule for the informational meetings. In scheduling times for the meetings and voting the Board of Directors shall take into account the various work schedules of the voting members. Notice of the election including the dates, times and locations for the informational meetings and voting shall be given prior to the election.

ARTICLE 7

ASSOCIATION MEETINGS

Section 1. General Membership Meetings

General Membership Meetings shall be held quarterly on a schedule set by the Board of Directors and shall include one meeting in December. Additional General Membership Meetings may be scheduled by the Board of Directors as necessary. A quorum shall consist of those Active Members present at the meeting. General Membership Meetings are open to all members and all members have the right to speak at the meetings, under reasonable policies established for the meeting and in compliance with parliamentary requirements. Only Active Members shall have the right to vote at a General Membership meeting. Unless expressly authorized otherwise by these bylaws, votes of the membership are advisory to the Board of Directors.

Section 2. Special Membership Meeting

A Special Membership Meeting may be called by the President, by a majority of the members of the Board of Directors, or by written petition signed by twenty Active Members. When the meeting is called

by written petition, the President shall set the meeting within five calendar days, at a reasonable time and place. Special Membership Meetings shall be called for a specific purpose and the business shall be limited to the purpose the meeting is called for. When the meeting is called to address a specific planned action of the Association, the Association shall, when possible, delay the action until after the meeting is completed. Special Membership Meetings are open to all members and all members have the right to speak at the meetings, under reasonable policies established for the meeting and in compliance with parliamentary requirements. Only Active Members shall have the right to vote at a Special Membership meeting. Unless expressly authorized otherwise by these bylaws, votes of the membership are advisory to the Board of Directors.

Section 3. Executive Committee Meetings

The Executive Committee shall consist of the Officers of the Association and shall meet regularly at a time and place set by the committee. The committee shall have authority to conduct the routine, day to day business of the Association subject to the policies and the guidelines set by the Board of Directors. The Board of Directors may grant additional authority to the committee. Three members of the Executive Committee shall constitute a quorum of the committee. The Board of Directors retains the authority to overturn any action of the Executive Committee by a majority vote.

Section 4. Other Committees

Other Committees may be created by appointment by the President ratified by the Board of Directors. The Board of Directors may grant appropriate authority to committees to conduct business or may require the committee's recommended actions be ratified by the Board of Directors. Committees shall make reports to the Board of Directors on a reasonable schedule or anytime requested by the Board of Directors.

Section 5. Notice

Notice of General Membership Meeting shall be given ten days prior to the meeting either by posting notice or electronic notice to the membership. Notice of Special Membership meetings shall be given electronically, no less than 48 hours prior to the meeting.

Section 6. Parliamentary Authority

The rules contained in *Robert's Rules of Order, Revised* shall govern the Association on all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE 8

ASSOCIATION BUDGET

Section 1. Budget Formation and Approval

The Secretary – Treasurer and the President, with the assistance of the Executive Committee, and in consultation with the Board of Directors, shall draft a balanced annual budget for the Association each calendar year. The proposed budget shall be presented to the Board of Directors. The Board of

Directors shall approve a balanced budget each year and that approved budget shall be presented to the members for ratification at the December General Membership Meeting.

Section 2. Budget Modification

Expenditures shall comply with the approved budget. When the needs of the Association require changes to the approved annual budget, those changes can only be made by either a two-thirds vote of the Board of Directors or by majority vote at a General Membership Meeting.

Section 3. Expenditures

The authority to expend funds within the budget rests with the Board of Directors. The approval of contracts, agreements, or the hiring of employees by the Board of Directors includes the authority to expend funds required under the terms of those contracts or agreements. The Board of Directors can delegate the authority to spend funds to the Executive Committee. The Secretary – Treasurer and the President shall be responsible to insure that all debts and obligations of the Association are met and shall timely advise the Board of Directors when there is an inability to meet the Association’s obligations due to lack of funds or lack of authority. No Association funds shall be dispersed without two signatures as required by these bylaws.

Section 4. Association Employees

The President has the authority and responsibility to supervise and manage the employees of the Association. Employees may be hired or released at the recommendation of the President and with the approval of the Board of Directors. Employees may be released by the Board of Directors only after consulting with the President. The President shall give a reporting and evaluation of any Association employee upon the request of the Board of Directors. The compensation and benefits of Association employees is set by the Board of Directors.

ARTICLE 9

LEGAL DEFENSE

Section 1. Legal Defense Benefits

The Association shall provide all Active and Reserve Members with Legal Defense services. The cost of legal defense shall be budgeted by the Association and paid for by the dues of the membership. The Reserve Member dues rate shall be structured to account for the cost of legal defense.

A. Nature of Coverage. The nature of legal defense benefits shall be set by the Board of Directors, but should normally include coverage in the areas of administrative, civil and criminal protection arising out of the course and scope of employment. The Board of Directors may establish other coverages as appropriate. The Board of Directors shall balance the coverage needs of the membership against the cost of providing benefits with the purpose of providing quality legal defense benefits within the budgetary constraints of the Association and the membership. The Board of Directors shall set the list of authorized legal providers and the

nature of coverage. Members electing to use providers not approved by the Board of Directors or services outside the approved range of coverage shall do so at their own expense.

B. Legal Defense Funding. The Association shall insure that legal defense expenses are covered by either maintaining insurance or by establishing a legal defense fund.

1. Insurance or Prepaid Coverage. When insurance or prepaid coverage is selected as the method of coverage, a member's coverage shall be limited to the coverage of the insurance policy or prepaid agreement. The Association shall actively manage the policy or agreement to ensure that all Active and Reserve members are covered, that premiums are paid on time, and that the coverage and cost of the policy or agreement meets the needs of the members and the Association.

2. Legal Defense Fund. An Association Legal Defense Fund may be created, modified, or dissolved by a two-thirds vote of the Board of Directors. When a Legal Defense Fund is established, the Fund must be sufficiently funded to cover the foreseeable costs of the legal defense benefits offered by the Association. The Board of Directors may, by the establishment of the annual budget, allocate funds to be placed in the Legal Defense Fund. Additional funds may also be allocated to the fund by a majority vote of the Board of Directors. The resources of the Legal Defense Fund may only be used to provide for the legal defense of members within the policies established by the Board of Directors. When creating a Legal Defense Fund, the Board of Directors shall serve as trustees of the fund and shall create a detailed legal defense policy including the nature of coverage and the procedures for obtaining coverage. The Board of Directors shall insure that the fund, coverage and procedures comply with applicable laws. When the Board of Directors determines there is excess funds in the Legal Defense Fund, the Board of Directors may, by two-thirds vote, reallocate the funds for other purposes of the Association.

ARTICLE 10

POLITICAL ACTION

Section 1. Political Action Committee

The Political Action Committee shall consist of the Board of Directors with the President as committee chair, the Second Vice President as committee vice chair, and the Secretary – Treasurer as the committee treasurer. Members of the Political Action Committee shall have the same voting rights and restrictions that they have as members of the Board of Directors. The President, with the assistance of the Second Vice President, shall be actively engaged in political processes that affect the Association. The President and other officers of the Association shall keep the Board of Directors informed of their political actions and important political events, including upcoming elections. The President shall recommend a political strategy to the Political Action Committee but the Committee shall set the political strategy of the Association. The President, with the assistance of the Second Vice President, shall execute the Associations political strategy.

Section 2. Political Endorsements

The Political Action Committee may make political endorsements or take political positions in favor or in opposition in any election or vote. This includes the right to recommend candidates or positions on pending legislation, initiatives or measures. The Political Action Committee shall only make endorsements or recommend actions after having reviewed the potential candidates and proposed legislation, initiatives or measures. When feasible and reasonable under the circumstances endorsement should be made after interviewing the candidates. The membership shall be kept informed of Association endorsements and positions.

Section 3. Political Contributions

The Political Action Committee may make political contributions to candidates or political causes which the Committee has endorsed. All Political Contributions shall be within the limits and procedures set by law.

ARTICLE 11

MEMBERSHIP LOAN PROGRAM

The Board of Directors may establish loan programs for members of the Association.

ARTICLE 12

RESIGNATION, REMOVAL, AND RECALL

Section 1. Ineligibility

When an Association Officer, Director, or Delegate is no longer eligible for the office they hold, they shall be removed from office and the office shall be deemed vacant.

A. Separation and Promotion. When an Officer, Director, or Delegate's eligibility for office is based on their employment with the City of Sacramento and the employee ends their employment with the City due to resignation, termination, or retirement; or when they take a leave of absence from their employment longer than ninety days; or when they change job classifications into a job classification inconsistent with the requirements for their office, they shall be deemed ineligible and removed from office.

B. Absence. When an Officer, Director, or Delegate misses three consecutive regularly scheduled Board of Directors Meetings, the Board of Directors may, by a two-thirds vote, deem the office vacant and remove the Officer, Director, or Delegate from office. In deciding whether to deem an office vacant the Board of Directors shall take into account the reason the meetings were missed and the full attendance record of the Officer, Director, or Delegate.

C. Court Action. Any Officer, Director, or Delegate found unsound of mind by a court, convicted of a felony, or found by court order to have breached their statutory duty of care to the Association shall be deemed ineligible and removed from office.

ARTICLE 13

AMENDMENTS

These Bylaws may be amended or replaced by a two-thirds vote of the voting active membership, during a regular or special election of the Association. Bylaw proposals may be placed on the ballot by a majority vote of the Board of Directors or by a petition signed by twenty percent of the active members.