



DuPage County Sheriff's  
Fraternal Order of Police Illinois  
Lodge 109

By-Laws

DuPage County Sheriff's Fraternal Order of Police  
Illinois Lodge 109

By-Laws

ARTICLE I  
NAME

The Organization shall be known as the DUPAGE COUNTY SHERIFF'S FRATERNAL ORDER OF POLICE ILLINOIS LODGE #109 (FOP 109).

ARTICLE II  
PURPOSES

PURPOSE:

1. To preserve and strengthen camaraderie among its Members.
2. To institute and work for legislation designed to aid all Police Officers in the pursuit of their official duties.
3. To maintain allegiance to the laws of the United States and the State of Illinois, for the improvement of working and living conditions of its Members.
4. To create close camaraderie among Members.

ARTICLE III  
OBJECTIVES

OBJECTIVES:

This Organization shall endeavor to further benevolent, civic, patriotic and fraternal contributions to its Members and the Community it serves and to further the mission of the FOP.

## ARTICLE IV MEMBERS

### MEMBERS:

#### A. Regular Members:

Membership shall be restricted to full-time DuPage County Sheriff's law enforcement sworn personnel, DuPage County Forest Preserve sworn law enforcement personnel, sworn State's Attorney Investigators, sworn Probation Department Officers, and sworn Coroner Investigators. No person shall be denied membership based upon race, religion, color, creed, sex, sexual orientation, age, national origin or any other discriminatory factor. Active Members shall support the objectives of the FOP.

#### B. Associate Members:

Individuals interested in Membership who do not otherwise qualify as Regular Members, may be admitted as Associate Members. Associate Members shall not be entitled to any voting rights, the right to hold Office, or participate in the Benevolent or like Fund, nor shall they enjoy any other privileges specifically restricted to Regular Members. Annual dues for Associate Members shall be set by the Executive Board, and shall be paid by September 31<sup>st</sup> of each year.

#### C. Life Members:

The following Members shall be eligible for Life Membership:

A Member who has retired from the Fraternal Order of Police, DuPage County Sheriff's Lodge #109 after fifteen (15) years of consecutive Membership of the Association, will be granted a Life Membership, providing further that such Life Member shall have no voting rights in any election of Officers or upon any matter coming before this Association, and providing further that such Life Member shall not be eligible to hold any Elected Office in the Association. This Lifetime Membership is limited to Lodge #109 and does not extend Membership to the State or Grand Lodge.

#### D. Retired Members:

The following Members shall be eligible for Retired Active Membership:

Any Member in good standing who has less than fifteen (15) years of service and retires from the Department may remain an Active Member by paying the Annual Dues. Such Membership is restricted as that of Life Members.

E. Member In Good Standing:

A Member in good standing shall be a Member who is not in arrears in any Dues or other monies owed to the Lodge. Any Member who is in arrears in dues or monies belonging to the Lodge for more than two (2) months shall be deemed delinquent, and not in good standing. Any Member who is in arrears in dues or monies to the Lodge for more than three (3) months shall be deemed to be suspended and no longer eligible for any of the rights, privileges or benefits of the Lodge. Any Member who is found not to be a Member in good standing in the Lodge will not be eligible to hold any elected position in the Lodge.

ARTICLE V  
MEMBERSHIP

MEMBERSHIP:

A. Application for Lodge Membership:

Application for Membership shall be in writing and in such form and manner prescribed by the Executive Board. Acceptance of an Applicant for Membership to the Lodge shall be voted on by the Membership –at- Large at a regularly scheduled Meeting. There shall be an Initiation Fee, as determined annually by the Executive Board, which must be accompanied by one (1) year's Dues at the time of Application. This Fee may be waived at the discretion of the Executive Board.

F. Notification of Address and Telephone Number:

It is the obligation of Lodge Members to notify the Lodge, in writing, within sixty (60) days of any change of address and/or contact information. Notification can be mailed to the Lodge address, or a Member can contact the Lodge Secretary via e-mail

G. Membership Dues:

Dues shall be set by the Executive Board and announced to the Membership annually, and shall be paid by September 30<sup>th</sup> of each year.

ARTICLE VI  
BENEVOLENT

BENEVOLENT FUND:

H. A Benevolent Fund shall be established to provide a death or retirement benefit for eligible Lodge Members.

The Benevolent Fund shall be evidenced by the "PLAN DOCUMENT" which shall be prepared by an actuary and accepted by vote of the Lodge Membership. Not less than thirty percent (30%) of the excess funds of the Lodge at the end of the calendar year shall be deposited in the Benevolent Fund. A copy of said document shall be held by the Secretary of the Lodge.

To qualify for the FOP Lodge #109 Retirement Benefit, a Member must retire as a Member in good standing. The Retirement Benefit payout applies only to Members of DuPage County Sheriff's Office Fraternal Order of Police Lodge #109. To qualify for a retirement payout, Members must have unbroken service time with the Lodge with no breaks in Membership. Service must be continuous in Lodge #109 and service time in other Fraternal Order of Police Lodges will not be included in the calculation of service time. As of January 1<sup>st</sup>, 2020, service time for any Member who has been dropped from Lodge Membership for non-payment of dues or other reasons will be calculated by the Members most recent date of acceptance back into the Lodge. The Retirement Benefit is administered by Lodge #109 and any funds disbursed are taken out of the Lodge's Benevolent Fund. Any disputes on service time will be investigated and voted upon by the Executive Board. The Retirement Benefit is benefit that applies solely to Members of Lodge #109. The State and Grand Lodges are not involved in the Retirement Plan but have no jurisdiction over any decisions made by the Executive Board in the administration of the Plan. All decisions regarding validity of service time made by the Executive Boards are final.

ARTICLE VII  
DUES

LODGE RETIREMENT BENEFITS PAYOUTS:

Current Active Member in good standing on December 31<sup>st</sup>, 2019:

8-15 years of unbroken Membership in DuPage County Sheriff's Dept. FOP Lodge #109: \$2,000.

15-20 years of unbroken Membership in DuPage County Sheriff's Dept. FOP Lodge #109: \$2,500.

20 or more years of unbroken Membership in DuPage County Sheriff's Dept. FOP Lodge #109: \$3,000.

Current Active Member in good starting on January 1<sup>st</sup>, 2020:

8-15 years of unbroken Membership in DuPage County Sheriff's Dept. FOP Lodge #109: \$1,000.

15-20 years of unbroken Membership in DuPage County Sheriff's Dept. FOP Lodge #109:

\$1,500.20 or more years of unbroken Membership in DuPage County Sheriff's Dept. FOP Lodge #109: \$2,000.

ARTICLE VIII  
VOTING RIGHTS

VOICE AND VOTE:

Only Active Members shall have a voice and vote in local Lodge affairs, except as provided for herein.

ARTICLE IX  
OFFICERS

OFFICERS:

The Elected Officers of the Lodge shall consist of the following: President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and up to three (3) Trustees. The Term of Office shall be for two (2) years, with the right of succession. Officers shall be Elected by Secret Ballot, as provided for in Roberts Rules of Order as revised. Nominees shall be Members in good standing.

A. President:

The President shall preside at all Meetings of the Lodge. The President shall have the power to appoint all Committees. The President shall be Chairman of the Board, which functions in all cases as spokesman for the Lodge in all matters as are deemed necessary for, and in the best interests of, the Lodge, herein to be known as the "Executive Board" which shall be composed of the Elected Officers and Trustees. The President shall have the power to call Special or Emergency Meetings of the Lodge, however, all of the Officers and the Trustees and at least half of the Members in good standing must be notified at least twenty-four (24) hours in advance of said Meeting by posting notification throughout each Division. The President shall have the authority to sign all vouchers and checks drawn against accounts of the Lodge. The President shall serve no more than two (2) terms in the Office of President.

B. Vice President:

The Vice President shall assist the President in the performance of his/her duties. The Vice President shall assume the duties and powers of the President in the absence of the President. The Vice President shall have the authority to sign all vouchers and checks drawn against the account of the Lodge. The Vice President shall decide all Parliamentary questions that shall arise.

C. Secretary:

The duties of the Secretary shall consist of attending the Meetings of the Lodge, and of the Executive Board, giving due notice of said Meetings, keeping Official Minutes thereof, keeping all records and files belonging to the Lodge, and to act as Recording Clerk at each Meeting. The Secretary shall assist the Treasurer, as may be required.

D. Treasurer:

The Treasurer shall receive all monies belonging to the Lodge. The Treasurer shall keep a record of all financial transactions of the Lodge. The Treasurer shall sign all vouchers and checks against the accounts of the Lodge. He/She shall collect and record all dues, fees and fines received by the Lodge or secure the secondary. The Treasurer shall open bank accounts as necessary but only under the direction of the Executive Board. The Treasurer shall have one bank account able to receive funds via electronic transfer for the purpose of receiving Membership Dues which account shall be under the direction of the Executive Board. All checks and vouchers up to Five Hundred dollars (\$500) require two (2) Officers' signatures. Checks in an amount in excess of Five Hundred (\$500) must be approved by majority vote of the Members present at the meeting at which the expenditure is authorized. The Treasurer shall pay out no Lodge funds, except in the form of a check, voucher, or electronic transfer drawn against the accounts of the Lodge. The Treasurer shall keep all financial records of the Lodge in proper order and up to date. The Treasurer shall issue no checks, vouchers, or electronic transfer against any account of the Lodge without prior approval of the President's Committee. The Treasurer shall present a written Financial Report itemizing all monies received and expended to the Members at each scheduled Meeting.

E. Sergeant-At-Arms:

The Sergeant-At-Arms shall see that order is preserved at all Lodge Meetings and Events and shall enforce all laws of the Lodge. The Sergeant-At-Arms is responsible for all items for sale by The Lodge. The Sergeant-At-Arms is responsible for notifying the Active Membership of all upcoming Meetings and announcements by the Executive Board through the Bureau Bulletin Boards. The Sergeant-At-Arms is responsible for the keys to all bulletin boards. The Sergeant-At-Arms shall perform all other duties as the President may require.

F. Trustees:

The Trustees shall have charge of all properties of the Lodge. They shall conduct or cause to be conducted, an Audit Annually of all funds and records of the Lodge and make a Report to the President's Committee and the Membership at the second Meeting of the year. The Trustees shall be responsible for Meeting preparation and clean-up. The Trustees shall be responsible for running any Committees, as delegated by The President. The Trustees shall perform such other duties as the President may require.

G. Immediate Past President:

There shall be an Office of Immediate Past President, which Office shall be held by the person who most recently held the office of President, who completed one (1) full term, provided said individual

was not removed from Office. The Immediate Past President shall advise and assist the Executive Board in the performance of their duties and shall undertake such assignments as may be delegated thereby. The Immediate Past President shall serve as a Member of the Executive Board, and shall have a vote on matters coming before the Executive Board. The Immediate Past President, by right of service to the Lodge, is the only Member of the Executive Board who is not currently elected, who has a vote in Board Matters. Due to the nature of the Office, the Immediate Past President may be a Life Member, but forfeits any vote if not an Active Member.

H. Vacancies:

If there are any vacancy in the Office of President, said vacancy shall be filled by the Vice President., all Vacancies for all other Officers shall be filled by nominations from the floor and a Secret Ballot at the next regularly scheduled Meeting following the creation of the vacancy. Officers elected to fill a vacancy shall assume the duties of said Office immediately upon Election, and shall complete the term of Office unexpired until the next regularly scheduled Election.

ARTICLE X  
EXECUTIVE BOARD

THE EXECUTIVE BOARD:

The Executive Board shall be the governing body of the Lodge, and as such shall have the authority to take all appropriate measures and perform all duties necessary to accomplish the objectives and carry out the purposes of the Lodge. The Executive Board shall budget and direct the expenditures of the funds of the Lodge within the limits of the funds credited to the Lodge accounts.

The Executive Board shall take all appropriate steps to keep the Membership fully informed of the results of its activities on any and all such matters of concern to the Membership.

The Executive Board shall meet at least three (3) times per year, and may meet more often at the discretion of the President. A Quorum at the Meeting shall be a majority of the total Members of the Executive Board.



## ARTICLE XI ELECTIONS

### LODGE ELECTIONS:

#### A. Qualifications:

All Members of the Fraternal Order Of Police, Lodge 109, who have paid their dues in full on or before October 1<sup>st</sup> in even-numbered years preceding the Election of Officers and are otherwise Members in good standing shall be eligible to vote and hold Office.

#### B. Nomination of Officers:

The Nominating Committee shall consist of one (1) Member of the Executive Board designated by the President and two (2) Members in good standing approved by the President. The Nominating Committee shall provide the Membership with written Notice of the Election of Officers and the nomination Procedures, prior to the regularly scheduled October General Membership Meeting in even numbered years and not less than fifteen (15) days prior to the regularly scheduled November Meeting in an even numbered years preceding the Election of Officers, including the date, time and place of the Nomination Meeting. Nominations shall be made from the floor by a Member in good standing and shall require a second from a Member in good standing. Nominations shall be made during the regularly scheduled October and November General Membership Meetings. In even numbered years. Individuals so nominated shall first accept the nomination prior to the names being provided to the Election Committee for inclusion on the Election Ballot. Nominations shall remain open until such time as a Motion to declare Nominations Closed is presented. Thereafter, no further Nominations may be accepted. Write-in Nominations shall not be permitted.

#### C. Elections of Officers:

All Officers shall be elected at the regularly scheduled January Meeting in odd numbered years by Secret Ballot, and a form provided by the Election Committee. The Ballots shall be transmitted to all Members in good standing and shall be returned to the Election Committee, via U.S. Mail in an envelope provided by the Election Committee, no later than ten (10) days prior to the January Election Meeting. The Ballots shall remain in the Lodges Post Office Box until tabulation. Thereafter, the Election Committee shall tabulate the votes cast, at the January Election Meeting and shall advise the President of The Lodge of the Election Results. The President of the Lodge shall declare the Results of the Election during the January Meeting. Officers shall assume their duties as provided for herein.

#### A. Uncontested Elections:

If the number of candidates nominated for a particular Office does not exceed the number to be elected to that position no Election will be held, the candidate or candidates are deemed duly elected.

## ARTICLE XII MEETINGS

### MEETINGS:

#### A. Time and Location:

The Executive Board shall determine the time and location of all meetings. Notification of such meetings shall be made to the Membership at large by the Secretary and the Sergeant-At-Arms, at least five (5) days in advance of such Meetings. There shall be at least four (4) meetings held each year.

#### B. Meeting Procedures:

The chair shall recognize any Member in good standing who raises their hand and seeks to be acknowledged by the President. Any Member having gained the floor shall limit the discussion on any one subject to ten (10) minutes. Any Member may rise on any one subject no more than twice. Voting shall be by a show of hands, except where a Secret Ballot has been requested and seconded by another Member. All motions shall be carried by majority of those present and voting on the matter.

#### C. Order Of Business:

1. Roll Call of Officers
2. Pledge of Allegiance
3. Welcoming of Guests
4. Secretary's Report/Reading and Approval of Minutes of the previous Meeting
5. Financial/Treasurer's Report
6. Approval of New Members
7. Committee Reports
8. Correspondences
9. Old Business
10. New Business
11. Sick Call
12. Guest Speakers (if any)
13. Adjournment

## ARTICLE XIII DONATIONS

### DONATION REQUESTS:

#### A. Requests by Lodge Member:

1. Requesting Member shall be a Member in good standing.
  2. Requests shall be presented in writing no less than seven (7) business days prior to the Membership Meeting. Exceptions may be made due to exigent circumstances.
  3. Any Lodge Member requesting funds from the Lodge must have attended a minimum of two (2) regular lodge meetings in the preceding twelve (12) months.

#### B. Requests made by Public:

2. Requests shall be presented in writing no less than seven (7) business days prior to the Membership Meeting. Exceptions may be made due to exigent circumstances.
  1. Requests made by the public may be mailed to the Lodge's Post Office Box or may be presented to the Lodge by a Member in good standing.

Donation requests should not exceed \$250.00. Any donation request in excess of \$250.00 requires a vote of at least 75% of the Active Membership present at the Membership Meeting that a request is presented at.

## ARTICLE XIV EXPENSES

### EXPENSES AND COMPENSATION:

Travel by Lodge Officers or Members performing duties for or in service of the Lodge by the orders of the Membership or Executive Board shall receive compensation at the rate set by the Executive Board.

Upon completion of tasks or duties requiring reimbursement, the Member shall submit an itemized statement with receipts to the Lodge Treasurer. All requests for reimbursement must be approved by a majority of the Executive Board.

The President, for the good of the Lodge, may spend up to, but no more than, one hundred and fifty dollars (\$150.00) without prior approval at a Meeting or from the Executive Board. This expenditure must be presented at the next General Membership Meeting.

ARTICLE XV  
BY-LAW AMENDMENTS

BY-LAW AMENDMENTS:

Any, amendments, to these By-Laws shall be approved by a two-thirds majority of those Members present and voting at the Meeting the By Laws are present. No Absentee Ballots can be accepted for amendments, to the By-Laws. Voting on By-laws shall be at the next regularly scheduled meeting after the By-Law amendments are proposed. Changes, amendments, or additions to the By-Laws shall be proposed in writing, signed by the originating member of the Lodge and calculated to the Membership no less than five (5) business days prior to presentment for approval.

ARTICLE XVI  
FISCAL YEAR

FISCAL YEAR:

The Organization shall be on a Calendar Fiscal Year.

ARTICLE XVII  
RULES OF PROCEDURE

RULES OF PROCEDURE:

Rules of Procedure not covered by these By-Laws shall be governed by State and National By-Laws shall be governed and conducted in accordance with the most current edition of *Roberts Rules of Order*, newly revised, which shall be used as authority for rules of procedure not otherwise covered by Lodge, State or National By-Laws.

Adopted by open vote of the General Membership

President Marco Bottigliero: MAB Date: 11/21/24

Vice President John Cotter: [Signature] Date: 11/21/24

Secretary Quiana Odom: [Signature] Date: 11-21-24

Treasurer Antonio Carone: [Signature] Date: 11-21-24

Sgt.-At-Arms Marty Vittone: [Signature] Date: 11/21/2024

Trustee Amy Jovanovich: [Signature] Date: 11/21/24

Trustee: \_\_\_\_\_ Date: \_\_\_\_\_

Trustee: \_\_\_\_\_ Date: \_\_\_\_\_