

# Fraternal Order of Police United States Park Police Labor Committee By-Laws



Approved: Membership Vote November 2015

# CONTENTS

## 1. FRATERNAL ORDER OF POLICE AFFILIATION --4

- 1.1. Affiliation.
- 1.2. Contract administration.

## 2. MEMBERSHIP ----- 4

- 2.1. Members.
- 2.2. Application Procedure.
- 2.3. Dues and assessments.
  - 2.3.1. Payment date.
- 2.4. Assessments.
- 2.5. Membership Meetings.
- 2.6. Access to records.
- 2.7. Termination.
  - 2.7.1. Failure to pay dues or assessments.
  - 2.7.2. For cause.
    - 2.7.2.1. Procedure.
    - 2.7.2.2. Exoneration.
  - 2.7.3. Effect of termination.

## 3. EXECUTIVE COMMITTEE.-----6

- 3.1. Powers.
- 3.2. Composition.
- 3.3. Meetings.
- 3.4. Notice.
- 3.5. Quorum.
- 3.6. Manner of Acting.
- 3.7. Compensation.

## 4. OFFICERS.----- 7

- 4.1. In General.
- 4.2. Election; Term.
- 4.3. Resignation.
- 4.4. Removal.
- 4.5. Duties.
  - 4.5.1. Chairman.
  - 4.5.2. Vice Chairman.
  - 4.5.3. Secretary.
  - 4.5.4. Treasurer.
- 4.6. Bonds.

## 5. OTHER OFFICIALS.-----9

- 5.1. Executive Chief Steward
  - 5.1.1. Election.
  - 5.1.2. Duties.
- 5.2. Stewards.
  - 5.2.1. Appointment.
  - 5.2.2. Duties.

## 6. COMMITTEES.-----10

- 6.1. Publication Committee.

## 7. NOMINATIONS AND ELECTIONS.-----10

- 7.1. Nomination and Election Committee.
  - 7.1.1. Membership.
  - 7.1.2. Duties.
- 7.2. Eligibility.
- 7.3. Election.
- 7.4. Election of Executive Stewards.
- 7.5. Tie votes.
- 7.6. Write in votes.
- 7.7. No contest.
- 7.8. Vacancies.
- 7.9. Installation of Officers and other Officials.

## 8. MEMBERSHIP BENEFITS. ----- 12

- 8.1. Fraternal Order of Police National Legal Defense Plan.
- 8.2. FOP dues.
- 8.3. Funeral participation.

## 9. MEMBERSHIP VOTING PROCEDURE. ----- 12

## 10. AMENDMENTS. ----- 13

- 10.1. Proposed amendments.
- 10.2. Legal opinion.
- 10.3. Executive Committee action.
- 10.4. Notice.
- 10.5. Voting.
- 10.6. Emergency corrections.
- 10.7. Distribution.

**FRATERNAL ORDER OF POLICE**  
**UNITED STATES PARK POLICE LABOR COMMITTEE**  
**INTERNET LOCATIONS**

[usppfop.org](http://usppfop.org)

Download PDF's of this document here

[facebook.com/1791fop](https://www.facebook.com/1791fop)

[twitter.com/1791fop](https://twitter.com/1791fop)

BY-LAWS OF THE FRATERNAL ORDER OF POLICE  
UNITED STATES PARK POLICE LABOR COMMITTEE  
**Amended by Membership Vote – November 2015**

**1. FRATERNAL ORDER OF POLICE AFFILIATION.**

**1.1. Affiliation.**

The Labor Committee will operate as the U.S. Park Police Labor Committee of the Fraternal Order of Police Jerrard F. Young Lodge, District of Columbia Lodge#1 (“the U.S. Park Police Labor Committee”).

**1.2. Contract administration.**

In its capacity as the U.S. Park Police Labor Committee, the Labor Committee will act as the exclusive representative for bargaining unit employees of the U.S. Park Police, negotiate collective bargaining agreements as necessary and otherwise administer the labor-management agreement between the Labor Committee and the National Capital Region of the National Park Service (“the Labor-Management Agreement”). The Labor Committee will have all rights, and will perform all duties, necessary and appropriate to properly performing the contract administration and to carry out all other representational tasks on behalf of the members of the bargaining unit.

**2. MEMBERSHIP.**

**2.1. Members.**

The Labor Committee shall have one class of members. All active non-supervisory officers of the United States Park Police are eligible to be members.

**2.2. Application Procedure.**

Applicants for membership shall complete and submit the forms provided for that purpose. Upon approval, each new member shall receive a copy of the Labor Committee’s Articles of Incorporation and By-Laws.

**2.3. Dues and assessments.**

Members shall pay dues and assessments, the amounts to be determined by the Executive Committee of the Labor Committee.

**2.3.1. Payment date.**

Dues shall be remitted by dues check-off pursuant to the Labor- Management Agreement. In the absence of such an agreement, dues shall be paid monthly, quarterly, or annually, in advance, in accordance with a schedule established by the Executive Committee. Failure to pay dues within 30 days after the due date shall result in termination of the member and the member shall have no right to vote or receive membership benefits. Membership terminated for nonpayment of dues may be restored by payment of dues for the current period, but without retroactive effect for benefit purposes.

#### **2.4. Assessments.**

Upon not less than 14 days notice to the membership, and upon approval of a majority of the Active Members voting, in the manner prescribed by Section 9.0, the Labor Committee may assess an additional amount to be paid by each Active Member. Any amount so assessed shall be treated as additional dues for all purposes under these By-Laws, and membership may be terminated for nonpayment in accordance with Section 2.6.

#### **2.5. Membership Meetings.**

The Executive Committee shall establish the dates, times, and locations for quarterly meetings (including teleconference for areas other than Washington, D.C.) and other activities of the membership. Notice of such information shall be published in the Labor Committee's publication, at least 30 days in advance. Special membership meetings shall be called at the written request of the Chairman, a majority of the Executive Committee, or 10 percent of the members, upon 30 days' notice to the members. Members outside the Washington, D.C. area may attend by teleconference. The executive Committee shall establish the dates, times and locations for quarterly meetings (including teleconference for areas other than Washington D.C.) and other activities of the membership. Notice of such information shall be published at least 30 days in advance. Special membership meetings shall be called at the written request of the Chairman, majority of the Executive Committee, or 10 percent of the members, upon 30 days' notice to the members. Members outside the Washington D.C. area may attend by teleconference. In cases of exigent circumstances on matters that may immediately affect the membership, the Chairman can call for a membership meeting with the approval of the Executive Committee without the 30-day requirement.

#### **2.6. Access to records.**

Members may inspect the books and records, including the financial records, of the Labor Committee, during regular business hours and upon reasonable notice (not less than 5 business days) to the President or Treasurer.

#### **2.7. Termination.**

The Labor Committee may terminate the membership of any person as follows:

##### **2.7.1. Failure to pay dues or assessments.**

Any member who is more than 30 days late paying dues is terminated without further action by the Executive Committee or any other person. Any member terminated for failure to pay dues may be reinstated upon payment of dues for the current period.

##### **2.7.2. For cause.**

The Labor Committee may terminate any member for cause, including, but not limited to misconduct in connection with official duties; conviction of a crime; or action not in the best interests of the Labor Committee.

#### **2.7.2.1. Procedure.**

With respect to any complaint for action for cause, the Chairman shall appoint a special committee to investigate the charges. Upon completing its investigation, the Committee shall report in writing (signed by its approving members) at a special membership meeting called for that purpose. At least seven (7) days in advance of the special membership meeting, the Member charged (“the Respondent”) shall receive a copy of the Committee’s report. At the meeting, the Respondent is entitled to be present, to be represented, and to examine and cross-examine witnesses called by himself and witnesses called by the special committee. Upon request by the Respondent or any member present, the findings of the special committee may be approved, amended, or rejected by a majority of the members present and voting.

#### **2.7.2.2. Exoneration.**

Any Member terminated for cause, and subsequently exonerated, may apply for reinstatement. Upon application and payment of one month’s dues in advance, the Member may be reinstated.

#### **2.7.3. Effect of termination.**

Upon termination of membership, the terminated Member shall lose all rights of Membership.

### **3. EXECUTIVE COMMITTEE.**

#### **3.1. Powers.**

The Labor Committee shall conduct its affairs through its Executive Committee which shall serve as its Board of Directors, and shall have all authority to act on behalf of the Labor Committee. The Executive Committee may delegate its authority generally to the officers, and in particular matters to any other agent.

#### **3.2. Composition.**

The Executive Committee shall be composed of the Chairman, the Vice Chairman, the Secretary, the Treasurer, and the Executive Stewards elected by each area pursuant to Section 4.1.

#### **3.3. Meetings.**

The Executive Committee shall meet monthly, at the Labor Committee’s principal office, at a date and time established by resolution of the Executive Committee. Special meetings, whose purpose shall be set forth in the call, may be called by the Chairman or by one-third of the members of the Executive Committee.

#### **3.4. Notice.**

Notice of each regular or special meeting of the Executive Committee shall be given in person, by telephone, or in writing (including by fax transmission or electronic mail) to each member of the Executive Committee at least 7 days before a regular meeting, and at least 1 day before a special meeting. Notice shall be deemed received when a message is left on the intended recipient’s voice mail, sent to the intended recipient’s fax number, sent to the intended recipient’s e-mail address, as shown in the records of the Labor Committee or when published in the Labor Committee’s monthly publication.

### **3.5. Quorum.**

The presence in person or by conference telephone of a majority of the members of the Executive Committee shall constitute a quorum.

### **3.6. Manner of Acting.**

Unless otherwise required by applicable law, or the Labor Committee's articles of incorporation and By-Laws, any action approved by a majority of those present and voting at a meeting at which a quorum is present shall be the act of the Labor Committee.

### **3.7. Compensation.**

Members of the Executive Committee may be reimbursed (pursuant to a policy approved by the Executive Committee) for actual expenses incurred, but shall not be compensated for their service on the Executive Committee.

## **4. OFFICERS.**

### **4.1. In General.**

The officers of the Labor Committee are the Chairman, the Vice Chairman, the Secretary, and the Treasurer.

### **4.2. Election; Term.**

The officers shall be elected by ballot of the membership for a term of two years. The Chairman may not serve more than four consecutive terms in office.

### **4.3. Resignation.**

Any officer may resign at any time, by written notice to the Executive Committee. An officer shall be deemed to have resigned upon termination of his or her membership for any reason.

### **4.4. Removal.**

During the first year of any two-year term, any officer may be removed with or without cause, upon the recommendation of the Executive Committee (by a vote of two-thirds of the other members of the Executive Committee), and a vote of a majority of the membership responsible for electing that officer, affirming the removal as provided in Section 9.0., subject to any outstanding contractual rights; or by a petition signed by a majority of the membership responsible for electing that officer, and a vote of a majority of the membership responsible for electing that officer, affirming the removal as provided in Section 9.0., subject to any outstanding contractual rights. In addition, the Executive Committee may remove any officer who has been absent without excuse (as determined by the Executive Committee) for three consecutive meetings of the membership and/or the Executive Committee.

### **4.5. Duties.**

#### **4.5.1. Chairman.**

The Chairman shall be the chief executive officer of the Labor Committee and shall exercise general supervision over the affairs of, the Labor Committee its officers, and personnel consistent with policies established by the Executive Committee. The Chairman may sign any deeds, mortgages, bonds, contracts,

or other instruments, except in cases where the signing and execution thereof shall be expressly delegated by Executive Committee of these By-Laws or by statute to some other officer or agent of; the Labor Committee; and in general shall perform all duties incident to the office of Chairman and such other duties as may be prescribed by the Executive Committee, and shall take such other steps he or she shall deem necessary to advance the purposes of the Labor Committee, provided such steps do not exceed the scope the authority determined by the Executive Committee. The Chairman may engage the services of legal counsel, or may engage other professional services, that he shall deem necessary to advance the purposes of the Labor Committee or facilitate the administration of the Labor Committee.

The Chairman shall also be authorized to appoint members of all Committees of the Labor Committee, except as otherwise set forth in these By-Laws or determined by the Executive Committee; and shall be the sole person authorized to make statements to the press or public in the name of the Labor Committee.

The Chairman shall serve as an “ex officio” member of all Committees, with the exception of the Nominating Committee if the Chairman is eligible for, and desirous of, nomination for office.

The Chairman shall have the authority to approve or disapprove the appointment of all stewards appointed by each Executive Shop Stewards pursuant to Section 5.2.1.

#### **4.5.2. Vice Chairman.**

The Vice Chairman shall perform such duties as may be assigned by the Chairman or the Executive Committee.

#### **4.5.3. Secretary.**

The Secretary shall be responsible for keeping the minutes of the meetings of the Board of Directors and the members, and shall oversee the keeping, preparation, and filing of all other records required by law or by the policies of the Committee; be custodian of the corporate records and of the seal of the Labor Committee and see that the seal of the Labor Committee is affixed to all documents, the execution of which, on behalf of the Labor Committee, under its seal is duly authorized in accordance with the provisions of these By-Laws; be responsible for keeping a register of the post office and e-mail address, telephone and facsimile numbers, of each Director which shall be furnished to the Secretary by such Director; and in general perform all duties incident to the office of Secretary and other duties as from time to time may be assigned by the Chairman or by the Executive Committee.

#### **4.5.4. Treasurer.**

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Labor Committee; receive and give receipts for moneys due and payable to the Labor Committee from any source whatsoever and deposit all monies in the name of the Labor Committee in such banks, trust companies, or other depositories as shall be selected by the Executive Committee, and in general perform all duties incident to the office of Treasurer and other such duties as from time any be assigned by the Chairman or by the Executive Committee. The Treasurer shall be responsible for the administration and oversight to the Labor Committee’s financial records, and compliance with statutory reporting requirements, filing of tax returns, and tax payments.

The Treasurer shall be responsible for maintaining a correct account with every member; collecting all dues, fines, and assessments; and depositing such amounts in the bank accounts of the Labor Committee. The Treasurer shall also report regularly to the Labor Committee the names of the members who were



terminated for failure to pay dues.

The Treasurer shall present a financial report to the membership meetings in January, April, and October, and to the meeting of the Executive Committee in July.

The books and records maintained by the Treasurer shall at all times be open to inspection by the Executive Committee. The Treasurer shall insure that a professional auditing firm audits the Labor Committee's finances annually.

#### **4.6. Bonds.**

The Chairman, Treasurer, and any other individual authorized by the Executive Committee to receive funds on behalf of the Labor Committee, or to sign any instrument on behalf of the Labor Committee, shall be bonded in such amount as the Executive Committee shall determine.

### **5. OTHER OFFICIALS.**

#### **5.1. Executive Chief Steward**

##### **5.1.1. Election.**

The members of the Labor Committee from the Washington, D.C., New York, and San Francisco areas respectively shall elect, by majority vote of those present and voting, one Executive Chief Steward for each area.

##### **5.1.2. Duties.**

Each Executive Chief Steward shall be responsible to represent his/her area at meetings of the Executive Committee and membership meetings; shall be the designated contact between the Labor Committee and the management of the represented area; shall be responsible to the Chairman on all matters involving area management; and upon request, may assist the shop stewards in resolving grievances and complaints in the area. The Executive Chief Stewards should coordinate their representational functions with the Chairman to ensure that the interests of the entire bargaining unit are protected.

#### **5.2. Stewards.**

##### **5.2.1. Appointment.**

The Executive Chief Steward shall be the Chief Shop Steward for each worksite or branch identified in the Labor-Management Agreement. Stewards for each worksite in each area shall be appointed by the Executive Chief Steward, unless there is more than one candidate for shop steward in a worksite in which case an election shall be conducted at that worksite, subject to the approval of the Chairman, as provided in Section 4.5.1.

##### **5.2.2. Duties.**

Stewards shall be primarily responsible for providing representation to bargaining unit members under the collective bargaining agreement. Additionally, stewards shall be responsible for membership recruitment, assisting in the collection of dues; notifying the leadership of sick, injured, and deceased members; and reporting newsworthy information to the Publication Committee.

Stewards may also serve on negotiating committees, assist in pursuing or resolving complaints of mem-

bers in their jurisdiction through statutory appeal processes other than the negotiated grievance process, and undertake other assignments, all as determined by the Chairman and Executive Chief Stewards. Stewards should coordinate their representational functions with the Executive Chief Steward, and if necessary, the Chairman, to ensure that the interests of the entire bargaining unit are protected.

## **6. COMMITTEES.**

The Executive Committee may establish such committees as it deems necessary to effectively conduct the activities of the Labor Committee. Upon the establishment of each committee, the Executive Committee shall define the scope of its work, and the Chairman shall appoint the members of the committee, including the Chairman, unless otherwise determined by the Executive Committee.

The Committees set forth below are permanent committees of the Labor Committee, whose members (and Chairman) shall be appointed by the Chairman.

### **6.1. Publication Committee.**

The Publication Committee shall publish the Labor Committee's official publication quarterly, mailing it to the membership (via email, if possible). The Chairman shall appoint, in addition to other members of the Publication Committee, the Editor and Associate Editor, who shall also serve as members of the Committee. The Editor shall be responsible for managing the publication, including engaging, with or without compensation, such other writers, editors, and others as may be required. Subject to the approval of the Executive Committee, the Committee shall establish such policies regarding the operation of the publication as may be necessary.

## **7. NOMINATIONS AND ELECTIONS.**

### **7.1. Nomination and Election Committee.**

#### **7.1.1. Membership.**

During the month of January of an election year, the Chairman, with the approval of the Executive Committee, shall appoint five members in good standing, to serve on the Nomination and Election Committee. The members of the Committee present at its first meeting shall elect one member as the Chairman of the Committee. The Committee shall serve for two years. The Committee will conduct the regular election and shall conduct elections to fill vacancies in office as they occur. The Committee will also administer any other vote of the membership required by the By-Laws. Members of the Committee may not be a candidate for any office during their term as a member of the Committee; even if they resign from the committee.

#### **7.1.2. Duties.**

In order to facilitate running the election process in accordance with all laws, rules, and regulations, the Committee shall set up procedures to verify the membership mailing list prior to conducting mailings relating to any election.

- (a) The Committee shall accept nominations for the offices of Chairman, Vice Chairman, Secretary, Treasurer, and the Executive Chief Stewards. The Committee may nominate candidates for office on its own motion; the Committee shall accept nominations from eligible members by U. S. Mail; email; direct request; telephone request and by any other manner of communication.

(b) The timing of the nominations process shall be in accordance with all laws, rules, and regulations, so that the regular election can occur during October, on a date determined by the Election Committee. During vacancy elections, the Committee shall conduct these elections on dates determined by the election committee, in accordance with all laws, rules, and regulations.

(c) Members in good standing may nominate themselves or other any other eligible member in good standing. The Committee shall second the nomination of any member in good standing. Nominees must accept the nomination in writing and submit such acceptance to the committee by a deadline that will be established by the Committee. The Committee shall conduct the nomination process in accordance with law, rule and regulation. After the deadline for placing names in nomination the committee shall meet and establish the slate of candidates for the upcoming elections.

### **7.2. Eligibility.**

No member shall be eligible for nomination unless he/she has been a member in good standing of the Labor Committee for at least one year prior to August 15th of the election year.

### **7.3. Election.**

The election shall be conducted according to the procedures in Section 9.0, preferably in the month of October in each election year. All steps and notices in the election process must be completed by set deadlines, in accordance with all laws, rules, and regulations, so that the election occurs in October. All aspects of the election, including, but not limited to: (1) nominations, (2) membership mailing list verification, (3) membership notices, (4) the content of membership notices, (5) balloting, (6) ballot design, (7) voting procedures, and (8) the counting of ballots shall be conducted according to all laws, rules, and regulations. The timing of each event or notification in the election process will be in accordance with law rule and regulation. Voting will be conducted by mail, through the United States Postal Service, in accordance with law, rule, and regulation. The election shall be conducted according to the procedures in Section 9.0, in the month of October each election year.

### **7.4. Election of Executive Stewards.**

Only members assigned to the area represented by the Executive Chief Steward will vote for that office.

### **7.5. Tie votes.**

If the election results in a tie vote for an elective office, the tie shall be broken by a coin flip at the next Executive Committee meeting.

### **7.6. Write in votes.**

Write in votes are not permitted.

### **7.7. No contest.**

If there is only one candidate nominated for an elective office, the Chairman shall declare that candidate to have been duly elected.

### **7.8. Vacancies.**

When an elective office, other than that of the Chairman, becomes vacant for any reason, that office shall be filled by election in accordance with all laws rules and regulations. The Vice Chairman shall immediately

succeed to the office of Chairman in the event the Chairman resigns or is unable to serve.

With the approval of the Executive Committee, the Chairman may temporarily appoint a person to fill a vacant elective office. That person shall serve only until the membership has filled the vacancy by election.

### **7.9. Installation of Officers and other Officials.**

The newly elected officers and other officials of the Labor Committee shall be installed in December following each election year on a day determined by the Chairman Elect. The Chairman-Elect shall select a person to conduct the installation ceremony. Each officer or other official to be installed shall repeat the following oath of office:

I, (Name), do hereby sincerely promise and pledge my honor to perform the duties of my office, and to be loyal and true to the Police Association.

## **8. MEMBERSHIP BENEFITS.**

### **8.1. Fraternal Order of Police National Legal Defense Plan.**

The Labor Committee will pay the fees for members of the Labor Committee to participate in the prepaid legal defense plan sponsored by the National Fraternal Order of Police.

### **8.2. FOP dues.**

The Labor Committee will pay the Fraternal Order of Police lodge dues for each member to join FOP lodge of their choice, up to the amount of the dues charged by the Jerrard F. Young Lodge #1 in Washington, D.C.

### **8.3. Funeral participation.**

The Labor Committee may contribute up to \$100 to a suitable charity in memory of each deceased member. The Chairman, upon appropriate consultation with the decedent's family or representatives, may also arrange for such other participation or representation by the Labor Committee in the funeral and other related events as is reasonable and appropriate under the circumstances.

## **9. MEMBERSHIP VOTING PROCEDURE.**

In any membership vote required by any section of these By-Laws, members in good standing of the Labor Committee shall vote by mail through the United States Postal Service. All aspects of the voting procedure shall be conducted in accordance with all laws, rules, and regulations. The Election Committee shall administer all membership votes.

The Committee shall count the ballots in accordance with all laws, rules, and regulations. The results of the election will be announced at a special meeting of the Executive Committee. All candidates for office shall be invited to attend this meeting. The membership will be notified of the results by mailing a notice through the U. S. Postal Service. The results will also be posted in the next newsletter, posted at worksites and posted on internet sites maintained by the Labor Committee.

The Election Committee may secure other persons or entities to perform election tasks with the approval of the Executive Committee.

## **10. AMENDMENTS.**

### **10.1. Proposed amendments.**

Any member in good standing may propose amendments to these By-Laws. The proposed amendment must be submitted in writing to the Chairman or his/her designee.

### **10.2. Legal opinion.**

The Chairman or his/her designee shall submit the proposed amendment to the Labor Committee's legal counsel for a written opinion on whether the proposed amendment complies with all applicable laws, rules, regulations and recognized non-profit corporation standards and practices.

### **10.3. Executive Committee action.**

Upon receipt of the legal opinion, the Executive Committee shall consider the amendment at its next meeting. If the legal opinion concludes that the proposed amendment conflicts with any applicable law, rule, regulation, or recognized nonprofit corporation standard or practice, the Executive Committee shall decide whether to accept the opinion or obtain another opinion. If the Executive Committee votes to accept the opinion, its decision is final, and the proposed amendment shall not receive further consideration by the Executive Committee or the membership.

If the legal opinion concludes that the proposed amendment does not conflict with any applicable law, rule, regulation, or recognized nonprofit corporation standard or practice, the Executive Committee shall vote to approve or disapprove the proposed amendment.

### **10.4. Notice.**

The decision by a majority vote of the Executive Committee on the proposed amendment shall be submitted to the membership for ratification. Notice of any such action, including the text of the proposed amendment on which the Committee acted shall be mailed to each member of the Labor Committee with the ballot for voting on the amendment. Prior to the vote, the Labor Committee shall post the text of the proposed amendment, on Internet sites maintained by the Labor Committee and in worksites. The results of any amendment vote will be posted on Internet sites maintained by the Labor Committee, at worksites and in the quarterly newsletter.

### **10.5. Voting.**

Members shall vote on whether to ratify or overrule the decisions of the Executive Committee, according to the procedure in Section 9.0, MEMBERSHIP VOTING PROCEDURE. The decision of the Executive Committee shall be ratified unless at least two-thirds of the membership votes to overrule the decision of the Executive Committee. Voting will comply with all laws, rules, and regulations.

### **10.6. Emergency corrections.**

Should the Executive Committee be advised by legal counsel whether any existing portion of these By-Laws conflict with any applicable law, rule, regulation or recognized non-profit corporation standards and practices, the Executive Committee shall amend the By-Laws as necessary. If so, the Executive Committee will be the sole authority to make amendments and the members may not vote on such amendments.

**10.7. Distribution.**

The Secretary shall distribute a copy of the By-Laws to each new member and to each member who otherwise requests a copy. In addition, upon approval of any amendments, a copy of such amendments shall be distributed to each member as soon as possible.

**Approved by Vote of the General Membership- November 2015**

PAGE LEFT BLANK