



ARPALER BY-LAWS



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ARTICLE ONE

SECTION 1: NAME

This association shall be known as the **ASSOCIATION OF ROCHESTER POLICE AND AREA LAW ENFORCEMENT RETIREES**, and will also be referred to as **ARPALER**.

ENACTED MARCH 23, 2011

ARTICLE TWO

SECTION 1: PURPOSE

The purpose of ARPALER is primarily to be a charitable organization, and promote friendship and social relations for the membership, to improve and retain benefits for retirees, and to pay a death benefit to a member's beneficiary if the member died while in good standing.

SECTION 2: OBJECTIVES

The objectives of ARPALER are as follows:

- (a). To promote and support the effective efforts of education and development of the law enforcement community;
- (b). To promote social and financial improvement for all its members;
- (c). Make continuous efforts to improve the retirement benefits for the membership;
- (d). To cooperate and work with other existing Public Employee Retiree Associations that share similar objectives and goals of ARPALER;
- (e). To foster cooperation and exchange information and experiences among ARPALER members;
- (f). To encourage a high standard of performance and conduct of the membership.

ENACTED MARCH 23, 2011

ARTICLE THREE

SECTION 1: MEMBERSHIP CLASSES

- (a). Active Member
- (b). Associate Member
- (c). Honorary Member
- (d). Honorary Spouse
- (e). Previous Lifetime Member

SECTION 2: ACTIVE MEMBERSHIP

Active membership to ARPALER is limited to the following:

- (a). Former members of any official “law enforcement” agency (sworn or civilian) or a support agency for law enforcement within the State of New York, or within a federal agency, who has retired from active duty and who have their name on their former departments pension list;
- (b). Active members have the right to attend any regular or special meetings of ARPALER;
- (c). Active members shall have the right to vote on any ARPALER business brought to the floor and to have only one vote on any such business;
- (d). Active members shall have the right to hold elective office if they meet the requirements, or to serve on any committee with ARPALER.

SECTION 3: ASSOCIATE MEMBERSHIP

Associate membership to ARPALER is limited to the following:

- (a). Current members of any official “law enforcement” agency (sworn or civilian) or a support agency within the State of New York, or a federal agency, and who are serving their departments in an honorable capacity;
- (b). Former members of any official “law enforcement” agency within the State of New York, or federal agency, who resigned from active duty under honorable conditions;

- (c). Associate Members shall pay annual dues and have the right to attend any regular or special meetings of ARPALER;
- (d). Associate Members will not have the right to vote on ARPALER business, nor will they be eligible to hold any elective office of ARPALER but they can be appointed to any committee.

SECTION 4: HONORARY MEMBERSHIP

Honorary membership to ARPALER is limited to the following:

- (a). To be an Honorary Member of ARPALER, a person has to be a loyal citizen of the United States of America, and must demonstrate good character and must agree with the objectives and purpose of ARPALER;
- (b). Any Active Member can nominate a person meeting the criteria stated above to be an Honorary member. This will be done at a regular meeting and the member will explain in detail why the nominee should be honored and how the nominee either has or will be of assistance to ARPALER or to the community;
- (c). The Active Member will then make a motion to nominate the nominee for Honorary membership. The motion must be seconded by another active member, and then the matter will be discussed and voted on by eligible members at the meeting. The nominee must receive approval from at least three-quarters (3/4) of the eligible voting members at the meeting.
- (d). Honorary Members can attend any regular or special meeting at the invitation of the President of ARPALER, or the President's representative, but do not have a vote. They can also be invited to social functions at their own expense.
- (e). Honorary Members will not have to pay dues, nor are they entitled to any benefits from ARPALER.

SECTION 5: HONORARY SPOUSE MEMBERSHIP

Honorary Spouse membership to ARPALER is limited to the following:

- (a). An Honorary Spouse membership is bestowed upon the spouse of a deceased member. An Honorary Spouse cannot attend meetings and has no voting power;
- (b). Honorary Spouse members will not have to pay dues, nor are they entitled to any benefits from ARPALER, but may be included to join any discounts programs afforded to ARPALER members.

SECTION 6: LIFETIME MEMBERSHIP

- (a). As per the previous by-laws, those members who were given lifetime status and were not expected to pay annual dues, shall be grand-fathered in with the same status.

ENACTED MARCH 23, 2011

ARTICLE 4

SECTION 1: RESIGNATION OF MEMBER

- (a). Any member not in default in dues payment and not having any complaints or charges pending, may resign from ARPALER at any time, by submitting a resignation request in writing to the President, and said resignation will become effective immediately. The resigning member then gives up all of their rights, privileges and benefits;
- (b). Any former member can reapply for a new membership, by again submitting an application and being voted in at a regular meeting of ARPALER by majority vote. At this time, this member will again be expected to pay dues and then is eligible for benefits given to active members.

SECTION 2: SUSPENSION AND EXPULSION OF MEMBER

- (a). The Executive Board of ARPALER shall have the power to suspend or expel any member for cause;
- (b). A member who engages in misconduct, or conducts themselves in a manner that brings the ARPALER poor publicity or acts in a manner not in accordance with ARPALER rules and by-laws can be subject to a hearing. A member can not reveal ARPALER business to any non-member or to any member of the news media;
- (c). The member will be entitled to a hearing before the Executive Board, and prior to said hearing will be given at least a two week notice as to the nature of the hearing;
- (d). On the hearing date, the member can produce any information or witnesses to refute the allegations;

- (e). Should the member not appear for the hearing after given proper notice to appear, the hearing will proceed without the member;
- (f). The Executive Board, after hearing any and all evidence presented to it, shall render a decision in the matter. If the finding is against the member, the Executive Board will have the authority to issue a written reprimand, suspend or expel. The decision of the Executive Board is final and cannot be appealed.

ENACTED JUNE 22, 2011

ARTICLE 5

SECTION 1: MEMBERSHIP MEETINGS

Meetings will be held as follows:

- (a). Regular meeting of ARPALER will be held on the fourth Wednesday of the following months; January, February, March, April, May, June, September, October and November. There will not be a regular meeting in July, August or December;
- (b). Only Active, Associate, Honorary and Lifetime members in good standing are allowed to attend meetings. No Guests are allowed.

ENACTED SEPTEMBER 25, 2024

- (c). No member is permitted to electronically record or video tape any ARPALER meeting, or to electronically record or video tape any elected officer of ARPALER who is acting in the official capacity of their office without the expressed written permission of the President.
- (d). Guest speakers must be approved well in advance of the meeting by the ARPALER President or designee.

ENACTED SEPTEMBER 25, 2024

- (f). The annual ARPALER picnic will be held on the fourth Wednesday of July, but is not considered a regular or special meeting, but a social event;
- (g). The President may call for a special meeting if it is the President's opinion that one is needed to discuss an issue of importance that cannot wait until the next regular meeting. Members will be notified via mail, electronic communication or telephone to announce any special meeting;

- (h). Any committee meeting will be held on an agreeable date and at an agreeable time and location of the committee members;
- (i). The President will provide the location of any regular or special meetings;

ENACTED JUNE 22, 2011

ARTICLE 6

SECTION 1: DUES

- (a). The annual dues for Active and Associate Members of ARPALER shall be as directed by the Executive Board, and shall not be increased unless the existing dues have been in effect for at least two consecutive years;
- (b). Annual Member Dues will be collected annually beginning in December of the previous year through April 1st. Dues may be paid monthly via NYS Retirement System or annually with a check or cash. Members may elect to pay for multiple years in one payment.

ENACTED SEPTEMBER 25, 2024

- (c). First time applicants only will receive free membership for the remainder of the calendar year in which they submitted an official membership application. In order to maintain active member status, First time members will be expected to pay annual dues thereafter as described above in item (b) of this section.
- (c). It is preferred that dues be paid using the dues deduction program for members that are eligible to use the program. Other payments excepted are cash, check or money order;
- (d). Dues shall be directed to the Secretary/Treasurer of ARPALER;
- (e). Non-payment of annual dues by April 1st will result in a members removal from the Roster and will not be eligible for the death benefit or any other member benefits thereafter during that calendar year. The members health or special circumstances should be considered when reviewing overdue payment of dues. Members may be reinstated if the full yearly amount of dues is paid for the rest of the calendar year.

ENACTED SEPTEMBER 25, 2024

ARTICLE 7

SECTION 1: RETURNED CHECKS

- (a). Any member who pays dues or any other monetary obligation to ARPALER, with a check that is returned by the bank, shall immediately be notified by the Secretary/Treasurer, and be given fifteen (15) days to make their payment good. The member must pay not only for the obligation of the returned check, but any and all bank fees absorbed by ARPALER. The member is removed from the roster upon the notification from the Secretary/Treasurer and is no longer eligible for any benefits until payment is received. The member will be reinstated at the time of payment, should payment ever be received.

ENACTED JUNE 22, 2011

ARTICLE 8

SECTION 1: ELIGIBILITY FOR OFFICE

- (a). Any member in good standing of ARPALER shall be eligible to run for office;
- (b). To run, a member has to have attended a minimum of five (5) of the nine (9) regular meetings prior to the meeting when the nominations are taken;
- (c). To verify attendance, the sign in list that is always present at the meeting will be used to confirm attendance. It is the responsibility of the member to sign in at each meeting, and to make sure that their signature is legible. A member cannot sign in for someone else;
- (d). Should there be a question about a members signature on the attendance list, the lists for the previous nine (9) meetings will be checked to assure that the signatures are similar on each list. Should there be a challenge; the President will appoint a three (3) person committee to address the issue. The committee will consist of a chairman and two other members, and their decision will be final;
- (e). In the event that nobody is nominated or nobody expresses an interest in a particular office, the office shall not be voted for at the annual election, and after the new officers take office on January 1st, the President will make every attempt to find someone to fill the vacant position.

SECTION 2: NOMINATION FOR OFFICE

- (a). A member who is nominated for any elected office, has to be nominated at the October meeting of the election year and must meet the requirements of the office;
- (b). All candidates must be nominated from the floor of the October meeting, and the candidate must be present when nominated to accept said nomination.

SECTION 3: ELECTIONS

- (a). Elections will be held at the November regular meeting of the election year. Elections will be done by written ballot, unless there is only one candidate for an office, when a voice vote can be taken. Should there be a written ballot, the candidate with the majority of the voting members will be declared the winner;
- (b). Should there be more than one candidate and on the first written ballot nobody receives a majority, a second vote will take place between the two persons receiving the highest number of votes from the first ballot;
- (c). In the event of a tie for any office, a second written vote will be taken in an attempt to declare a winner. If after two votes the office is still deadlocked in a tie vote, the President will declare the position undecided and will then have a special meeting of the Board of directors to interview all parties who are tied for the position. The Board of directors will then take a vote and their decision will be final;
- (d). The term of office shall be two (2) year, from January 1st of year one to December 31st of the second year.
- (e). The Covid Pandemic put the processes all social organizations and businesses at a standstill. ARPALER was no exception. The election cycle was disrupted. At the direction of the Executive Board, to remediate the issue, nominations for 2024 only will begin in September and Elections in October. Elections will return to the normal process thereafter.

ENACTED SEPTEMBER 25, 2024

ARTICLE 9

SECTION 1: ELECTED OFFICERS

- (a). President

- (b). Executive Vice President
- (c). Secretary/Treasurer
- (d). Sergeant-At-Arms

SECTION 2: APPOINTED OFFICERS

- (a). The President may appoint up to two additional Vice-Presidents, to work on special projects or to assist the President and Executive Vice-President with official duties. These will not be elected positions, but appointments at the discretion of the President;
- (b). The President may appoint as many members as needed to fill the positions of unit representatives. These unit representatives will keep in contact with the department from which they retired and will let their former department become more aware of what ARPALER does, and will also attempt to sign up new members from their former departments. The new members can be retired or still active in law enforcement;
- (c). The President will assign a public relations chairman, who will be responsible for public relations and the printing of the ARPALER quarterly newspaper;
- (d). The President will assign a house committee consisting of a chairman and up to two (2) additional members, and they will be responsible for the meals for the regular meetings;
- (e). The President will appoint a chaplain;
- (f). The President may also appoint members to chair and participate in any other committees that are needed to provide for the efficient operation of ARPALER.

SECTION 3: EXECUTIVE BOARD

- (a). The Executive Board shall consist of the four elected officers, the two optional Vice Presidents, all unit representatives, the public relations chairman, the house committee chairman, the chaplain, and the President of the Rochester Police Locust Club, or his appointed designee;
- (b). The President shall call an Executive Board meeting when the need arises, and shall state a date, time and location;

- (c). A quorum for said Executive Board meeting shall be at least two elected officers and three other Board members.

ENACTED NOVEMBER 23, 2011

ARTICLE 10

SECTION 1: DUTIES OF OFFICERS

- (a). President: The President shall preside over all regular, special and Executive Board meeting, and shall govern those meetings by using the by-laws in effect, and parliamentary procedure, along with good common sense. Also, the

President will appoint all unit representatives, committee members and up to two additional Vice Presidents (as needed). The President will also manage the operations of ARPALER and see to it that any resolution passed by the Executive Board or by the membership, is put into effect.

The President will also perform any and all other functions that are needed to meet the goals and objectives of ARPALER.

- (b). Executive Vice-President: The Executive Vice-President will perform all duties of the President in the absence of the President, and while doing so, will have all of the powers given the President.

The Executive Vice-President shall also assist the President with any function for the betterment of ARPALER.

ENACTED NOVEMBER 23, 2011

- (c). Secretary/Treasurer: The Secretary/Treasurer shall be responsible for the recording and filing of all records and minutes of the organization.

The Secretary/ Treasurer will be responsible for maintaining an accurate list of all members and required data for each member as required by the association.

The Secretary/Treasurer shall be the chief financial officer of the association and shall exercise authority of financial matters in accordance with the rules and by-laws of the association.

Secretary/Treasurer shall have charge of all records and books as directed by the Executive Board. The Secretary/Treasurer shall be responsible for all funds and all securities belonging to ARPALER.

The Secretary/Treasurer will prepare a financial report to be read at each ARPALER meeting for approval by the membership present. The Secretary/Treasurer will also make reports available at the request of the President or the Executive Board. The Secretary/Treasurer will promptly within fifteen (15) days of a successor being elected, transfer all monies, records, reports statements and any other property of the association.

The Secretary/Treasurer will deposit all funds and monies received on behalf of ARPALER into the accounts in such bank or trust as designated by the President and the Executive Board.

The Secretary/Treasurer when authorized by the Executive Board, will sign and execute all contracts in the name of the association, when countersigned by the President.

The Secretary/Treasurer shall sign all checks, drafts, notes and orders for payment of money and issue annual membership cards within two (2) weeks of receiving members dues. The Secretary/Treasurer will collect all monies for dues and assessments belonging to the association.

The Secretary/Treasurer will make the financial records available on an annual basis for an outside review as appointed by the Executive Board. This will be an audit conducted by the financial committee and the audit will be completed in writing for presentation to the members at the first meeting of year in January.

The Secretary/Treasurer will be required to be bonded in the amount decided by the majority of the members present at any regular meeting. The cost of this bonding will be paid by ARPALER.

ENACTED FEBRUARY 27, 2008

- (d). Sergeant-At-Arms: The Sergeant-At-Arms will have the responsibility for maintaining order at all regular, special and Executive Board meeting, and insure that only qualified persons attend any such meetings. The Sergeant-At-Arms will also be responsible for the attendance list for any meetings, and verify the person signing in is an eligible member. The attendance list will be turned over to the Secretary/Treasurer at the end of each meeting.

ENACTED NOVEMBER 23, 2011

ARTICLE 11

SECTION 1: VACATED OFFICE

- (a). President: If the President vacates the office for whatever reason during a term, the Executive Vice-President shall become President and shall serve the remainder of the term left vacant by the predecessor;
- (b). Executive Vice-President: Should the position of Executive Vice-President become vacant for any reason during a term, the President will appoint an eligible member to fill the unexpired term;
- (c). Secretary/Treasurer: Should the position of Secretary/Treasurer become vacant for any reason during a term, the President will appoint an eligible member to fill the unexpired term;
- (d). Sergeant-At-Arms: Should the position of Sergeant-At-Arms become vacant for any reason during a term, the President will appoint an eligible member to fill the unexpired term.

ENACTED NOVEMBER 23, 2011

ARTICLE 12

SECTION 1: DECEASED MEMBER

Upon the death of a dues paying ARPALER member in good standing, who has been in good standing for at least 24 months, the Secretary/Treasurer will write a check to the named beneficiary of the deceased member in the amount the amount designated by the Executive Board at the time of the members passing, and turn that check over to the President, who will present it to the named beneficiary, either in person or by mail.

ENACTED SEPTEMBER 25, 2024

ARTICLE 13

SECTION 1: QUORUM

Ten (10) members of ARPALER, not including the elected officers, shall constitute a quorum at any regular or special general membership meeting. No business can be legally transacted unless a quorum is present.

ENACTED NOVEMBER 23, 2011

ARTICLE 14

SECTION 1: BY-LAW CHANGES

- (a). An active member in good standing with ARPALER, may propose an amendment to a by-law by submitting the proposed change in writing, along with a written explanation explaining the reason for the requested by-law change. The proposed change and written explanation will be delivered to the President at least thirty (30) days before it can be brought to the floor for the membership to hear;
- (b). The President will then see to it that the proposed by-law change and the written explanation will be sent to the by-law committee. If there is not a sitting by-law committee, the President will appoint one, consisting of a chairman and four (4) members in good standing;
- (c). The by-law committee will meet and review the proposed by-law change along with the written explanation. The by-law committee shall review the proposed change and the written explanation, to determine if the proposed change conflicts with any other existing by-law, other than the one trying to be changed, and shall also check to assure that the proposed by-law change does not include any errors and that it is not a duplication of an already existing by-law;
- (d). If the proposed by-law change is ruled to be in order by the by-law committee, they will forward same to the Secretary/Treasurer, along with a letter showing that it is in order, and with the signatures and printed names of the committee;
- (e). The Secretary/Treasurer will then read the proposed by-law change at the next regular meeting, and the proposed by-law change can be discussed. The member who submitted the proposed by-law change, will then make a motion to accept the change. A second to the motion must be made by another member in good standing. This will be the first meeting in which the proposed by-law change will be read;
- (f). The proposed by-law change will be read at the next regular meeting. This will be the second reading;
- (g). At the next meeting, the proposed by-law change will be read a third time and then voted on. Two-thirds (2/3) of the active members present (assuming there is a quorum present) will have to approve the proposed by-law change. If passed, the by-law will go into effect immediately.

- (h). The Secretary/Treasurer will then make sure that the new by-law is then added to the book of by-laws.
- (i). The President shall have a up to date set of by-laws present at every meeting.

ENACTED NOVEMBER 23, 2011

ARTICLE 15

SECTION 1: OFFICER ALLOTMENTS

- (a). The President, Executive Vice President and Secretary/Treasurer and the house committee shall receive an annual allotment, the amount voted on by the Executive Board. The vote shall be by two-thirds $\frac{2}{3}$ approval of the members present at an Executive Board meeting. One-half ($\frac{1}{2}$) of the approved allotment will be paid to the house committee at the end of June and the second half ($\frac{1}{2}$) at the end of December, and the President Executive Vice President, and Secretary/Treasurer shall receive their allotment on a monthly basis;
- (b). Should the Executive Board decide that any other person who is active in and participates in the operation of ARPALER, should receive an annual or special allotment, they will discuss said allotment, decide on an amount, and vote on same. A two-thirds ($\frac{2}{3}$) approval of the Executive Board members present at an Executive Board meeting will be needed for approval. Should a person(s) be approved, they also will be paid one-half ($\frac{1}{2}$) the end of June and the other one-half at the end of December of the present year, or paid in full if feasible.

ENACTED NOVEMBER 23, 2011
