

**City of Alexandria Retired Police, Fire & Sheriff Association, Inc.**

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**By Laws**

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**Article I - Name of Association**

**The name of this corporation shall be THE CITY OF ALEXANDRIA RETIRED POLICE, FIRE & SHERIFF ASSOCIATION, INC., (hereinafter referred to as "The Association.") (Amended 2003)**

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**Article II - Purpose**

**The purpose of this Association shall be to provide the means of regular monthly luncheons as a social function. The specific efforts of the Association shall be directed towards keeping members informed on issues related to retirement and to the status of the health and welfare of its members. A particular interest of the Association will be to encourage and promote cooperation between members and the City of Alexandria**

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**Article III - Membership**

**There shall be three (4) classes of membership (active, Associate, Lifetime and Surviving Spouse). Members of all classes shall have voting rights.**

**(1) Active Member - Persons honorably retired from the Alexandria Police Department, the Alexandria Fire Department or the Alexandria Sheriff's Department, of high moral character may, upon invitation from the membership, and by affirmative vote of a majority of the membership present at the meeting, become an Active member of the Association, and to hold office and to enjoy all benefits of the Association. (Amended 2002)**

**(2) Associate Member - Persons who have been closely associated with the Alexandria Police Department, the Alexandria Fire Department or the Alexandria Sheriff's Department, of high moral character, may, upon invitation from the membership and by affirmative vote of a majority of the membership present at the meeting, become Associate members of the Association. They will not be eligible to be voted into an office, but will be eligible to hold an office if called upon by the President or presiding officer. They will be eligible to vote, to sit on committees and to enjoy all other benefits of the Association. Their participation in all other activities of the Association will be deemed extremely beneficial to the success of the organization. (Amended 2002)**

**(3) Lifetime Member - Persons who have reached their 75th birthday and who have been a member of the Association, in good standing, for ten years prior to attaining such age, will be known as Lifetime Members. He or she shall not have to pay dues, but will enjoy all benefits of the Association.**

**(4) Surviving Spouse - The surviving spouse of a member in good standing at the time of his/her death, may automatically, upon application to the Association, become a lifetime Surviving Spouse Member and enjoy all of the rights and benefits of the Association. They will not be eligible to be voted into office, but will be eligible to hold an office if appointed by the President or presiding officer. They will be eligible to vote and sit on committees and to enjoy all other benefits of the Association. (Amended 2007)**

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**Article IV - Dues**

**Each accepted applicant for membership shall become a member in good standing after the payment of annual dues, payable each year on or before the 1st day of February. Annual dues shall be recommended by a majority vote of the Board of Directors and approved by a majority vote of the membership at the Annual (November) meeting (or at the next regular meeting if the Annual meeting can't be held), if the Board decides that a change is necessary. If an application for membership is voted on and accepted at the October meeting or later in the calendar year, dues will be paid for the coming year. Lifetime Members and Surviving Spouse Members shall not have to pay dues, but will enjoy all benefits of the Association. (Amended 2007)**

**Dues are currently \$25.00 Annually**

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Article V - Officers & Board of Directors

**(1) President, Secretary and Treasurer. All five officers shall be members of the Board of Directors. The number of members of the Board of Directors shall be at least five, but may be increased, from time to time, by amendment to these by laws. All elected members of the Board of Directors shall hold office until their successors are elected, but in no event shall any officer hold office more than two consecutive terms. However, this latter provision relating to consecutive terms may be overridden by motion from the floor duly made and passed, or by majority vote of the Board of directors. The affairs of the Association shall be managed by the Board of Directors. The Board of Directors shall be elected by the membership each year at the annual meeting.**

**(2) The immediate past President shall remain on the Board of Directors for one year as an ExOfficio, non-voting member.**

**(3) It shall be the duty of the President to preside over all regular and special meetings of the Association, at the meetings of the Board of Directors, and to discharge the duties usually pertaining to the office.**

**(4) The President shall appoint all committees and shall be the Association's official representative.**

**(5) The President shall, at the annual meeting, present a report to the membership with any recommendations as he may deem appropriate.**

**(6) The First Vice President shall assume the duties of the President in the event of the President's absence.**

**(7) The First Vice President shall be Chairman of the Program Committee.**

**(8) The Second Vice President shall be in charge of Membership, and of such other duties as may be directed by the President.**

**(9) The Secretary shall keep an accurate record of all proceedings of the Association and of the meetings of the Board of Directors. The Secretary shall have charge of all records of the Association and shall furnish a report at each regular meeting of the Association. The Secretary shall notify members of all meetings and shall attend to all correspondence usually pertaining to that office.**

**(10) The treasurer shall receive all monies of the Association and shall issue a receipt in each instance. The Treasurer shall deposit funds in the name of the Association, sign all checks drawn on the account of the Association and pay such amounts as are approved by the Board of Directors, or such amounts as are covered in the following guidelines.**

**(11) Guidelines: Disbursements may be made for ordinary and routine stationary, postage and supplies; also, disbursements may be made for luncheons and dinner meetings. The Treasurer shall keep a record of all receipts and disbursements and shall render a report showing the financial condition of the Association at regular meetings and at the Annual Meeting of the Association.**

**(12) Officers choosing to resign prior to the completion of the term of his or her office must submit resignations in writing. Should any officer be absent from three or more consecutive meetings, his or her office may, by vote of the membership, be declared vacant.**

**(13) Vacancies occurring in any office, the vacancy may be filled by appointment by the president for the duration of the term of that office.**

**(14) The President, upon a majority vote of the Board of Directors, may suspend payment of dues for the current year for any member in exchange for services rendered the Association, (i.e. legal advice, auditing the books of the Association, etc.). (Amended 2002)**

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**Article VI - Elections**

- (1) Elections of officers shall take place in the month of November and shall require a majority vote of the members present.**
- (2) No member may be elected to the same office for more than two consecutive terms, subject to the exception set forth in Article V, Paragraph (1), above.**
- (3) Nominations shall be made by a committee of three, appointed by the President at the September meeting. The nominating committee shall, at the October meeting, nominate one or more candidates for each office. Nominations shall also be received from the floor at the October and November meetings, but only with the written consent of those nominated members who are not present.**
- (4) The term of each office shall be for the period of one year and each term shall commence on the 1st day of January.**

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**Article VII - Meetings**

**(1) Regular meetings of the Association shall be held on the second Thursday of each month, excluding the month of December. The November meeting shall be the Annual Meeting each year. Members will be notified by the Secretary at least ten (10) days before the date of any meeting of the Association.**

**(2) Special meetings may be called by the president at the request of the Board of Directors.**

**(3) A quorum of the members shall consist of at least ten (10) members. A quorum of the Board of Directors shall consist of at least three (3) officers.**

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**Article VIII - Parliamentary Rules**

**Roberts Rules of Order shall govern all deliberations of the Association not covered by these by laws.**

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**Article IX - Amendments**

These by laws of the Association may be altered, amended, or repealed by majority vote of the membership of the Association, provided that specific written notice of the motion to alter, amend or repeal the by laws has been mailed or delivered to every member, not present at the meeting, at least thirty (30) days prior to such meeting along with a ballot for voting or a proxy. Any motion for altering, amending or repealing any of these by laws must be read at two consecutive meetings of the Association and be voted on at the third consecutive meeting. (Amended 2002)

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**Meeting Agenda**

**I. Call meeting to order**

**II. Invocation, Pledge to the Flag and Moment of Respect**

**III. Report of the Secretary**

**A. Roll Call of Officers**

**B. Reading of minutes of last meeting**

**C. Correspondence**

**IV. Report of the Treasurer**

**V. Report of Committees**

**A. Standing Committees**

**B. Special Committees**

**VI. Old Business VII.**

**New Business VIII.**

**Announcements IX.**

**Adjournment**