

**ILLINOIS DEPARTMENT OF
CORRECTIONS**

**FRATERNAL ORDER OF POLICE
LODGE 263**

By-Laws

As amended and approved by the Illinois State Lodge on
September 30, 2021

A local organization affiliated with the National and
State Order of The Fraternal Order of Police

SCOT WARD
President

MELISSA ROSS
Secretary

Fraternal Order of Police

Illinois Department of Corrections Lodge 263

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ARTICLE 1

NAME

1. Use of the name and the like. The use of the name, insignia, emblem or any other representation of the Fraternal Order of Police or the Lodge shall be governed by the provisions set forth in the by-laws as follows:

The secretary or designee shall have the sole and exclusive right to authorize, control, license and restrict the use of the name, insignia or emblem, mark, trademark or service mark of the Fraternal Order of Police Lodge 263. Except as that right may be limited or reserved to the National Board of Trustees of the Fraternal Order of Police or the Fraternal Order of Police Illinois State Lodge. The secretary shall police the trademark of Lodge 263.

2. The lodge, by virtue of its affiliation with the State Lodge, shall have the right to use the name, insignia, emblem, mark, trademark or service mark of the Fraternal Order of Police, in order to signify its affiliation with the Illinois State Lodge. In the case of prospective for profit uses of the name, insignia emblem, mark, trademark or service mark of the Fraternal Order of Police permission must first be obtained from the Grand Lodge or State Lodge.

ARTICLE 2

CHARACTER

1. MEMBERS: The lodge is an organization consisting of correctional officers, sergeants, lieutenants, majors, wardens, assistant wardens, superintendents, parole agents, parole supervisors, correctional treatment officers, correctional treatment officer supervisors, senior correctional treatment officer supervisor, juvenile justice specialist, juvenile justice specialist supervisor, Correctional Officers in Illinois working for the Federal Bureau of Prisons, Illinois County Corrections Officers and any other employee within the Illinois Department of Corrections exercising the power of a peace officer shall qualify for membership in the lodge.
2. LABOR ACTIVITY: The lodge is a fraternal organization composed of professional law enforcement personnel within the Illinois Department of Corrections, Correctional Officers in Illinois working for the Federal Bureau of Prisons, Illinois County Corrections Officers who have joined together for their own good. In no event, shall the lodge be controlled by any labor organization cooperative efforts by the lodge or the state lodge with labor organizations for their common good will be permitted.
3. NO STRIKE: The lodge shall not strike or cause a cessation of the performance of security Duties or induce members of other lodges to do likewise.
4. BYLAWS AND RITUALS: These bylaws shall be the fundamental law of the lodge and with the rituals adopted by the state lodge or the National Grand Lodge shall govern the conduct of the lodge and its members.

5. **ADMINISTRATION** The bylaws shall govern the day to day operation and administration of the lodge.

ARTICLE 3 DEFINITIONS

The following terms, phrases or words shall be defined as:

1. **QUALIFYING MEMBER.** Shall mean any full time, permanent employee of the Illinois Department of Corrections, full time Correctional Officers in Illinois working for the Federal Bureau of Prisons, full time Illinois County Corrections Officers who meets the qualifications in article 4 of these bylaws.
2. **GOOD CAUSE.** Shall mean nonfeasance, malfeasance, dishonesty, or refusal to carry out the will of the lodge, state lodge or National Grand Lodge.
3. **MEMBER IN GOOD STANDING.** Shall mean a member who has fulfilled all requirements of membership. In accordance with provisions established by the lodge any member whose dues are delinquent sixty (60) or more days or has been suspended shall not be a member in good standing.
4. **EXECUTIVE BOARD.** Shall refer to the collective body consisting of the following lodge officers: President, Vice-President, 2nd Vice-President, Past Presidents, Secretary, Treasurer, Sergeant at Arms, Chaplain, District Trustees and any lodge member serving as a state or national officer.
5. **PAST PRESIDENT.** Shall be defined as any person elected to the Office of President by the lodge membership and who served not less than one (1) full term or was not removed from office.
6. **NATIONAL and GRAND.** Shall mean and refer to the National Organization of the Fraternal Order of Police or the Grand Lodge.
7. **BIENNIAL CONFERENCES.** Shall mean the conferences of the Fraternal Order of Police, Illinois State Lodge, held in even numbered years, and the national conferences held in odd number years.
8. **QUORUM.** At any regular or special meeting of the general membership of the lodge, a quorum, capable of conducting the business of the lodge, shall consist of a majority of the executive board present, provided that proper notification of the meeting has been given.

ARTICLE 4
MEMBERSHIP

1. Any full-time employee of the Illinois Department of Corrections or whose job training and job title are equivalent to the below mentioned positions who:
 - a. Have successfully completed training at the Illinois Department of Corrections Training Academy.
 - b. Passed their probationary period of employment and have been appointed to the rank of correctional officer, correctional sergeant, correctional lieutenant, major, warden, assistant warden, superintendent, parole agent, parole supervisor, correctional treatment officers, correctional treatment officer supervisors, senior correctional treatment officer supervisor, juvenile justice specialist, juvenile justice specialist supervisor.
 - c. The Fraternal Order of Police Illinois Department of Corrections Lodge 263, may deny membership to anyone who is, or has been, a member of the communist party, or of any party or organization regardless of what name by which it may be known, which advocates the abolition, destruction or violent overthrow of the government of the United States, the State of Illinois or illegal abolition of any political subdivision.
 - d. No person shall be a member of more than one (1) subordinate lodge at the same time. Delinquent members shall not be eligible for any membership benefits until all overdue membership dues are paid. Any member who has been suspended by the state lodge or Lodge 263 shall be ineligible for membership in Lodge 263 until the suspension has been lifted.
 - e. Full time Correctional Officers in Illinois working for the Federal Bureau of Prisons, full time Illinois County Corrections Officers who have completed their training and are certified as a Correctional Officer.
2. There shall be three (3) classes of membership: Active, Honorary and Associate.

A. ACTIVE MEMBERSHIP

1. Shall include fulltime Illinois Department of Corrections personnel as described in Article 4, Section 1, Subsection A and B, full time Correctional Officers in Illinois working for the Federal Bureau of Prisons, full time Illinois County Corrections Officers as described in Article 4, Section 1, Subsection E.
2. Shall include retired personnel who have remained in good standing. Law enforcement individuals who retire from fulltime employment with eight (8) or more years within the Illinois law enforcement corrections community.
3. Any member in good standing that becomes disabled in the line of duty, regardless of time in service, shall remain eligible as a member.

B. HONORARY MEMBERSHIP

Shall be comprised of persons recognized by the lodge for exceptional service or contributions to the nation, the state, political subdivisions, the law enforcement community, the Fraternal Order of Police, the Grand Lodge, the State Lodge or a local lodge.

C. ASSOCIATE MEMBERSHIP

May be extended to individuals of good moral character who do not qualify as active law enforcement members. The recognition and privilege of associate membership is further explained in these bylaws.

3. Voice and vote.

- A. Only active members defined in Article 4, Section 1, shall have the right to voice and vote.
- B. Only officers that hold positions on the Executive Board shall have the right to vote at Executive Board Meetings.
- C. The office of Chaplain does not have a vote and it is not a position included in the count for a quorum at Executive Board Meetings, unless the individual holding the office meets the criteria for membership set forth in Article 4, Section 1 and is a member in good standing.

ARTICLE 5 ATTENDANCE

- 1. Elected officials must attend all meetings unless excused. Any elected official with three (3) or more unexcused absences within a calendar year shall be removed from office for the good of the lodge.
- 2. The chair of each committee, or a designated member of the committee, must attend all lodge meetings unless excused.

ARTICLE 6 TERMINATION OF MEMBERSHIP

- 1. Individual memberships may be revoked for reasons including, but not limited to, failure to renew membership or a serious violation of the Code of Conduct.
- 2. Upon termination of membership, the member shall surrender their automobile emblem, membership card and any other item considered to be privilege of membership.

ARTICLE 7
MEMBERSHIP RENEWALS

1. Renewal notices shall be provided to all members in August.
2. Payment of membership dues shall be between September 1st and October 15th unless in payroll deduction.
3. A \$10.00 late fee shall be assessed on all renewals paid from October 15th to December 31st.
4. Any person not having paid their membership dues by January 1st shall be dropped from membership.
5. Any person having been dropped from membership for nonrenewal shall be reactivated back in the lodge once membership dues are paid to the lodge, provided their current employment qualifies as eligible.

ARTICLE 8
ORGANIZATION

1. Illinois Department of Corrections Lodge 263 shall maintain membership in good standing with the State Lodge and shall adhere to the bylaws and such rules and regulations as may apply.
2. The Illinois Department of Corrections Lodge 263 shall endeavor to have representation at each such conference convened.
 - A. Delegates to the biennial conferences. The executive board shall be delegates to the State and National Biennial Conferences.
 - B. Each district shall be entitled to at least one (1) delegate to these conferences. Additional delegates will be allowed on a first come first served basis until all delegate seats are filled.
 - C. Each delegate must be in good standings in Lodge 263.
 - D. Only a duly elected delegate or officer of the Illinois Department of Corrections Lodge 263 shall have voice or vote.
 - E. Each district shall have selected their delegates to the conferences no later than April 30th in the year the conferences are held.

- F. Each district shall complete a credential form for each delegate furnished by the secretary, which shall be signed by the lodge president and lodge secretary, such form(s) shall be forwarded to the Illinois Fraternal Order of Police Lodge 263 Secretary no later than thirty (30) days prior to the Biennial Conference. No delegate or alternate delegate shall be admitted or seated in the Biennial Conference without credentials.
 - G. Delegates to state or national conferences shall, at all times, adhere to a code of conduct approved by the executive board and disseminated to all delegates prior to the opening of the conference.
 - H. Appointed delegates to the State Biennial Conference not specifically named in the bylaws shall be elected by a majority vote of the executive board and the total number of Biennial delegates shall be determined by the bylaws of the state lodge.
3. The fiscal year of the Illinois Department of Corrections Lodge 263 shall be from January 1st to December 31st. During the month of February an annual audit shall be performed on the books, records and accounts of the lodge by the audit committee who shall report to the membership body. In the event of an unresolved discrepancy over \$500, a professional audit shall be conducted.
 4. There shall be an annual budget of the Illinois Department of Corrections Lodge 263 which shall be formulated by the executive board in accordance with the rules and regulations as may be prescribed within the bylaws. The budget shall be reported to the executive board in November. The budget shall remain in full force and effect for the fiscal year unless revised by emergency action of the president or formal action taken at a meeting of the executive board.

ARTICLE 9 LODGE OFFICERS

1. The executive board shall consist of the President, Vice-President, Second Vice-President, Past Presidents, Secretary, Treasurer, Sergeant at Arms, Chaplain and District Trustees.
 - A. The terms of office for the President, Second Vice-President and Treasurer will be for four (4) years beginning with the elections in 2020. The terms for the Vice-President, Secretary and Sergeant at Arms shall be for two (2) years but beginning with the 2022 election, they shall be for four (4) years.
 - B. The terms of office of each District Trustee shall be for two (2) years.
 - C. For the Executive Board there shall be no more than Three (3) of the following officers shall be elected from any one Facility or Division District.
 - D. President, Vice-President, Second Vice-President, Secretary, Treasurer, or Sergeant at Arms. Should four (4) or more candidates who are members of the same district receive the greatest number of votes for any three (3) or more of the preceding offices, then, in that event, the candidate receiving

the greatest number of votes for the highest three office(s) (in the order set here-in) shall be declared elected and the other candidate(s) from the same district disqualified by the President, and the candidate for that office receiving the next highest number of votes shall be declared elected. No member shall be nominated for, nor elected to office who is not a member in good standing.

2. Removal or termination of an Executive Board Member: Unless otherwise stated within these bylaws; The President shall nominate a replacement within 45 days and this replacement must be approved by a majority vote of the Executive Board.

3. An officer, who resigns from office during any elected term shall relinquish all rights to, privileges and property to that office and shall revert to the status of "member." An officer who for any reason becomes ineligible as an active member of the lodge shall automatically forfeit the office.

4. NOMINATION

A. Candidates wishing to run for office must declare their candidacy to the secretary in writing no fewer than sixty (60) days prior to the election. The elections shall only be held on the last Saturday of June in even numbered years.

B. No member may be a candidate for more than one (1) office during an election.

5. ELECTIONS

A. Elections will be accomplished by means of a mail-in ballot. All ballots shall be mailed to the State Lodge and placed into a locked ballot box by State Lodge Administrative staff or Election committee members.

B. The names of candidates for each office shall be placed on a ballot by the election committee.

C. Ballots will be made available to all active members in good standing not less than 45 days prior to the election by the election committee.

D. It is the responsibility of all members of the Illinois Department of Corrections Lodge 263 to have current address and contact information submitted to the lodge secretary prior to 60 days before the election for purposes of notification of the election process and mailing of ballots by the election committee.

E. All ballots must be received by the election committee no later than the last Saturday of June. Any ballot arriving after the cutoff date shall not be opened. It is the responsibility of the voting member to ensure the ballot arrives prior to the cutoff date.

- F. Upon completion of all voting, the votes for each candidate will be tallied by the election committee.
- G. Elected officers shall be installed per FOP Ritual and shall take office in accordance with the regular order of business.

ARTICLE 10

EXECUTIVE BOARD

1. The executive board shall be comprised of the president, vice-president, 2nd vice-president, past presidents, secretary, treasurer, sergeant at arms, chaplain, district trustee(s) and any serving State or National Officer.
2. The executive board shall meet to advise the president in administrative and other affairs of the lodge. The executive board shall meet not less than four (4) times per year. In the absence of the president, the vice-president shall preside over the meeting. Special meetings may be convened by the executive board provided a quorum of executive board members request and are present, provided all the executive board members had been notified.
3. Members may be excused from a regular meeting by notifying the president or secretary.

ARTICLE 11

PRESIDENT

1. The president shall be the Chief Executive Officer of the Fraternal Order of Police Illinois Department of Corrections Lodge 263. He shall preside at all meetings of the executive board.
2. He shall administer and manage the business of the lodge. He shall ensure that the resolutions and by-laws of the lodge and the order and actions of the executive board are carried out. He shall execute all contracts into which the lodge may enter. At each meeting of the executive board he shall report in respect to the business transacted by him since the last meeting of the executive board together with such recommendations as he may deem advisable.
3. The president shall appoint a majority of each committee and name the chair thereof to inquire into any matter affecting or concerning the lodge. He shall serve as an ex-officio member of all committees.
4. When he deems it necessary, or upon petition of a majority of the executive board, or upon receipt of notice from the secretary that probable cause has been found by the trustees to proceed with an inquiry in respect to charges against a lodge officer, the president shall call a special meeting of the executive board.
5. The president shall not receive any salary but shall, subject to the approval of the executive board, be reimbursed for ordinary and necessary expenses incident to the office.

6. Within thirty (30) days after the expiration of his term of office, the president shall convey to his successor all unfinished business and books and records and physical property belonging to the lodge.
7. By virtue of office, he shall be a delegate to the State and National Biennial Conference.

ARTICLE 12 PAST PRESIDENT

1. There shall be an office of past president, which shall be held by any living person who completed one (1) full term, and who was not removed from office immediately prior to the current president. The past president shall advise and assist the president and the executive board in the performance of their duties. The past president shall serve as a member of the executive board. The past president shall report to the executive board the business transacted since the last meeting of the board.
2. Within thirty (30) days after leaving office, the past president shall convey to the successor, all unfinished business, books, records and physical property belonging to the lodge and shall require and receive receipt.
3. The immediate past president shall guide the newly elected president and executive board on all unfinished lodge business to include all bills, banking and holdings.
4. The past president shall not receive any salary but shall, subject to the approval of the executive board, be reimbursed for ordinary and necessary expenses incident to the office.
5. By virtue of office, he shall be a delegate to the State and National Biennial Conference.

ARTICLE 13 VICE-PRESIDENT

1. The vice-president shall assist the president in the administration of lodge affairs and perform such duties as may be reasonable and required to insure the orderly flow of lodge business.
2. In the event of the absence of the president or removal from office the vice-president shall be vested with the powers of and perform the duties of the president.
3. Within thirty (30) days after leaving office, the vice-president shall convey to the successor, all unfinished business, books, records and physical property belonging to the lodge and shall require and receive receipt.
4. The vice-president shall perform other duties as ordered by the president or executive board.

5. The vice-president shall appoint the minority of all committees.
6. The vice-president shall not receive any salary but shall, subject to the approval of the executive board, be reimbursed for ordinary and necessary expenses incident to the office.
7. By virtue of office, he shall be a delegate to the State and National Biennial Conference.

ARTICLE 14 **2ND VICE-PRESIDENT**

1. The 2nd vice-president shall assist the president and the vice-president in the administration of lodge affairs and perform such duties as may be reasonable and required to ensure the orderly flow of lodge business.
2. The 2nd vice-president shall perform other duties as ordered by the president.
3. In the event of the absence of the vice-president the 2nd vice-president shall be vested with the powers of and perform the duties of the vice-president.
6. Within thirty (30) days after leaving office, the 2nd vice-president shall convey to the successor, all unfinished business, books, records and physical property belonging to the lodge and shall require and receive receipt.
7. The 2nd vice-president shall not receive any salary but shall, subject to the approval of the executive board, be reimbursed for ordinary and necessary expenses incident to the office.
8. By virtue of office, he shall be a delegate to the State and National Biennial Conference.

ARTICLE 15 **SECRETARY**

1. The secretary shall have custody and use of the lodge's materials and office equipment as is necessary to perform his/her duties. Any additional documented costs incurred by the secretary shall be reimbursed. The secretary shall be the custodian of all lodge seals, books, documents and records under the general authority and orders of the president and the executive board.
2. The secretary shall be the recording officer of the lodge.

3. The secretary shall keep an accurate recording of the business conducted at such meetings and cause such record to be legibly entered in a book of minutes.
4. The secretary shall conduct the general correspondence of the lodge.
5. The secretary shall complete a written copy of the membership meeting minutes. The secretary will ensure written copies of the membership meeting minutes are made available one (1) hour prior to the start of the following membership meeting.
6. The secretary shall attest, under the seal of the lodge, to all duly authorized contracts.
7. The secretary shall be the official custodian of the by-laws of the lodge and amendments there to, which shall be authenticated by the seal of the lodge and the signatures of the president and the secretary.
 - A. The secretary shall maintain a book of amendments to the by-laws.
 - B. The secretary shall be responsible for preparation of amendments and shall ensure that each amendment conforms to the document it seeks to amend in respect to form, placement and syntax to the by-laws prior to presenting them to the executive board.
 - C. The secretary shall be responsible for the publication and distribution of the by-laws. The secretary shall include notations or history denoting the date of each amendment.
8. The secretary shall be responsible for the board approved purchase inventory and sale of all merchandise of the lodge. The secretary may nominate a member of the lodge, and when approved by the executive board, may assist in the purchase, inventory and sale of lodge merchandise.
9. The secretary shall protect by policing the use of the name, insignia, emblem, mark, trademark, service mark of the Fraternal Order of Police, Lodge 263 and the State and National Lodge.
10. The secretary shall maintain the official list of membership of the lodge. The list shall not be released unless specifically authorized or directed by the executive board. Such direction or authorization shall be made known to the membership during the next regular lodge meeting and shall be entered into the meeting minutes.
11. The secretary shall be responsible for securing and completing delegate credential forms in duplicate equal to the number of delegates to which the lodge may be entitled. The delegate credentials shall be signed by the president and the secretary of the lodge, authenticated by the seal of the lodge secretary no less than thirty (30) days prior to the date fixed for the holding of the Biennial Conference.

12. The secretary shall notify each member of the lodge of meetings not less than thirty (30) days prior, and or, in the case of special meetings as soon as possible.
13. Within thirty (30) days after leaving office, the secretary shall convey to the successor, all unfinished business, books, records and physical property belonging to the lodge and shall require and receive receipt.
14. The secretary shall not receive any salary but shall, subject to the approval of the executive board, be reimbursed for ordinary and necessary expenses incident to the office.
15. By virtue of office, he shall be a delegate to the State and National Biennial Conference.

ARTICLE 16

TREASURER

1. The treasurer shall be the custodian and administrator of the funds of the lodge under the supervision of the executive board.
2. The treasurer shall furnish a bond for the faithful performance of the duties performed by his office in such form and amount as approved by the executive board. The bond shall be paid for by the lodge.
3. The treasurer shall keep an itemized accounting of all receipts and disbursements and with the approval of the executive board may engage certified public accountants to assist him.
4. Under direction of the executive board, the treasurer shall establish special accounts as necessary and allocate to each the amounts collected or appropriated thereof.
5. The treasurer shall deliver a written financial report at each meeting. A full report shall be in file with the lodge secretary.
6. The treasurer shall give the auditing committee a correct account of all monies in their possession, together with books, papers and receipts belonging to the office, and at any time when ordered, deliver all monies books, papers and properties to the executive board and/or the audit committee.
7. The treasurer shall perform such duties as are usual and incident of the office of the treasurer or as delegated by the president or executive board.
8. Within thirty (30) days after leaving office, the treasurer shall convey to the successor, all unfinished business, books, records and physical property belonging to the lodge and shall require and receive receipt.

9. The treasurer shall not receive any salary but shall, subject to the approval of the executive board, be reimbursed for ordinary and necessary expenses incident to the office.
10. By virtue of office, he shall be a delegate to the State and National Biennial Conference.

ARTICLE 17

SERGEANT AT ARMS

1. The sergeant at arms shall keep an accurate record of members and guests attending each meeting and provide a copy thereof to the secretary.
2. The sergeant at arms shall examine membership cards of members at meetings and determine that all are in good standing and report to the president.
3. The sergeant at arms shall keep order on the floor of the meetings as the chair may direct.
4. Within thirty (30) days after leaving office, the sergeant at arms shall convey to the successor, all unfinished business, books, records and physical property belonging to the lodge and shall require and receive receipt.
5. The sergeant at arms shall not receive any salary but shall, subject to the approval of the executive board, be reimbursed for ordinary and necessary expenses incident to the office.
6. By virtue of office, he shall be a delegate to the State and National Biennial Conference.

ARTICLE 18

CHAPLAIN

1. There shall be an office of chaplain which shall be held by a member of the clergy appointed by the president and approved by the executive board. Nominations and selection will occur immediately following installation of the executive board. The chaplain shall have voice and vote at executive board meetings provided they are currently a member in good standing. The chaplain shall advise and assist the president and executive board, in the performance of their duties and shall undertake such assignments as delegated. The chaplain shall report to the executive board in respects to activities conducted in service of the lodge.
2. Within thirty (30) days after leaving office, the chaplain shall convey to the successor, all unfinished business, books, records and physical property belonging to the lodge and shall require and receive receipt.

3. The chaplain shall not receive any salary but shall, subject to the approval of the executive board, be reimbursed for ordinary and necessary expenses incident to the office

ARTICLE 19

DISTRICT TRUSTEE

1. The district trustees shall appoint one institutional coordinator per institution and one parole office coordinator per parole office in their respective districts, to assist the district trustee in disseminating and collecting information and materials.
2. The district trustees shall attend meetings of the executive board and shall have voice and vote.
3. Each of the district trustees shall be elected during regular elections. Each district shall be entitled to elect one (1) trustee. Trustees shall represent their district on the executive board.
4. Except as otherwise provided, the trustee, by the body as a whole or by delegation shall:
 - A. Have responsibility for the physical property of the lodge within their district.
 - B. Make a complete and itemized inventory consistent with the records of the lodge.
 - C. Make a full and complete report to the executive board of all business transacted since the previous executive board meeting.
5. They shall disseminate lodge information to the members in the district.
6. A majority of district trustees may call a meeting to discuss business.
7. Trustees shall hold general membership meetings in their districts as needed, but not less than once per year.
8. Within thirty (30) days after leaving office, the district trustee shall convey to the successor, all unfinished business, books, records and physical property belonging to the lodge and shall require and receive receipt.
9. The district trustee shall not receive any salary but shall, subject to the approval of the executive board, be reimbursed for ordinary and necessary expenses incident to the office.
10. By virtue of office, he shall be a delegate to the State and National Biennial Conference.

ARTICLE 20

DISTRICTS

1. Each institution within the Illinois Department of Corrections will be assigned to the North, Central or South District. Each geographical district shall elect one trustee who is employed at a facility within that district to represent them on the Executive Board.
2. Any facility or division exceeding 100 active members shall be considered a district unto itself and shall elect one trustee who is employed at that facility or division to represent the district on the Executive Board. Any facility or division which is considered a district may not have a north, central or south trustee at the facility or division.
3. Retired members who are active and in good standing shall elect one trustee to represent them on the executive board, and the retired trustee must reside in the State of Illinois.
4. The executive board shall modify the districts, provided it occurs at a regular meeting of the executive board by a 3/5 majority vote of the established quorum.
 - A. In the event that modifications result in the creation of a new district, a trustee shall be appointed by the President, with the approval of the executive board to serve until the next election.
 - B. In the event that a modification results in the elimination of an existing district, the trustee's position shall also be eliminated at the end of their term.
5. One additional District is created for the full time Correctional Officers in Illinois working for the Federal Bureau of Prisons and the full time Illinois County Corrections Officers.

ARTICLE 21

ASSOCIATE MEMBERS

The lodge may recognize, acknowledge and validate associate members, known as lodge associates, who are subject to the control and supervision of the lodge.

ARTICLE 22

AUXILIARIES

The Fraternal Order of Police Lodge 263 recognizes, acknowledges and validates auxiliaries. Such auxiliaries shall be subject to the control and supervision of this lodge and shall conform to and be governed by the bylaws of this lodge, the Illinois State Lodge and the National Grand lodge.

ARTICLE 23
DISCIPLINE

1. **EQUITY AND FAIRNESS.** This article shall govern discipline of officers and members of this lodge in a manner consistent with these bylaws. It shall be interpreted in such a manner as to afford equity and fairness to all affected thereby.
2. **IMPOSITION.** Discipline shall be initiated by the lodge and imposed upon an individual member or officer only if extraordinary circumstances where the member or officer has acted or failed to act in respect to the lodge of a matter of direct and significant importance to the lodge or who has violated these bylaws or the ritual of the Grand Lodge.
3. **INDIVIDUAL MEMBERS.** In the case of discipline imposed upon an individual member involving suspension, expulsion or removal from office, an appeal may be taken by the member to the state lodge board of trustees, in accordance with the process contained in the current state lodge bylaws.
4. **DISCIPLINE.** No member shall receive discipline from the lodge unless:
 - A. Formal written charges have been filed with the president. If the president is the person being charged, then the charges shall be filed with the 1st vice-president.
 - B. The president along with the 1st vice-president shall form an investigative committee which shall consist of a minimum of three (3) lodge members who hold no positions within the lodge, members are selected by the president and 1st vice-president in accordance with these bylaws.
 - C. If the president is the person being charged than the committee shall be formed by the 1st vice-president and the 2nd vice-president, with the 1st vice-president appointing the majority and the 2nd vice-president appointing the minority members.
 - D. This committee will conduct an investigation and report their findings to the executive board of this lodge in the form of a written report.
 - E. Once the report has been received by the executive board, a majority vote must be received to proceed with a hearing.

ARTICLE 24

HEARINGS

1. DUE PROCESS. In respect to any discipline hearing conducted by the lodge, due process shall be afforded the parties thereto.
2. PROCEDURE. The executive board shall conduct all disciplinary hearings and shall:
 - A. Require the complaint, charge or allegation be made under oath and in writing and provide such facts as may enable the charged party to be fairly apprised of the nature of the charge.
 - B. Ensure that the party charged is provided with a copy of such complaint, charge or allegation and given sufficient time, which in any event shall be not less than thirty (30) days, to prepare a defense, if any, thereto.
 - C. Conduct a hearing upon the matter during which the trier of fact shall limit the scope of the inquiry to the specific complaint(s), charge(s) or allegation(s) set forth in the written notice thereof.
 - D. Adhere to an order of procedure which places the burden of proof upon the party charging the member.
 - E. Permit the parties thereto to introduce documents and exhibits and the testimony of witness in accordance with such rules of evidence as may be determined and applied uniformly by the executive board.
3. CAUSE FOR DISCIPLINE. Discipline may be imposed upon a member for any violation of the good of the order, including, but not limited to the following:
 - A. Violation of these bylaws, of the ritual, oath or obligations of this lodge.
 - B. Acts of disloyalty to the Fraternal Order of Police, Including but not limited to, overt attempts to decertify the Illinois Fraternal Order of Police where the same is the certified bargaining representative of its members, holding office in an organization which encourages members of the Fraternal Order of Police to leave this lodge or where applicable which attempts to decertify the Illinois Fraternal Order of Police or such other acts as bring disrepute, disgrace or dishonor upon the Fraternal Order of Police and or this lodge.
 - C. Distribution or use of the lodge membership list for any reason without the express permission of the executive board.
 - D. The unauthorized use or the abuse of the name or insignia of this lodge, the Fraternal Order of Police, the Fraternal Order of Police Illinois State Lodge or any infringement of a trademark thereof.

4. **DISCIPLINARY ACTION.** Any member found guilty of violation(s) are subject to written reprimand, probation, removal from office or expulsion from the order. Guilt must be found by a 2/3 majority vote of the executive board, if guilt has been established, the executive board shall make the recommendation of discipline by another 2/3 majority vote approval.

ARTICLE 25

LEGAL AID

1. **ASSISTANCE.** Legal assistance and support shall be given to members in good standing to such an extent as the lodge is able to provide. Legal aid of a more complex or extensive nature may be requested of the state lodge in accordance with Article 23 of its bylaws.
 - A. Requests for assistance must be submitted in writing to the president and shall include the nature of the problem, all pertinent information and the type of assistance requested.
 - B. Contact the Fraternal Order of Police Legal Defense Plan.
2. **NEW MEMBERS.** Persons applying for membership shall not be granted legal assistance for any matter already in existence at the time membership is applied for.
3. **LEGAL ISSUES.** The legal topics for which the lodge may provide assistance shall be determined by a majority vote of the executive board. The executive board shall be advised in these matters by guidelines provided by the state lodges bylaws or its legal committee.
4. **CONFORMITY.** No member, or lodge officer, shall allege, represent or promise that the lodge will assume any payment or provide any assistance or aid nor shall the lodge, or any officer, employee, agent or representative provide or promise to provide and legal assistance or financial aid except in conformity herewith. Any provision of such legal assistance or financial aid shall be specifically authorized by the executive board, memorialized by a writing signed by the president and secretary under the lodge seal.

ARTICLE 26

PARLIAMENTARY PROCEDURE

All business meetings of this lodge shall be conducted by rules of parliamentary procedure. Disputed procedures shall be governed by the most current revision of Roberts Rules of Order.

ARTICLE 27
OFFICIAL RITUAL

There shall be an official ritual of the order which shall be known as the Fraternal Order of Police Ritual.

ARTICLE 28
AMMENDMENTS

1. PROPOSING. Any member of the lodge who is in good standing may propose an amendment to these bylaws. Proposed amendments must be submitted by September 1st.
2. SUBMISSION. A proposed amendment must be submitted in writing to the secretary. The proposal shall contain the precise language of the proposed amendment(s), shall specifically set forth the language to be added, deleted and/or revised, and shall identify each and every article and section of these bylaws thereby affected.
3. REVIEW. The bylaw committee shall meet to review the proposed amendment(s) as to its form, grammar, placement and substance. The committee shall then report to the executive board its conclusions and recommendations.
4. ACCEPTANCE. Proposed amendments shall become part of these bylaws except upon a two-thirds vote of the active members of the Illinois Department of Corrections Lodge 263 present at the board meeting in which a bylaw proposal(s) is to be voted on. The membership will be notified by mail at least 45 days in advance of the meeting time, date and location and the proposed amendment(s). All accepted proposals shall be sent to the state lodge for review and approval.

ARTICLE 29
DUES AND ASSESSMENTS

1. DUES PAYMENT. Members shall pay dues to the lodge in an amount and manner as determined by the executive board. The amount and manner of dues payment shall be based upon the needs of the lodge and shall be changed only by a two-thirds (2/3) majority vote of the executive board.
2. RENEWALS. To maintain membership in good standing, each member must pay their renewal dues annually. The following provisions for renewal shall be adhered to by the lodge and membership:
 - A. Members not on payroll deduction shall receive renewal notices during the month of August each calendar year.

- B. Renewals shall be paid by October 15th of each calendar year.
- C. A late fee of \$10.00 shall be assessed on all renewals paid after October 15th of each calendar year.
- D. Anyone who has not renewed their membership by January 1st of each calendar year shall be considered a member not in good standing.

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AMENDED 2016 DEC 04 By-Law Committee Meeting -	Chair Michael Davey Members R. Baker, A. Dixon, J. Prado, P. Tenerelli
AMENDED 2017 FEB 17 By-Law Committee Meeting -	Chair Michael Davey Members R. Baker, A. Dixon, J. Prado, P. Tenerelli, Harrington
AMENDED 2017 MAR 04 By-Law Committee Meeting -	Chair Michael Davey Members R. Baker, A. Dixon, J. Prado, P. Tenerelli,
AMENDED 2018 FEB 19 By-Law Committee Email -	Chair Michael Davey Members R. Baker, A. Dixon, J. Prado, P. Tenerelli
AMENDED 2018 APR 11 By-Law Committee Meeting -	Chair Michael Davey. Members R. Baker, A. Dixon, C. Harrington
APPROVED 2018 JUN 07 Illinois State Lodge -	President Chris Southwood, Trustee Greg Johnson
AMENDED 2019 SEP 19 General Meeting-	Members of the Executive Board FOP Lodge 263
APPROVED 2019 SEP 26 Illinois State Lodge -	P. Tenerelli, J. DeWitt
AMENDED 2021 MAR 20 General Meeting-	Members of the Executive Board FOP Lodge 263