

CONSTITUTION and BY-LAWS
of the
Port Authority Retired Police Association
(Formally known as THE PORT OF NEW YORK AUTHORITY RETIRED POLICE
ASSOCIATION)

PREAMBLE

We, the retired members of the Port Authority of New York & New Jersey Police Department form this organization to increase benevolence and camaraderie among all retired members of the force.

ARTICLE 1 - NAME and PURPOSE

The name of the organization shall be the PORT AUTHORITY RETIRED POLICE ASSOCIATION (PARPA)

The PARPA was formed to renew and foster friendships among all retired members of the Port Authority Police.

Additionally, the organization will seek information concerning retirement benefits, pension issues and any pending legislation or policy proposals that affect our membership.

It shall be a further aim of the PARPA to keep members aware of the health and wellbeing of all former members of the Port Authority Police Department and to aid in their comfort when needed.

PARPA will disseminate information to all members through scheduled quarterly meetings and electronic communications.

ARTICLE II – MEMBERSHIP

Regardless of rank held, application for membership shall only be open to retired members of the Port Authority of NY & NJ Police Department.

Continuing membership is contingent upon being up to date on annual dues.

Section 1) Membership is restricted to any Port Authority Police Officer, of any rank, that retired in good standing. This will include regular and disability retirements. Upon applying for membership, the Board of Trustees will check the retirement standing of the applicant and will then recommend the candidate become a member by making a motion at the next scheduled general membership meeting. A vote will be conducted by those members present at that meeting.

Section 2) Dues shall not be collected in the calendar year of a member's retirement and shall commence on the next calendar year as listed in paragraph #3 below in this section.

Section 3) The regular dues of this association shall be \$20 per annum payable in advance at the end of each calendar year. When a majority of the executive board deem it advisable due to the current economic climate, it may be increased after a vote at a general meeting.

Section 4) A member's dues payments to the organization shall cease when the member, who has been a member for a minimum of 10 years, reaches their 75th birthday. The member must notify the organization prior to their 75th birthday with proof of same.

ARTICLE III EXECUTIVE BOARD

Section 1) The elective officers of this Association will be a President, First Vice-President, Second Vice-President, Treasurer, Financial Secretary, Recording Secretary, Sergeant-at-Arms and five Trustees. They will form the Executive Board.

Section 2) The term of the aforesaid officers, will be two years but they may be elected to succeed themselves to the same office by a majority vote of the body of this Association present at the 3rd scheduled quarterly meeting of the year preceding the election year.

Section 3) President

The President will be the Chief Executive Officer of the Association. The President will call a meeting of the Executive Board on a quarterly basis. The President can call for additional meetings when needed. The President will preside at all meetings and enforce the laws and objects of the association, decide all questions of order, sit as judge, and declare the results of all elections. The President will appoint all committees and sign all documents unless otherwise provided for.

As stated in the preamble, *the organization will seek information concerning retirement benefits, pension issues and any pending legislation or policy proposals that affect our membership*, The President will name an Executive Board member to be designated as a representative to the Port Authority Retirees Association (PARA) and to The Retired Police Association Of the State of NY (RPA). The representatives will prepare a report to be presented at each quarterly meeting.

No money will be paid by the Treasurer, nor will any order for payment of money be drawn upon the Association without written authorization from the President. The President will be ex-officio, member of all committees. Should the President be prevented by illness or otherwise from performing his duties, the First Vice-President will be the Acting President and will have all the powers of the President while so acting.

The President is herewith empowered to call upon any member of this Association for aid or assistance that is reasonably within the power of such member. He is also authorized to summon any member to appear at a meeting of the Association, on behalf of the best interests of the Association. Any member willfully refusing to comply with notice to appear for such purposes without a reasonable cause, will stand suspended-

Section 4) First Vice-President

The First Vice-President will aid the President in conducting meetings, and in the absence of the President, the First Vice President will preside and while so presiding, will have the full power of the President. If for any reason, the office of the President will become vacant, the First Vice-President will become President for the remainder of the unexpired term.

Section 5) Second Vice-President

The Second Vice-President will aid the President in conducting meetings, and in the absence of the President and First Vice-President, will preside and while so presiding, will have the full power of

the President. In the event of a vacancy in the office of the First Vice-President, the Second Vice-President will become First Vice-President and the office of Second Vice President will remain vacant.

Section 6) Treasurer

The Treasurer will receive from the Financial Secretary, all monies due to the Association received by him. The Treasurer will be chief custodian and disbursing officer of the funds of the Association. All monies are to be deposited in a commercial bank, or credit union, regulated and supervised by the Federal Deposit Insurance Company (FDIC), or the National Credit Union Administration (NCUA).

The Treasurer will pay out no money except on an order signed by the President of the Association. The Treasurer will have a bond, conditioned upon the proper performance of his/her duties for the faithful accounting of all monies of the Association, received by him/her, in the sum fixed by the Executive Board.

All costs pertaining to said bond are to be defrayed by the Association. The Treasurer will make a report in duplicate every month, one copy to be given to the Recording Secretary to be entered in the minutes and the other to the Board of Trustees. Said copies are to be left at the office of the Association. The Treasurer may be authorized and empowered to convert monies from the Treasury into sound investment on recommendation of the Executive Board and subject to the approval of the membership at a regular meeting by majority vote. The books and records of the Treasurer and special committees will be opened for inspection by the President, board of trustees or special committees appointed or selected by this Association. At the expiration of his term of office, The Treasurer will without delay, deliver to his successor all books, papers, funds, records, and all other property of this Association.

After PARPA's financial accounts have been audited by a Certified Public Accountant, the Accountant's report will be submitted to the membership for their approval at a regular meeting. Upon approval, the books will then be accepted, and the former and incoming Treasurer will receive a release. As treasurer of this Association, he/she will conduct and be responsible for the financial arrangements of all dances, dinners, and affairs, as well as any events or contributions sponsored by this Association.

Section 7) Financial Secretary

It will be the duty of The Financial Secretary to keep a full and accurate account of each member's standing in the Association, retired or otherwise. The Financial Secretary must immediately notify every member who is in arrears with his dues. He will perform other further duties in keeping with the nature of his office as may be directed by the President. Any individual who gives the Financial Secretary any money, in the absence of The Treasurer will receive a receipt from him/her. The Financial Secretary will transfer all monies to the Treasurer and obtain a receipt for such money.

Section 8) Recording Secretary

It will be the duty of the Recording Secretary to keep and have full charge of the minute book and general rules of membership. The Recording Secretary will keep an accurate record of the proceedings of the meetings and make the record available for posting on the website within 10 days of the meeting. The Recording Secretary will perform all other duties relating to his/her office, in conformity with the laws of the Association or as directed by the President.

Section 9) Sergeant-at-Arms It will be the duty of the Sergeant-At-Arms to enforce order at the meetings and permit only duly authorized persons to enter the place of meeting.

Section 10) Board of Trustees

The Board of Trustees will be the custodian of all property and records of the Association. They will elect from among them at the first meeting, a Chairman and Recorder.

The Board of Trustees will serve as the membership committee, until such committee is created by the President, and approve new members as stated in Article II. The membership committee will also be responsible for recommending the removal of members that are delinquent 2 years in dues. Those members removed may be recommended for reinstatement after remitting past and current dues.

The Board of Trustees will count all ballots submitted in a general or special election. They will notify the President of the results.

It will be the duty of this Board to investigate claims for payment of benefits which are referred to them for recommendation and report the results thereof to the Executive Body at a regular meeting. They will also investigate all bills presented before payments are made.

They will be empowered to call in the records of the Association at any time for the purpose of examination.

The Board of trustees will set up a budget meeting with the President to be held in January. The executive board will attend and approve or modify the proposed budget.

An additional meeting will be held in July to adjust and/or to make sure the budget is on target.

They will examine the records of the Secretaries and the bank account of the Treasurer at least once in every six months. It will be the duty of this Board to furnish to the Association, a statement every six months.

No business will be conducted by the Board of Trustees unless a quorum of three of the elected trustees are present.

In the event a decision of the Board of Trustees is disputed with respect to the payment of a bill or voucher, it will automatically be presented to the Executive Board for final decision.

ARTICLE IV NOMINATIONS AND ELECTIONS

Section 1 A member with a minimum of 18 months in good standing is eligible to run for any office. Nominations for officers shall take place at the 3rd scheduled quarterly meeting of the year preceding the election year.

Section 2 If the nominee is not present at the meeting, the Recording Secretary shall notify the nominee of their nomination immediately. They shall have 30 days in which to accept or decline such nominations and shall notify the Secretary of same in writing.

Section 3 The Recording Secretary will be instructed to have printed, an official ballot, with the names of all the candidates printed thereon. An official ballot will be made available presented in person to members in good standing at the final meeting of the year. The in-person vote will be held at the final meeting of the year.

Any member requesting a ballot be sent by US Mail will need to request same directed to the Recording Secretary. All ballots need to be mailed to the organization PO Box mailing address.

All votes will be counted by the Board of Trustees at the final meeting of the year. The candidates receiving the majority of votes cast shall be declared elected and installed at this meeting.

In the event someone is running unopposed, a hand vote will be conducted at nomination meeting, (3rd meeting of the year) and that person will be elected and installed at the final meeting of the year.

Section 4 The officers shall be installed at the last regular meeting of the year and take office on January 1 of the new year. Any member who has been elected to an office should make every effort to be present for installation.

Section 5 All the elected officers shall be members in good standing of the Port Authority Retired Police Association

Section 6

All officers and trustees will be required to attend all quarterly meetings unless prior approval by the President is granted. This includes in-person and virtual attendance. Excusals will be limited to 3 occasions during the persons term of office. In accordance with existing HIPAA rules, Medical emergency, and family situations will be given consideration.

Should an office be declared vacant by the President, an election will be ordered forthwith to fill the vacancy, except if the vacant office is covered under Article III, Sections 3, 4, or 5.

ARTICLE V PARLIAMENTARY AUTHORITY

All questions of order not addressed by these Bylaws, or the Association's articles of incorporation shall be governed by the latest edition of "Robert's Rules of Order, Newly Revised."

PLEDGE

Please raise your right hand and repeat after me I, (officer's name), do solemnly promise and pledge that I will faithfully execute the duties of the Port Authority Retired Police Association to the best of my knowledge and ability, to commit myself to the Association to further the objectives of this Association and assume full responsibility for this honorable organization

SPECIAL OBLIGATION

It is a fact that the members of this association should, both individually and collectively, endeavor to promote their welfare and extend their sphere of usefulness during their lives in this association and there can be no finer example of honor, respect and devotion shown our members called by death than for all members of this association that can possibly do so to attend the services and funeral of every departed member of this association.

This Constitution and By-Laws, was adopted by the Association after a Motion by Joseph Nicoletti and Seconded by Frank LaMagna , at a Meeting held on 12-01-2022, after being made available to the membership via email, in person, and on website postings.

Recording Secretary John O'Donnell
President John McDevitt