



**P.O. BOX 15
NEW CITY, NEW YORK 10956**

**CONSTITUTION AND BY LAWS
2021**

CONSTITUTION AND BY-LAWS OF THE ROCKLAND COUNTY SHIELDS

This organization shall be known as “THE ROCKLAND COUNTY SHIELDS, INC.” A member in good standing shall be one who has met the criteria for membership and whose dues are paid up-to-date. This Organization shall not join or belong to or pay dues or assessments to any other association or organization except by a two thirds majority vote of the Executive Board of this Organization at its Executive Board meeting. A recommendation may be made and if approved by the Executive Board the reasons therefore shall be published in the following monthly Newsletter. The recommendation shall then be brought to the floor at the next General Membership Meeting for discussion and can only pass with a two thirds majority vote by the members present.

OBJECT OF THE ROCKLAND COUNTY SHIELDS, INC.

The object of the ROCKLAND COUNTY SHIELDS, INC. is to develop and encourage fraternal, charitable, social, and educational activities among all the members of this Organization, and all active and retired Police or Peace Officers residing or employed in Rockland County.

ARTICLE ONE Membership

Section 1. Eligibility. Membership in the Rockland County Shields, Inc. shall be open to any person who is a Police Officer who is a resident of Rockland County or employed as a Police Officer by a Rockland County Law Enforcement Agency or The New York State Police. This section shall also pertain to persons retired from the Profession of Law Enforcement, as stated above.

Membership shall also be open to others who are engaged in the Profession of Law Enforcement, in a capacity not stated above, with the approval of the Membership Committee who will be guided by the existing Criminal Procedure Law of the State of New York.

Also eligible for membership in this Organization are those individuals who meet the above criteria, but leave law enforcement under honorable conditions prior to retirement.

Section 2. Honorary Members. Persons of outstanding character and good reputation who have rendered service to the Rockland County Shields, Law Enforcement or to the community shall qualify.

Nominations for such memberships may be made in writing by any member who is in good standing to the Committee of Past Presidents who will then evaluate the request and then refer the request, with their recommendation, to the Executive Board for appropriate action. An appropriate award will be presented to the Honoree. Honorary Members shall not vote and shall not be required to pay dues.

Section 3. Plaques. A member in good standing may recommend a person who he or she feels has rendered this Organization or the community exceptional service for a plaque or similar award. This recommendation shall be made in writing to the Executive Board. Such award shall be approved by the Executive Board with a majority vote of those present.

Section 4. Application.

A). All applicants for membership in the Rockland County Shields, Inc. shall submit an application prescribed by the Organization, one year's

dues and an initiation fee, if any, to the Executive Board.

The application shall be referred to a Membership Committee which shall consist of the 2nd Vice President, as Chairman, the Financial Secretary and one other member of the Executive Board. Upon verification of the eligibility of the applicant, the applicant's name, department, and command will be posted in the next monthly Newsletter. If no challenges are received, the applicant will be presented to the membership and sworn in as a member at the following General Membership Meeting.

B). Any member in good standing who objects to the nomination of a new applicant shall notify the Membership Committee of his or her objections. This shall be done in writing. An investigation or hearing shall be held to determine the validity of the objection and membership shall be withheld until such time that this is done.

C). An applicant whose membership is challenged shall be entitled to an appeal before the same Membership Committee. These hearings or discussions will be held in camera and the Committee's recommendation shall be forwarded to the Executive Board for final disposition.

D). The application, after approval, properly filled out, shall be forwarded to the Financial Secretary for recording and filing.

ARTICLE TWO

Dues

Members' dues shall be paid on the 1st day of February of each year. Any member whose dues shall be in arrears for two (2) months shall stand suspended and while suspended shall not be a member in good standing. Any member may be dropped from the rolls of the membership of the Rockland County Shields, Inc. when his or her dues are in arrears for four (4) months.

Any member who is in good standing for thirty (30) years or more; or who is at least sixty five (65) years of age and has attained at least ten (10) years as a member in good standing shall have a fixed annual dues assessed at one half the annual dues.

As of January 1, 1991, any member who is in good standing and leaves the Rockland County, New York area, and relocates in an area in excess of one hundred (100) miles from Rockland County, his/her dues shall be one half the annual dues.

ARTICLE THREE

Executive Board

Section 1. The Executive Board of the Rockland County Shields, Inc. shall consist of all of the Elective Officers therein, and the duly elected representatives from each of the townships in Rockland County.

A). A quorum of the Executive Board shall consist of seven (7) members in order to conduct any business of the Board. A majority vote is necessary to pass a motion, with a minimum of five (5) votes necessary.

B). The President will call and preside over this meeting, except that in his absence the next highest ranking officer shall preside. While presiding, the President or the Officer acting in his place shall not vote except in the event of a tie vote or where a required percentage is needed. Minutes of the Executive Board meetings shall be available to be read upon request at the following General Membership Meeting.

C). When a condition arises requiring an emergency meeting of the Executive Board, the President or, if he is unable, the 1st Vice President shall make every effort to bring the entire Executive Board together to the Emergency Meeting.

D). Only members of the Executive Board shall have the authority to make motions or vote at Executive Board meetings. A member in good standing may address the Executive Board at one of its meetings only with a majority agreement of those Executive Board members present.

ARTICLE FOUR

Election of Officers

Section 1. The elective officers of the Rockland County Shields, Inc. shall be as follows: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Financial Secretary, Editor, 1st Sergeant At Arms, 2nd Sergeant At Arms, Orangetown Trustee, Clarkstown Trustee, Haverstraw Trustee, Stony Point Trustee, Ramapo Trustee, Trustee At Large, Health and Welfare Officer, Historian and Chaplain, if applicable and Digital Media Officer.

Section 2. In the event that the President is unable to act or otherwise is unable to perform the duties of the office, the 1st Vice President shall act in his place.

Section 3. The term of all elective officers shall be for a period of two (2) years, but they may be elected to succeed themselves to the same or other office, except that of the President.

Section 4. The members representing the townships of Rockland County should live and/or work in the town that they will represent at the time of appointment. There shall be one (1) member from each township elected to the Executive Board.

Section 5. Succession to all other offices except those of President and 1st Vice President, in the event of death, disability, resignation or removal

of any officers shall be by appointment by a majority of the Executive Board.

Section 6. The nomination for officers must be made at the October General Membership Meeting by the present member's name and the office he or she desires to be a candidate for and seconded by a member in good standing. Should a candidate, for valid reason, not be able to attend such meeting, he or she shall make a request in writing to the Executive Board stating that he or she desires to be a candidate for office. All persons nominated shall acknowledge their acceptance to the Executive Board within fourteen (14) days following the October meeting.

Section 7. For uncontested positions, the Secretary shall cast one (1) vote for each of the candidates, otherwise a Board of Tellers shall be selected at the October General Membership Meeting in each election year from the members present at the General Membership Meeting. Members in good standing who desire to act as tellers shall have their names placed in a receptacle and seven (7) names shall be withdrawn from the receptacle. Members selected as tellers immediately select one of their number to the chairman. The Board of Tellers shall prepare their own rules and regulations, not inconsistent with the Constitution and By-Laws of the Rockland County Shields, Inc. for the proper conduct of the election. The decisions of the Board of Tellers on questionable or mutilated ballots shall be final. The Secretary and Board of

Tellers shall rent a post office box which shall be used for the return ballots. This box shall be properly sealed and the key shall be placed in the custody of a responsible member of the United States Post Office Department until the day set aside for the counting of the ballots by the entire Board of Tellers.

7A). The Financial Secretary shall submit, in writing, a certified list of members in good standing and eligible to vote, to the Chairman of the Board of Tellers immediately prior to the time of the distribution of ballots as hereinafter provided for.

7B). The Secretary and the Board of Tellers shall print a sufficient amount of numbered ballots for the election. The ballots shall contain the name of each candidate. The names of the candidates for each township representation shall appear on the ballots issued to members within the area they desire to represent.

7C). On or before November 10th, the Board of Tellers shall, in each election year, deliver by mail, to the membership a ballot to all members eligible to vote. After completing his/her vote, the voter shall mail the vote in the addressed and stamped envelope to be furnished for such purpose. All ballots, to be valid, must be postmarked not later than midnight on the Friday preceding the General Membership Meeting in November.

7D). At the General Membership Meeting in November, in each election year, the Chairman of the Board of Tellers shall give the official results of the election as certified by the members of the Board of Tellers. The candidate receiving the greatest number of votes shall be declared to be elected to office and their names entered in the minutes of the Organization. The elected officers shall be installed and shall assume the duties of their office at the General Membership Meeting in January of the year following the election.

7E). Each candidate shall be permitted to have one (1) watcher present when the ballots are counted.

Section 8. Any person shall be eligible to hold the office of President who has been a member of the Rockland County Shields, Inc. for five (5) years in good standing, and has been a member of the Executive Board for two (2) years, or who has been a member in good standing for the previous five (5) years and has chaired at least two (2) committees during his membership. A person may be elected to the office of President once in their lifetime.

Section 9. All other elective offices shall be filled by members who have been in good standing for the previous two (2) years.

Section 10. Any elected officer, or any other member may be suspended, removed, or expelled for incompetence, inattention to the duties of his of-

fice, or for conduct detrimental or derogatory to this Organization or Law Enforcement in general by a three fourths vote of the Executive Board after a hearing. The Hearing Committee will consist of at least four (4) of the Trustees, but all Trustees have the right to serve. The Committee will present their findings and recommendations for appropriated action to the Executive Board. The member charged shall be notified and have the right to be heard by the Committee.

ARTICLE FIVE

Funds and Property

The funds and property of the Rockland County Shields, Inc. shall remain the funds and property of the Rockland County Shields, Inc. as long as ten (10) members in good standing so decide.

Roberts Rules of Order shall be the guide in all debates when it does not conflict with any established law or rule of this Organization. .

ARTICLE SIX

Committees

There shall be five (5) Standing Committees and such other committees that will arise for various Organizational needs. The President, or in his absence the Executive Board can establish new committees for the betterment of the Rock-

land County Shields, Inc. The Standing Committees are as follows:

A. Building Fund Committee

The Building Fund Committee shall consist of a chairman, who will be a member of the Executive Board, and two (2) members in good standing of the Organization. They shall be responsible to constantly pursue the availability of a building or pieces of real estate that will meet the needs of the Rockland County Shields Inc. Their recommendations shall be presented to the Executive Board for final determination.

B. 300 Club

The 300 Club Chairman shall be available to run two (2) clubs yearly if warranted. He/she shall submit to the Executive Board regularly the financial status of the 300 Club.

C. Audit Committee

The Audit Committee shall require that at least two (2) members of the Executive Board, appointed by the President, shall be responsible to insure that all ledgers and financial records of the Rockland County Shields Inc. are audited at least yearly.

D. Scholarship Fund Committee

The Scholarship Fund Committee shall consist of at least three (3) members. The 1st Vice President shall act as the Chairman of the Committee, and two (2) other members in good standing, selected by the president.

E. Membership Committee

The Membership Committee shall consist of the Financial Secretary as Chairman, and two (2) other members of the Executive Board. They shall review all applications for membership and present their findings to the Executive Board for approval.

These Committees are permanent in nature and the Chairman will be appointed by the President.

These committees shall submit detailed reports of all receipts and expenditures to the Treasurer at the conclusion of each responsibility as soon as possible. All funds raised shall be turned over to the Treasurer who shall deposit said funds immediately in Rockland County Shields Inc. accounts. All expenditures over ten (10) dollars shall be verified by voucher or receipt.

All the Standing Committees shall report in writing to the Executive Board any and all actions they recommend. The Executive Board, after proper discussion, will make the final decision.

ARTICLE SEVEN

General Membership Meeting Procedure

I. Meeting Procedure

- A. Prayer;
- B. Pledge To The Flag;
- C. Roll Call Of Officers;
- D. Swearing In of New Members:

I, (Name)_____ do solemnly swear to uphold the Constitution and By-Laws of this association known as the Rockland County Shields, Inc., the United States of America, and the State of New York. To obey the lawful dictates of my duly elected officer, so help me God.

Welcome to the Rockland County Shields, Inc.

II. Reading of communications, bills, miscellaneous.

III. Reports of Committees.

IV. Unfinished business.

V. New business.

VI. Treasurer's Report.

VII. Good and Welfare of the Association.

VIII. Motion to adjourn.

MEETING PROCEDURES II and III, under this Article, may not be waived except by a vote of the majority of the members present at the General Membership Meeting.

Duties of President:

The duties of the President shall be to serve as the Chief Executive Officer of the Rockland County Shields, Inc.; enforce this Constitution and By-Laws; preside at all regular and special meetings of the Rockland County Shields, Inc.; serve ex-officio as a member of all Standing and Special Committees except the Hearing Committee; to be notified and/or sign all checks and withdrawal slips, in excess of \$5000.00, with the Treasurer, as approved by the Executive Board of the Rockland County Shields, Inc.

Duties of 1st Vice-President:

The duties of the 1st Vice-President shall be to assist the President in the proper discharge of his duties in maintaining decorum and enforcing this Constitution and By-Laws and shall be ex-officio, the Chairman of the Scholarship Fund Committee of the Rockland County Shields, Inc.

In the event the 1st Vice-President becomes Acting President pursuant to Article IV, Section 2, the 1st

Vice-President shall have the same duties as the President, as set forth above. In the absence of the President, the duties of the 1st Vice-President shall be absorbed and handled by the 2nd Vice-President.

Duties of 2nd Vice-President:

The 2nd Vice-President shall act as Chairman and overseer of all social events, Hearing Committee, and as Chairman of the Membership Committee. The 2nd Vice-President shall arrange for and maintain an index of the Rockland County Shields, Inc. who having retired as Police Officers or those while actively engaged as Police Officers, are desirous of part-time employment. Companies seeking to employ members of this Organization shall be placed in the monthly publication of this Organization.

Duties of Secretary:

The Secretary shall act as the custodian of all records of the Rockland County Shields, Inc. He shall read all communications, reports, petitions, bills, etc. of the Rockland County Shields, Inc. He shall file any certificate required by Federal, State, or County statute.

The Secretary shall maintain an accurate list of all active members and officers of the Rockland County Shields, Inc. He shall accept all correspondence of the Rockland County Shields, Inc. and have same referred to the Executive Board. He

shall read all correspondence at the General Membership Meetings. He will notify all members of future meetings and will answer any correspondence for the Rockland County Shields, Inc. as deemed necessary..

Duties of the Treasurer:

The Treasurer shall receive from the Financial Secretary all monies collected; give a written receipt therefore and deposit the said monies in the official depository of the Rockland County Shields, Inc. and sign all checks. All withdrawals, expenditures and transfers in excess of \$5,000.00 will require approval by and/or be countersigned by the President or a Vice-President as approved by the Executive Board with respect to all existing funds. He shall also prepare a monthly statement containing:

- A). Balance of funds of the Rockland County Shields, Inc. at the beginning of the month;
- B). All receipts received during the month;
- C). All expenditures made during the month; and
- D). The balance of the said funds of the Rockland County Shields, Inc. at the end of the month, which statement shall be verified by the Executive Board.

He shall read the report at the General Membership Meeting of the Rockland County Shields, Inc. and furnish a copy thereof to the President, Secretary, Trustees, and the Financial Secretary.

Duties of the Financial Secretary:

The duties of the Financial Secretary shall be to receive all dues paid to the Rockland County Shields, Inc. and to turn the same over to the Treasurer as soon as possible. He shall receive all applications for membership approved by the membership committee and maintain a record for each member containing the information appearing on the application and record thereon all dues payments made by the member, notify the Town Trustee of failure on the part of any member in said Trustee's representative area to pay the annual dues and that, unless such payment is received from the member forthwith, the latter's membership will be terminated.

He shall arrange for the printing and distribution of yearly membership cards. As of January 1, 1991, no Charter Member Card will be reissued anytime to a new member. However, card numbers previously issued, except Charter Member card numbers, can be re-issued if they become available.

Duties of the Editor:

The duties of the Editor shall be to receive all correspondence pertaining to the monthly Newsletter. He/she shall edit and arrange for the creation and distribution of the monthly Newsletter of the Rockland County Shields, Inc.

Duties of 1st & 2nd Sergeants-At-Arms:

The duties of the 1st & 2nd Sergeants-At-Arms shall be to position themselves at the entrance of the meeting hall and permit entrance only to members in good standing of the Rockland County Shields, Inc. Notwithstanding anything contained herein with respect to the preceding sentence, the Presiding Officer may, at his discretion, request any person admitted under the provision to retire from the meeting hall, and upon such request such person shall forthwith withdraw. Assist the Presiding Officer in the induction of New Applicants, and maintain proper decorum at all meetings.

Duties of the Trustees:

A Trustee shall become familiar with the elected officials, police, and other personnel of the area he represents and act as liaison between the Rockland County Shields, Inc. and those persons. They shall act in behalf of members of their township in relation to pertinent or important matters concerning the Rockland County Shields, Inc. A Trustee shall be cognizant of members requiring assistance or welfare in said township. The Trustee At Large shall assume the duties of any Trustee who is unable to fulfill the duties of their office.

Duties of Historian:

The Historian shall keep all historical matter, including copies of the monthly Newsletters, newspaper articles relating to the Rockland County Shields, Inc. and any other pertinent data.

Duties of Immediate Past President:

He shall serve on the Executive Board in behalf of the best interests of the Rockland County Shields, Inc. for a period of two (2) years following his term of office. He shall also be the Chairman of the Committee of Past Presidents, which will act as a community relations group for the betterment of the Rockland County Shields, Inc.

Duties of Chaplain:

The Chaplain's duties shall consist of the spiritual guidance of the Rockland County Shields, Inc. The Chaplain shall be voting member of the executive board. In the event of a vacancy in the position of Chaplain, the President may appoint a Chaplain with the approval of a majority vote of the Executive Board.

In the event that a member can not be found to serve as Chaplain, the President may appoint a qualified non-member clergy person to serve as Chaplain with the approval of a majority vote of the Executive Board. If a non-member is approved as Chaplain, he shall not be a voting member of the Executive Board.

Duties of the Digital Media Officer:

The Digital Media Officer shall be responsible for all electronic correspondence received via social media pertaining to the Rockland County Shields, and forwarding of same to appropriate Executive Board members, if applicable. He/she shall edit and arrange for the timely communication to

members, supporters and the general public via the Executive Board approved social media venues. The Digital Media Officer will be responsible to keep said social media venues current and provide maintenance and upkeep of said venues.

ORDER OF RANK OF THE PRESID- ING OFFICER FOR GENERAL MEMBERSHIP MEETINGS

President
1st Vice-President
2nd Vice-President
Secretary
Treasurer
Financial Secretary
Editor
1st Sergeant-At-Arms
2nd Sergeant-At-Arms
Orangetown Trustee
Clarkstown Trustee
Ramapo Trustee
Haverstraw Trustee
Stony Point Trustee
Trustee At Large
Health and Welfare Officer
Immediate Past President
Historian
Chaplain
Digital Media Officer

NEWSLETTER

The Rockland County Shields, Inc. shall create and distribute a monthly Newsletter to all members in good standing within sufficient time so that the Newsletter is received by the members prior to the General Membership Meeting, which will be held on the last Wednesday of every month unless otherwise designated by the President.

AMENDMENTS

Amendments to this Constitution may be proposed by any member in good standing, in writing, to the President at an Executive Board Meeting. The President will read the proposal in the form of a motion, at the next General Membership Meeting request a second, and allow discussion and debate. If approved by a three quarter majority vote of the members present the proposed amendment must be published in the next monthly Newsletter following its introduction. After publication, the proposed amendment must be approved by a three quarter majority of the members present at the two following General Membership Meetings. The amendment will be considered effective as of the date of the final vote, or as of an effective date contained in the motion.

This Constitution and By-Laws shall be reviewed for possible amendments or revisions every five

(5) years starting in October, 1995. A By-Laws Committee consisting of three (3) members of the Executive Board will be appointed by the President allowing enough time to conduct the review and bring any changes to the Executive Board for review. A copy of this Constitution and By-Laws shall be made available to every member in good standing. These By-Laws shall be effective on January 1, 2021.

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AMENDMENTS

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