

PENNSYLVANIA FRATERNAL ORDER OF CONSTABLES

CONSTITUTION & BYLAWS (as of 29 April, 2017)

By-laws Committee:

Ron Quinn Jr., MM, Centre County

TABLE OF CONTENTS

| | |
|---|----|
| ARTICLE I ASSOCIATION & MISSION STATEMENT | 3 |
| ARTICLE II NAME AND TITLE | 4 |
| ARTICLE III CORPORATE OFFICE | 5 |
| ARTICLE IV GOVERNING AUTHORITY | 5 |
| ARTICLE V AMENDMENTS TO BY-LAWS | 6 |
| ARTICLE VI MEETING OF THE MEMBERS | 7 |
| ARTICLE VII MEMBERSHIP | 9 |
| ARTICLE VIII DUES AND ASSESSMENTS | 11 |
| ARTICLE IX ELECTED OFFICERS | 12 |
| ARTICLE X EXECUTIVE OFFICERS | 13 |
| ARTICLE XI ELECTIONS | 19 |
| ARTICLE XII ELIGIBILITY FOR ELECTIVE OFFICE | 22 |
| ARTICLE XIII TERMS AND TERM LIMITS | 22 |
| ARTICLE XIV SUBORDINATE UNITS / REGIONS | 23 |
| ARTICLE XV LODGES/CHARTERS | 24 |
| ARTICLE XVI DISCIPLINE | 26 |

| | |
|----------------------------------|----|
| ARTICLE XVII COMMITTEES | 30 |
| ARTICLE XVIII BOARD OF DIRECTORS | 33 |
| REGIONS & LODGES | 38 |
| GLOSSARY | 40 |

ARTICLE I ASSOCIATION & MISSION STATEMENT

SECTION A PREAMBLE

We, the elected and appointed constables and their deputies, of the Commonwealth of Pennsylvania being sworn law enforcement peace officers, do hereby associate as a domestic fraternal society (501c), in the enactment of its mission to be known as The Pennsylvania Fraternal Order of Constables (PAFOC).

SECTION B MISSION STATEMENT

The mission of the Pennsylvania Fraternal Order of Constables shall be to promote and protect the office of the Constable within the Commonwealth of Pennsylvania, through legislative and judicial activism, providing quality training and education, and the nurturing of comradery throughout the constabulary. Thereby encouraging best efforts for the constabulary to become actively involved in civic and community organizations, activities in educating the public and promote suppressing crime with community policing.

ARTICLE II NAME AND TITLE

SECTION A NAME

The name of the organization shall be Pennsylvania Fraternal Order of Constables and shall do business as, and be referred to in these By-laws as PAFOC.

SECTION B AUTHORIZED USE

1. The right to authorize, control, restrict and use of the organization's name, seal, and insignia shall lie exclusively with the Board of Directors.
2. The unauthorized use or abuse of the name, seal or insignia of the PAFOC, or the infringement of a trademark by a member shall be grounds for discipline, including suspension, expulsion, legal action, and removal from office.

ARTICLE III CORPORATE OFFICE

SECTION A CORPORATE LOCATION

The registered office of the organization is 5120 Derry St., PO Box 4287, Harrisburg, PA 17111, or such other place or places as determined by the Executive Officers of the Board of Directors.

SECTION B SUBORDINATE LOCATIONS

The organization may also have offices at such other places within or outside the United States of America as the Board may from time to time appoint or as the business of the organization requires.

ARTICLE IV GOVERNING AUTHORITY

The Constitution and By-laws as set forth herein shall be applicable to and govern the conduct of the PAFOC and its subordinate lodges and charters.

ARTICLE V AMENDMENTS TO BY-LAWS

SECTION A PETITION TO AMEND

1. Proposed amendments to the By-laws shall be initiated by proposal of at least seven active members for consideration at a scheduled meeting.
2. Proposed amendments to the By-laws may also be initiated electronically to the membership by being sent directly to the President and the Secretary. Proposals will be presented at the next scheduled membership meeting for consideration.

SECTION B NOTICE REQUIRED

1. Amendments to the by-laws will be introduced, and proposed at the next scheduled membership meeting. Written notice of any proposed amendment must be provided thirty (30) days prior to the next scheduled membership meeting, and filed with the By-laws Chair, the Secretary, and the President.
2. Proposed amendments shall be submitted by all members in good standing at least thirty (30) days prior to any scheduled membership meeting. If the Board of Directors determines that any proposed amendment needs immediate implantation prior to the next scheduled membership meeting, the Board may temporarily execute such amendment until an official vote at the next scheduled membership meeting. Members of the organization may vote in person, by mail or electronically transmitted in accordance with procedures in Article XI Section C.

ARTICLE VI MEETING OF THE MEMBERS

SECTION A SCHEDULE & LOCATION

1. The scheduled membership meeting of PAFOC shall be held quarterly on the day, time and place approved by the Board of Directors at the annual membership meeting.
2. The annual membership meeting shall be held in the month of April.

SECTION B QUORUM

1. A quorum for business, and votes taken, at any meeting shall be at least seven (7) board members.
2. Proxies are not utilized in establishing a quorum.
3. Electronic presence of a member will not count to establish a quorum for scheduled membership meetings.
4. Board of Director meetings may be conducted via electronic means with at least seven (7) board members in electronic attendance.

SECTION C VOTING

1. A simple majority vote of the active members shall govern all matters pertaining to PAFOC business except where otherwise directed by this Constitution and By-laws.
2. Voting may be in person, by mail, electronically transmitted, or by proxy to the Secretary, prior to or during the scheduled membership meeting.

SECTION D RECORD OF ATTENDANCE

1. At all scheduled membership meetings, a record shall be kept by the Secretary of all members in attendance.
2. Visitors may be permitted to attend the meetings if accompanied by a PAFOC member of any class.
3. Violation of the visitors policy will be subject to disciplinary action by the Sergeant of Arms.

SECTION E RULES OF PARLIAMENTARY PROCEDURE

The rules of parliamentary practice, as set forth in Robert's Rules of Order, shall govern procedures during meetings.

ARTICLE VII MEMBERSHIP

SECTION A NON-DISCRIMINATION

Membership shall be open to every Pennsylvania Constable or Deputy Constable, active, or retired. Membership is without discrimination by reason of age, gender or gender orientation, race, national origin, religious and political convictions, or any other grounds prohibited by applicable law.

SECTION B APPLICATION

1. Persons wishing to apply for membership in the PAFOC shall do so by completing the appropriate written application and non-disclosure statement, appearing on the PAFOC website. Admission to membership is subject to a background check, by the membership committee, receipt of the required dues, and agreement to the Constitution and Bylaws.
2. The Membership Committee shall recommend to the Board of Directors acceptance or rejection of the applicant.
3. The Membership Committee shall notify the applicant within ten (10) days, as to the Board of Directors decision.
4. On receipt of notification a rejected applicant may appeal to the Board of Directors for review. A recommendation should then be sent to the applicant and the Membership Committee, of their findings. The board's determination will be final.

SECTION D MEMBERSHIP CLASSES

The classes of membership are: active, associate, and honorary:

1. Active Membership
 - a. Eligibility for active membership shall be restricted to constables who:
 - (1) Currently hold the office of Constable or Deputy Constable.
 - (2) Retired Pennsylvania Constables or Deputy Constables who served a minimum of ten (10) years.

(3) Constables or Deputy Constables who have been called to active military duty shall maintain their active membership and are exempt from the requirement of dues payments during their period of active military service.

b. Active members shall have the right to vote on all PAFOC business and the privilege of serving the membership in an elective leadership role.

c. Loss of title/office, without meeting the retirement status, will result in the loss of active member status, and reduced to associate member class.

2. Associate Membership

a. Associate membership shall be open to any person that is recommended by a member in good standing of the PAFOC.

b. Associate membership shall be granted to the family of current members, upon request.

3. Honorary Membership

Honorary membership is granted by a majority vote of the membership at the scheduled meeting.

SECTION E TERM OF MEMBERSHIP

Membership year shall run from January 1st through December 31st annually.

ARTICLE VIII DUES AND ASSESSMENTS

SECTION A AMOUNT

Dues for membership shall be determined by the Board of Directors at the annual meeting.

SECTION B SPECIAL WAIVERS

Dues are waived for members designated as active military.

SECTION C REDUCED RATE

New active members joining after September 30 and not later than December 31 of the current year may pay 25% of the current year's dues. They may also pay the full membership rate for the upcoming year in advance.

ARTICLE IX ELECTED OFFICERS

SECTION A OFFICERS

The elected Officers of the PAFOC shall consist of the President, Vice-president, Secretary, Treasurer, Sergeant-at-Arms, Chaplain, and Regional Directors.

SECTION B DUAL ROLES

1. The offices of President, Vice-President, Secretary and Treasurer may serve as the Executive Officers as well as sit on the Board of Directors.
2. The Regional Directors shall serve on the Board of Directors. In the event that a Regional Director is unable to attend a Board of Directors meeting, the Regional Director may appoint a delegate, to act in the director's stead with the same authority.
3. Executive officers with a dual role as Regional Directors, may only cast one vote, with the exception of the President voting in the event of a tie vote.

SECTION C SERGEANT-AT-ARMS

1. The Sergeant-at-Arms shall be responsible for verifying the admission and credentialing of members for all meetings.
2. The Sergeant-at-Arms shall have charge and control of any meeting place.
3. The Sergeant-at-Arms shall be responsible for the posting of colors for all meetings.

SECTION D CHAPLAIN

1. The Chaplain shall offer the opening and closing prayer at all meetings.
2. The Chaplain shall render assistance and comfort as requested in times of need to members, their family, and the community at large.

ARTICLE X EXECUTIVE OFFICERS

SECTION A RESPONSIBILITY

The responsibilities of the Executive Officers of the PAFOC shall be as follows:

1. President

- a. Shall be the Chief Executive Officer of PAFOC.
- b. Shall preside at all meetings of PAFOC, and shall have general management of the business of the organization, and shall see that all orders and resolutions of the Board of Directors are effected. In the President's absence the meeting will be presided by:
 - 1) The Vice-president.
 - 2) In the Vice-president's absence, the senior Regional Director that is present.
- c. Together with the Secretary and Treasurer, shall execute any and all contracts that may be authorized by the Board of Directors.
- d. Shall be an ex-officio member of all standing committees.
- e. Shall have the power to appoint a member to a committee.
- f. Shall have the authority to call a special or emergency meeting of the membership or the Board of Directors when necessary.
- g. Shall, at each meeting of the Board of Directors, submit a complete and comprehensive report on the official business transacted, subsequent to the last meeting, together with such recommendations as deemed advisable.
- h. Shall have the authority to draw, sign, and issue checks, drafts and money orders for the withdrawal of PAFOC funds for the prompt payment of all lawful obligations. The Treasurer must countersign all instruments.
- i. Shall have the authority to appoint a parliamentarian with the approval of the Board of Directors.

j. Shall have the authority to designate and retain Legal Counsel with the approval of the Board of Directors

k. Shall furnish a financial bond. Bonds shall be paid for by PAFOC with the approval of the Board of Directors.

l. Shall at the expiration of their term of office or termination thereof for any reason, convey to their successor all unfinished business of PAFOC within ten (10) days thereafter. The President shall deliver all books, documents, records, paraphernalia, equipment and all other organization properties in their possession, and shall require and receive a receipt from their successor for same.

2. Immediate Past-President

a. Shall assist the President and the members of the Board of Directors in the performance of their respective duties.

b. May attend the meetings of PAFOC Executive Officers and the Board of Directors.

c. Shall be deemed a member of the Board of Directors and entitled to cast a vote.

d. Shall execute any or such assignments as may be ordered by the President or the Board of Directors.

3. Vice-President

a. Shall attend the meetings of PAFOC and the Board of Directors, and shall preside at those meetings in the absence of the President.

b. Shall have the authority to perform the duties of the President in their absence.

c. Shall execute any or such assignments as may be ordered by the President or the Board of Directors.

d. Shall be declared the President in the event the office of the President becomes vacant for any reason, up to the point of the remaining term period.

f. Shall have the authority to draw, sign, and issue checks, drafts and money orders for the withdrawal of PAFOC funds for the prompt payment of all lawful obligations. The Treasurer must countersign all instruments.

g. Shall in the faithful performance of their duties furnish a financial bond. Bonds and their amounts are paid for by PAFOC after the Board of Directors approval.

h. Shall at the expiration of the term of office or termination thereof for any reason, convey to their successor all unfinished business of PAFOC within ten (10) days thereafter. The Vice-president shall also deliver all books, documents, records, paraphernalia, equipment and all other PAFOC property in their possession, and shall require and receive a receipt from their successor for same.

4. Secretary

a. Shall have custody of all books, records, documents, the Seal of PAFOC, and all equipment and paraphernalia pertaining to their duties under the general authority of the President and the Board of Directors.

b. Shall record and transcribe all minutes of the Board of Directors and general membership meetings, and submit them for formal approval at the next scheduled meeting.

c. The minutes will be submitted to the President for publication on the PAFOC web site.

d. Shall receive the correspondence of PAFOC.

e. Shall be the official custodian of the Constitution and the by-laws, authenticated by the Seal of PAFOC and signature of the President.

f. Together with the Treasurer and President, shall execute any and all contracts that may be authorized by the Board of Directors.

g. Shall have the authority to draw, sign, and issue checks, drafts and money orders for the withdrawal of PAFOC funds for the prompt payment of all lawful obligations. The Treasurer must countersign all instruments.

h. Shall in the faithful performance of their duties furnish a financial bond. Bonds and their amounts are paid for by PAFOC after the Board of Directors approval.

i. Shall at the expiration of the term of office for any reason, convey to their successor all unfinished business of PAFOC within ten days. The former Secretary shall deliver all books, documents, records, paraphernalia, equipment and all other PAFOC property in their possession. A receipt of the transfer from their successor is administratively filed.

j. List attending members at all meetings.

5. Treasurer

a. Shall receive and take charge of all monies belonging to PAFOC and shall deposit all funds collected to the bank that has been approved by the Board of Directors.

b. Shall set up individual accounts for funds as needed.

c. Shall have charge of the financial records of PAFOC including all receipts and disbursements, all books, cards and papers showing the payments and non-payments of dues and assessments by members of PAFOC.

d. Shall keep the books open at all times for inspection by any member with the conditional approval the Board of Directors.

e. Shall submit to the Board of Directors monthly financial reports.

f. Shall present financial reports to the members at general membership meetings.

g. Shall cause to have PAFOC's books and records audited annually as of March 31, by an audit committee whose membership consists of at least two individuals, drawn from any of the following groups:

(1) Executive Officers

(2) Board of Directors

(3) PAFOC Solicitor

(4) The results of such audit are to be made available to the Board of Directors and the membership at the next scheduled meeting.

h. Along with any other Executive Officer, shall execute any and all contracts that are authorized by the Board of Directors.

i. Shall have the authority to draw, sign, and issue checks, drafts, money orders, and electronic payment instruments for the withdrawal of PAFOC funds for the prompt payment of all lawful obligations. Payments are made under the following conditions:

| Amount | Procedure |
|------------------|---|
| \$25 or less | Automatically issued by treasurer, no receipt required |
| \$26- \$100 | Automatically issued by treasurer, receipt/ invoice required |
| \$101 or \$250 | Requires approval of two board officers prior to issuance, receipt/invoice required |
| \$251 or greater | Requires board resolution and approval prior to issuance, receipt/invoice required. |

(1) All checks require two signatures.

(2) Checks are not to be made payable to cash, and they must be to a particular entity or individual.

(3) Board members may not approve their personal expense reimbursements, except as part of the approval of the treasurer's report as submitted at a board meeting.

(4) Board members should try to avoid paying expenses out of pocket when possible, to minimize those costs not passing directly through the organization's accounts.

(5) If possible, an officer should avoid signing a check where they are the named payee, although it may be necessary due to geographic limitations.

(6) All expenses will be reported to board members monthly via treasurer reports or at the next scheduled meeting.

(7) Receipts and invoices are due prior to issuance. They can be mailed, faxed, or emailed to the treasurer.

(8) If they are not available prior to payment being issued, they are due within ten (10) days of the receipt of payment.

j. Shall in the faithful performance of their duties furnish a financial bond. Bonds and their amounts are paid for by PAFOC after the Board of Directors approval.

k. Shall at the expiration of the term of office for any reason, convey to their successor all unfinished business of PAFOC within ten days. The former Treasurer shall deliver all books, documents, records, paraphernalia, equipment and all other PAFOC property in their possession. A receipt of the transfer from their successor is administratively filed.

ARTICLE XI ELECTIONS

SECTION A NOMINATIONS

1. Executive Officers shall be nominated at the regular meeting in the quarter prior to the annual meeting of each odd-numbered year.
2. Regional Directors shall be nominated at the regular meeting in the quarter prior to the annual meeting of each even-numbered year.
3. Nominations are received from the members at the nomination meeting. The nomination must be accepted by the nominee, in person, writing, or electronic transmission.
5. No member shall be a candidate for more than one (1) elective office in that election year.

SECTION B ELECTIONS

1. Election of Executive Officers
 - a. Shall be by secret ballot at the annual meeting of each odd-numbered year.
 - b. Voting shall be open to all active members.
2. Election of Regional Directors
 - a. Shall be by secret ballot at the annual meeting of each even-numbered year.
 - b. Voting shall be restricted to the related regional members.

SECTION C VOTING PROCEDURES

1. The names of all nominees shall appear on the printed and published ballot 30 days prior to the day of the election. A random process shall determine the order in which the names appear in each office.
2. An Election Committee consisting of the Sergeant-at-Arms and such active members as necessary shall be responsible for the orderly process of the election.

3. The Election Committee shall be responsible for the voting polls, at the locations designated by the Board of Directors, which shall be open to members within 30 days of election day. The particular hours will be adhered to unless officially altered by the Board of Directors.

4. The Election Committee shall be responsible for maintaining orderly conduct and a neutral atmosphere at the polls.

5. The Election Committee shall be responsible for the security of all ballots and the integrity of the voting procedure. Voting procedures will be as follows:

a. Ballots will be distributed to each member, and included on the PAFOC web site to be extracted by the voter. Such ballots must contain sufficient information to state the question clearly in unambiguous language, and/or list the eligible candidates.

b. Voting for candidates, and voting for issues.

(1) When voting for issues, ballots may be mailed or electronically transmitted to the Election Committee prior to the election. Members may also vote by proxy. Members may carry no more than proxies per issue. All proxies must be go through the Secretary, and after validation, transferred to the Election Committee.

(2) Voting for candidates must be done in person at either the annual meeting, or at any designated polling locations. No proxies are allowed in the voting for candidates.

c. Voting results are filed as part of the meeting minutes of PAFOC at the next scheduled membership meeting.

d. It is the responsibility of the Sergeant-at-Arms, and the Election Committee to ensure that all ballots are maintained in a state of anonymity prior to election count.

e. The Election Committee shall, during the polling period, maintain the voting area in such manner as to keep the area free from discarded campaign paraphernalia and assorted literature distributed by the various candidates.

6. Upon completion of the voting, the Election Committee shall count the votes immediately. The candidate receiving the highest number of votes shall be declared elected.

7. In the case of a tie between candidates, a run-off election shall be held within a timeframe to be determined by the Board of Directors. In the event of a second tie, the incumbent will be the victor. In the event of an election for Executive Officers, if no incumbent is running, the new President elected will cast one additional vote. Should a tie result in the presidential election with no incumbent running, a decision will be made using a random method approved by the concerned parties.

8. The Election Committee Chair shall supervise the counting of votes and report the results to the membership. The decision of the Judge of Election shall be final.

SECTION D INSTALLATION OF OFFICERS

1. Installation of the elected Officers shall be at the direction of the Board of Directors.
2. The installation of the elected Officers is held during the annual meeting.

ARTICLE XII ELIGIBILITY FOR ELECTIVE OFFICE

SECTION A CHARACTER

1. Candidate must have a minimum of one year as an active member in good standing.
2. Candidate must be free of any disciplinary action during the year preceding the election.
3. Those that seek nomination as an officer of the PAFOC must attend two (2) general meetings in the organizational calendar year prior to nomination.
4. Once elected as an officer, the officer must attend at least two (2) general meetings in the organizational calendar year. Failure to meet this obligation may result in the subjected officer being relieved of their position, and a replacement named by the President or senior officer on a temporary basis until the next appropriate election.

ARTICLE XIII TERMS AND TERM LIMITS

SECTION A TERMS

Term of office for Executive Officers and Regional Directors shall be two (2) years.

SECTION B LIMITS

There shall be no limit to the number of terms a member may serve as an Executive Officer or Regional Director.

ARTICLE XIV SUBORDINATE UNITS / REGIONS

SECTION A UNINCORPORATED UNITS

Members of the organization are grouped in unincorporated regional units known and designated as Regions. There shall be six Regions throughout the Commonwealth, each consisting of several counties as determined by the Board of Directors.

SECTION B REPRESENTATION

1. Each Region shall elect one (1) Regional Director to represent the Region as a member of the Executive Board.
2. The Regional director shall be responsible for the collection and reporting of their membership to the Secretary.

SECTION C VOTE

The Regional Directors shall have one vote at all meetings.

ARTICLE XV LODGES/CHARTERS

SECTION A LOCAL UNITS

Members of the organization in incorporated or unincorporated local units known and designated as “Lodges/Charters” with one local unit per several counties as determined by the Executive Board.

SECTION B NO ACTIVE LODGE/CHARTER

When there is no active lodge/charter where a member is elected or appointed, the Executive Board may assign a member to the available lodge/charter nearest to the member’s place of residence.

SECTION C DELEGATE

Local lodges/charters shall elect one delegate to represent the lodge's/charter’s membership at all regular and special delegates meetings of the organization. The President of the lodge shall certify the name of the delegate to the Secretary.

SECTION D QUALIFICATION

1. In order to qualify as a lodge/charter of the PAFOC, the Articles of Incorporation, Constitution, By-laws, and Amendments thereto must be submitted and approved by the Executive Board of the PAFOC. If the Executive Board has not approved the Articles of Incorporation, Constitution, By-laws, and Amendments of a lodge/charter ninety (90) days from the date of submission, they shall be deemed approved.
2. In the event the Articles of Incorporation, Constitution, By-laws, and Amendments are not approved by the Executive Board of PAFOC, the proposed local lodge/charter is not accepted. The local lodge/charter shall not be entitled to any rights and privileges until approved.
3. All members of the local lodge/charter must meet the dual membership requirement of PAFOC and the lodge.

SECTION E FINANCIAL OBLIGATION

There shall be no financial obligation of the local lodge to PAFOC, except for the membership dues set forth in Article VIII, herein. The membership present at a general meeting or special meeting may vote to assess the numbers of members for the needs of the organization may require, to the exclusion of annual membership dues. The assessment shall not be applicable to a lodge, but to the members only.

SECTION F LOCAL FUNDS

1. A local lodge may collect additional dues beyond that set by PAFOC. A local lodge may engage in fundraising projects that do not conflict with, interfere, or deter the organization, and are in compliance with the laws of the Commonwealth of Pennsylvania.
2. Approval of such activities should be attained by the appropriate regional director, and in his/her absence the PAFOC President.

ARTICLE XVI DISCIPLINE

SECTION A NON-PAYMENT OF DUES

1. Any member in arrears of payments of dues or assessments more than ninety (90) days are automatically suspended and denied organization benefits and privileges. Any such member suspended under this section must re-apply for active membership.
2. Any member who is not in good standing may be restored to good standing by payment of all outstanding dues in full. Such member may be required to pay up to one year's dues in advance if such recommendation is made by the Membership Committee and approved by the Board of Directors.

SECTION B SUSPENSION FOR GOOD CAUSE

1. Definition: Legally adequate or substantial grounds or reason to take a particular action.
2. The action taken is a relative one and is dependent upon the circumstances of each case.
3. Members are suspended from the organization for "Good Cause" by a majority vote of the Board of Directors. The suspended member will be afforded a hearing within a predetermined amount of time and may bring witnesses to speak on his or her behalf.
4. Any member of the organization who has had their privileges suspended by the Board of Directors, can appeal the decision of the Board of Directors to the membership at large. The decision of the membership at large, based on majority ruling, shall be final.

SECTION C RIGHT TO A HEARING

1. The hearings are comprised by a panel of five active members, two of whom shall be officers.
2. The Chair of the Board of Directors shall select the five (5) members from an alphabetical, rotating list of active members, who shall sit as a panel and decide the issue before them. The Chair of the Board of Directors shall select from among the five (5), a chair for that particular panel. The Chair of the Board of Directors shall have no further function in the hearing other than for administrative duties.

3. The accused may challenge any member of the panel for just cause, and heard by the remaining members of the group. Any panel member successfully challenged shall be replaced by the Chair of the Board of Directors.

4. The panel may impose any penalty it deems appropriate up to and including expulsion.

SECTION D HEARING PROCEDURES

1. In the hearing on a complaint lodged against any member will result in the following disciplinary action procedures. The panel shall:

a. Require a written complaint by an identified member.

b. Personally or by registered mail, serve the accused member with a written copy of the complaint with specifying the facts to enable the member to prepare a defense.

c. Allow a reasonable period for preparation, prior to the hearing. The appropriate time limit shall be determined by the sitting panel but not be less than ten days from the date of the notice.

2. During the hearing consideration, will be confined to the specific facts set forth in the complaint.

3. The procedures followed during the hearing:

a. The Chairman of the panel shall preside at the hearing.

b. The complainant may produce evidence in support of the charges.

c. The member accused may produce evidence that they wish to offer in defense.

d. The complainant shall have the burden of proving the allegations by a preponderance of proof. The preponderance is that degree of relevant evidence that a reasonable mind considers that the body of evidence is sufficient to support a conclusion that the matter asserted is true. The parties shall:

(1) Have the right to testify, to call and examine witnesses, to introduce other evidence and to cross-examine witnesses.

(2) The parties may be represented by counsel.

(3) The panel may call and examine witnesses, introduce exhibits and ask questions of any witnesses on any matter relevant to the issues.

(4) Have hearings conducted pursuant to administrative procedures; the rules of evidence prevailing in courts of law shall not control; irrelevant, immaterial, and unduly repetitious evidence are excluded.

(5) The panel shall confer on procedural questions determined by informal majority vote of the panel.

(6) The Chair of the panel will announce all procedural rulings; decisions are binding; exceptions are on the record.

(7) The panel has the authority to exclude witnesses from the hearing room prior to their testimony.

(8) The panel has the authority to exclude parties or their representatives who are disruptive or who refuse to comply with procedural rulings of the panel. Exclusion of a party or representative is an extraordinary measure, and the reasons for exclusion are fully set forth in the record.

e. A majority vote of the panel is required for a finding of guilty.

4. Any complaint filed by any member that is found to be frivolous or without factual basis, is disregarded, and disciplinary action may be initiated against the member submitting such claim by the panel.

5. Any member suspended from PAFOC for any reason except for non-payment of dues, shall have the right to appeal. Appeals are filed in writing with the President of the PAFOC within thirty (30) days of the suspended member's receipt of official notice of his suspension.

SECTION E PUBLIC STATEMENTS

1. Any member making public statements detrimental or adverse to the interests of PAFOC without first pursuing the concern through PAFOC may be subject to disciplinary action. The

PAFOC provides internal methods for raising and resolving grievances, complaints, and concerns, that may be harmful to the organization.

2. No member shall coerce, punish, threaten or cause punishment to any member because of that member's stand on any issue under consideration internally by the PAFOC. No member shall stop, hinder any other member from expressing their views within or actively participating in any PAFOC activities.

3. Members who violate these provisions may be subject to disciplinary procedures.

SECTION F SOLICITING OF FUNDS

1. Members, regions, and lodges/charters shall not solicit funds in the name of the PAFOC without written permission of the Fundraising Committee. This includes anything of value from the persons, firms, or any businesses.

2. Any granted written permission shall be signed and certified by the President and Secretary of PAFOC and the Fundraising Committee at a regular or special meeting called for that particular purpose.

ARTICLE XVII COMMITTEES

SECTION A GENERAL CONDUCT

1. Standing and ad-hoc committees shall function in an advisory capacity to the Executive Officers.
2. Committees may develop and implement programs and policies authorized by the active membership.
3. Committees shall not independently contact other organizations nor secure or attempt to secure funds from outside sources without the prior approval of the President.
4. Committee chairs shall report on their activities at least annually and at such other times as directed by the President.
5. The members of all standing committees shall hold office until relieved by their successors.
6. All committee chairpersons should prepare a written report summarizing their respective committee's activities during their tenure.

SECTION B STANDING COMMITTEES

1. Each committee comprises a minimum of one person and can be drawn from the active, and associate membership.
2. Each committee is responsible for electing a committee chair.
3. Efforts should be made to select a chair that does not hold a position as an elected officer.
4. In cases where the committee does not appoint a chairperson, the president shall then appoint a chair.
5. The member on a one-person committee is classified as the chair of the committee in question.
6. The Standing Committees shall consist of the following:

a. Nominations: The Nominations Committee composed of the President and two members, excluding members of the executive board, appointed from the active, or associate membership. The Nominations Committee is responsible for reviewing the credentials of interested members and preparing a final slate of candidates for all elective offices.

b. Membership: The Membership Committee will conduct an ongoing recruitment effort that actively identifies and solicits potential new members.

c. Education & Training: The Education & Training Committee shall be responsible for identifying and arranging both practical and academic training opportunities specific to the role of certified Pennsylvania Constables.

d. By-laws: The By-laws Committee shall be responsible for establishing and reviewing the By-laws on an ongoing basis and revising the By-laws as necessary.

e. Fund Raising: The Fundraising Committee shall be responsible for identifying means of raising revenue to support the expense incurred by PAFOC, their individual projects, and charities deemed worthy of support by the membership.

f. Legislative:

(1) The Legislative Committee shall be responsible for reviewing current State legislative matters affecting Pennsylvania Constables, and communicating their findings to the membership.

(2) Provide the Public Information Officer with the Committee's recommended changes and improvements regarding legislation for dissemination to state legislative representatives.

(3) Assisting the Executive Officers in legislative communications, and implementing programs that recognize Pennsylvania legislators who have made significant contributions to the welfare of Pennsylvania State Constables.

g. Publications: The Publications Committee shall be responsible for the formatting and production of all hardcopy and electronic documents pertinent to the welfare of PAFOC.

h. Public Relations:

(1) The Public Relations Committee shall be responsible for publicizing all PAFOC events, including meetings, training events, awards, and other newsworthy activities.

(2) Establishing mutually beneficial relationships with private and public individuals and organizations that support the role of Pennsylvania Constables as defined by PAFOC.

(3) The Public Information Officer shall chair the Public Relations Committee.

i. Benefits: The Benefits Committee shall be responsible for seeking, obtaining and presenting to the PAFOC membership for approval, benefits, the purpose of which are to enhance the personal and professional lives of the members.

j. Audit: The Audit Committee shall be responsible for monitoring the integrity of the financial records of PAFOC. The Audit Committee composed of two members appointed from the active membership.

k. Powers and Duties: The Powers and Duties Committee shall be responsible for researching and publishing the traditional and contemporary powers and duties of the Pennsylvania Constable.

l. Regional Legislative: The Regional Legislative Committees shall be responsible for establishing relationships with local and regional political representatives. The purpose of ensuring that the legislative concerns of the PAFOC are communicated and understood by Pennsylvania's elected representatives and officials.

SECTION C AD-HOC COMMITTEES

Ad-Hoc Committee appointments are at the discretion of the President, President-Elect or Vice-president. Committees shall remain active until they have accomplished the purposes for which they were appointed or until inauguration of the succeeding President.

ARTICLE XVIII BOARD OF DIRECTORS

SECTION A COMPOSITION

The Board of Directors of the PAFOC composed of the executive officers, the immediate past president, the regional directors and the Judicial and Executive Trustees.

SECTION B MEETINGS

1. The Board of Directors shall communicate formally on the day and time specified by the President and shall have the majority of the elected officers present to constitute a quorum. transacting the business of PAFOC requires a quorum; a lesser number may adjourn the meeting at some future time within thirty days.
2. The Secretary shall arrange the location and method of these meetings.

SECTION C VACANCIES

The President shall fill any vacancy in any office of the Board of Directors with the approval of a majority of the remaining Board of Directors members.

SECTION D CODE OF ETHICS

1. The Board of Directors shall affirm by signature (the signed document kept on file with the Executive Secretary), adherence to the Board of Directors' Code of Ethics.
2. The Board of Directors' Code of Ethics:
 - a. Servant's Attitude: Always hold the betterment of the membership of the organization as the priority, including during all participation in discussions and voting matters.
 - b. Public Scrutiny: Recognize the obligation to act in a manner that will bear the closest public scrutiny.
 - c. Personal Contribution: Responsible to contribute to the board of directors any suggestions of ways to improve the organization's policies, standards, practices or ethics.

d. No Special Treatment: Abuse of position as a board member by suggesting to any organization member that there entitlement to or expectation for any special treatment beyond the general membership of the organization.

e. Conflicts of Interest: Declaring any conflict of interest, be it real, potential, or apparent, which is not immediately obvious about any matter being discussed in our presence during meetings.

(1) If the board decides during a meeting that there is a conflict, there will be refrain from participating in the discussion. Depart the meeting at the board's request. Understand that the board's decision, either with or without the reasons for the decision being also recorded in the minutes

(2) Understand that the following activities are considered by the organization to be conflicts of interest, and that conflicts of interest are not limited to the following situations:

(a) Where a director makes a decision or does an act motivated by other or additional considerations than the best interests of the organization;

(b) Where a director personally contracts with the organization or where they are a leader of other agencies that are contracting with this organization.

(c) Where a director learned of an opportunity for profit that may be valuable to them personally or to another organization of which they are a member or other persons known to the director.

(d) A director puts their personal interests ahead of the best interests of the organization.

f. Information: Not knowingly take advantage of or benefit from the information obtained in the course of official duties and responsibilities as a board member that is not generally available to the membership:

(1) Be alert to information that the organization can use to develop improved policies and strategies.

(2) Protect the organization's information closely and not release or share confidential information without the permission, preferably in writing, of the person who provided it.

(3) Maintain confidentiality of all information that the board deems ought to be kept confidential.

g. Resources: Be mindful of resources that are entrusted on behalf of the organization, and will help establish policies that ensure the maximization of secure and protected resources.

h. Reimbursements: Expect reimbursement for legitimate expenses incurred for the sake of the organization. Keep all such expenses reasonable and justifiable and discuss costs that may be in question with the organization's President.

i. Favors:

(1) Should business associates or others offer gifts, favors, or benefits on a personal basis because of the business the organization does with them.

(2) Recognize that such offers may be an effort to secure advantage from such offers on the basis that it is against the organization's policy to accept gifts from business contacts.

(3) The most acceptance will be regular promotional handouts of a nominal value.

(4) Not routinely accept the hospitality of others. For example, meals taken with business colleagues, and not pay for as many meals as there are colleagues.

j. Representing the Organization:

(1) Part of my duties as a board member, is to represent the organization informally and formally to other associations, societies, government officials, and business representatives.

(2) Recognize that it is important to represent the organization in such a way as to leave others with a positive impression of the organization.

(3) Preserve and enhance the good reputation of the organization and avoid behavior that might damage its image.

3. Board President's Responsibilities to this Policy

a. The president of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

b. The president is ultimately responsible for immediate interpretation, implementation and enforcement of the board members' code of ethics policy. All complaints concerning a possible code of ethics violations are written to or by the president with a copy provided to the complainant.

c. The president shall make an initial determination of the issue and shall attempt resolution of the problem with the complainer and the complainant.

d. If the first attempt at resolution is not successful, the president shall appoint a tribunal composed of three board members to investigate the complaint. The tribunal is required to investigate as required and submit a written report to the president within 30 days. The president will render his/her decision within ten days of receiving the tribunal's report.

e. Appeals of the president's decision are written to the board of directors for consideration at the board's or the organization's next regular scheduled meeting for a final determination. The final written decision is delivered to the complainer and complainant.

4. Delegation of Authority

Should the President be the subject of a written complaint, the Vice-president shall perform the duties generally assigned to the president in this matter.

5. Penalties: Penalties imposed for breach of the code of ethics may include, but are not limited to:

a. Excluding the director from portions of all future meetings and discussions which relate to the stated conflict of interest.

b. Censure of the director, in private, in public, or both.

c. Removal of a director from office through resolution passed by a majority vote of members at a scheduled meeting. Provided that notice of the proposed resolution is given simultaneously with the notice calling the meeting.

REGIONS & LODGES OF THE PENNSYLVANIA FRATERNAL ORDER OF
CONSTABLES

Region 1

- Lodge 11: Dauphin, Juniata, Mifflin & Perry
- Lodge 12: Adams, Cumberland & York
- Lodge 13: Blair, Franklin, Fulton & Huntingdon
- Lodge 14: Bedford, Cambria & Somerset

Region 2

- Lodge 21: Armstrong, Indiana & Westmoreland
- Lodge 22: Fayette, Greene & Washington
- Lodge 23: Allegheny & Beaver

Region 3

- Lodge 31: Crawford & Erie
- Lodge 32: Clarion, Forest, Jefferson, Venango & Warren
- Lodge 33: Butler, Lawrence & Mercer

Region 4

- Lodge 41: Cameron, Clearfield, Elk & McKean
- Lodge 42: Bradford, Centre, Clinton, Lycoming, Potter & Tioga
- Lodge 43: Centre, Montour, Northumberland & Union

Region 5

- Lodge 51: Lackawanna, Susquehanna, Wayne & Wyoming

- Lodge 52: Carbon, Monroe & Pike

- Lodge 53: Columbia, Luzerne & Schuylkill

Region 6

- Lodge 61: Bucks, Hampton & Lehigh

- Lodge 62: Berks & Montgomery

- Lodge 63: Chester & Delaware

- Lodge 64: Lancaster & Lebanon

GLOSSARY

Electronic Transmission - Communication between leadership and membership using telephone, conference calls, video chats, text, emails, websites, and other technological media that may appear in the future allowing the expectation of privacy. (public media would not be permitted)

Electronic Correspondence - Documentation and letters between leadership and membership using telephone, conference calls, video chats, text, emails, websites, and other technological media that may appear in the future allowing the expectation of privacy. (public media would not be permitted)

At-large - Membership that can attend a meeting at the time of addressing issues or votes.

Executive Officers - Those officers elected at the state level of the PAFOC.