

# **CONSTITUTION OF THE SHELBY COUNTY DEPUTY SHERIFFS' ASSOCIATION**

## **PREAMBLE**

In order to provide superior Police protection for the citizens of Shelby County; to maintain the high integrity of the Shelby County Sheriff's Department ; to maintain, promote and encourage professionalism ; to seek efficient methods of law enforcement; to improve working conditions and other economic advantages of the members of the Shelby County Sheriff's Department; to promote career service in the county government; to extend and uphold the principles of merit and fitness of members of the Shelby County Sheriff's Department; to bring into closer relationship, members of the Shelby County Sheriff's Department, elective and administrative officers of the Shelby County Sheriff's Department; to promote fair and equal promotional opportunities; to prevent any type of job discrimination, unfair practices, or reprimands which may arise; generally to promote the moral and welfare of members of the Shelby County Sheriff's Department and their families; to cooperate in providing efficient government service; and to promote a spirit of fellowship and fraternity among its members to the end that superior Police protection will be provided for the citizens of Shelby County.

We, the members of the Shelby County Sheriff's Department, have joined together in an association, to make and publish this document as our constitution:

## **ARTICLE I**

### **Name**

The name of this association shall be the SHELBY COUNTY DEPUTY SHERIFFS' ASSOCIATION. The Shelby County Deputy Sheriffs' Association shall be a non-profit, voluntary association.

## **ARTICLE II**

### **Purposes**

The purposes of the Shelby County Deputy Sheriffs' Association are:

- (A) To maintain, promote and encourage superior Police protection for Shelby County
- (B) To maintain the high integrity of the Shelby County Sheriff's Department, the officers Officers and members thereof;
- (C) To promote and encourage a high degree of professionalism on behalf of members of the Shelby County Sheriff's Department;
- (D) To seek and promote efficient methods of law enforcement;
- (E) To improve working conditions and other economic advantages of the Shelby County Sheriff's Department;

- (F) To promote career service in county government;
- (G) To extend and uphold the principles of merit and fitness of members of the Shelby County Sheriff's Department;
- (H) To bring into closer relationship, members of the Shelby County Sheriff's Department, the elective and administrative officers of Shelby County;
- (I) To promote fair and equal promotional opportunities for members of the Shelby County Sheriff's Department;
- (J) To prevent any type of job discrimination, unfair practices or reprimands which may arise;
- (K) To meet and confer with superior officers, elective and administrative officers of Shelby County in order to encourage a professional relationship between members of the Shelby County Sheriff's Department and their superiors;
- (L) To bring to the attention of the Shelby County Sheriff's Department and, if necessary, to the attention of the public, any misconduct committed by civilians or members of the Shelby County Sheriff's Department;
- (M) To vigorously defend the right of members of the Shelby County Sheriff's Department, and with equal vigor, to promote the responsibilities of the Shelby County Sheriff's Department to their superior administrative and elective officers;
- (N) To cooperate in providing efficient government service and especially to promote all avenues of effective and vigorous law enforcement for Shelby County.

### **ARTICLE III**

#### **Principal Office**

The principal office of the Shelby County Deputy Sheriffs' Association is located in Shelby County, 5120 Stage Road, Memphis, TN 38134-3476. The address of the Shelby County Deputy Sheriffs' Association shall be established by the by-laws.

### **ARTICLE IV**

#### **Powers**

In furtherance of the purposes described in Article II, but not in limitation thereof, the Shelby County Deputy Sheriffs' Association shall have the power to collect and disseminate

information to meet, confer, to open, and maintain lines of communication with the elective and administrative officers of Shelby County, other deputy sheriffs and personnel of the Shelby County Sheriff's Department, which with the press; and to retain advise and confer with legal counsel; and hold such property as is necessary to effectuate the purpose of the Shelby County Deputy Sheriffs' Association and provide certain benefits to members.

## **ARTICLE V**

### **Government of the Shelby County Deputy Sheriffs' Association**

#### **Section I: Designation of Officers**

A. The government of the Shelby County Deputy Sheriffs' Association shall be vested in elective officers who shall be designated as President, Vice-President, Secretary/Treasurer, Sergeant-at-Arms, and six (11) elective members of the Executive Board as follows:

1. One Associate Vice-President
2. One representative, At Large (Male)
3. One representative, At Large (Female)
4. One representative, Criminal Court Division
5. One representative, Civil Division-Civil Field
6. One representative, Civil Division Courts
7. One representative, Detective Division
8. One representative, General Session Court
9. One representative, Fugitive Division
10. One representative, Homeland Security Division
11. One representative, Patrol Division/Patrol Support Services

The President, Vice-President, Secretary/Treasurer, Sgt-at-Arms, At Large Representatives, and the Division Representatives shall constitute the Executive Board and will have one vote each, except for the President, who shall vote only in case of a tie.

B. The election of the President, Vice-President, Secretary/Treasurer, Sgt-at-Arms, and the At Large Representatives shall be by a majority vote of the entire membership. Division Board Members shall be nominated, second, and elected by a majority vote of the members permanently assigned to their unit as of the date of the election.

The determination of which specific units are assigned to the different divisions and bureaus shall be determined by the use of the Shelby County Sheriff's Departments organizational chart, in effect on the date of this amendments passage.

Any change in the Shelby County Sheriff's Departments' organizational chart, including the creation of a new unit; transfer, abolishment or deletion of an entire existing unit; or part thereof, shall not effect the organizational structure of the Shelby County Deputy Sheriffs' Association's Board of Representatives, unless said creation, transfer, abolishment, or deletion of the unit acts to deny the members of the unit equal and adequate representation on the Board of Representatives. In such cases, the Executive Board, by a majority vote take such action as is necessary to insure adequate and equal representation for said units

## **Section II: The Executive Board of Directors**

The President of the Shelby County Deputy Sheriff's Association shall preside at meetings of the Executive Board of Directors. The Executive Board of Directors shall meet monthly. The Executive Board of Directors shall have the power to pass resolutions, advise, and confer with the elective and administrative officials of Shelby County, to prepare the agenda for the regular monthly membership meetings, to call special meetings upon a majority vote of the Executive Board of Directors, and to generally assist the elective officers in achieving the purposes of the Shelby County Deputy Sheriffs' Association as expressed in Article II. A majority of the members of the Executive Board of Directors, when present at any meeting of the Executive Board of Directors shall constitute a quorum. The President shall adjourn from time to time unless there is a quorum of the Executive Board of Directors.

## **Section III: Standing Committees**

This association shall have at least four (4) standing committees:

- (1) A membership committee
- (2) An election committee
- (3) A grievance committee
- (4) A public relations committee

## **Section IV: Special Committees**

Special committees may be created by the President, the Executive Board of Directors, or by resolution of the active membership at a regular monthly meeting. The term of office, government of the special committee, and duties of the special committee shall be determined by the creating officer or body.

## **Section V: Conduct of Meeting**

All meetings of the Shelby County Deputy Sheriffs' Association by whatever body or committee shall be conducted pursuant to the recognized principles of parliamentary procedure as expressed in **Robert's Rules of Order**. However, the presiding officer may dispense with those rules in the interest of fairness and democracy.

## **ARTICLE VI**

### **Officers**

#### **Section I: President**

The President shall be the chief officer of the Shelby County Deputy Sheriffs' Association and shall be present at meetings of the Association and the Executive Board of Directors. He shall preside at all meetings of the Executive Board of Directors. He shall be responsible for the officio member of all committees. He shall be responsible for the distribution of any administrative time for the conducting of union business, contractually agreed upon by the Association such matters and the Sheriff. He shall communicate to the Association such matters and make suggestions as may, in his opinion, promote the purposes of the Association, as expressed in Article II of this Constitution or shall increase the welfare of the Association or its usefulness, and he shall perform such other duties as are necessarily incident to the office. The President shall countersign all check drawn against the funds of the Shelby County Deputy Sheriffs' Association.

#### **Section II: Executive Vice-President**

The Executive Vice-President shall assist the President in all of his activities. In the absence of the President, the Executive Vice-President shall preside at all meetings and perform all duties otherwise performed by the President. The Executive Vice-President may, in the absence of the President, countersign all check drawn against the funds of the Shelby County Deputy Sheriffs' Association.

#### **Section III: Secretary/Treasurer**

The Secretary/Treasurer shall keep a complete record of all proceedings and correspondence of the Association and of the Executive Board of Directors. Upon instructions of the President and a majority of the Executive Board of Directors, he/she shall prepare and publish an agenda for the monthly meetings of the Board of Directors and for the monthly meetings of the Association. He/she shall send notices, by mail, email or text if necessary, to members of the Association and the Executive Board of Directors. The Secretary/Treasurer shall keep an account of all monies received and expended for use of the Association and shall make disbursements authorized by the Executive Board of Directors or such other persons as the active Association describes. All sums received shall be deposited by the Secretary/Treasurer in a bank approved by the Executive Board of Directors. The Secretary/Treasurer shall make a financial report at the regular monthly meetings when called upon to do so by the President or a majority of the members of the Executive Board of Directors. Funds may be drawn only upon the signature of the Secretary/Treasurer and upon the co-signature of the President or the Executive Vice-President. Funds, books, and vouchers in the possession of the Secretary/Treasurer shall, with the exception of confidential reports submitted by members, at all times be subject to verification and inspection of the elective officers of the Association. The Secretary/Treasurer shall also perform all other

duties usually appertaining to the office of the Secretary/Treasurer. At the expiration of his/her term of office, the Secretary/Treasurer shall deliver to his/her successor all books, money, and other property of the Association.

#### **Section IV: Sergeant-at-Arms**

The Sergeant-at-Arms shall be charged with the responsibility of keeping order at all meetings of the Shelby County Deputy Sheriffs' Association, the Executive Board of Directors, and all committees. The Sergeant-at-Arms shall be charged with carrying out all lawful orders and commands of the President or other presiding officers at meetings of the association and committees. The Sergeant-at-Arms may appoint, with approval of the Executive Board of Directors, such assistance as may be required. The Sergeant-at-Arms shall serve on the Executive Board of Directors.

#### **Section V: Executive Board of Directors**

The Executive Board of Directors shall be the governing body of the Shelby County Deputy Sheriffs' Association when the association itself is not in session. All matters affecting the polices, aims and means of accompanying the purposes of the Shelby County Deputy Sheriffs' Association, not specifically provided for in its constitution or by-laws or by action of the Shelby County Deputy Sheriffs' Association at a regular or special meeting, shall be decided by the President, or at such times as seem expedient to a majority of the members of the Executive Board of Directors in addition to the regular monthly meetings. A report on all actions taken by the Executive Board of Directors shall be made to the membership present at the next following regular meeting. A majority of the members of the Executive Board of Directors shall constitute a quorum.

#### **Section VI: Terms of Office**

##### **Sub-Section I**

The President, Vice-President, Secretary/Treasurer, and Sergeant-at-Arms, shall take office immediately upon their election and shall serve for a period of two (2) years. All members of the Executive Board of Directors shall take office immediately upon their election and serve for a period of Two (2) years. The election of the President, Sergeant-at-Arms and Division Representatives shall occur one (1) year and the election of the Vice-President, Secretary/Treasurer, the Associate Vice President, and the two At Large positions shall occur the following year. All officers, including members of the Executive Board of Directors, are eligible for re-election. Vacancies, created by any means in any office may be filled for the balance of any unexpired term by appointment of the President and approval by a majority vote of the Executive Board of Directors.

## **Sub-Section II**

In the event that circumstances arise wherein the President, or any officer of the Shelby County Deputy Sheriffs' Association, while performing the lawful functions of the office held, is terminated for such activity, the following procedure will be initiated:

- (1) An emergency Executive Board Meeting will be convened at the earliest possible time.
- (2) A determination will be made by the Board at that time whether the circumstances surrounding the termination of the officer were related directly and proximately to the performance of the functions of the elected Association office. Once this determination has been made, the Board is empowered to:
  - (A) Declare the office vacant and fill the office as required in sub-section I, above.
  - (B) Declare that the termination was the resultant of bonafide, lawful union activity and the officer shall remain in office with full rights and privileges until such time as the termination is reversed by negotiation or adjudication.

## **Section VII: Expulsion**

All officers and members of the Executive Board of Directors may be excluded from office, during their term of office, only for criminal conduct or gross incompetency, and such expulsion shall be by two-thirds (2/3) vote of the majority of the members present at a regular monthly meeting. No officer or member of the Executive Board of Directors may be excluded from office until he has had at least fifteen (15) days notice of the specific charges preferred against him.

## **Section VIII: Resignation**

Any officer or member of the Executive Board of Directors may resign at any time by giving written notice to the Executive Board of Directors, President, or Secretary/Treasurer of the Association.

Any such resignation takes effect at the date of the receipt of the notice or at a time specified in the notice. Acceptance of the resignation is not necessary to make it effective.

## **Section IX: Eligibility for Office**

Any active member of the Shelby County Deputy Sheriffs' Association as hereinafter defined under Article VII, in good standing, who holds the rank below Lieutenant shall be eligible to hold office, providing that in order to hold office of President, Executive Vice-President, Secretary/Treasurer, or Sgt-at-Arms, the active member must have been employed by the Shelby County Sheriff's Department as a permanent, salaried deputy sheriff for a

period of three (3) years. The other members of the Executive Board of Directors may hold the rank of Lieutenant as long as they are members in good standing with (3) years of active service.

### **Section X: Chaplain**

There shall be a Chaplain for the Shelby County Deputy Sheriffs' Association to serve at their discretion and to be appointed by the President, and approved by the Executive Board of Directors.

The duties of the Chaplain will be to counsel the sick, injured, and bereaved and to perform such other appropriate functions that may be requested by the Executive Board of Directors.

## **ARTICLE VII**

### **Membership**

Membership or honorary membership in the Shelby County Deputy Sheriffs' Association shall be limited to members and employees of the Shelby County Sheriff's Department and shall be either active memberships or associate memberships. They may hold the rank of Patrolman/Patrolwoman and all the way up to any rank covered by Civil Service.

#### **Section I: Active Membership**

Active membership in the Shelby County Deputy Sheriffs' Association shall be limited to permanent, full-time, salaried commissioned officers of the Shelby County Sheriff's Department, of any rank covered by Civil Service and all Probationary Officers.

#### **Section II: Associate Membership**

Associate membership in the Shelby County Deputy Sheriffs' Association shall be open to all commissioned and reserve deputies and all other employees of the Shelby County Sheriff's Department and all other Shelby County employees and all full-time Sheriff's Department support personnel, who are not eligible for active membership and who are not covered under Article VII, Section I, upon a majority vote of the Executive Board.

#### **Section III: Honorary Membership**

Honorary membership shall be approved for membership by the Executive Board of Directors. Those considered for honorary membership must best exemplify those characteristics of conduct and personal integrity as to make their honorary membership a reflection of the goals and ideas of the Shelby County Deputy Sheriffs' Association.



## **Section IV: Voting**

Each active member shall be entitled to one (1) vote in the affairs of the Shelby County Deputy Sheriffs' Association. Each active member must be present to cast his or her vote.

Notification of the election of officers and members of the Executive Board of Directors shall be posted, emailed, or texted to each voting member of the Shelby County Deputy Sheriffs' Association, no later than one (1) week following the nominations of candidates and at least one (1) week prior to the date of the election. This notification shall include the date, and times of voting as well as the names of the candidates and the offices for which they are running.

## **Section V: Conditions for Becoming a Member**

As a condition of becoming an active member or an associate member in the Shelby County Deputy Sheriffs' Association, each member shall pay dues required for membership which shall be determined by the majority vote of the active members.

## **ARTICLE VIII**

### **Dues**

The annual dues required for membership in the Shelby County Deputy Sheriffs' Association shall be determined by the majority vote of the active members by written ballot vote. The amount of dues may be changed when appropriate; but such amount may or may not be the same for active and associate members.

When an active or associate member is suspended without pay or fired, the Association shall be entitled to recover monthly dues for every month or partial month, *pro rata*, if back pay is awarded as a result of the DSA providing service to the member.

## **ARTICLE IX**

### **Meetings**

#### **Section I: Regular Meetings**

Regular meetings of the Shelby County Deputy Sheriffs' Association shall be held monthly and shall be held on a day, place, and time determined by the Executive Board of Directors.

Meetings shall be open to active and associate members.

## **Section II: Special Meetings**

Special meetings may be held at the call of the President, or, in his absence or incapacitation, at the call of the Executive Board of Directors. A majority of the Shelby County Deputy Sheriffs' Association may at any time require a special meeting by filing a Petition therefore, with the President or Executive Board of Directors, in which Petition; a date will be named for the meeting which shall be no earlier than seven (7) days subsequent to the date of filing of such Petition. The Petition so filed shall constitute a call to all active and associate members.

## **Section III: Quorum**

Fifteen (15) active members in addition to any number of associate members of the Shelby County Deputy Sheriffs' Association, when present at any membership meeting, shall constitute a quorum, and in case there is less than this number, the President shall adjourn from time to time unless there is a quorum present. There will no motions made and no votes taken if at any times the quorum present falls below the required number active members that should be present to conduct a meeting.

## **ARTICLE X**

### **Amendments**

#### **Section I: Procedure for Amendments**

This constitution may be amended by a two-thirds (2/3) vote of active members of the Shelby County Deputy Sheriffs' Association at a regular monthly meeting, provided that the amendment proposed was first considered at the last regular monthly meeting and also provided that a notice setting forth any known objections thereto shall have been sent to each member of the Shelby County Deputy Sheriffs' Association at least two(2) weeks prior to the regular monthly meeting in which the amendment would have been voted on by the active membership.

#### **Section II: Purpose of an Amendment**

The purpose of an amendment is to make a major and substantial change in this constitution and all other changes or initiation of new policy, working rules, projects, amount of dues, rules and regulations in furtherance of this constitution or to implement this constitution should be accomplished with by-laws.

## **ARTICLE XI**

### **By-Laws**

By-Laws will be adopted which are not inconsistent with any article or section of the constitution of the Shelby County Deputy Sheriffs' Association. By-Laws shall be binding on all members including those who may have voted against them.

By-Laws may be enacted or amended in the following manner: A By-Law must be considered at a regular monthly meeting; a description of the proposed/amended By-Law must then be mailed to each regular member in good standing; then a majority vote of the membership present at the next regular monthly meeting is required for the By-Law to pass.

## **ARTICLE XII**

### **S.C.D.S.A. Constitution**

This constitution of the Shelby County Deputy Sheriffs' Association shall become effective upon approval by two-thirds (2/3) vote of the active members present at a regular membership meeting.

## **BY-LAWS FOR THE**

## **SHELBY COUNTY DEPUTY SHERIFFS' ASSOCIATION**

### **ARTICLE I**

#### **Dues**

##### **Section I:**

The dues for the Shelby County Deputy Sheriffs' Association shall be set between 1% and 1.25% of the current base pay of a top patrolman to be paid monthly to the Association.

##### **Section II:**

The Secretary/Treasurer shall report any members who appear to be in a delinquent status to the Executive Board of Directors at their next scheduled meeting. The Executive Board of Directors, by a majority vote, will, at that time, determine whether or not said member (s) shall remain in good standing or shall be declared delinquent and not in good standing. The member (s) shall be notified by registered mail, within seven (7) days and given thirty (30) days to rectify his account or be removed from the rolls of the Shelby County Deputy Sheriffs' Association.

A member may be declared delinquent and not in good standing if he/she resigns from the Association. In the event a member has been found to be delinquent by a majority vote of the Executive Board of Directors, that member will be ineligible for any benefits and privileges normally due to any active member in good standing, including legal representation on his behalf or holding any elected office with the association.

To be re-instated as a member who has been declared delinquent, must pay to the Association, a penalty of **\$ 50.00** and be approved by a majority vote of the Executive Board of Directors. After a member is re-instated, he/she will not be eligible for legal representation arising out of any incident occurring during the time the member was delinquent and prior to the Executive Board of Directors' vote of approval and his/her re-instatement. In the event a member, who is not on dues check off, becomes behind in dues payment, he/she will be notified by registered mail and have forty-five (45) days from notification to pay back dues or will be reported to the Secretary/Treasurer, as delinquent.

## **ARTICLE II**

### **Meetings**

#### **Section I:**

The regularly stated monthly membership meeting of the Shelby County Deputy Sheriffs' Association, shall be held on the third (3<sup>rd</sup>) Tuesday of each month, at a time and place designated by the President.

#### **Section II:**

The regularly stated monthly meeting of the Board of Directors of the Shelby County Deputy Sheriffs' Association shall be held on the third (3<sup>rd</sup>) Tuesday of each month at 6:00 p.m. at the Association offices, unless otherwise designated by the President.

#### **Section III:**

No alcoholic beverages of any kind will be consumed in about the meeting room during any regular monthly meeting of any of the above bodies.

## **ARTICLE III**

### **Retaining Legal Counsel**

#### **Section I:**

The Shelby County Deputy Sheriffs' Association shall retain an attorney at law for the purpose of providing legal counsel for the Association, when called upon by the President of the Association.

## Section II:

The Shelby County Deputy Sheriffs' Association will authorize counsel for the Association to act on behalf of any individual member of the Association in one or more of the following circumstances, providing that the member is in good standing, according to the provisions of Article I of these By-Laws:

- A. If it is the decision of the President and/or the Board of Directors of the Association, that the member has been, or may be, denied due process of the law and/or normal legal investigative procedure.
- B. If the merits of a particular case are such that issues, to be settled in a court case, are deemed to have an effect upon all members of the Association in such a way to protect members from future involvement in similar cases.
- C. In a civil action involving a member of the Association as a defendant in an employment related case when it is the decision of the Executive Board of Directors that the member is in need of legal counsel in addition to that which might be provided by Shelby County or the State of Tennessee.
- D. In a civil action, involving a member as a plaintiff in a management-labor situation.

## Section III:

The Shelby County Deputy Sheriffs' Association's procedure for authorization of legal representation shall be as follows:

- A. The D.S.A. provides legal representation to its membership where the following criteria are met: (1) The member's need for legal services is duty-connected; and (2) the member is in good standing at the time he requests legal services and was a member at the time the cause of the need for legal services occurred; and (3) the member has an arguably just case.
- B. The member must request legal representation from the D.S.A. by filling out a **Members Request for Legal Representation** form, which will be provided by Association officers.
- C. The determination whether the member is eligible for legal representation under the criteria in paragraph A, above is made by the President. The President makes the appointment of counsel; and counsel is not permitted to undertake representation unless appointed by the President. In the event the member is aggrieved by the President's application of the

criteria, he must first appeal to the Executive Board of Directors, and then may appeal to the general membership.

- D. Legal representation will be rendered through the services of a lawyer appointed by the Association. The Association will not pay for fees or expenses for a lawyer privately retained by a member.
- E. The Association will retain the services of an Association General Counsel, and if in the opinion of the President, funds permitting, the Association will also retain the services of an associate counsel in a separate law firm. The primary purpose of retaining two lawyers is to provide legal services to all members in need of legal services where more than one deputy is involved and a conflict of interest exists. General Counsel for the Association shall make the decision as to whether a legal conflict of interest exists, and shall advise the President.
- F. It is the policy of the D.S.A. that legal representation will be provided through Association's General Counsel; but if a conflict of interest exists, the President will then appoint Association Associate Counsel.
- G. If General Counsel and Associate Counsel are both unable to represent the member, then the Association, acting through the President, will make arraignments to obtain other counsel. In the event other counsel is furnished by the Association, no more than \$ 6,000.00 will be paid for attorney fees.
- H. In the event a member declines representation by counsel appointed by the President, the Association will not pay fees or expenses of litigation.
- I. The attorney fees for the Association Counsel are paid by the Association. However, where the member's case produces a money recovery, including back pay, counsel appointed by the Association receives an additional contingent fee of 20 percent of the money recovered, either through hearings and litigation or settlement; but counsel does not take a contingent fee if the member's case is finally disposed of in the Shelby County Civil Service Merit Board; however, a contingent fee of all money recovered will be taken if a civil service board case is appealed.
- J. The Association pays for reasonable and necessary expenses of litigation up to \$ 2,000.00. If expenses are above this amount, then the member is responsible for payment.
- K. In extraordinary cases the expenses available under this by-law might be insufficient to provide for proper legal representation. In this event, the member must first justify the need for extra funds, and the member must first move the Board of Directors to approve an extraordinary

appropriation, and then may appeal to the general membership at a regular monthly meeting.

- L. The Association does not pay for bail bonds; however, it does refer members to an amicable bail company.
- M. Members must promptly inform the Association of the need for legal representation.
- N. This by-law becomes effective when adopted by the membership under the Constitution, and is retroactive to all cases, unless the case has been voted on by the general membership.

(This By-Law became effective 11-20-1990)

#### **ARTICLE IV**

##### **Honorary Membership**

Any active member, in good standing of the Shelby County Deputy Sheriffs' Association that retires from the Shelby County Sheriff's Department, shall receive, upon retirement, an Honorary Membership in the Shelby County Deputy Sheriffs' Association.

#### **ARTICLE V**

##### **Travel and Officers' Expense**

###### **Section I:**

- A. Each trip, including seminars, must be approved by a majority of the Board of Directors, with the exception of lobbying duties in Nashville, Tennessee.
- B. All trips will have to be substantiated by detailed, itemized vouchers, to be presented at the next Board Meeting for approval.
- C. If the vouchers are not acceptable by the majority of the Board of Directors, the officers will have to absorb the costs.
- D. All members who go on authorized trips will be on union leave of absence.
- E. Upon returning from a trip, a written report shall be submitted to the Board of Directors at the next scheduled meeting concerning the activities and results of the trip.
- F. Credit cards will be maintained by the President, Vice-President, and the Secretary/Treasurer of the Association, who will be solely responsible for their

use. All credit cards vouchers must be turned in within forty-eight (48) hours after use of the credit or within forty-eight (48) hours, upon their return from a trip.

- G. Any trips sanctioned by the Board of Directors, the traveler may be given cash Advance, the amount to be determined by the Board of Directors.
- H. The Secretary/Treasurer is required to bring to each Board meeting the credit card statements for review by the Board of Directors.

## **ARTICLE VI**

### **Legislative Committee**

The Shelby County Deputy Sheriffs' Association's President shall appoint members of the Legislative Committee.

## **ARTICLE VII**

### **Association Bonding Procedures**

#### **Section I: Bonds**

The Shelby County Deputy Sheriffs' Association will provide up to \$ 500.00 cash bond or \$ 1000.00 surety bond for active full-time members in good standing.

## **ARTICLE VIII**

### **Newsletter**

#### **Section I: Production**

The President and the Secretary/Treasurer shall be authorized to produce and publish a Newsletter, to be mailed out to our members, selective citizens, and politicians.

#### **Section II: Mailing**

The Newsletter will be mailed out as determined by the President and the Secretary/Treasurer.



## **ARTICLE IX**

### **S. C. D. S. A. Employees**

#### **Section I: Hiring and Firing**

The hiring or firing of any Shelby County Deputy Sheriffs' Association employee shall be done by a majority vote of the Executive Board of Directors.

#### **Section II: Relatives**

No relatives of any union members shall be hired, in any capacity, as a part-time or full-time employee of the Shelby County Deputy Sheriffs' Association.

## **ARTICLE X**

### **Office of Secretary/Bookkeeper**

#### **Section I: Salaried and/or Raises**

Raises and/or starting salaries for the office of Secretary/Bookkeeper must be approved by a majority vote of the Board of Directors.

#### **Section II: Paid Holidays**

The office Secretary/Bookkeeper shall have ten (10) paid holidays per year, namely New Years, Good Friday, Independence Day, Labor Day, Veterans Day, Thanksgiving (2), and Christmas (2), at a normal rate of pay.

#### **Section III: Sick Leave**

- A. The office Secretary/Bookkeeper shall be granted two (2) days of sick leave per quarter or eight days per year.
- B. If the eight (8) days are not used during the year, the remaining days are to be paid in a salary, on or about the 31<sup>st</sup> of December of each year.

#### **Section IV: Vacation**

The office Secretary/Bookkeeper shall be given one (1) week(s) vacation after the first six (6) months of employment. After one (1) year of service, one (1) additional week shall be granted for a total of two (2) weeks a year.

## Section V: Bonus Days

The office Secretary/Bookkeeper shall receive one (1) bonus day per six (6) months worked, without sick leave or unauthorized absence. Any unused bonus days will be paid on or about the 31<sup>st</sup> day of December of each year.

## **ARTICLE XI**

### **Insurance**

#### **Section I:**

The Shelby County Deputy Sheriffs' Association shall provide for its members the opportunity to be a part of its dental plan, under group prices. The premium shall be paid by each member for his/her family or single coverage. This group coverage is non-transferable and a member can only participate as long as he/she is a member of the Association in good standing.

#### **Section II:**

Should any member, eligible for the above policy, resign from the Association and then at some time on a later date wish to re-join, the Shelby County Deputy Sheriffs' Association, he/she will, after successfully rejoining the Association be placed on a six (6) months probationary period where he/she will have to remain in good standing. At the end of this period he/she will again receive the insurance benefits.

## **ARTICLE XII**

### **Eligibility for Office**

A member must attend a minimum of six (6) membership meetings during the past year in order to be eligible to run for office in the Shelby County Deputy Sheriffs' Association.

## **ARTICLE XIII**

### **S.C.D.S.A Special Donations Procedures**

Any member in good standing that wishes to ask for money from the Shelby County Deputy Sheriffs' Association for a special\charitable event or any donation, must come to a regular membership meeting and present the information for the money requested. A formal presentation will be made by the member in good standing before a vote is taken by the Executive Board and or the membership.