

CONSTITUTION

ARTICLE I: NAME AND OBJECTIVES

SECTION I NAME OF THE ORGANIZATION

THE ORGANIZATION SHALL BE KNOWN AS THE LATINO COURT OFFICERS SOCIETY, INC.

SECTION II OBJECTIVES OF THE SOCIETY

THE OBJECTIVE OF THIS FRATERNAL ORGANIZATION IS TO UNITE PEACE OFFICERS OF THE UNIFIED COURT SYSTEM INTO A SOCIETY DEDICATED TO THE MUTUAL DEVELOPMENT AND COMMON INTERESTS OF ITS LATINO MEMBERS BY PERPETUATING THE IDEALS OF FELLOWSHIP, SERVICE, PROFESSIONALISM AND INTEGRITY AMONGST ITS MEMBERS. THIS SOCIETY WILL PURSUE THE ADVANCEMENT OF PEACE OFFICERS WITHIN THE UNIFIED COURT SYSTEM. THE LATINO COURT OFFICERS SOCIETY WILL MAKE THE COMMITMENT TO LABOR WITHIN OUR COMMUNITIES AND GIVE BACK TO THOSE IN NEED.

SECTION III

ADVOCACY

TO ADVOCATE ON BEHALF OF ALL OUR MEMBERS ON ALL MATTERS OF UNFAIR TREATMENT SUCH AS DISCRIMINATORY PRACTICES AND ANY KIND OF CONDUCT WHICH WOULD IMPEDE ON A MEMBER'S CAREER DEVELOPMENT AND PURSUIT OF HAPPINESS.

ARTICLE II: MEMBERSHIP QUALIFICATIONS

MEMBER IN GOOD STANDING

IS THE STATUS ASSIGNED TO A MEMBER OF THE SOCIETY WHEN HE OR SHE HAS REMAINED CURRENT ON SOCIETY DUES WHICH COVER A 12-MONTH PERIOD. BEING A MEMBER IN GOOD STANDING AFFIRMS THE MEMBER'S COMMITMENT TO THE VISION OF THE SOCIETY, REFLECTED IN ITS CODE OF ETHICS, TO WHICH ALL MEMBERS ARE BOUND, AND TO THE SOCIETY BY-LAWS AND OTHER POLICIES. IT IS EXPECTED THAT MEMBERS IN GOOD STANDING WILL WORK COLLABORATIVELY TO STRENGTHEN THE SOCIETY AND WILL NOT ENGAGE IN ANY ACTIVITIES THAT PUT THE SOCIETY IN FINANCIAL OR STRUCTURAL JEOPARDY, NOR ENGAGE IN ANY ACTIVITIES THAT WILL BRING DISCREDIT TO THE SOCIETY.

MEMBERS IN GOOD STANDING - MEMBERS/RETIRED MEMBERS ONLY:

1. ARE ELIGIBLE TO PARTICIPATE IN ALL MEETINGS, CONGRESSES, COURSES, COMMITTEE MEMBERSHIPS OF AND IN RELATION TO THE SOCIETY;
2. ARE ELIGIBLE TO BE ELECTED TO EXECUTIVE BOARD POSITIONS
3. HAVE THE RIGHT TO EXERCISE ONE VOTE ONLINE, OR IN PERSON AT GENERAL AND SPECIAL MEETINGS.

NEW MEMBERS OF THE SOCIETY ARE NOT ELIGIBLE TO VOTE OR ATTEND MEETINGS UNTIL THE APPROVAL OF THEIR APPLICATION BY THE EXECUTIVE OFFICERS AND PAYMENT OF DUES.

ASSOCIATE AND HONORARY MEMBERS CAN RECEIVE ALL THE PRIVILEGES AS A MEMBER/RETIRED MEMBER EXCEPT VOTING PRIVILEGES AND RUNNING FOR EXECUTIVE OFFICES.

SECTION I

MEMBERSHIP

THE MEMBERSHIP OF THE LATINO COURT OFFICERS SOCIETY, INC. AND THE CLASSES OF MEMBERSHIP SHALL BE DETERMINED BY THE EXECUTIVE OFFICERS. THE CLASSES OF MEMBERSHIP SHALL INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING CLASSES:

MEMBER

ANY PEACE OFFICER WHO IS ***EMPLOYED IN THE UNIFIED COURT SYSTEM*** AND WHO, BECAUSE OF HISPANIC OR LATINO ASSOCIATION OR INTEREST IN HISPANIC/LATINO CULTURE, AND IS WILLING TO ADHERE TO THE GOALS, CONSTITUTION AND BY-LAWS OF THE SOCIETY MAY APPLY FOR MEMBERSHIP.

MEMBERS HAVE VOTING AND SCHOLARSHIP PRIVILEGES .

RETIRED MEMBER

ANY RETIRED PEACE OFFICER (UNIFORMED OR CIVILIAN) ***EMPLOYEE OF THE UNIFIED COURT SYSTEM*** WHO BECAUSE OF HISPANIC OR LATINO ASSOCIATION OR INTEREST IN HISPANIC/LATINO CULTURE MAY BE ELIGIBLE FOR MEMBERSHIP IN THE LATINO COURT OFFICERS SOCIETY, INC. AS A RETIRED MEMBER PROVIDED SAID RETIREMENT WILL NOT BE PREJUDICIAL TO THE BEST INTEREST OF THE SOCIETY, AND UPON APPROVAL OF THE EXECUTIVE OFFICERS. SAID MEMBER SHALL BE ENTITLED TO THE BENEFITS OF A MEMBER, AND SHALL BE PERMITTED TO ATTEND MEETINGS.

RETIRED MEMBERS HAVE VOTING AND SCHOLARSHIP PRIVILEGES.

ASSOCIATE MEMBER

ANY EMPLOYEE OF THE UNIFIED COURT SYSTEM (WHO IS NOT A PEACE OFFICER) OF HISPANIC OR LATINO ASSOCIATION OR INTEREST IN HISPANIC/LATINO CULTURE MAY BE ELIGIBLE FOR MEMBERSHIP IN THE LATINO COURT OFFICERS SOCIETY AS AN *ASSOCIATE MEMBER*. ANY APPLICATION FOR ASSOCIATE MEMBERSHIP FROM A PERSON OUTSIDE OF THE UNIFIED COURT SYSTEM MUST:

- A) PROVIDE A WRITTEN REQUEST TO JOIN.
- B) BE SPONSORED BY AN ACTIVE MEMBER IN GOOD STANDING.
- C) THE SPONSOR MUST BE FAMILIAR WITH THE APPLICANT'S REASON FOR SEEKING MEMBERSHIP.
- D) THE APPLICANT MUST BE APPROVED BY A MAJORITY VOTE OF THE MEMBERS PRESENT AT A REGULAR MEETING.
- E) MUST AGREE TO ABIDE BY THE CONSTITUTION AND BY LAWS OF THE LATINO COURT OFFICERS SOCIETY.

AN ASSOCIATE MEMBER DOES ***NOT*** HAVE VOTING PRIVILEGES AND CAN NOT RUN FOR ANY EXECUTIVE OFFICE.

HONORARY MEMBER

THE EXECUTIVE OFFICERS OF THE SOCIETY CAN SELECT THOSE PERSONS WHOM IT DEEMS WORTHY OF HONORARY MEMBERSHIP. RECOMMENDATIONS BY THE EXECUTIVE BOARD WILL BE CONSIDERED AND ENCOURAGED.

HONORARY MEMBERS DO ***NOT*** HAVE VOTING OR SCHOLARSHIP PRIVILEGES AND CANNOT RUN FOR EXECUTIVE OFFICES.

THE HONORARY MEMBER MAY ATTEND MEETINGS, HOWEVER, THE HONORARY MEMBER WILL NOT HAVE THE FLOOR TO ASK QUESTIONS OR ADD COMMENTS AT MEETINGS.

SECTION II

OBJECTIONS TO MEMBERSHIP

WHENEVER ANY MEMBER OBJECTS TO ANY APPLICANT, THE OBJECTOR MUST STATE REASON FOR SUCH OBJECTIONS IN WRITING, AND THE SAID APPLICANT SHALL BE REFERRED TO THE EXECUTIVE BOARD FOR INVESTIGATION. A REPORT OF THE OBJECTION AND THE INVESTIGATION MUST BE MADE AT THE FOLLOWING MEETING. THE DECISION REGARDING THE OBJECTION WILL BE VOTED ON BY THE EXECUTIVE BOARD.

SECTION III

RE-MEMBERSHIP

ANY MEMBER, THAT HAS BEEN DECLARED A "SUSPENDED" MEMBER OF THIS SOCIETY, SHALL BE SUSPENDED FOR TWO (2) CONSECUTIVE YEARS. THE REMOVED MEMBER CAN APPLY FOR MEMBERSHIP

AFTER THE 2 YEAR SUSPENSION IS COMPLETED. THE APPLICANT MUST INCLUDE, ALONG WITH THE APPLICATION, A FORMAL WRITTEN REQUEST FOR MEMBERSHIP. MEMBERSHIP WILL BE CONFIRMED UPON APPROVAL OF A MAJORITY VOTE OF THE EXECUTIVE BOARD.

ARTICLE III: MEMBERSHIP DUES

SECTION I

MEMBERSHIP DUES

- A) NEW MEMBERS \$25.00
- B) RENEWAL DUES \$20.00
- C) RETIRED MEMBERS \$15.00
- D) ASSOCIATE MEMBERS \$15.00
- E) HONORARY MEMBERS – NO CHARGE

THE ANNUAL CONTRIBUTION SHALL BE PAID UPON INITIALLY JOINING OR RENEWING BY THE TWENTY-EIGHTH (28TH) OF FEBRUARY EACH YEAR REGARDLESS OF WHEN THE MEMBERSHIP WAS ESTABLISHED.

SECTION II

FAILURE TO PAY DUES

ANY MEMBER WHOSE CONTRIBUTIONS ARE IN ARREARS FOR SIX (6) MONTHS SHALL STAND SUSPENDED AND WHILE SO SUSPENDED SHALL NOT BE ENTITLED TO THE BENEFITS OF THIS SOCIETY, INCLUDING THE PRIVILEGE TO VOTE AND RECEIVE SCHOLARSHIPS.

ARTICLE IV: MEETINGS

SECTION I

GENERAL MEETINGS

GENERAL MEETINGS SHALL BE HELD EVERY 3 MONTHS (MARCH, JUNE, SEPTEMBER AND DECEMBER), AS CALLED BY THE EXECUTIVE OFFICERS. REGULAR MEETINGS OF THE EXECUTIVE OFFICERS SHALL BE HELD TWO (2) WEEKS PRIOR TO A GENERAL MEETING **AND** A TELECONFERENCE MEETING SHALL BE HELD ONE (1) WEEK PRIOR TO THE GENERAL MEETING TO CONFIRM READINESS FOR THE GENERAL MEETING.

SECTION II

SPECIAL MEETINGS

MAY BE CALLED AT ANY TIME FOR ANY SPECIFIC PURPOSE, BY THE PRESIDENT, OR BY A MAJORITY VOTE OF THE EXECUTIVE OFFICERS , OR UPON WRITTEN REQUEST OF 15 ACCREDITED MEMBERS AS PROVIDED FOR IN THE NEW YORK NOT-FOR-PROFIT CORPORATION LAW, SECTION 603(C). .

SECTION III

NOTICE OF MEETINGS

WRITTEN NOTICE OF ANY REGULAR OR SPECIAL MEETINGS OF THE MEMBERS SHALL STATE THE DATE, TIME, AND PLACE. IT WILL ALSO INDICATE THAT IT IS BEING ISSUED BY OR AT THE DIRECTION OF THE PERSON OR PERSONS CALLING THE MEETING. NOTICE OF A SPECIAL MEETING SHALL STATE THE PURPOSE FOR WHICH THE MEETING IS BEING CALLED. A COPY OF THE WRITTEN NOTICE SHALL BE GIVEN TO EACH MEMBER ENTITLED TO VOTE AT SUCH MEETING, BY FIRST CLASS MAIL, FACSIMILE, ELECTRONIC MAIL, OR TEXT MESSAGING NOT LESS THAN FIVE (5) AND NOT MORE THAN THIRTY (30) DAYS BEFORE THE MEETING. IF MAILED, THE NOTICE SHALL BE DEEMED TO BE GIVEN WHEN DEPOSITED IN THE UNITED STATES MAIL ADDRESSED TO THE MEMBER AT HIS OR HER ADDRESS AS IT APPEARS IN THE RECORDS OF THE SOCIETY.

SECTION IV

ANNUAL MEETING

THE ANNUAL MEMBERSHIP MEETING SHALL BE HELD ON THE FOURTH THURSDAY OF MARCH EACH YEAR EXCEPT IF SUCH DAY BE A LEGAL OR RELIGIOUS HOLIDAY. IN THAT THE EXECUTIVE OFFICERS SHALL FIX A DAY NOT MORE THAN TWO WEEKS FROM THE DAY FIXED BY THE CONSTITUTION AND BY-LAWS.

WRITTEN NOTICE OF THE ANNUAL MEMBERSHIP MEETING OF THE SOCIETY SHALL STATE THE DATE, TIME, AND PLACE OF THE MEETING AND SHALL BE GIVEN TO EACH MEMBER ENTITLED TO VOTE AT THE ANNUAL MEETING BY FIRST-CLASS MAIL, FACSIMILE, TEXT MESSAGE, OR BY ELECTRONIC MAIL, NOT LESS THAN THIRTY (30) DAYS AND NO MORE THAN FIFTY (50) DAYS BEFORE THE DATE OF THE ANNUAL MEETING. IF MAILED, THE NOTICE SHALL BE DEEMED TO BE GIVEN WHEN DEPOSITED IN THE UNITED STATES MAIL ADDRESSED TO THE MEMBER AT HIS OR HER ADDRESS AS IT APPEARS IN THE RECORDS OF THE SOCIETY.

SECTION V

NOMINATION MEETINGS WILL BE HELD IN DECEMBER, IN ANTICIPATION OF THE END OF A BOARD MEMBERS TERM, FOR ANY POSITIONS ON THE BOARD. CAMPAIGN SPEECHES WILL BE HEARD IN THE

MONTH OF FEBRUARY AT A SPECIAL MEETING BY MEMBERS IN GOOD STANDING. VOTING FOR VACANT POSITIONS WILL TAKE PLACE IN MARCH.

SECTION VI

ORDER OF BUSINESS

THE ORDER OF BUSINESS AT REGULAR MONTHLY MEETINGS OF THE ASSEMBLY SHALL BE AS FOLLOWS:

- (A) WELCOME REMARKS
- (B) PLEDGE OF ALLEGIANCE
- (C) ROLL CALL
- (D) READING OF THE MINUTES OF THE PREVIOUS MONTHLY AND/OR SPECIAL MEETINGS
- (E) REPORTS OF OFFICERS
- (F) COMMITTEE REPORTS
- (G) UNFINISHED BUSINESS
- (H) NEW BUSINESS
- (I) ANNOUNCEMENTS
- (J) ADJOURNMENTS

SECTION VII

QUORUM FOR MEETINGS

AT ANY MEETING OF THE MEMBERSHIP FIFTEEN (15) MEMBERS, NOT INCLUDING ASSOCIATE AND HONORARY MEMBERS, MUST BE PRESENT TO CONSTITUTE A QUORUM. ALL MEETINGS CALLED FOR A SCHEDULED TIME MUST START WITHIN FIFTEEN (15) MINUTES OF TIME.

SECTION VIII

NEW APPLICANTS

ANY NEW APPLICANT, ON THE DAY OF ANY MEETING, WILL NOT BE GRANTED ACCESS TO MEMBERSHIP MEETING UNTIL THEIR APPLICATION IS APPROVED BY THE EXECUTIVE OFFICERS.

ARTICLE V: ELECTION OF THE EXECUTIVE OFFICERS

SECTION I

THE EXECUTIVE OFFICERS OF THE SOCIETY SHALL CONSIST OF A PRESIDENT, FIRST VICE PRESIDENT, SECOND VICE PRESIDENT, SECRETARY, TREASURER, FINANCIAL SECRETARY, AND A RECORDING SECRETARY.

IN KEEPING WITH THE SPIRIT OF THE SOCIETY'S OBJECTIVE THE ELECTED OFFICERS FOR THE PRESIDENT, FIRST VICE PRESIDENT, SECOND VICE PRESIDENT AND TREASURER SHALL BE NEW YORK STATE UNIFORMED OFFICERS. ALL OTHER POSITIONS MAY BE FILLED BY PEACE OFFICERS.

ASSOCIATE MEMBERS SHALL NOT BE PERMITTED TO HOLD ANY OF THE ELECTED OFFICES IN THE SOCIETY, BUT MAY SERVE ON COMMITTEES UNDER THE DIRECTION OF THE BOARD AND PARTICIPATE IN ALL SOCIAL AND CULTURAL ACTIVITIES

SECTION II

ELIGIBILITY

THE CANDIDATE FOR THESE OFFICES MUST BE MEMBERS IN GOOD STANDING FOR TWO (2) YEARS AND MEET THE QUALIFICATIONS OF MEMBERSHIP AS PER ARTICLE II MEMBERSHIP QUALIFICATIONS.

SECTION III

TERM OF OFFICE

THE INITIAL TERM OF OFFICE FOR EXECUTIVE OFFICERS DURING THE ESTABLISHMENT OF THIS NEW SOCIETY SHALL BE:

- (A) PRESIDENT - 4 YEARS (YEAR 2022)
- (B) FIRST VICE PRESIDENT - 3 YEARS (YEAR 2021)
- (C) SECOND VICE PRESIDENT - 3 YEARS (YEAR 2021)
- (D) TREASURER - 2 YEARS (YEAR 2020)
- (E) SECRETARY- 2 YEARS (YEAR 2020)
- (F) FINANCIAL SECRETARY- 2 YEARS (YEAR 2020)
- (G) RECORDING SECRETARY - 2 YEARS (YEAR 2020)

AFTER THE INITIAL TERMS OF OFFICE OF THE EXECUTIVE OFFICERS; ALL TERMS THEREAFTER FOR EXECUTIVE OFFICERS SHALL BE HELD FOR TWO (2) YEARS. ELECTIONS SHALL BE HELD IN MARCH AT THE ANNUAL MEMBERSHIP MEETING.

SECTION IV

ELECTIONS SHALL BE HELD AT A LOCATION AND TIME THAT WILL BE ANNOUNCED NO LESS THAN THIRTY (30) DAYS AND NO MORE THAN FIFTY (50) DAYS OF THE ELECTION DATE. ELECTIONS SHALL BE BY SECRET BALLOT BY ALL MEMBERS IN GOOD STANDING AND SHALL BE TABULATED BY FOUR (4) MEMBERS AND SUPERVISED BY 2 MEMBERS OF THE EXECUTIVE OFFICE.

SECTION V

ELECTION VOTE

THE CANDIDATE RECEIVING THE GREATEST NUMBER OF VOTES SHALL BE DECLARED ELECTED TO OFFICE.

SECTION VI

OUTGOING OFFICERS ARE TO PROVIDE TO NEWLY ELECTED OFFICERS ALL THE DOCUMENTS, BOOKS OF RECORDS, ANY PROPERTY OF THE SOCIETY, AND A WRITTEN REPORT OF THEIR ACTIVITIES DURING THEIR TERM OF OFFICE. ALL OF THESE TRANSACTIONS ARE TO BE RECORDED, SEALED AND SIGNED BY THE PRESIDENT(S) (IF THERE IS A NEWLY ELECTED PRESIDENT) AND THE OUTGOING PRESIDENT AND THE SECRETARY.

SECTION VII

APPOINTED TRUSTEES

THE EXECUTIVE OFFICERS MAY APPOINT OTHER OFFICERS AT ITS DISCRETION TO THE POSITION OF TRUSTEE. THE APPOINTED TRUSTEES ARE PERMITTED TO VOTE AT EXECUTIVE BOARD MEETINGS.

SECTION VIII

TRUSTEE

THERE SHALL BE AT LEAST ONE TRUSTEE OF A COMMAND SERVING A TERM FOR ONE (1) YEAR AND THERE SHALL BE NO TERM LIMITS FOR HOLDING THIS OFFICE.

SECTION IX

REMOVAL OF TRUSTEE

A TRUSTEE CAN BE REMOVED BY THE EXECUTIVE OFFICERS IF SEEN UNFIT BY A MAJORITY VOTE.

SECTION X

VACANCIES

IF IN THE EVENT THAT A POSITION BECOMES VACANT A MEMBER IN GOOD STANDING CAN BE APPOINTED BY THE MAJORITY VOTE OF THE EXECUTIVE BOARD. ANY SUCH APPOINTMENT THUS MADE SHALL NOT CONTINUE BEYOND THE EXPIRATION OF THE TERM OF OFFICE.

SECTION XI

RESIGNATIONS

AN EXECUTIVE BOARD MEMBER MAY RESIGN AT ANY TIME BY GIVING WRITTEN NOTICE TO THE BOARD, THE PRESIDENT OR THE SECRETARY OF THE SOCIETY. UNLESS OTHERWISE SPECIFIED IN THE NOTICE, THE RESIGNATION SHALL TAKE EFFECT UPON RECEIPT OF THEREOF BY THE BOARD OR SUCH OFFICERS, AND THE ACCEPTANCE OF THE RESIGNATION SHALL NOT BE NECESSARY TO MAKE IT EFFECTIVE.

BY-LAWS

ARTICLE I: DUTIES OF THE EXECUTIVE MEMBERS

SECTION I

PRESIDENT

THE PRESIDENT SHALL BE THE CHIEF EXECUTIVE OFFICER OF THE SOCIETY AND SHALL PRESIDE AT ALL MEETINGS OF THE EXECUTIVE OFFICERS, EXECUTIVE BOARD AND MEMBERSHIP MEETINGS. THE PRESIDENT SHALL HAVE THE GENERAL MANAGEMENT OF THE AFFAIRS OF THE SOCIETY AND SHALL SEE THAT ALL BUSINESS OF THE SOCIETY IS CONDUCTED IN A PROFESSIONAL AND TIMELY MANNER. THE PRESIDENT ALONG WITH THE TREASURER WILL SIGN ALL CHECKS, VOUCHERS FOR THE DISTRIBUTION OF FUNDS AS IT PERTAINS TO THE SOCIETY'S REGULAR COURSE OF BUSINESS. THE PRESIDENT WILL SIGN ALONG WITH THE FIRST VICE PRESIDENT ALL CONTRACTS, AGREEMENTS, RELEASES AND OTHER INSTRUMENTS IN WRITING AS MAY BE REASONABLY NECESSARY OR INCIDENTAL TO THE EFFECTIVE MANAGEMENT OF THE SOCIETY AFTER CONSULTATION WITH THE SOCIETY'S ATTORNEY.

SECTION II

VICE PRESIDENT

THE FIRST VICE-PRESIDENT ALONG WITH THE PRESIDENT SHALL SIGN ALL CONTRACTS, AGREEMENTS, RELEASES AND ANY OTHER INSTRUMENTS IN WRITING THAT MAY BE REASONABLY NECESSARY OR INCIDENTAL TO THE EFFECTIVE MANAGEMENT OF THE SOCIETY.

IN THE EVENT OF THE ABSENCE OR DISABILITY OF THE PRESIDENT, THE FIRST VICE PRESIDENT SHALL HAVE ALL THE AUTHORITY AND FUNCTIONS OF THE PRESIDENT, UNTIL THE RETURN OF THE PRESIDENT. THE ACTING PRESIDENT SHALL APPOINT SOMEONE FROM THE EXECUTIVE BOARD TO FILL THE OFFICE OF THE FIRST VICE PRESIDENT.

SECTION III

SECOND VICE PRESIDENT

THE SECOND VICE PRESIDENT SHALL HAVE THE SAME DUTIES AS THE FIRST VICE PRESIDENT.

SECTION IV

SECRETARY

THE SECRETARY SHALL BE RESPONSIBLE FOR THE PERMANENT RECORDS OF THE SOCIETY, SHALL ANSWER ALL CORRESPONDENCE OF THE SOCIETY, AND GIVE DUE NOTICE OF MEETINGS TO ALL MEMBERS IN GOOD STANDING. THE SECRETARY SHALL MAINTAIN COMPLETE AND UP TO DATE INFORMATION ON MEMBERS MAILING ADDRESSES, JOB TITLES, WORK LOCATION AND ANY PERTINENT FAMILY INFORMATION. THE SECRETARY SHALL PERFORM THE DUTIES AS THE PRESIDENT MAY REQUEST FOR THE MANAGEMENT OF THE SOCIETY.

SECTION V

TREASURER

THE TREASURER SHALL BE THE CUSTODIAN OF ALL THE FUNDS OF THE SOCIETY AND SHALL DEPOSIT SAID FUNDS IN SUCH BANK AS APPROVED BY THE EXECUTIVE OFFICERS. ALL RECEIPTS, CHECKS, VOUCHERS SHALL BE SIGNED BY THE TREASURER AND CO-SIGNED BY THE PRESIDENT. THE TREASURER SHALL KEEP UP TO DATE ALL FINANCIAL RECORDS OF THE SOCIETY AND SHALL RECORD SUCH INFORMATION IN THE NECESSARY BOOKS IN AN ITEMIZED MANNER.

SECTION VI

FINANCIAL SECRETARY

THE FINANCIAL SECRETARY SHALL BE PREPARED TO GIVE FINANCIAL REPORTS AT MEETINGS WHEN IT IS REQUESTED BY THE PRESIDENT AND AT ANNUAL MEMBERSHIP MEETINGS. THE FINANCIAL SECRETARY SHALL AT REASONABLE TIMES EXHIBIT THE BOOKS TO MEMBERS REQUESTING TO INSPECT THEM UPON WRITTEN APPLICATION TO THE EXECUTIVE OFFICERS BY THE PERSON MAKING SUCH APPLICATION.

THE FINANCIAL SECRETARY SHALL BE THE CHAIRPERSON OF MEMBERS SERVICES COMMITTEES.

SECTION VII

RECORDING SECRETARY

THE RECORDING SECRETARY SHALL KEEP THE MINUTES OF ALL EXECUTIVE OFFICERS MEETINGS, ALL EXECUTIVE BOARD MEETINGS AND OF ALL GENERAL MEMBERSHIP MEETINGS. THE RECORDING SECRETARY MAY ELECTRONICALLY RECORD SUCH MEETING BUT HAS TO HAVE THE RECORDING CERTIFIED BY THE PRESIDENT AND FIRST VICE-PRESIDENT.

THE RECORDING SECRETARY MUST THEN TRANSCRIBE SUCH MINUTES ON PDF AND ISSUE COPIES TO THE PRESIDENT AND VICE PRESIDENTS WITHIN THREE (3) DAYS. THE RECORDING SECRETARY MUST BE PREPARED TO REPORT THE READING OF THE MINUTES AT THE GENERAL MEMBERSHIP MEETINGS AND AT ANY AFOREMENTIONED MEETINGS.

MINUTES OF GENERAL MEMBERSHIP MEETINGS SHALL BE POSTED TO THE SOCIETY'S "MEMBERS ONLY" SECTION OF THE WEBSITE. PDF COPIES OF EXECUTIVE OFFICER AND EXECUTIVE BOARD MEETINGS WILL BE PLACED IN THE SOCIETY'S ARCHIVES.

SECTION VIII

SERGEANT AT ARMS

SERGEANT AT ARMS SHALL BE APPOINTED BY THE PRESIDENT FROM VOLUNTEERS OF THE MEMBERSHIP. IT SHALL BE THE DUTY OF THE SERGEANT AT ARMS TO PERFORM THE SETTING UP FOR THE SOCIETY'S GENERAL OR SPECIAL MEETINGS. THEY SHALL MAINTAIN A PRESENCE NEAR THE ENTRANCE TO THE MEETING AREA SO THAT HE/SHE MAY GREET MEMBERS, SPECIAL GUESTS AND FOR THE PURPOSE OF SCREENING ANY NON-INVITED PERSONS. DUTIES INCLUDE THE TAKING OF ATTENDANCE (MEMBERS AND GUESTS) AND TURNING OVER SUCH ATTENDANCE SHEETS TO THE SOCIETY'S SECRETARY. THE SERGEANT AT ARMS SHALL PERFORM DUTIES AS MAY BE ASSIGNED BY THE PRESIDENT.

THE SERGEANT AT ARMS SHALL MAINTAIN ORDER AND DECORUM AT ALL GENERAL MEMBERSHIP MEETINGS AND CALL TO ORDER SUCH MEETINGS WHEN REQUESTED TO DO SO BY THE PRESIDENT.

SECTION IX

TRUSTEES

TRUSTEES SHALL ACT AS REPRESENTATIVES OF THE FACILITY IN WHICH THEY ARE EMPLOYED AND AS LIAISONS OF THE EXECUTIVE OFFICERS. A TRUSTEE SHALL BE A MEMBER OF THE EXECUTIVE BOARD. THE TRUSTEE SHALL INFORM THE MEMBERS OF ACTIVITIES, EVENTS, OR DECISIONS MADE BY THE EXECUTIVE OFFICERS OR BOARD. THE TRUSTEES CAN SET UP MEETINGS WITH THE MEMBERS AND THE EXECUTIVE OFFICERS AT THE FACILITY AS LONG AS REASONABLE NOTICE IS GIVEN TO THE EXECUTIVE OFFICERS. THE TRUSTEE SHALL INFORM THE PRESIDENT OR VICE-PRESIDENTS OF ANY ISSUES OR CONCERNS WHICH IMPACT ON THE MEMBERS AND THE SOCIETY AS A WHOLE. THE TRUSTEE SHALL RECEIVE ALL THE ASSISTANCE AS NEEDED BY THE VICE-PRESIDENTS. THE TRUSTEE SHALL DOCUMENT ALL INCIDENTS OR SITUATIONS BY THE STANDARDS OF WHO, WHAT, WHERE, WHEN AND HOW AND GATHER ALL RELEVANT INFORMATION PERTINENT TO THE AFOREMENTIONED MATTERS. THE TRUSTEE SHALL NOT TAKE ANY ACTION WITHOUT FIRST CONFERENCING WITH THE PRESIDENT AND/OR VICE-PRESIDENTS. THIS IS SOLELY FOR THE PROTECTION OF THE TRUSTEE.

ARTICLE II: THE EXECUTIVE BOARD AND COMMITTEES

SECTION I

EXECUTIVE BOARD

THE EXECUTIVE BOARD SHALL BE COMPOSED OF THE EXECUTIVE OFFICERS, THE SERGEANT AT ARMS AND THE TRUSTEES OF THE SOCIETY. THE BOARD SHALL MEET AT LEAST, ONCE A MONTH TO DISCUSS THE BUSINESS OF THE SOCIETY AND TO IMPLEMENT THE OBJECTIVES AND GOALS OF THE SOCIETY. THE BOARD SHALL SEE THAT VIOLATIONS OF THE CONSTITUTION AND BY LAWS DO NOT OCCUR NOR ARE PERMITTED. THEY SHALL SEE THAT THE CONSTITUTION AND BY LAWS ARE STRICTLY ADHERED TO AND IN THE EVENT THAT SOMETHING IS NOT CLEAR, THAT CHANGES, ARE MADE ACCORDING TO THE PROVISIONS OF AMENDMENTS, ADOPTIONS, OR REPEALS AND BROUGHT TO THE MEMBERS FOR A VOTE WITH AN EXPLANATION AS TO THE REASON(S) FOR SUCH A VOTE.

SECTION II

COMMITTEES

THE EXECUTIVE OFFICERS MAY APPOINT MEMBERS IN GOOD STANDING AS CHAIRPERSONS OF COMMITTEES. SUCH COMMITTEES SHALL BE, BUT ARE NOT LIMITED TO, FUNDRAISING, EVENTS AND ANY OTHER SOCIAL COMMITTEE THAT THE EXECUTIVE BOARD DEEMS NECESSARY.

ALL COMMITTEE CHAIRPERSONS NEEDING FUNDS FOR THEIR COMMITTEES SHALL PUT IN WRITING THE REASON(S) AND PURPOSE(S) FOR THE REQUEST AND SUBMIT SUCH REQUEST TO THE FINANCIAL SECRETARY. THE REQUEST WILL BE REVIEWED BY THE EXECUTIVE OFFICERS FOR APPROVAL.

THERE WILL ALWAYS BE A MEMBERS SERVICES COMMITTEE AND THE FINANCIAL SECRETARY SHALL BE THE CHAIRPERSON OF THAT COMMITTEE.

ARTICLE III: REMOVAL OF EXECUTIVE MEMBERS

SECTION I

THE OFFICERS OF THIS SOCIETY WHOSE ELECTION IS PROVIDED FOR UNDER THIS ARTICLE MAY BE SUSPENDED, REMOVED OR EXPELLED FOR INCOMPETENCE, INATTENTION TO THE DUTIES OF THEIR OFFICE, OR FOR CONDUCT UNBECOMING OF THEIR STANDING IN THIS ORGANIZATION. THE EXECUTIVE OFFICERS SHALL DECIDE ON THE REMOVAL OF EXECUTIVE MEMBERS BY A MAJORITY VOTE. IF THE VOTE IS A TIE, THE NEXT SENIOR OFFICER WILL BREAK THE TIE.

ARTICLE IV: CONFLICT OF INTEREST

SECTION I

ANY POTENTIAL CONFLICT OF INTERESTS WHICH COULD RESULT IN A DIRECT OR INDIRECT FINANCIAL OR PERSONAL BENEFIT TO AN EXECUTIVE OFFICER MUST BE DISCLOSED ON GOOD FAITH OR KNOWN TO THE BOARD.

ARTICLE V: AMENDMENTS

SECTION I

THE BYLAWS OF THE SOCIETY MAY BE AMENDED, ALTERED OR REPEALED, AND NEW BYLAWS MAY BE ADOPTED, BY TWO THIRDS ($\frac{2}{3}$) VOTE OF THE MEMBERSHIP IN GOOD STANDING PRESENT AT A GENERAL OR SPECIAL MEETING CALLED FOR THE PURPOSE, PROVIDED THAT THE TEXT OF ANY PROPOSED AMENDMENT SHALL BE SUBMITTED TO THE SECRETARY AT LEAST FOUR (4) WEEKS IN ADVANCE OF ANY SUCH MEETING OF THE GENERAL MEMBERSHIP AND SUCH TEXT SHALL HAVE BEEN CIRCULATED TO THE GENERAL MEMBERSHIP AT LEAST FOURTEEN (14) DAYS IN ADVANCE.

SECTION II

THE BYLAWS AND ANY AMENDMENTS THERETO SHALL ONLY BE VALID TO THE EXTENT THAT THEY DO NOT CONFLICT WITH THE RULES AND PROCEDURES OF THE UNIFIED COURT SYSTEM OR WITH THE STATUTORY PROVISIONS APPLICABLE THERETO, AND SHALL NOT BECOME EFFECTIVE UNTIL ONE MONTH AFTER A CERTIFIED COPY OF THE BYLAWS OR ANY AMENDMENTS THERETO ARE FILED WITH

THE SECRETARY OF THE LATINO COURT OFFICERS SOCIETY, INC. WITHOUT HAVING BEEN DISAPPROVED BY VOTE OF THE EXECUTIVE BOARD.

ARTICLE VI: INDUCTION PLEDGE

SECTION I

I, (YOUR NAME), PLEDGE MY LOYALTY TO THE FLAG OF MY COUNTRY AND THE INALIENABLE PRINCIPLES OF FREEDOM, JUSTICE AND INDIVIDUAL RIGHTS. I PLEDGE MY SUPPORT TO THE LATINO COURT OFFICERS SOCIETY, INC. OF THE STATE OF NEW YORK UNIFIED COURT SYSTEM AND TO UPHOLD ITS CONSTITUTION AND BYLAWS. I DEDICATED MY SERVICE TO PROMOTE AN AWARENESS AND APPRECIATION OF OUR GREAT HERITAGE AND TO THE VALUES IT ENSHRINES AND TO ENCOURAGE WITH MY ACTIVE PARTICIPATION IN A SPIRIT OF BROTHER AND SISTERHOOD AND FELLOWSHIP SO AS TO ADVANCE THE QUALITY OF OUR ENDEAVORS TO THE BEST INTEREST OF THE LATINO COMMUNITY OF ALL LATINOS WITHIN THE NEW YORK STATE UNIFIED COURT SYSTEM AND FOR THE WELL BEING OF ALL OF THIS STATE'S CITIZENS, SO I PLEDGE.

ARTICLE VII: FOUNDERS OF THE LATINO COURT OFFICERS SOCIETY

JESSICA HERNANDEZ | ERICA PROSPER | RAFAEL NIEVES | ANTHONY VÁZQUEZ

THIS SOCIETY WAS FOUNDED BY PASSIONATE, INDIVIDUALS WHO HOPE TO MAKE A DIFFERENCE IN THE LATINO COMMUNITY OF THE UNIFIED COURT SYSTEM. MANY EFFORTS WERE MADE TO BUILD ORGANIZATIONAL PRIDE, STRENGTH AND UNITY. THE FOUNDERS INVESTED COUNTLESS HOURS BECAUSE THEY BELIEVE PASSIONATELY IN THE IDEAS BEHIND THE VENTURES OF THE LATINO COURT OFFICERS SOCIETY'S MISSION. IT IS A PRIVILEGE FOR US TO SERVE OUR COMMUNITY AND OUR MEMBERS.

IN AN EFFORT TO MAINTAIN ORGANIZATIONAL STRENGTH WITHIN THE SOCIETY; THE FOUNDERS OF THE LATINO COURT OFFICERS SOCIETY MAY CALL FOR A SPECIAL MEETING TO ADDRESS ANY ISSUES WHICH MAY STIFLE THE SOCIETY'S GROWTH.