

ST. PAUL POLICE RETIREMENT ASSOCIATION



CONSTITUTION

January 08, 2016 [4-2-2026]

- I. Mission Statement**
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- III. Standing Rules**
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I. MISSION STATEMENT

The St. Paul Police Retirement Association is a nonprofit organization dedicated to supporting the lives of its members through socialization, solidarity, and to advocate for the needs of its aging community through encouragement, information and service. (See also Article One; Section 2.).

II. BY-LAWS

ARTICLE ONE

Section 1. This organization shall be known and designated as the St. Paul Police Retirement Association (SPPRA), a registered Minnesota nonprofit corporation authorized under MN § Chapter 317A.

Section 2. The purpose of this organization shall be to create a feeling of camaraderie among its members; to perpetuate the memory of deceased members and the services they performed; to visit the sick; to attend the funerals of deceased members; to preserve the Association's benefits and to secure equal rights for all members.

ARTICLE TWO

Section 1. Regular Members. Any Saint Paul Police Department sworn police officer who separates service under honorable conditions, and is a vested member with (deferred pension), or is receiving a pension through, the Minnesota Public Employees Retirement Association - Police & Fire Plan (PERA-P&F); or any widow/widower of a Saint Paul Police Department sworn police officer who is receiving a pension through the Minnesota Public Employees Retirement Association - Police & Fire Plan (PERA-P&F); shall be entitled to membership in the St. Paul Police Retirement Association. Retired police officers are required to furnish the Secretary with a statement showing name in full, address, email address, date of birth, date of hire, and date of separation. Widows and widowers are only required to furnish name, address, email address, date of birth and spouse's name. The Secretary must be notified of all changes of address and email address. [01-05-2018 & 04-05-2019 & 04-08-2022]

Section 2. Associate Members. Any Saint Paul Police Department civilian employee who separates service under honorable conditions and has served a minimum of ten (10) years shall be entitled to an Associate membership in the St. Paul Police Retirement Association. Associate members shall have no voice or vote, nor shall be eligible for election to office. [10-02-2025]

Section 3. Honorary Members. Honorary Members are persons who are or have been of benefit to the Association and may be admitted to the Association upon a simple majority vote of the membership at any regular meeting. Honorary members shall pay no dues, have no voice or vote, nor shall be eligible for election to office. [01-05-2018]

Section 4. Upon the death of a member, a sum of money as determined by the membership shall be paid out of the funds of this Association for a memorial. [01-08-2021]

ARTICLE THREE

Section 1. The Officers of this Association shall consist of the President, Immediate Past President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and a Board of Trustees composed of six (6) members.

Section 2. The Officers of this Association shall be elected for the term of two (2) years, except the Trustees. Three (3) Trustees shall be elected in alternate election years for four-year (4-year) terms. Election of Officers of this Association shall be by show of hands or by ballot, if requested from the floor. The candidate receiving the majority number of votes shall be declared elected. Only Regular members in good standing are eligible for office. [01-05-2018]

Section 3. The nomination, election, and installation of Officers of this Association shall take place at the April meeting in odd-numbered years.

Section 4. Vacancies in an Officer or Trustee position, except in the office of President, shall be filled for the remainder of the unexpired term by a selection of the President. In case of a vacancy in the office of President, the Vice President shall assume that office for the remainder of the unexpired term and the resulting vacancy in the office of Vice President shall be filled in accordance with the above. [01-15-2026]

Section 5. The President of this Association is authorized to spend or approve up to \$500 per quarter for expenditures deemed necessary for the operation of the Association. Approvals granted by the President will be via electronic means and all such expenditures must be evidenced, reported to and approved by a majority vote of the membership at the next regular meeting. The President may exceed the \$500 per quarter limit in the event of an emergency upon a majority vote of the Officers and Board of Trustees via electronic means. These discretionary funds shall not include routine expenditures pre-approved by the membership for the operation of the Association. Any violation of this Section shall result in financial reimbursement to the Association by the President. [04-02-2026]

Section 6. Regular meetings shall be held in the months of January, April, July, and October of each year on the first (1st) Thursday of those months, if feasible. The Secretary shall notify the membership of the time, date, and place of each meeting. [01-05-2023]

Section 7. Special meetings may be called by the President at his or her discretion or upon the written request of five (5) retirees.

Section 8. The membership may, upon discussion, remove a Board Member or Trustee if such person has 2 (two) unexcused meeting absences during their term of office. [01-15-2026]

ARTICLE FOUR

Section 1. The President shall officiate at all meetings of the Association, call special meetings as indicated in the Constitution, have general supervision over all matters pertaining to the Association, appoint all committees, see that harmony is preserved and the laws of the Association enforced, and perform such other duties as may be required of him or her by the Constitution and By-Laws of this Association.

Section 2. The Vice-President shall assist the President in the performance of his or her duties as above-stated, and officiate for him or her in his or her absence. During such absences, the Vice-President shall be invested with full powers and prerogatives of the President.

Section 3. In the absence of the President and Vice-President, a senior member of Association Officers in attendance shall preside.

Section 4. The Secretary shall attend all meetings of the Association, prepare and retain a complete record of the proceedings and call all meetings of the Association when ordered to do so by the President. The Secretary shall process all new members and renewing members, recording all pertinent data pursuant to ARTICLE TWO, Section 1. of these Bylaws. The Secretary shall provide Association welcome and website sign-in information to all new members and members so requesting. The Secretary shall collect and deposit all dues payments and from which maintain an up-to-date membership list, inclusive of dues paid data. The Secretary shall convey all dues collection and deposit information to the Treasurer in a timely manner. The Secretary shall annually ensure that the Association is filed as a non-profit business with the Office of the Minnesota Secretary of State and appropriate financial reporting is made to the US Internal Revenue Service. [01-05-2018 & 10-09-2020]

The Secretary shall collect and communicate all necessary information to the MN Public Employees Retirement Association (PERA) for members choosing annual SPPRA dues deductions from retirement annuities and maintain the signed records of those members so choosing. [10-09-2020]

The Secretary shall be responsible for death and sick notifications to the membership via electronic messaging. The Secretary shall regularly monitor the SPPRA website and notify the webmaster of any necessary updates. The Secretary shall publish a newsletter at least once annually, and ensure such is USPS mailed to the membership. The tasks in this paragraph may be delegated. [10-09-2020] [04-03-2025]

Section 5. The Treasurer shall attend all meetings of the Association and shall maintain proper financial records of all Association accounts and transactions. The Treasurer shall use “cash basis accounting”, recording and reporting revenue when funds are received and expenses when paid. The Treasurer and/or Secretary shall deposit all funds in whatever bank the Officers of the Association shall designate. [04-02-2026]

The Treasurer shall pay all Association bills and Membership-approved expenses in a timely manner which shall be via physical check or auto-withdrawal from the account, pre-approved by the President (or member committee). Debit card use shall also be pre-approved by the President (or

member committee) and electronic pre-approval messaging records of such shall be retained. The signatures of the President, Vice-President, Secretary and Treasurer shall be on file at the bank. The President and the Treasurer are the normal signers and only in an emergency would the alternate signature be used.

[01-05-2018] [04-02-2026]

At each regular meeting the Treasurer shall provide an overall financial status report of all Association funds, transactions and accounts; reflecting balances and income and disbursements. Such quarterly reports, including the check register shall be posted on Dropbox (3) days prior to each meeting. At each regular meeting, the Treasurer shall make available the physical financial records of all Association funds, transactions and accounts; including account statements, check register, invoices, receipts, and respective electronic messaging. The Treasurer shall provide a previous year overall financial status report at the annual April meeting. [04-02-2026]

The Treasurer shall submit all books and records for audit when requested by the Association. Within seven (7) days of the expiration or vacancy of his/her term, the Treasurer shall turn over to his/her successor all Association monies, historical data, books, passwords and property of the Association that may be in his/her possession. [04-02-26]

Section 6. It shall be the duty of the Officers of the Association to determine that all assets of the Association are properly accounted by audit following each bi-annual election.

ARTICLE FIVE

Section 1. Total number of members present at a meeting shall constitute a quorum for the purpose of transacting business at any regular or special meeting of the Association, provided that at least three (3) Officers of the Association are included in the number present.

Section 2. The Constitution's By-Laws and/or Rules of Order, may be adopted, amended, or rescinded at any one of the meetings, providing a copy of the resolution is posted on the Association's official website at least thirty (30) days prior to action taken, and a declaration of intent is included with the notice of the next meeting. A favorable vote of two-thirds (2/3) of the members present and voting shall be required for such change.

Section 3. Standing Rules may be adopted, amended, or rescinded at any one of the meetings by a majority vote. No change in the Standing Rules (or any other resolution) can be adopted which conflicts with the Constitution's By-Laws and/or Rules of Order.

Section 4. "*Roberts Rules of Order*" shall be observed in all transactions of business during the meetings of this Association.

ARTICLE SIX

Section 1. The annual dues are payable in January of each year.

Section 2. The Secretary will notify members if they become delinquent in their yearly dues.

III. STANDING RULES

1. BENEFITS

- A.** Retirement benefits paid to Association members and surviving spouses are governed by the Public Employees Retirement Association – Police & Fire Plan (PERA-P&F), effective June 30, 1999, and not a function of this organization. This includes all police officers hired since June 16, 1980, and those affected by the Consolidation. (See also Article Two; Section 1.)
- B.** Upon the death of a member, the sum of \$150.00 shall be paid out of the fund of this Association for a memorial to the surviving spouse or estate. Flower arrangements shall also be provided to the funerary services of all members and those others deemed appropriate by the president of the Association. [10-09-2020] [04-03-2025]
- C.** If dues are in arrears upon the death of a member, the President and Treasurer shall have the discretion to grant/fund the memorial death benefit as described above in 1.B. of the Standing Rules. [04-07-2017]

2. DUES (See also Article Six; Section 1 & 2.)

- A.** The annual dues for all retired police personnel of this Association who receive a pension through PERA-P&F shall be \$30.00. [10-03-2024]
- B.** The annual dues for surviving spouses of retired police personnel who receive a pension through PERA-P&F shall be \$10.00.
- C.** There shall be no dues for surviving spouses of line-of-duty death personnel. [10-02-2025]
- D.** The annual dues for Associate members of this Association shall be \$20.00. [10-02-2025]
- E.** Members whose dues are in arrear for one (1) year, not including the current year, will be kept on the active membership list and official address book, but will not be sent new address books or updates. Nor shall he or she be eligible for participation in sanctioned Association events.
- F.** Members whose dues are in arrear for two (2) years, not including the current year, will be removed from the active membership list and the official address book. Nor shall he or she be eligible for participation in sanctioned Association events.

- G.** Members whose dues are in arrear for greater than three (3) years, not including the current year, will be removed from all membership benefits, but will be double checked to see that they have not passed on.
- H.** Annual dues are payable in January of each year, with a deadline of June 30 of same year. This tenant is applicable to all sub-sections of this Standing Rule. [04-08-2016]
- I.** The President, Vice President, Secretary, Treasurer, Sgt. at Arms and Webmaster shall be exempt from annual dues responsibilities. [04-07-2017] & [01-04-2019]
- J.** There shall be no dues for surviving spouses of line-of-duty death police personnel who receive a pension through PERA-P&F. [10-02-25]

3. SALARIES OF THE OFFICERS OF THE ASSOCIATION (See also Article Three; Section 4.) [10-06-2017]

- A.** The President is eligible to receive \$150.00 per year.
- B.** The Vice-President is eligible to receive \$150.00 per year.
- C.** The Treasurer is eligible to receive \$400.00 per year to be paid semi-annually.
- D.** The Secretary is eligible to receive \$400.00 per year to be paid semi-annually.
- E.** The Sergeant-at-Arms is eligible to receive \$150.00 per year.
- F.** All Officers shall annually declare their intentions regarding receipt of salary at each April meeting. [01-02-2025]

4. FINANCIALS (See also Article four; Section 5)

- A.** All financial transactions of this Association shall be conducted through the City & County Credit Union, with its main office located in St. Paul, Minnesota.
- B.** Accounts are limited to one (1) minimum balance CCCU share (savings) account and one (1) CCCU noninterest-bearing transaction (checking) account including one (1) debit card issued to the Treasurer for authorized expenses. [04-02-2026]

5. DONATIONS

- A.** All donation requests shall be submitted in writing to the Association at least three (3) weeks prior to the next quarterly meeting, unless special circumstances exist.

- B.** The Officers of the Association shall study the merits of all donation requests and will provide a recommendation on each for the membership to consider.
- C.** No donation by the Association shall be for more than \$300.00, unless special circumstances exist.
- D.** Entities are limited to one annual donation by the Association, unless special circumstances exist. [04-08-2016]
- E.** Total annual donations by the Association are limited to twenty-five percent (25%) of the projected annual General Membership dues income, unless special circumstances exist. [04-08-2016]

IV. RULES OF ORDER:

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Silent Prayer for our Sick & Deceased Members**
- 4. Roll Call of Officers**
- 5. Secretary's Report**
- 6. Treasurer's Report**
- 7. Reports of Other Officers**
- 8. Nomination, Election, and Installation of New Officers
(April Meeting, Odd-numbered Years)**
- 9. Reading of Communications**
- 10. Reports of Committees**
- 11. Unfinished Business**
- 12. New Business**
- 13. Good of the Order**
- 14. Adjournment**

V. POLICY:

1. COLOR OF AUTHORITY

- A.** Color of authority is a legal phrase used in the United States indicating a person's claiming or implying the acts he or she is committing are related to and legitimized by their role as an agent of the organization.
- B.** For purposes of the SPPRA, all representative statements that are made or communications that are forwarded to other organizations or entities must be done so in consultation with the president. However, the president of the association may make comments or statements as s/he deem necessary for the benefit of the association. Routine correspondence and statements do not fall under this policy.