

SEDGWICK COUNTY SHERIFF OFFICERS BENEFIT FUND

BY-LAWS

- 1) Name: The Association shall be known as the Sheriff Officers Benefit Fund Association and is hereinafter referred to as an Organization.
- 2) Purpose: The sole purpose of this organization shall be to provide partial financial reimbursement for medical treatment and/or hospitalization not covered by major medical insurance policies, for the members of this Organization, subject to the rules and regulations and by-laws of the Organization.
- 3) Membership
 - a) Membership shall include all the members of the Sedgwick County Sheriff's Department who join and maintain payment of the membership assessment to the Organization. The membership shall include:
 - i) All full-time paid commissioned officers
 - ii) All full-time paid non commissioned officers
 - iii) All full-time paid civilian employees of the department
 - iv) All retired Sheriff's Department employees of 1, 2, 3, above who:
 - (1) joined the Organization and have been a member in good standing for at least five (5) years prior to retirement; or
 - (2) retired from the Sedgwick County Sheriff's Department with eligible retirement benefits through K. P. & F. or K.P.E.R.S.; and
 - (3) maintain the yearly assessment for retirees to the
 - i. Organization.
 - (b) Such members as defined above shall be and constitute the voting membership of the Organization, with each member having one vote. There is no cumulative voting.
 - b) Dues of Voting Members: Members shall be assessed dues in order to maintain benefits and voting privileges. The amount of these dues will be set by the board of directors. Dues paid to the Organization are not refundable.
 - i) Dues of Voting Members: A total of one hundred fifty (\$150.00) per year shall be assessed against each member by voluntary payroll deduction.

- ii) **Due of Retired Members:** A yearly fee of one hundred fifty (\$150.00) dollars shall be assessed against each retired member. This amount will be prorated to the end of the year upon a member's retirement and due by January 31st of each year thereafter.
- (1) **Non payment of dues:** There will be a sixty (60) day grace period for non payment of dues for retired members, after which the member will be dropped.
- 4) **Sources of Revenue for Organization:** In addition to the payments from the membership, the Organization shall receive such funds as shall be donated to it or earned from any fund raising project or program of the Organization or sponsored by the Organization. Fund raising programs of the Organization or sponsored by the Organization shall be limited to those projects or programs approved by majority vote of the governing body.
 - 5) **Governing Body:** The Organization shall be administered by a board of five (5) directors selected as set forth in these by-laws from among members eligible to vote. One of the directors shall be selected from the retired membership. The board shall select and appoint one board member as President, one board member as Treasurer and one board member as Secretary. The board is authorized a monthly expenditure to pay for income tax preparation and investment counseling, bookkeeping, clerical work, legal counsel and other necessary expenses as dictated by the governing body. All members of the board shall have one vote for all matters of the organization.
 - 6) **Special Meetings:** A special meeting of the members may be called by the President or the Secretary/Treasurer upon three (3) day written notice mailed or hand delivered to each member. Such notice shall designate the date, time, and location of such special meeting.
 - 7) **Election of Board Members:** Members of the board shall be elected by written ballot to be held at the annual meeting held on the second Tuesday in December. Those elected shall assume office on the first day of January following the election and shall serve for three (3) years without compensation. At least 50% of the membership must vote.
 - a) **Nomination for Board Position:** In the event a member wishes to serve on the governing body, then said member shall notify the governing body in writing at least thirty (30) days prior to any election to have his or her name placed on the election ballot. Only qualified members in good standing may hold office.
 - b) **Length of Office:**
 - 8) There shall be staggered elections so there will always be experienced members serving on the governing body.
 - 9) Board members will serve terms of three years.
 - 10) No member shall serve more than two (2) consecutive elected terms on the governing body.

- 11) Election Process: Those members receiving the most votes of the membership shall be entitled to serve on the governing body as provided by the by-laws of this organization.
- 12) Vacancies on Board: In case of a vacancy on the governing body, the unexpired term shall be filled either by a special election or by appointment under the conditions set forth;
 - a) By Appointment
- 13) If at least three (3) members of the governing body have themselves been elected by the voting membership, the board may, by majority vote, fill the vacancy by appointment.
- 14) The vacancy shall be announced and any member interested in filling the vacancy shall be considered.
- 15) Appointment to the board must be by majority vote of the board.
 - a) By Special Election
 - i) If any two (2) members of the current board hold the position by appointment, a vacancy shall be filled by special election only.
 - ii) If the board cannot agree upon an appointment selection under A.3. of this section, a special election must be called to fill the vacancy.
 - iii) In any election called to fill an unexpired term, at least 51% of the membership must vote.
 - iv) Members who wish to be considered for the election or appointment shall be subject to the conditions set forth within these by-laws.
- 16) Financial Management: The Financial Management of the organization shall be the duty of the Board. The Board shall make such investments with the funds of the organization as the Board shall deem appropriate and in the best interest of the organization. The cash assets of the organization which shall be needed for day to day operations of the organization shall be deposited in a financial institution which is federally insured. All deposits shall be made by board members.
- 17) Meetings of the Board: The board shall meet once each month to transact such business as may come before them such as payment of bills, etc.
- 18) Duties of the Board:
- 19) The board shall investigate and authorize the payment of all bills which are in compliance with

the rules and regulations and by-laws of the organization.

20) It shall be the duty of the Treasurer to keep a record of benefits and bills paid, to whom paid, the name of the member receiving such benefits, and a financial statement including the balance as of the first of the previous month.

21) The Secretary shall prepare the Annual report and record the minutes of each meeting.

a) The Board may amend the Articles of Incorporation or by-laws at any regularly scheduled meeting by an affirmative vote of three (3) of the five (5).

i) The by-laws of this Fund may also be amended by a vote of 51% of the entire voting membership.

22) Any member who violates any by-law may lose his/her membership in the Organization for a period of time as determined by the governing body. The period of time is at the sole discretion of the governing body.

23) Benefits of Members and Exclusions and Exceptions: The following provisions apply to all members of the Organization.

a) No benefit shall be paid to any member except for those incurred by the member, except where specifically authorized, and must be accompanied by such proof of claim as determined necessary by the governing body. This may include, but not be limited to: a report explaining in brief the nature of the illness; the name of the attending physician, the amount of the bill, date incurred, and an itemized statement or photocopy of the bill.

b) Benefits paid to members shall be only for the amount(s) not covered by Workman's Compensation, Medical Insurance or other source of financial settlement, such as through litigation. Any reimbursement for expenses already paid to a member as a benefit by the Organization shall be refunded to the Organization in the same amount as paid to the member.

c) No benefit paid to any member shall exceed the prescribed schedule of reimbursements that is in effect at the time the expense is incurred.

d) All claims for benefit reimbursement shall be submitted to the Board for payment within the member's current benefit year.

e) Medicine:

i) Payment for prescription medication will be allowed as per the schedule of reimbursements, provided it is prescribed by a licensed physician.

ii) No payment shall be for over-the-counter medications or drugs unless authorized by the

board.

- iii) No prescription administered while a member is a patient in a hospital shall be reimbursed by the organization.
- iv) No payment shall be allowed for preventative medicine such as vitamins/tonics or other preventative medicines unless authorized by the board. (Refer to #2 above)
- v) Medicines will be paid for by the member at the time of purchase. The receipt will then be turned into the board. The member must write the name of the physician writing the prescription, the name of the medication, prescription number, cost of the medicine and have a "paid receipt" for the medication for the board.
- f) No payment shall be allowed for Psychiatric treatment unless approved by the board.
- g) Payment for Chiropractic and Acupuncture treatment will be allowed up to \$75.00 per year and will be subtracted from the medical reimbursement section. Any amount over the \$75.00 limit must be accompanied by a member's statement explaining the situation and payment will be at the discretion of the board.
- h) No payment shall be allowed for cosmetic surgery or other elective surgery unless approved by the board.
- i) No donations to any person or organization will be allowed. No loans shall be made to any person or organization.
- j) The board, at its discretion, shall be allowed to buy flowers for the funeral of a member of the department whether they are a member of the Organization or not. This includes retired members of the Sedgwick County Sheriff's Department.
- k) No payment shall be allowed toward funeral expenses of any member of the Organization, except for the benefits available through the group life insurance carrier.
- l) No payment shall be allowed for notary seals or notary bonds.
- m) No payment shall be allowed toward the purchase of any exercise machines or equipment.
- n) No payment shall be allowed for any bills incurred by any member of this Organization if they have not paid their membership assessment while such member is on a non-pay status as determined by the board.
- o) No payment shall be allowed to satisfy any judgment, court costs or attorney fee assessed against any member of the Organization or Department.
- p) Payment according to the schedule of reimbursement will be allowed by eye examinations and the purchase of prescription eye glasses or contact lens. No payment shall be made for

non-prescription glasses.

- q) No payment shall be allowed for medical, dental or eye care, or medical prescriptions during the first six (6) months of membership in the Association.
- r) The board shall, from time to time, in the sole discretion of the board, revise the schedule of reimbursements as necessary for increase or decrease of benefits as dictated by the financial status of the Organization.
- s) All members of this Organization should carry health insurance or other hospitalization or medical insurance.
- t) Medical expenses incurred in connection with any physical injury, other than job related physical injury, not covered by Major Medical Insurance or Workman's Compensation, will be paid by this fund providing it does not exceed the prescribed schedule of reimbursements.
- u) The decision of the governing body in regards to the payment of any benefit(s) is final, subject to being overruled by a 2/3 vote of the entire membership of the Organization.
 - i) Dissolution of Organization: In the event of dissolution of the Organization, any funds remaining at such time shall be donated to an Organization charitable in nature and which is exempt for taxation pursuant to Internal Revenue Code Section 501-c-3.
 - ii) Prepared Schedule of Reimbursement (Effective 10/01/1998)
- v) Active Member

Prorated Maximum Yearly Payment

(This is after your 1st, 2nd, 3rd, 4th, or 5th anniversary date)

From Anniversary Date	Medical/Dental	Eye care/ Prescriptions	Total Payable
0 to 6 months	\$ 0.00	\$ 0.00	\$0.00
6 months to 1 year	\$15.00	\$10.00	\$25.00
1 year	\$30.00	\$20.00	\$50.00
2 years	\$60.00	\$40.00	\$100.00
3 years	\$90.00	\$60.00	\$150.00
4 years	\$120.00	\$80.00	\$200.00

5 years	\$150.00	\$100.00	\$250.00
After 6 th anniversary	\$300.00	\$200.00	\$500.00

- (a) Death Benefits- The Benefit Association has a \$10,000.00 term life insurance policy in force with each member. Payment of this benefit is subject to the terms and conditions of the group life insurance policy.

w) Retired Member

From Anniversary Date	Medical/Dental	Eye care/ Prescriptions	Total Payable
5 years	\$150.00	\$100.00	\$250.00
After 6 th anniversary	\$300.00	\$200.00	\$500.00

- (a) Retired members' dues will be \$150.00 per year and will be due on January 31st of each year.
- (b) Retired members will be frozen at the year of their membership, and must have been an active member with the Benefit Association for at least five (5) years.
- (c) Death Benefits
- (d) The Benefit Fund has a \$10,000.00 term life insurance policy in force with each retired member. Payment of this benefit is subject to the terms and conditions of the group life insurance policy.
- (e) At age 65, the benefit drops to \$5,000.00 automatically by the insurance company. This is the policy of the insurance company and has nothing to do with the board members and is out of their control.

RATIFICATION OF BY-LAWS

I do certify that I am a member of the Board of Directors for the SHERIFF OFFICERS BENEFIT FUND ASSOCIATION and that the foregoing By-Laws constitute the By-Laws of said Corporation as amended by the Board of Directors on March 9, 2010 as provided under Section XI. D. of the

original by-laws. IN TESTIMONY WHEREOF, I have hereunto subscribed my name.

Dale Butcher
President

Nathan Gibbs
Merchandise Coordinator

Tiffany Morland
Secretary

David A. Hein
Treasurer

Bryan Brimer
Retired Member Representative