

**Arlington Police  
Beneficiary Association, Inc.**

**BY-LAWS**

**Revised October 2003**

**ARTICLE I**  
**NAME**

The name of this organization shall be the "**Arlington Police Beneficiary Association, Incorporated**" of Arlington County, Virginia hereinafter referred to as "the Association."

**ARTICLE II**  
**OBJECTIVES**

The objectives of the Association are to enhance and advance the professional competence of all police officers by stimulating, promoting and developing interests through the exchange of information, ideas and shared experiences resulting in improving the quality of leadership and service provided by the Arlington County Police Department, Arlington County, Virginia.

The creation of this Association by the formation and unification of the Arlington County Police Officers will increase job security, strengthen the welfare, uplift morale and maintain, protect and further the interests and benefits of all police officers of the Arlington County Police Department, Arlington County, Virginia.

The association will strive for the highest degree of respect for law and order and the maintenance thereof; strive to better serve the citizens of and visitors to Arlington County through effective management and organization; strive to advance the moral, social and material standing of members of the Association by honorable and lawful means; and strive to promote and uphold the goals, objectives and laws of Arlington County and the Commonwealth of Virginia. The Association shall be empowered to negotiate for and enter into collective bargaining agreements concerning wages, hours, terms and conditions of employment on behalf of its members.

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article IV hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the Association shall not carry on any other activities, not permitted to be carried on (a) by a

corporation exempt from Federal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions of which are deductible under Section 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

### **ARTICLE III** **MEMBERSHIP**

There shall be three classes of membership in the Association: Active, Associate and Honorary.

#### **Section 1: Active Members:**

A. Sworn members are any member of the Arlington County Police Department who has become a member of the County's Supplemental Retirement System and who has been approved by the Executive Committee of this Association. Sworn members of the department will be required to pay dues to maintain active status. All sworn members shall have one vote each.

B. Life members are any retired member who was an active member when he/she retired from the Police Department and had been in the Association for fifteen or more years, with five continuous years as a member in good standing preceding his/her retirement date. All Life members will not be assessed dues and shall have one vote each.

C. Retired members are those who retire early, retire on disability, or retire without the required number of years. Life member status can be achieved by continuing to pay dues until the fifteen-year requirement has been met. Retired members shall have one vote each.

For the purpose of the By-Laws, Sworn, Retired and Life Members will be included in any reference to Active Members.

**Section 2: Associate Members:** Non-Sworn Police Department personnel who have been approved by the Executive Committee of this Association. Associate members are not entitled to vote, but would be welcome to participate in Association activities as well as the available insurance options. Associate members will be required to pay dues while active at the department, regardless of time on; and will continue to pay dues after they retire.

**Section 3: Honorary/Business Members:** The Executive Committee of the Association may designate individuals not eligible for other classes of membership to be honorary/business members with such rights, privileges and responsibilities as may be determined by the Committee. Honorary/business members are not entitled to vote.

**Section 4:** Indebtedness: No individual or member of the Executive Committee of the Association acting as a whole, may authorize the incurrence of any indebtedness in any one year in the aggregate exceeding the annual income derived from dues, assessments, or any other authorized source.

The Executive Committee is authorized to consider requests for sponsorships/donations made by active members of the Association. All requests for funds must be submitted in writing and will be reviewed at the next scheduled Executive Committee meeting. The Executive Committee can only approve requests up to \$250. Any request over this dollar amount will be submitted to the general membership for vote along with the recommendation of the Executive Committee and Board of Trustees. Some examples of requests that will be considered include: contributions to certain charitable organizations, APBA sponsored team activities, individual requests for law enforcement related events, group training events sponsored by the APBA and training which will present a direct benefit to the APBA. Requests will be evaluated on an individual basis and some of the things the Committee must consider include: the reason for the request, the dollar amount requested, number of prior requests by an individual, and the current financial situation of the APBA, to include current yearly expenditures.

**Section 5:** Petty Cash: A fund shall be established for petty cash, the amount of which shall not exceed One Hundred Dollars (\$100.00) in any one month.

**Section 6:** Entertainment Fund: The President and the Executive Committee of this Association shall approve the selection of all places to hold entertainment and shall allocate the necessary funds which shall become the entertainment fund.

#### **ARTICLE IV**

#### **NOMINATION AND ELECTION OF OFFICERS**

**Section 1:** The Executive Committee will consist of six Officers: President, Vice President, Treasurer, Financial Secretary, Recording Secretary, Assistant Recording Secretary and shall also include the five members of the Board of Trustees. All officers are voting Committee members.

The Executive Committee will also include four positions, Insurance Administrator, Sergeant at Arms, Chaplin and Immediate Past President, all of which are non-voting positions. All but the Immediate Past President will be appointed by the President.

All members of the Executive Committee whether elected or appointed will serve a two-year term.

Association Members who are seeking a position on the Executive Committee must submit their nominations in writing to a current Committee Member prior to the Fall Committee meeting. Voting for these positions will be conducted as outlined in these by-laws. Any position, which is uncontested, shall be granted to the lone applicant upon approval of the Executive Committee.

## **ARTICLE V** **DUTIES OF OFFICERS**

**Section 1: President** - Powers and Duties: The President shall have the following powers and duties:

- (A) To preside at all meetings of the Association.
- (B) To call special meetings at any time.
- (C) To appoint the Chairman and other persons of all committee.
- (D) Fill any vacancy occurring in the membership of any committee.
- (E) To direct the planning and activities of the Association, subject to the advice and direction of the Executive Committee.
- (F) To make an annual report on the Association activities to the annual meeting.
- (G) To be an ex-officio member of all committees of the Association.
- (H) If for any reason an officer shall not complete his term of office, the President shall appoint a member to fill the unexpired term; the President's appointment is subject to the majority approval of the Executive Committee.
- (I) The President shall declare vacant the Office of any officer who shall be absent for three (3) consecutive meetings, except when such absence is caused by duty or sickness.
- (J) To perform such other activities as may properly appertain to his office and as usually performed by a President of the Association, or as provided elsewhere in the By-Laws.
- (K) The president shall appoint the Membership and Insurance Administrator and the Sergeant-At-Arms (as Chairman of the By-Law Committee) to the Executive Committee as non voting members of that Committee.

**Section 2: Vice President** - Powers and Duties: The Vice President shall have the following powers and duties:

- (A) Shall assume and discharge the duties of the President in his absence or when called upon to do so, or perform other duties which may be assigned by the President, including the supervision of committee.

**Section 3: Recording Secretary** - Powers and Duties: The Recording Secretary shall have the following powers and duties:

- (A) The Recording Secretary shall keep accurate minutes of all meetings and handle all correspondence of the Association.

**Section 4: Assistant Recording Secretary** - Powers and Duties: The Assistant Recording Secretary shall have the following powers and duties:

- (A) The Assistant Recording Secretary shall act in the absence of the Recording Secretary.

**Section 5: Financial Secretary** - Powers and Duties: The Financial Secretary shall have the following powers and duties:

- (A) The Financial Secretary shall receive all money payable to the Association, maintain accurate records and release these funds to the Treasurer at least once a month.

**Section 6: Treasurer** - Powers and Duties: The Treasurer shall have the following powers and duties:

- (A) The Treasurer shall be accountable for all money received, maintain accurate records and deposit these funds in a bank, or invest in securities voted on affirmatively by the majority of the members present at the meeting and approved by the Executive Committee.

**Section 7: Board of Trustees** - Powers and Duties: The 5 member Board of Trustees shall have the following powers and duties:

- (A) The Board of Trustees shall be authorized and shall require a professional audit and examination of the books of the Financial Secretary and Treasurer and report the findings to the Association upon completion of audit. In the absence of both the President and Vice President, the Board of Trustees shall appoint a member to preside at the meeting during their absence.

**Section 8: Insurance Chairperson** - Powers and Duties: The Insurance Administrator shall have the following powers and duties:

- (A) The Membership and Insurance Administrator shall be responsible for all insurance programs of the Association to include life, accident, and hospitalization and such investment programs which may be adopted as adjunct to the insurance programs.

**Section 9: Sergeant-At-Arms** - Powers and Duties: The Sergeant-At-Arms shall have the following powers and duties:

- (A) The Sergeant-At-Arms shall give advice to the Chairman and when requested, to any other member. He/She also shall call attention to the Chairman of any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.

**Section 10: Chaplain** - Powers and Duties: The Chaplain shall have the following powers and duties:

- (A) The Chaplain of the Association shall be appointed by the President at the January meeting. Should the office be vacant during the year, an appointment shall be made for the balance of that year. The Chaplain is not required to be a member of the Association. The President may appoint more than one Chaplain to the Executive Committee.

**Section 11: Executive Committee** - Powers and Duties: The Executive Committee shall have the following powers and duties:

- (A) The Executive Committee will be composed of the six elected officers of the Association, the five members of the Board of Trustees, the Insurance Administrator, the Sergeant-At-Arms, the Immediate Past President and the Chaplain. The Committee will be chaired by the President. The function of this Committee is to conduct all routine business of the Association. All matters of major concern shall be referred to the members for their consideration.
- (B) The Executive Committee shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in these By-Laws.

**Section 12: Immediate Past President** - Powers and Duties: The Immediate Past President shall have the following powers and duties:

- (A) The Immediate Past President shall be non-voting member of the Executive Committee, shall advise the President upon his request, and perform other duties which may be assigned by the President.

## **ARTICLE VI**

### **TIME AND PLACE OF MEETINGS**

**Section 1:** The President and the Executive Committee shall designate the time and place for all meetings.

**Section 2:** Regular meetings of the "Executive Committee" will be held by agreement during the first part of each month. Regular quarterly meetings of the Association membership will be held during the months of March, June, September and December.

**Section 3:** Notification of time and place of all Association meetings shall be posted in an appropriate place by the presiding officer at least three (3) days prior to the meeting. Notification of special meetings will be made and shall include the agenda.

**Section 4:** Any active member can request a special meeting by submitting such request in writing to the President and Executive Committee and such officers shall take action as specified in Section 5 of this article.

**Section 5:** It shall be the prerogative of the President and Executive Committee to determine the practicability and feasibility of all special meetings by a majority vote.

## **ARTICLE VII QUORUM**

A majority of the voting members of the Executive Committee shall be present to constitute a meeting of the Executive Committee of the Association. A quorum consisting of at least Ten Percent (10%) of the membership shall be required to constitute a Quarterly Meeting of the Association and all voting on motions at such meeting shall be based on a simple majority vote of these present and voting, unless otherwise prescribed.

## **ARTICLE VIII DUES AND ASSESSMENTS**

**Section 1:** Dues for all active and associate members shall be assessed each pay period in an amount to be determined by a majority vote of the membership in accordance with article XVII of the Association by-laws. Dues shall be paid to the Financial Secretary, and all active and associate members shall authorize the payment of dues by way of payroll deduction.

**Section 2:** Any active or associate member whose dues are two (2) months in arrears shall be notified in writing by the Financial Secretary. If the delinquent dues are not paid in full within two (2) weeks from the time of notice, that active or associate member shall be dropped from the Association. Any active or associate member dropped for non-payment of dues or any other indebtedness upon written application accompanied by payment of a Twenty-Five dollar (\$25.00) reinstatement fee, payment of any indebtedness for which he/she was dropped and any expenses incurred to collect the same, may be reinstated by a majority vote of Association members in accordance with article XVII of the Association by-laws. Any active or associate member dropped from the Association for non-payment of dues shall receive no benefits from the time such person is dropped from the Association until a period of ninety (90) days following reinstatement, except the death benefit which will be effective immediately upon reinstatement.

**Section 3:** The Executive Committee may omit or pay, whichever is appropriate, the dues, fees, loan payments or assessments of an active or associate member whose failure to pay them has been caused by circumstances which would justify such action and of which the Association shall be fully informed, and voted by a majority vote of the Executive Committee.

## **ARTICLE IX LOANS**

**Section 1:** Under this section, interest free financial relief loans (not to exceed Two Hundred Dollars) may be made to any active member of the Association on proof of their need to secure a loan, and within the provisions of this Article.

- (A) All applications for loans under this article will be made in writing to the President of the Association, and he will forward the application to the five (5) members of the Board of Trustees for their immediate investigation and recommendation.
- (B) No member can receive a loan who is indebted to the Association by a previous loan, exclusive of Educational Loan provisions.
- (C) A loan can be made only by the majority decision of the President, the Financial Secretary and the five (5) members of the Board of Trustees. If the loan is refused by these Officers application can be made to the membership of the Association at its next meeting and, with a majority vote, the loan will be made or denied if not in violation of the provisions of this article.
- (D) Loans will be paid back in full within 6 months of date of loan.
- (E) The Executive Committee will grant an emergency loan of \$1,000.00 (one thousand dollars) which would have to be paid back within one year of the date of the loan. The borrower would have to get the approval of three members of the Executive Committee which would include at least two members of the following four positions: President, Vice President, Treasurer, or Financial Secretary. (This is needed to obtain and sign the check.)

Under both loans, the borrower agrees to pay all costs, to include attorneys fees, needed to recoup the loan balance should the borrower default on his/her loan.

**Section 2:** Under this section, any member of the Association may apply for educational benefits. These benefits will include the prepayment of tuition costs and additional expenses from Association funds, for any programs that are beneficial to both the Department and the member.

- (A) The cost of such programs having been secured by an agreement set down by the County Government to reimburse any county employees for programs satisfactorily completed.
- (B) The member will repay the Association upon being reimbursed by the County.
- (C) If at any time the County Government withdraws their program of reimbursement for courses satisfactorily completed, this entire Section will be inapplicable.
- (D) At no time will this grant for educational purposes exceed the financial limitations authorized for County employees.
- (E) Any member applying for such benefits will be required to sign an agreement guaranteeing the refund of funds to the Association in the event of:
  - (1) Unsuccessful completion
  - (2) Resignation from the Department
  - (3) Other reasons that would eliminate a member from being reimbursed by County funds.
- (F) Before any consideration for such a request by any member for such a grant, he shall produce authorization from the Department of Personnel stating to the effect that they may authorize such a course.

**ARTICLE X**  
**EDUCATION FOR ASSOCIATION OFFICERS**

**Section 1:** The Executive Committee shall be authorized to pay the expenses of any member of the Association, who at the request of the Executive Committee, attends a conference, training session or professional meeting for the purpose of obtaining training in management and furtherance of the interests of the members of the Association.

**Section 2:** The Executive Committee shall be responsible for exercising reasonable discretion in the amount authorized for expenses and in limiting the number of members to attend any one conference.

**ARTICLE XI**  
**BOND**

The President, the Treasurer, Financial Secretary and Membership and Insurance Administrator of the Association shall each furnish security company bond amounting to Forty Thousand Dollars (\$40,000.00). Fees for each such bond shall be paid for by the Association.

**ARTICLE XII**  
**MILITARY SERVICE**

Any member of the Association who leaves the Police Department as a result of being inducted into any branch of the active Armed Forces during a State of War of the United States, or during a National Emergency shall continue to be classified as a member during this period. If no dues are paid during this period, the member will receive no benefits from the Association. If the member does not return to his employment with the Police Department within ninety (90) days from time of discharge, membership shall automatically cease.

**ARTICLE XIII**  
**AMENDMENTS TO BY LAWS**

In order to change or amend the By-laws of the Association, the proposed change must be submitted in writing to the Executive Committee at their regular monthly meeting. The Executive Committee will study the proposal for a period not to exceed fifteen calendar (15) days.

The proposal will then be published and posted, and a date, not less than ten (10) calendar days, nor more than thirty (30) calendar days, from the date of such posting, will be set for a vote on the proposed change by the Association membership. Approval of the amendment to the By-Laws shall require a favorable vote by a two-thirds (2/3) majority of all ballots cast, in accordance with procedures set forth in Article XIX, Procedure for Membership Vote.

**ARTICLE XIV**  
**FINANCIAL AID FOR LEGAL REPRESENTATION**

The Association, through the Executive Committee, is authorized to provide legal representation for its members in matters arising from their employment as police officers for Arlington County. The legal representation, at the option of the member or members, can be in the nature of legal counsel retained by the Association or financial assistance to be given directly to the member or members provided, however, that in either situation the expenditure for such legal representation shall not exceed One Thousand Dollars (\$1,000.00).

Any expenditure in excess of One Thousand Dollars (\$1,000.00) whether for Association retained legal counsel or as direct financial assistance must be approved by the membership upon application by the member or members.

An application for legal representation or financial assistance in excess of One Thousand Dollars (\$1,000.00) must be in writing and be submitted by the

member or members to the Board of Trustees. Such application must be submitted prior to the retention of legal counsel and/or the commencement of any legal action. As a condition of acceptance for consideration by the Board of Trustees, and in the event of an ultimate monetary settlement, the member or members must agree to assign sufficient funds to the Association from the settlement to fully reimburse the Association for its financial assistance. The Board of Trustees shall either approve or disapprove the application before forwarding to the Executive Committee with its recommendation. The Executive Committee must then submit the application with the recommendation of the Board of Trustees, to the general membership for vote in accordance with Article XIX.

**ARTICLE XV**  
**HOSPITALIZATION SUPPLEMENT**

Any Association member over age fifty-five (55), in good standing including a life member, who is not covered by the designated hospitalization carrier and who is hospitalized for any reason, may apply to the Association for reimbursement of hospital costs at the rate of Twenty Dollars (\$20.00) per day, but not exceed Two Hundred Dollars (\$200.00) in any one calendar year.

**ARTICLE XVI**  
**BANK ACCOUNT AND SAFE DEPOSIT BOX**

The Association shall maintain a bank checking account and a safe deposit box in the name of the Association for storage of valuable documents and such other papers and valuables as appropriate.

**ARTICLE XVII**  
**PROCEDURE FOR MEMBERSHIP VOTE**

All general membership votes will be conducted by the procedure described herein. General membership votes are generally conducted under the following circumstances: Election of Executive Committee Members, By-Laws changes, Requests for financial aid for legal representation or any other major issues within the Association.

In all votes, each active member will have one vote. All active members will be provided with a letter describing the purpose of the vote along with all relevant information, a numbered ballot and a numbered envelope marked "BALLOT". This package will be placed in mailboxes for members still

employed at the police department and the packages will be mailed to the last known address of all retired members. Within not less than 10 days or more than 30 days from the distribution of the ballots a locked ballot box will be placed in the Roll Call room of the police department. The box will be placed in the Roll Call room on a Monday and it will be collected on the following Friday, which will be the ending date for the vote. The specific days that the box will be available and the closing date of the vote will be detailed in the information provided to each member. Retired members must return their original ballot in the sealed envelope marked "Ballot" to the Sergeant-At-Arms no later than the closing date and members still employed at the department must place their original ballot in the ballot box during the time it is available in the roll call room. If a member who is still employed at the department will be unavailable during the week of the vote, he/she must seal their ballot in the provided envelope and either provide it directly to the Sergeant-At-Arms or mail it no later than the cut off time for the vote. All mail in votes must be postmarked by the closing date of the vote to be counted.

Only original ballots will be accepted and any mail in ballot or ballot provided directly to the Sergeant-At-Arms received in an unsealed envelope will not be counted.

The Sergeant-At-Arms will count the vote within 7 days of the closing date and the results will be published on the Association bulletin board and in the next Association newsletter. Original ballots will be maintained by the Sergeant-At-Arms for a period of sixty (60) days.

Approval of amendments to the by-laws shall require a favorable vote by two-thirds (2/3) majority of all ballots cast. Other votes are decided by the majority opinion of votes cast.

### **ARTICLE XVIII** **ROBERTS RULE OF ORDER**

For any point of order not covered in these By-Laws, Roberts Rules of Order shall prevail.

### **ARTICLE XIX** **DISSOLUTION**

If for any reason the Association ceases to function, all assets shall be

disbursed by the Executive Committee by selecting one or more non-profit organizations to receive said assets.

**RESOLUTION I  
OF THE  
ARLINGTON POLICE BENEFICIARY ASSOCIATION, INC.**

WHEREFORE:

Pursuant to the Articles of Incorporation and the by-laws of the Arlington Police Beneficiary Association, Inc., entry into and approval of the Master Contract with the Great West Life and Annuity Insurance Company, (formerly Lincoln Life Insurance Company), is hereby noticed by the Executive Committee to the membership for their approval as part of the regular business of the Association.

The terms of the Master Contract are contained generally in a brochure entitled, "Your Group Insurance Plan", and prepared specifically for the Arlington Police Beneficiary Association, Inc. and is submitted with the Master Contract for approval.

It is understood by the membership that in adopting the total insurance program of Great West Life and Annuity Insurance Company, (formerly Lincoln Life Insurance Company) at this time, the Association is essentially reaffirming its previous enrollment and participation which was affected through amendment of the by-laws of the Association. It is further understood that while certain aspects of the Greatwest Life and Annuity Insurance policies are mandatory, other aspects are in nature of options and may or may not be a matter of participation by individual members.

All questions regarding participation and benefits were well as expenses should be directed to the Executive Committee and/or Insurance Administrator.

IT IS THEREFORE RESOLVED:

That the Arlington Police Beneficiary Association, Inc., adopt the insurance program of the Greatwest Life and Annuity Insurance Company, as revised, including the schedule of benefits, as contained in the Master Contract, and such adoption is retroactive to the date that such insurance program was approved by the Association by amendment to the by-laws of the Association.

**RESOLUTION II  
OF THE  
ARLINGTON POLICE BENEFICIARY ASSOCIATION, INC.**

WHEREFORE:

Pursuant to the Articles of Incorporation and the by-laws of the Arlington Police Beneficiary Association, Inc., entry into and approval of such insurance programs as are noted below, is hereby noticed by the Executive Committee to the membership for their approval as part of the regular business of the Association.

The insurance programs are those of the:

AMERICAN FAMILY LIFE ASSURANCE COMPANY of Columbus GA (AFLAC)  
Accident  
Cancer  
Disability  
Intensive Care

COLONIAL LIFE AND ACCIDENT INSURANCE of Columbia SC  
Accident  
Cancer  
Intensive Care  
Life

It is understood that there is no Master Contract in effect for the Association, and participation in the plans and benefits offered by the above noted companies is voluntary.

All questions regarding participation and benefits as well as expenses should be directed to the Executive Committee and/or Insurance Administrator.

IT IS THEREFORE RESOLVED:

That the Arlington Police Beneficiary Association, Inc. adopt and endorse the insurance programs of American Family Life Assurance Company and Colonial Life and Accident Insurance Company which are open to the voluntary participation by its membership and not by virtue of a Master Contract applicable to all members. Such adoption is retroactive to the date that such insurance programs are individually approved by the Association by amendment to the by-laws of the Association.

**RESOLUTION III  
OF THE  
ARLINGTON POLICE BENEFICIARY ASSOCIATION, INC.**

WHEREFORE:

For the past several years, members of the Police Department have entered a softball team and other athletic groups into organized competition. During this time, financial support has come from citizens, businessmen, and team members through contributions to the Association. This method, while relatively successful, has not provided the financing necessary to support the program. Although team members are willing to provide the financing necessary to ensure the continuation of the program, direct financial support from the Association is necessary.

The softball team recently joined the Arlington County Commercial League, and as a representative of our Department, has made a substantial contribution in the field of Police Community relations. In addition, our program included two police-sponsored tournaments outside our local area.

Estimated expenses for the coming year will approximate Two Thousand Dollars (\$2,000.00) and should cover the operating costs of the teams basically the same level as in prior years.

IT IS THEREFORE RESOLVED:

That pursuant to the Articles of Incorporation and the By-Laws of the Arlington Police Beneficiary Association, Inc. sponsor such athletic teams for entry into such competition and leagues as are considered beneficial for police/community relations and provide for the expenses of such sponsorship in an amount not to exceed Two Thousand Dollars (\$2,000.00) in any one calendar year to be designated the "Athletic Fund" and such expenses shall include costs of uniforms, league and tournament fees, and equipment, provided, however, that the Association name shall be prominently displayed on all uniforms, that all entries into tournaments and leagues indicate Arlington Police Beneficiary Association, Inc. sponsorship, and further, the Association shall be provided with a request and Budget, in advance of the league or tournament play, a list must be submitted showing that the team members are all members of the Arlington Police Association, an article must be submitted for the Newsletter, in regards to the team, at the end of league or tournament play; they must submit, at the end of league or tournament play, receipts or proof of expenditures showing the money spent.