

Constitution and By-Laws
Of the
Buffalo Professional Firefighters Association, Inc.
Local No. 282

Affiliated on April 10, 1928

MOTTO:

**The Multitude Which Does Not Reduce Itself
To Unity is Confusion.**

**The Unity Which Does Not Depend Upon
The Multitude is Tyranny.**

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CONSTITUTION

ARTICLE I

- Section 1. This organization shall be known as the BUFFALO PROFESSIONAL FIREFIGHTERS ASSOCIATION. INC.
- Section 2. This Association, its officers, delegates, representatives and members shall Recognize, observe and be bound by the provisions of the Constitution and By-Laws of the International Association and the interpretations rendered by The International General President, the resolutions, decisions and directives of the International Executive Board or officers of the International when made in conformity with the authority granted by the Constitution and By-Laws of the International, and the resolutions adopted and the policies established by the Delegates at conventions
- Article XIII of the Constitution and By-Laws of the International is recognized as providing the basic rules governing this Association.
- Section 3. References in this Constitution and By-Laws to “Association” shall refer to the Association as stated and set forth in Section 1 of this Article. Reference to “International” shall refer to the International Association of Firefighters.

ARTICLE II

Object

The object of this Association shall always be, first and primarily, dedicated to raising the dignity of our profession. It shall promote by proper means the material and intellectual welfare of all its members. It shall provide such financial benefits to its retired and deceased members as prescribed by the Constitution. Furthermore, it shall encourage the establishment of schools of instruction for imparting knowledge of modern and improved methods of fire fighting and prevention and cultivation of fellowship and friendship among the members, and to promote social, charitable and athletic activities. And finally, this Association shall continually strive for the raising of both working and living standards of all its members.

ARTICLE III

Classes of Membership

Section 1. Anyone eligible for membership in the Association shall not be refused membership or, upon acceptance, be discriminated against because of race, color, creed, national origin, gender, sexual orientation, or by reason of disability.

Section 2. Members in good standing shall include any person who has fulfilled the requirements for membership in this Local and who has not voluntarily withdrawn, become ineligible for continued membership, or has been suspended or expelled as provided in the Constitution and By-Laws of the International or of this Local.

Section 3. The classes of membership in this Association shall consist of Active and Honorary.

(a) Active: Shall be all dues paying members of this Association who are participating members of the Buffalo Fire Department.

Active Retiree: Shall be all dues paying members who have retired from the Buffalo Fire Department who were members in good standing in this Association when retired. Members who have retired from this union or have otherwise withdrawn as members in good standing, may be allowed to return to this local union within one year as active-retired members.

(b) Honorary: For meritorious service to this Local for distinguished public service, persons may be elected honorary members by majority vote of the Membership. Honorary members shall not pay initiation fees, dues or other charges and shall have no voice or vote in this Association. Such membership shall be revoked for cause.

Section 4. Local unions may issue withdrawal cards only to those members who leave the service in good standing or who are precluded by law or local ordinance or contractually from maintaining union membership by virtue of their fire department position.

Former members holding withdrawal cards for the above reasons who become

reemployed with the jurisdiction of any IAFF local union shall be subject to automatic reinstatement to active membership upon deposit of their withdrawal cards with the local union and resumption of dues. No reinstatement fee shall be charged upon reentry into the organization.

- Section 5. A Life membership is the highest compliment that may be bestowed on an individual by this Association. It shall be awarded, only by the President with the unanimous consent of the Executive Board, to those persons that have rendered outstanding contributions to this organization while members of the Buffalo Fire Department. It is a local designation and not recognized by the IAFF. There are no dues or fees associated with this designation.

ARTICLE IV

Privilege of Membership

- Section 1. No member shall be allowed to run for an office, or vote for an office, or have a voice on the floor of a meeting who is not an Active Member in good standing as stated in Article III, Sec. 2. Only active members may hold an Executive Board or Trustee position. Upon retirement any member who is on the Executive Board shall automatically resign effective on the date of retirement.
- Section 2. Active Retiree Members shall be eligible to attend regular or special meetings and shall be allowed to participate in all social and athletic functions of this organization. They shall be given a voice on the floor of a meeting with the approval of the majority of the members in attendance.
- Section 3. Active Retiree shall have a voice on the floor at all meetings pertaining to retired members.

ARTICLE V

Officers of this Association

- Section 1. The elective officers of this Association shall consist of: President, Vice President, Recording Secretary, Secretary Treasurer, Sergeant-at-Arms and one Trustee from each District.

This shall constitute the Executive Board of the Association.

The President shall be the automatic Chairman of the Board.

Section 2. The district of the individual Trustees shall be subject to the jurisdiction of the Executive Board. The particular districts may be changed as conditions warrant. Any change in said districts can only be accomplished by a two-thirds (2/3) vote of the Executive Board. Current district lists shall be on file with the Secretary of this Association.

Section 3. The position of Emeritus is recognized in accordance with the IAFF and NYSPPFA. Such position shall carry ex-officio lifetime membership in the Buffalo Professional Firefighters Association. That such position carry the duties to advise and consult with the President and/or Executive Board, upon request, when such services is desired in the best interest of our Association.

ARTICLE VI

Standing Committees

Section 1. The Standing Committees of this Association shall be: Legislative, Pension, Welfare, Safety, Constitution and By-Laws, Athletic, Social Activities, Membership, Research, Publicity, Political Education, Grievance, Veterans and Honor Guard.

Section 2. The Legislative Committee shall consist of the President, Vice President, Recording Secretary, Secretary Treasurer, and the Chairman of the Board of Trustees. The President shall be the Chairman of this Committee.. All activities of this Committee must be authorized and approved by the Executive Board.

Section 3. Finance Committee – The Chairman of the Board of Trustees shall be the Chairman of this Committee. All members of the Executive Board shall be the remaining members of this Committee with the addition of the Association Auditor.

Section 4. The President with the approval of the Executive Board, as listed in Section 1 of this Article, except members and Chairmen of the Legislative and Finance Committees, and Chairman of the Membership Committee shall appoint members and Chairmen of all Committees of this Association.

Section 5. The Chairman of each Committee shall be a current member of the Executive Board.

Section 6. Each Committee is required to submit a report to the Executive Board at least twice a year.

ARTICLE VII

Nominating Meeting and Election

- Section 1.
- (a) Nomination and elections shall be scheduled biennially in this Association. The meeting for the purpose of the nomination of officers shall be held at the September meeting in each even numbered year. Nominations of officers shall be made from the floor and only members in good standing shall nominate or be nominated. A trustee candidate shall be nominated only by a member of his respective district. Members will be notified in writing at least fifteen (15) days prior to said meeting of the date, time, and place at which nominations and elections shall be held.
 - (b) No later than seven days after nominations, positions for the ballot will be drawn in the Union office at a time to be announced. The candidate shall be present at the time or shall, in writing, designate one person in his place.
 - (c) All candidates nominated for office in Local 282 shall notify, in writing, the Chairman of the Board of Trustees of their decision to run for office. This must be received by the 7th day following the nominations at the time announced by the Chairman of the Board of Trustees, at the nominating meeting. Failure to do so shall make the candidate ineligible to run for office.
 - (d) All candidates for office in Local 282 are welcome to be present at the sealing of the voting machines. The machines will be sealed at 8:30 on Election Day. The candidates for District Trustee are welcome to be present when the ballot box is locked. Candidates for District Trustee may

have one (1) observer/counter present for the counting of the ballots at the end of the voting day.

(e) Governing Rules:

- (1) Any candidate for election to any office can place as many election signs as he wishes no closer than one hundred feet from the place of election and only one sign no larger than eleven inches by fifteen inches inside the hallway of the polling place.
- (2) No candidate for office will actively campaign on the stairs, in front of, or in the building on election day.
- (3) These rules shall apply to votes on resolutions as well as candidates.
- (4) Every candidate for office shall have the right to request Distribution of campaign literature, by mail or otherwise, to all members in good standing, at the candidate's own personal expense. "A candidate for office" includes a candidate for membership on the Executive Board with regard to the use of membership lists.*
- (5) No funds received by this Local through initiation fees, dues, or assessments or otherwise, shall be contributed or applied to promote the candidacy of the election of officers. This sub-section does not prevent the expenditure from Local funds for notices, factual statements of issues and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.*

*These sections comply with NLRB Election Rules and are not subject to ratification vote.

Section 2. The election shall be held during the third week in November of an even numbered year at the same site as the regular election which was designated by the Executive Board. Voting hours shall be from 9:00 a.m. to 7:00 p.m.

Section 3. In case of a tie vote, for any office, a special election must be held not less than seven days nor more than fourteen days after the regular election at the same site as the regular election which was designated by the Executive Board.

Section 4. In case of a tie, or a challenge from a candidate or duly authorized representative of a candidate for a recount, the recount must be made immediately, without the

ballots being removed from the room in which they were counted. Three members of the current Executive Board who are not directly affected by the recount shall guard the ballots until the results are finally announced and accepted at the election. Ballots shall be removed from the polling place in a locked and sealed container by the Recording Secretary and kept in his possession for one (1) year after the regular or special election. Duly authorized representative of a candidate must show in writing at the time of challenge his designated power to do so.

Section 5. (a) Voting for all offices shall be conducted by secret ballot, e.g. voting machines or paper ballots. A member, who for just cause will not be able to vote at the specified time, will be allowed to vote by absentee ballot. Such absentee ballot must be procured from the Election Committee and must be returned before the end of the election. Any absentee ballot returned late, will not be counted and will be destroyed.

(b) No one shall be allowed to vote by proxy. Write-in voting shall not be permitted.

(c) An effort will be made to accommodate any member on active military duty.

Section 6. Election of officers is decided by a plurality vote.

Section 7. The Sergeant-at-Arms may request proper ID from all voting members, and no member shall be permitted to vote without said ID. All dues and assessments must be paid up to thirty (30) days prior to election in order to qualify to vote.

Section 8. Only duly accredited members stationed within a Trustee District may vote for that District's Trustee.

ARTICLE VIII

Amending the Constitution

Section 1. All amendments to the Constitution must be submitted in writing and with the sponsor's name to the Secretary of this Association. Amendments shall be read and debated upon at the September and/or October general meetings of election year. After such readings, the Secretary shall see that copies of proposed changes are sent to each station in this department at least twenty (20) days before the General Election. Such changes shall be voted upon only at general elections and it shall require a two-thirds (2/3) vote of those voting on the amendment for

it to become part of this Constitution.

- Section 2. Amendments adopted must be printed and distributed within one month following approval by the International President.
- Section 3. The By-Laws of this Constitution and By-Laws shall be amended in like manner as stated in Section 1 and Section 2 of this Article. The only exception shall be Article VI, Section 2, By-Laws.
- Section 4. A proposed amendment to this Constitution or any By-Laws, shall be submitted for approval to the International General President prior to its printing or issuance after first being adopted by the membership.
- Section 5. The President shall form a committee to review and update the Constitution and By-Laws when he deems necessary or at least once every seven years.

BY-LAWS

ARTICLE 1

Duties of Officers

- Section 1. **PRESIDENT.** – The President shall ensure that any change to the Collective Bargaining Agreement has been ratified by a majority vote of the membership. It shall be the duty of the President to preside at all meetings of this Association and of its Executive Board. He shall countersign all checks drawn by the Secretary Treasurer and shall submit to the Secretary Treasurer at all meetings of Executive Board all expenses incurred by him for the month preceding; also a report of his official activities, and in conjunction with the Executive Board have complete control over the printing and issuance of all organizational propaganda and its workings. He shall have the power to call a meeting of the Executive Board at any time. He shall also have the power to call a special meeting of this Association in accordance with Article VIII, Section 1 and Article IX, Section 3 of the By-Laws. The Executive Board shall determine

all legitimate expenses. He shall be a member ex-officio of all committees. He shall vote in committee meetings and at motions raised at general meetings only in case of a tie. He shall inform the Officer next in line of command as per Article IV of the By-Laws of his absence or inability to perform his duties as President of the Association. He shall also inform him when he is able to resume his full duties. The President shall discharge on behalf of the Association such duties as may be imposed upon him by applicable law including the execution and filing of any reports to Federal or State authorities and he shall cause to be maintained by the Association such records as the law requires to be kept in support of reports filed by it. He shall perform such other duties as may be directed by the Executive Board or this Association.

Section 2. VICE PRESIDENT. The Vice President shall perform the duties of the President in case of the absence or incapacitation of that Officer, and shall discharge the duties of the Chair when called upon to do so by the President. the Vice President shall perform such other duties as may be directed by the Executive Board or this Association. The Vice President shall be a permanent Member of the Negotiating Committee.

Section 3. RECORDING SECRETARY. It shall be the duty of the Recording Secretary to keep an accurate record of the proceedings of all meetings, read all communications and conduct all correspondence pertinent to his office. He shall notify all members of all regular and special meetings, either in writing or over the Radio Communication System or both. He shall not lend any books, papers, or documents belonging to the Association without permission of the Executive Board.

The Recording Secretary shall discharge on behalf of the Association such duties as may be imposed upon him by applicable law, including the execution and filing of any report to Federal or State authorities, and he shall cause to be maintained by the Association such records as the law required to be kept in support of reports filed by it. He shall, upon leaving office, transfer all books, papers, records, etc., which may be entrusted to his care, to his successor in office. He shall perform such other duties as may be directed by the Executive Board or this Association.

Section 4. SECRETARY TREASURER. It shall be the duty of the Secretary Treasurer to receive and record all dues, assessments and application monies. He shall inform the City Payroll Department of any changes in dues or membership for payroll deduction of the Buffalo Fire Department. He shall keep an account of all monies received and all monies paid out. The signature of the Secretary Treasurer together with that of the President shall be necessary on all checks drawn against any account of this Association.

It shall be the duty to receive all monies from every source and give receipt for same. He shall give monthly reports for the amounts collected and expended during the preceding month.

He shall deposit all funds of the Association in such bank or banks, as the Association shall direct. He shall make no financial payment except with the authorization and signature of the President. He shall have filed a satisfactory Bond with the Board of Trustees.

With the approval of the majority of the Executive Board, certain payments may be paid by electronic transfer. These payments are for but not limited to, payroll processing, fees, bank fees, state and federal taxes and withholding, and weekly or monthly employee payroll.

On the first Local 282 meeting following every quarter of a year, the President and Treasurer will make available to the membership a written statement detailing any expenses, paid to any individual, corporation, partnership or any other business whose billing exceeds \$15000.00 for any services or products in that quarter. The quarters of the year will end on February, May, August, and November. The quarterly statements will be added together to present a written year to date total also. The year to date statement will be available at the quarterly meeting.

These financial documents will be available for any member's inspection during the presenting meeting and afterwards in the office of Local 282.

He shall not loan books, papers, documents or records without permission of the Executive Board. He shall, on leaving office transfer all books, papers, documents, records, etc., which may have been entrusted to his care, to his successor in office. He shall perform such other duties as may be directed by the Executive Board or this Association.

Section 5. SERGEANTS-AT-ARMS. The Sergeants-At-Arms shall, under the direction of the President, maintain order at all meetings of this Association. He shall attend the door before meetings start and keep attendance in the book supplied for that purpose. He shall refuse admittance to other than members in good standing, unless so authorized by a majority vote of those members in attendance.

He shall have custody of the Seal, Charter, Certificate of Affiliation and other such records and papers of this Association. He shall keep a complete and accurate record of the name, rank, company, and membership status of all members of this Association. He shall be Chairman of the Membership

Committee and have charge of membership recruiting, handle all correspondence with affiliate organizations in regard to membership and shall otherwise be responsible for the distribution of all membership cards, Local, State, international, Life and Honorary. He shall be responsible for the issuance of any withdrawal cards from this Local. He shall handle distribution of International Auto Decals, membership pins and any other items of like nature.

He shall inform the International of all changes necessary in keeping proper records of our membership with the International. He shall have his accounts and records up to date and ready for examination by the Board of Trustees at any time they call for them. He shall not loan books, papers, documents or records, etc., without the permission of the Executive Board. He shall, on leaving office, transfer all books, papers, documents, records, etc. which may have been entrusted to his care to his successor in office. The Sergeant-at-Arms, Secretary Treasurer and two (2) members of the Finance Committee shall meet quarterly to review all books, ledgers, cancelled checks and itemized vouchers and itemized receipted bills.

Any miscellaneous properties of this Association shall be the responsibility of the Sergeants-At-Arms. He shall perform such other duties as may be directed by the Executive Board or this Association.

Section 6. TRUSTEES. It shall be the duty of the members of the Board of Trustees to Attend meetings of the Executive Board. They shall collect outstanding dues from the respective members in their district, giving receipt for same and forwarding the monies collected to the Secretary Treasurer.

Trustees must visit each Company in their respective districts, on each Platoon at least once in a six-month period.

All Trustees must be stationed in the district from which they are elected, at the time of election. If a Trustee bids out of his or her District, they automatically resign their position on the day their successful transfer bid occurs.

“They shall elect a Chairman who shall serve for two years.”

If a Trustee is transferred from his respective district during his tenure, he shall be obligated to relinquish his trusteeship in writing. However, this requirement may be waived by a two-thirds (2/3) vote of the Executive Board if circumstances are extenuating.

Trustees shall perform such other duties as may be directed by the Executive Board or this Association.

Section 7. CHAIRMAN OF THE BOARD OF TRUSTEES. He shall have charge of all general elections of this Association. He shall be Chairman of the Finance Committee. He shall make all arrangements for regular, special and Executive Board meetings. He shall perform such other duties as may be directed by the Executive Board or this Association.

Section 8. BONDING – All officers and employees of Local 282, who handle funds or property of the Local shall be bonded in such amounts as may be required by the Board of Trustees and the International General Secretary/Treasurer, in compliance with applicable law. The expense of the first \$5,000 of bond shall be borne by the International. If additional bond is necessary, the Association shall have sufficient bond to cover at least ten (10%) percent of its current liquid assets.

ARTICLE II

Salaries, Allowances and Expenses of Officers

Section 1. PRESIDENT. The President of this Association shall receive a salary of one thousand seven hundred ninety-one (\$1,791.17) per month. In addition, he shall be allowed monthly expenses not to exceed four hundred dollars (\$400.00). Any added expenses he may incur over and above this amount must be approved by a special two-thirds (2/3) vote of the Executive Board.

Section 2. VICE PRESIDENT - The Vice President of this Association shall receive nine hundred forty-seven and ninety-one cents (\$947.91) per month expenses.

Section 3. RECORDING SECRETARY, SECRETARY TREASURER and SERGEANT-AT-ARMS. The Recording Secretary, Secretary Treasurer and Sergeant-At-Arms of this Association shall each receive nine hundred twenty-one dollars and forty cents (\$921.40) per month expenses.

Section 4. CHAIRMAN OF THE BOARD OF TRUSTEES. The Chairman of the Board of Trustees shall receive twenty-five (\$25.00) additional per month expenses.

Section 5. All other officers of this Association shall receive seven hundred, eighty-eight dollars and eighty-two cents (\$788.82) per month expenses. This shall include the four (4) Trustees.

Section 6. Effective November 17, 2010 any pay raise received by the membership, be it through arbitration or negotiations, shall also be given to the Executive Board members.

ARTICLE III

Vacancies in Office

Section 1. Except as hereinafter provided when a vacancy occurs in any office, the Executive Board shall nominate and elect a successor by majority vote, no later than thirty (30) days from the date the office is declared vacant. If more than two (2) candidates are nominated and no majority is reached, the candidate receiving the least number of votes shall be eliminated and the voting continued until a candidate receives a majority vote. The office of the President is automatically filled by the person holding the office of Vice President.

Section 2. Except as described above any member of the Executive Board may nominate himself to fill a vacant office.

Vacancies shall first be filled from among the members of the Executive Board who may nominate themselves. If more than one (1) member of the Executive Board is nominated to fill a vacancy, the Executive Board will hold an election within ten (10) days of the office being declared vacant. The election will be conducted in accordance with Section 1 above.

Section 3. Vacancies in any office resulting by the application of Section 2 will be filled as provided in Section 2 at the same Executive Board meeting.

Vacancies in the Executive Board and vacancies in any office for which no members of the Executive Board have been nominated will be filled from among the membership. The membership will be notified of the vacancy by notice posted within twenty (20) days of the position being declared vacant. any member wishing to fill the posted vacancy shall nominate himself, or any other member in writing by notice to the Executive Board within the time specified within the posted notice.

An Election will then be conducted among the Executive Board in accordance with Section 1.

ARTICLE IV

Chain of Command

The chain of command of this organization shall be as follows: President, Vice President, Chairman of the Board of Trustees, Recording Secretary, Secretary Treasurer, and Sergeant-at-Arms. The Trustees shall then follow in order of their seniority.

ARTICLE V

Delegates and Representatives

- Section 1. The President of this Association shall be a Delegate or Representative from this Local to: The New York State A.F.L. – C.I.O. Convention; The New York State Professional Fire Fighters Association Convention; The International Association of Fire Fighters Convention; The Central Labor Council (Buffalo Federation) and all other conventions, meetings or gathers of Labor or affiliated groups or organizations chartered by the State of New York, the Federal Government or the Secretary of Labor that are pertinent to this Association, provided that the said President of Local 282 is not a duly elected or appointed official of said mentioned organizations or organization and thus entitled to a vote and a voice from the floor at their respective meetings, gatherings or conventions.
- Section 2. REPRESENTATIVES TO THE CENTRAL LABOR COUNCIL. Council votes allotted to this Local shall always be maintained at that maximum. The President of Local 282 shall be the Chairman. It shall be the duty of the Chairman to organize our Local's vote's at all Council meetings and to report monthly at the Executive Board meetings the activities of this group. The Chairman shall also make periodic reports of this delegation to the general body at regular meetings. The representatives shall be nominated and elected by the Executive Board.
- Section 3. INTERNATIONAL CONVENTION. The number of delegates to the International Convention shall be maintained at the maximum allowed.
- Section 4. NEW YORK STATE PROFESSIONAL FIRE FIGHTERS AND STATE

A.F.L. – C.I.O. CONVENTIONS. Delegate votes from this Local allotted to New York State Fire Fighters and A.F.L. – C.I.O. Conventions shall always Be maintained at a maximum. Each delegation shall elect its own chairman. It will be the duty of the chairman to organize this Local’s votes at all Convention sessions. It will also be the responsibility of the chairman to make a complete factual report of the Convention to the Executive Board and to the General Body of this Association.

Section 5. Selection of remaining Delegates to the International; State Fire Fighters and State A.F.L. – C.I.O. conventions shall be determined by a vote of the membership by secret ballot at each biennial general election.

All Delegates and alternates shall be ex-officio. Members elected to certain offices in the local will automatically become delegates and/or alternates. The number of delegates the local is entitled to send to the various conventions varies with the by-laws of those organizations; therefore, members could be a delegate to one convention, but an alternate to another. Members will function as delegates in the order shown below:

Vice President – Delegate
Recording Secretary – Delegate
Secretary Treasurer – Delegate
Sergeant-at-Arms – Delegate
Chairman of the Board of Trustees – Delegate/1st Alternate

The remaining Trustees shall be alternates. If they are needed to serve as delegates, the executive board will assign trustees to attend certain conventions.

Section 6. All elected Delegates from this Association are included in the provisions as Stated in By-Laws, Article XIII.

Section 7. All representatives from this Association to the Central Labor Council (Buffalo Federation) must attend a majority of that Council’s regular meetings annually, and also a majority of the regular meetings of this Association in order to retain their status as representatives from Local 282 to said Council.

ARTICLE VI

Initiation and Dues

Section 1. INITIATION. The Initiation fee of this Association shall be Ten (\$10) dollars payable at the time of making application for membership.

Section 2. DUES. The Dues of this Association shall be 1.50% of the member's gross salary. This will include a PAC contribution of \$2.00 per member and a \$1.00 contribution to establish a building fund for the purchase of a union office/ building. Once the PAC Fund reaches \$65,000 all PAC deductions will be diverted to the Good & Welfare Fund. This diversion will continue until PAC Fund balance reaches \$55,000. At which time contributions will then be placed back into the PAC Fund. This process will continue every time the PAC Fund hits the High and Low amounts as per Amendment dated April 9, 2010.

These amounts shall not be changed either to delete or to increase without a majority vote of those members voting a regular election or a special meeting called for that purpose alone. All members in good standing shall be notified at least (30) days in advance for the date set for a vote on any changes in dues.

Section 3. The dues for active retiree members shall be the current per capital charge of the IAFF.

Section 4. Members who fail to pay monthly dues or assessments by the fifteenth (15th) day following the month such dues are payable shall be notified by the Secretary Treasurer, that they are delinquent and will be automatically suspended and lose their good standing if payment is not made within sixty (60) days following such notification. Delinquent and suspended members are not entitled to a voice or to vote in the Association or in the affairs of the International.

Section 5. Increases in rates of initiation fees, reinstatement fees or dues shall require notice of such proposed increase to be given to the members in good standing at least thirty (30) days in advance of the date on which the vote for such increase is to occur. The proposed increase shall become effective upon a majority vote of the members in good standing, by secret ballot at a general or special meeting.

ARTICLE VII

Suspension and Reinstatement

Section 1. Any member indebted to the Association in accordance with By-Laws Article VI, Section 4 shall be automatically suspended.

Section 2. Any member of this Association suspended for non-payment of dues or assessments may be reinstated by paying the sum of ten dollars (\$10.00)

reinstatement fee plus back dues and/or back assessments. He shall pay a minimum of Double Dues until he has paid all back dues and assessments. Such member shall not vote in elections of this Association unless he has paid dues from January 1st of the current year.

- Section 3. All resignations must be submitted in writing. No resignation shall be accepted until all dues and/or assessments are settled in full, up to and including the month of resignation.

ARTICLE VIII

Assessments

- Section 1. Special assessments may be levied on the general membership of this Association only by a majority vote of those members voting at a special meeting called for that purpose alone. Members must be notified in writing at least thirty (30) days in advance of said meeting.
- Section 2. A special assessment may also be voted on by the membership at the biennial election. This will also require a majority vote of those members voting in order to pass and must be advanced by thirty (30) days notice to the membership.
- Section 3. If a Special Assessment has been voted on and passed as per Section 1 of this Article, it shall be the duty of the Secretary Treasurer to see that all assessment monies are collected and duly recorded and accredited. It shall also be his duty to report any uncollectable accounts to the Executive Board for appropriate action.

ARTICLE IX

Regular and Special Meetings

- Section 1. Regular meetings of this Association shall be held during the second week of each month on call of the Secretary, unless otherwise ordered by the President and/or a majority of the Executive Board. A minimum of ten (10) general meetings of this Association must be held each year. Only a lack of quorum could reduce this number.

The ten (10) general meetings of this Association shall be held, one (1) per

month. No meetings in July and August.

- Section 2. Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules set forth in the manual of parliamentary procedure adopted by this Local. Members shall conduct themselves in such a manner as to not interfere.
- Section 3. Any Special Meeting of this Association must be put on call to the membership at the earliest possible opportunity by the Recording Secretary. This call must take place at least ten (10) days prior to the meeting date except as stated in Article VIII, Section 1, Assessments, where the period must be thirty (30) days. The object of the Special Meeting must be stated on the announcements. The President and/or a majority of the Executive Board may call a Special Meeting.
- Section 4. The only business that may be discussed at a Special Meeting is that business, which necessitated the meeting being called and was so stated.
- Section 5. Regular meetings of the Executive Board of this Association must e held at least once a month, except July and August.

ARTICLE X

Quorum

- Section 1. Thirty (30) members shall constitute a Quorum of this Association.
- Section 2. A majority shall constitute a Quorum of the Executive Board of this Association.
- Section 3. A majority shall constitute a Quorum of the Board of Trustees of the Association.
- Section 4. A majority shall constitute a Quorum of all committee meetings of this Association.
- Section 5. A waiting period of thirty (30) minutes must be observed from the scheduled time of meeting or meetings until such meeting or meetings are cancelled because of lack of Quorum. If that be the case, “No Meeting” shall be called by the Recording Secretary or Acting Recording Secretary. The Names of those members in attendance at that time shall be recorded by the Sergeant-at-Arms, and such members shall be accredited with an “Attendance at Meeting”

Section 6. After a period of thirty (30) minutes has been observed from the commencement of a meeting of this Association; its Executive Board; its Board of Trustees; or any committee thereof, the Sergeant-at-Arms shall close the attendance book and no further names shall be entered as having “Attended”. The Sergeant-at-Arms shall read off the last name and number of persons signing the book and noting the time of entry. It shall then be recorded in the minutes of that meeting.

ARTICLE XI

Duties of the Executive Board

It shall be the duty of the Executive Board to exercise general supervision and control of the vested funds and properties of the Association. It shall have the authority to act in the name of the Association between meetings; such acts being subject to confirmation by the membership at the next regular or special meeting.

It shall provide and enforce an annual audit of all books and accounts of this Association and the last such report of the audit shall be forwarded to the International General Secretary – Treasurer over the seal of this Association within one hundred and eighty (180) days of the close of the Association’s fiscal year, and shall include an accurate account of all employees within the Association’s fire department.

It shall meet on call of the President or on call by a majority of its members with proper notification.

ARTICLE XII

Duties of Members

Section 1. Each member shall keep strictly private the affairs of the Association unless authorized by the President and/or the Executive Board, to publish the same. The President and/or the Executive Board have control over all press releases, website and other propaganda of this Association. No member, therefore, may jeopardize this Association by making rash, unauthorized or incorrect statements pertaining in any form or manner to its operation or policies.

Section 2. Members must consider others and not jeopardize their position by false signs, words or acts. Any member found guilty of violating this or any other Section of this Constitution and By-Laws of the International shall be assessed or suspended or both. Furthermore, any violation of the above mentioned Constitutions and By-Laws could result in expulsion from the Association as per Article XV. All members are duty bound to report any and all known violations of this Article.

Section 3. Each member is required to keep the Sergeant-at-Arms promptly informed of his correct address and any other data or information as may be requested by the Association.

ARTICLE XIII

Forfeiture of Office

When an Officer of this Association fails to attend an Executive Board meeting or a Regular General Meeting without a justifiable excuse, the President or Acting President, with the approval of the Executive Board, shall call such Office "Vacant."

ARTICLE XIV

Misconduct and Appeals

Any member charged with misconduct as defined in Article XV of the International's Constitution and By-Laws shall be served with written specific charges as required by Art. XVI of the International Constitution and be given a reasonable time to prepare his/her defense and afforded a hearing as provided in Art VXII of the International Constitution. Appeals may be made in accordance with Article XVIII of the International Constitution and By-Laws. Such appeal must be filed with the International General President of this Association within (30) Days of the action to be appealed.

ARTICLE XV

Posted Ballots

- Section 1. On matters deemed by them to be of vital importance, the Executive Board shall Have the authority to call for a mail vote.
- Section 2. All mail ballots shall be posted to all members within the same twenty-four (24) hour period. The date set for final postmark shall be not less than seven (7) days nor more than fifteen (15) days after the initial mailing.
- Section 3. All returned ballots shall be counted as soon as possible after the final postmark date.

ARTICLE XVI

Ruling Governing

- Section 1. Deliberation of this Association where not specifically covered by this Constitution and By-Laws or that of the International shall be governed by Roberts Rules of Order.

STANDING RULES

The following rules shall be used to govern debate:

The deliberations of this Association must be governed by completion of this agenda.
This rule may NOT be suspended even by unanimous consent.

Roberts Rules of Order for Meetings:

- Rule No. 1. A standing rule may be suspended by a two-thirds (2/3) vote at any regular meeting.
- Rule No. 2. Any conversation by whispering or otherwise which is calculated to disturb a member or hinder the transaction of business shall be deemed a violation of order.
- Rule No. 3. Sectarian discussion shall not be permitted under any circumstances.

- Rule No. 4. The Chair may request any and all motions to be submitted in writing. An Automatic recess will take place to allow time for this writing.
- Rule No. 5. A motion to be entertained by the Presiding Officer must be seconded, and the mover as well as the seconder must rise and be recognized.
- Rule No. 6. Any member having made a motion may obtain permission to withdraw it by majority vote only.
- Rule No. 7. A motion to amend an amendment shall be in order, but no motion to amend an amendment to an amendment shall be permitted.
- Rule No. 8. A motion shall not be subject to debate until it has been stated by the Chair.
- Rule No. 9. When a member wishes to speak, he shall rise and respectfully address the Chair, and if recognized by the Chair he shall be entitled to proceed.
- Rule No. 10. If two or more members wish to speak at the same time, the Chair will decide which is entitled to speak.
- Rule No. 11. Each member, when speaking, will confine himself to the question under debate and avoid all personal, indecorous or sarcastic language.
- Rule No. 12. No member shall interrupt another while speaking except to a point of order or a Question of Privilege, and he shall definitely state his point, and the Chair will decide the same without debate.
- Rule No. 13. If a member, while speaking is interrupted under Rule No. 12, he shall take his seat until the Chair rules on the interruption. If and when the Chair adjudges him to be in order, he may proceed.
- Rule No. 14. If a member feels himself personally grieved by a decision of the Chair, he may appeal to the body from the decision.
- Rule No. 15. When an appeal is made from the decision of the Chair, the Vice President shall act as Chairman. Said appeal shall then be stated by the Chairman of the meeting in these words: "Shall the decision of the Chair be sustained as the decision of this Association?" The member will then have the right to state the grounds of appeal, and the Chair give reasons for his decision. Thereupon, the members will proceed to vote without further debate, and it shall require a majority vote to sustain such appeal.

- Rule No. 16 No member, except the maker of the motion, shall speak more than once on the same motion without unanimous consent, nor more than ten (10) minutes without consent of two-thirds (2/3) vote, of all members present. The maker may speak a second time, but not until all other members desiring a voice have been heard.
- Rule No. 17 The presiding officer shall not speak on any subject unless he retires from the Chair, except on points of order, and in the case of a tie he shall have the deciding vote.
- Rule No. 18 When a question is before the meeting, no motion shall be in order except:
1. To lay on the table.
 2. To appeal a rule of the Chair
 3. To stop debate (move previous question).
 4. Limit or extend limit of debate.
 5. To postpone a given time
 6. To refer to a Committee
 7. To amend an amendment
 8. To amend.
 9. To postpone indefinitely.
 10. . The main motions.
- Rule No. 19 The first four (4) motions contained in the previous Rule No. 18 are NOT debatable.
- Rule No. 20 If a question has been amended, the question on the amendment shall be put first; if more than one amendment has been offered, the question shall be as follows:
1. Amendment to amendment.
 2. Amendment.
 3. Original question.
- Rule No. 21 A motion to adjourn shall NOT be in order until completion of the agenda. This rule may NOT be suspended even by unanimous consent.
- Rule No. 22 Before putting a question to vote, the presiding officer shall ask: “Are you ready for the question?” Then it shall be open for debate. If no member rises to speak, the presiding officer shall then put the question in this form: “All those in favor of this motion say ‘Aye’, and after the affirmative is expressed, “Those of the contrary opinion say ‘No’,” After the vote is taken, he shall announce the result in this manner: “It is carried (or Lost) and so ordered.”

- Rule No. 23 Whenever a vote is announced as the result of a voice vote, any member has the right to say, without demanding recognition, "Division". The Chair is duty bound to comply with the request and a standing vote shall be ordered with a count of same being taken.
- Rule No. 24 When a question has been decided, it can be reconsidered by a majority of those members present. For actual consideration, its precedence is that of the motion to which it applies.
- Rule No. 25 A motion to reconsider, must be moved by one who voted with the prevailing side (unless vote was by ballot).
- Rule No. 26 Any member has the right to request a secret ballot on any motion providing he is sustained by a majority vote.

AGENDA

1. Opening – Pledge of Allegiance.
2. Roll Call of Officers.
3. Reading and Approval of Minutes.
4. Application for Membership.
5. Voting on Application for Membership.
6. Introduction of New Members.
7. Reports of Standing Committees.
8. Reports of Special Committees.
9. President's Report
10. Unfinished Business.
11. Communications and Bills.
12. Good and Welfare.
13. Treasurer's Statement.
14. New Business.
15. Adjournment.

ARTICLE XVII

Gender Wording

Whenever any words are used in the Constitution and By-Laws in the masculine gender, they shall be construed as though they were also in the feminine and neutral general in all situations where they would apply.

