

**BROOKLINE FIREFIGHTERS  
LOCAL UNION 950 I.A.F.F.  
CONSTITUTION & BY-LAWS**

**As Voted and Approved December 14, 2006  
WITH ADDED ARTICLES & REQUIREMENTS**

By Law Changes Voted on  
12/20/10 and 12/12/13 Incorporated  
Mandated by the IAFF ( in italics)

BY-LAW COMMITTEE

Daniel J. Carroll Chairman  
Paul B. Trahon, Co-Chairman  
John McCarthy Recording Secretary

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## ARTICLE 1

### NAME

**Section 1.** The number and name of this organization shall be Brookline Firefighters Association Local 950, International Association of Fire Fighters.

**Section 2.** References in this Constitution and By-Laws to "Local" or "Local Union" shall refer to the Local as set forth in Section 1 above, and references to "Association" or "International" shall refer to the International Association of Fire Fighters.

**Section 3.** This Local Union, its officers, 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 Executive Board or officers of the Association when made in conformity with the authority granted by the Constitution and By-Laws of the Association, and the resolutions adopted and policies established by the delegates at conventions. Article 13 of the Constitution and By-Laws of the Association (I.A.F.F) is recognized as providing the basic rules governing this local.

## ARTICLE 2

### Jurisdiction

"Jurisdiction shall be as follows; All full-time paid employees engaged in fire fighting, emergency medical or rescue service activities, or related services." Jurisdiction shall exclude the Chief of the Fire Department.

## ARTICLE 3

### Membership

**Section 1.** Active- Any person of good moral character who at the time of making application is engaged in service within the jurisdiction of this Local, as given in Article 2, will be eligible for active membership.

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

Any applicant for membership in this Local, who did not apply for membership to the Local when first eligible, shall pay a sum, including dues and assessments, equal to that which he/she would have paid had he/she applied when first eligible.

**Section 2.** Honorary- For meritorious service to this Local or for distinguished public service, persons may be elected honorary members by majority vote. Honorary members shall not pay

initiation fees, dues or other charges and shall have no voice or vote in the Local. Such membership may be revoked for cause.

**Section 3.** Maintenance of Good Standing- Membership in good standing includes any person who has fulfilled the requirements for membership in this Local and who has not voluntarily withdrawn, become ineligible for continued membership, or been suspended or expelled as provided in the Constitution and By-Laws of the International Association of Fire Fighters or the Constitution of this Local.

*Section 4. Separation- When any member in good standing is separated from the fire service, the local union may allow said member to retain active membership or in lieu thereof, upon request of said member, shall issue a withdrawal card. This local union may issue withdrawal cards only to those members who leave the fire service or EMS 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. A former member holding a valid withdrawal card will not be charged a reinstatement fee upon reentry into the organization. A member who is duly elected as an officer of the International Association of Fire Fighters, or elected or appointed as a representative of or to an affiliated labor organization, shall retain his/her active membership in this local.*

**Section 5.** Delinquent Members- Members who fail to pay their monthly dues or assessments by the fifteenth day of the following month such dues are payable, shall be notified by the Local officer whose duty it is, 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 voice or vote in the Local or in the affairs of the International. They are also subject to the reinstatement fee as set forth in Article 8, Section 6.

## ARTICLE 4

### Meetings

**Section 1.** Regular meetings of the Local shall be held on the second Thursday of each month at a location designated by the President.

**Section 2.** Special meetings may be called by vote of a majority of the Executive Board. All members in good standing shall be notified in writing, to be posted on the Local's bulletin board at each designated fire station, of such special meeting at least seven days prior to the same. The notice shall state the business to be considered at such meeting, and no other business than that stated shall be in order at such meeting.

**Section 3.** Quorum. The quorum for any meeting of this Local, either regular or special, shall be ten (10) members in good standing. No meeting of the Local is to be conducted without a quorum except for the purpose of elections.

**Section 4.** Rights of members. 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 as set forth in the manual of parliamentary procedure adopted by this Local. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the International or

of this Local.

**Section 5.** Rules for meetings. The rules contained in Robert's Rules on Parliamentary Procedure for Meetings shall govern the meetings of this Local in all cases not in conflict with this Constitution and By-Laws, or the Constitution and By-Laws of the International, or interpretations of these documents.

### **TWO-SHIFT MEETINGS IN THE LOCAL UNION**

Shift meetings should be regarded as generally undesirable if any other method can be used to achieve the desired results. This is because of the fundamental difficulty in this type of meeting: that is, the necessity for agreement between the two meetings as to final action. When shift meetings are determined to be necessary, it is essential that the following procedures be followed.

**1.** Both shift meetings should be held, if possible, within 24 hours. It is always desirable to complete action as soon as it can be done. This is true of any group decision and especially true of shift meetings.

Both meetings are considered as constituting one meeting as far as total votes are concerned and also the final results that are to be determined.

**2.** In order to establish the results of action taken in shift meetings, the total votes cast for and against the motion are added together. For example, let us assume that Meeting A votes for a motion and Meeting B votes against it. Meeting A--40 for, 20 against; Meeting B--30 for) 40 against. The total vote is 70 for and 60 against, 130 votes. A majority is necessary to adopt any main motion, in this case 66 votes. So the motion is adopted.

If Meeting A adopts a motion and Meeting B amends it and sends it back to Meeting A, and Meeting A defeats the amendment, the total number of votes in both meetings determines whether the amendment is adopted.

	For	Against
Meeting B	80	50
Meeting A	<u>50</u>	<u>55</u>
	130	105

The total vote is 235. Vote necessary for adoption of the amendment is 118, so the amendment is adopted.

**3.** The announcement of a vote must be made only after final action by the last meeting to vote. It is essential that NO announcement be made until the final vote.

**4.** If a motion is made at one meeting and later, in the same meeting, it is indefinitely postponed, the motion is killed and does not go to the other meeting.

**5.** If an amendment is offered at Meeting A and this amendment is defeated at that meeting, and later the same amendment is offered at Meeting B and adopted, it is necessary for the motion as amended, to be returned to Meeting A for final vote.

- 6.** If a motion is made and adopted at Meeting A, it is not in order for Meeting B to table it. Meeting B must take some action on the motion, whether amendment, reference to committee, or something else.
- 7.** If Meeting A defeats a motion, it does not go to Meeting B. However, Meeting B can originate another motion, the same as that defeated in Meeting A. As a practical matter, this would only be done when the proponents of the motion have reason to believe that there have been changes of viewpoint toward the motion, or that the combination of votes in the two meetings in favor would be enough to adopt the motion
- 8.** If Meeting A adopts a motion and it is considered by Meeting B which proposes amendments and adopts them, and then adopts the motion as amended, the motion as amended must be voted on by Meeting A.
- 9.** If a motion is passed by Meeting A and Meeting B votes to refer it to a committee this has to be referred back to Meeting A for a final vote on referring to a committee; the combined votes of both meetings determine whether it goes to committee.
- 10.** If Meeting A, when considering a motion that originated at that meeting, votes to table it, the motion does not go to Meeting B. Meeting B, however, may originate the same or a similar motion and, if adopted, send it to Meeting A.
- 11.** If Meeting A votes to postpone a motion to a definite time, the motion and the postponement to a definite time will both be considered by Meeting B. The total votes cast for the postponement will determine whether this is done.
- 12.** If Meeting A adopts a motion and Meeting B votes to postpone it to a definite time, the motion for postponement is to be considered by Meeting A.
- 13.** The Minutes of Meeting A are to be read only at the next session of Meeting A, not at Meeting B. Each Minutes require action for adoption by the meeting where they originate and no action by the other meeting.
- 14.** When the action by one meeting makes it necessary to consider a motion at a later meeting where some of the members, because of a shift change, also change their meeting attendance, roll-call vote should always be taken. Unless this is done, there is no way to prevent complete confusion as to when and how a member has already voted. As this situation of change of shift is a part of the two shift procedure, the practice of roll-call voting should be followed in shift meetings.

Roll-call lists have to be prepared in advance by the Local Union Secretary. The names of all members in good standing are listed, in strictly alphabetical order, on the left of each page; to the right are three columns headed, "Yes", "No" and "Present."

The Secretary calls each name and the member responds by saying "Yes" or "No" or "Present." This response is recorded by the Secretary in the proper column.

Members have a right to change their votes from "yes" to "no" or from "no" to "yes" or from "present" to "yes" or from "present" to "no," at any time before the result is announced. They cannot change their vote from "yes" or "no" to "present." After the vote has been announced, there can be no changes.

15. Having the vote taken by written ballot is not to be done in shift meetings, except, of course, in elections. The object of the roll call vote is to assure that members vote only once, even though their shift has changed.

16. Because of the fact that, if there are three shifts, two-thirds of the members will be off duty at a given time, there is no need for three-shift meetings. There are too many possible complications in running three-shift meetings, all of which for some purposes would have to be regarded as one meeting. There could be almost endless adopting of amendments to motions and delaying tactics of various kinds. A determined minority in these meetings could effectively prevent action through tactics to be found in any manual of parliamentary law.

The object of Local Union meetings includes the consideration of subjects properly presented to the membership, and to take action by majority vote. Under the circumstances which would prevail in the three-meeting procedures, it would be extremely difficult to either adequately consider subjects or to take final action upon them.

Responsible union leadership is properly concerned with providing the maximum practical protection for member's rights in meetings. The three-shift meeting procedure, by its very structure, offers many opportunities for the curtailment of these rights. It is for these reasons that such meetings should not be held.

As you plan and conduct two-shift meetings, keep in mind the basic principles which apply to the conduct of all meetings; the minority have the right to express their views and to offer any proper motion; eventually, the majority make the decision. Once the decision has been made, it is the duty of all members to abide by the result until another decision is reached. This is the essence of democracy.

## ARTICLE 5

### Officers and Elections

**Section 1.** The officers of this Local shall consist of a President, Vice President, Secretary, Treasurer, Pension & welfare, who shall hold office for one year starting on the first day of January, and until the election and installation of their successors unless removed from office as provided in the Constitution and By-Laws of the International or this Constitution and By-Laws. The offices of Secretary and Treasurer may be held by the same individual.

#### **Change as voted and approved by the membership 12/12/2013**

**Section 1.** The officers of this Local shall consist of a President, Vice President, Secretary, Treasurer, Pension & welfare. Effective January 2014, the President and Vice President shall hold office for two years starting on the first day of January on even numbered years, and until the election and installation of their successors unless removed from office as provided in the Constitution and By-Laws of the International or this Constitution and By-Laws. Effective January 2014, the Secretary, Treasurer and Pension & Welfare officers shall hold office for two years starting on the first day of January on odd numbered years, and until the election and installation of their successors unless removed from office as provided in the Constitution and By-Laws of the International or this Constitution and By-Laws. The offices of Secretary and Treasurer may be held by the same individual.

**Section 2.** Eligibility for Office. Any member in good standing shall be eligible to be a candidate for office in this Local, as long as they have not been delinquent in dues paying or suspended in the 12 months previous to the nomination date.

**Section 3.** Rights of Candidates. 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 candidates' own personal expense. "A candidate for office" includes a candidate for membership on the Executive Board. There shall be no discrimination in favor of or against any candidate with regard to the use of membership lists.

**Section 4.** Use of Funds Prohibited in Elections. No funds received by this Local through initiation fees, dues, or assessments or otherwise, shall be contributed or applied to promote the candidacy of any person in election of officers. This 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.

**Section 5.** Method of Nomination and Election. All members in good standing shall be given at least fifteen days advance notice, in writing, to be posted on the Local's bulletin board at each designated fire station, of the date, time and place at which nominations shall be made, and the date, time and place at which elections shall be held. *In addition each member in good standing shall be given at least fifteen (15) days advance notice, in writing, sent by mail to the last known address of the member, of the date, time and place at which elections shall be held.* Any member in good standing may nominate eligible members for office. Elections shall be by secret ballot; write-in voting shall not be permitted, if there is only one candidate for a given office, such candidate shall be declared elected. There shall be no voting by proxy in the election of Local officers. The candidate receiving a majority of the ballots cast shall be declared elected. If no candidate receives a majority of the ballots cast, there shall be a run-off election between the two candidates who received the most votes. *If the final ballot of any officer election results in a tie between the candidates, the winning candidate for office shall be selected by the drawing of lots in the presence of both candidates.*

**Section 6.** Election Committee. The President shall appoint an Election Committee, it shall be responsible for distributing and tabulating the ballots. Each candidate for office shall be entitled to appoint one observer who shall be permitted to witness the manner of distribution, casting of ballots, and attend the meeting of the Election Committee at which the votes are tabulated.

**Section 7.** Ballots preserved. The ballots and all other records of an election shall be preserved by the Secretary for one year following such election.

**Section 8.** Vacancies in Office. When an office becomes vacant by reason of the death, resignation, or removal of the incumbent, the Executive Board shall elect a successor by majority vote, no later than thirty days from the date the office is vacated.

**Change as voted and approved by the membership 12/12/2013**  
**NEW Section**

**Section 9.** An "Election Committee" of three (3) members will be appointed at the November meeting. No member running for any office will be appointed to this committee. The committee will be in possession of the official ballots and ballot box for the Annual Elections. The Annual Elections will be held on the second Thursday of December. The polls will be open on the three (3) days prior to and including the December meeting day so each of the four (4) groups will have an opportunity to cast their vote. The "Election Committee" will bring the ballot box to each of



the stations. The polls will close at the start of the December meeting. The final vote tally will be conducted at the December meeting by the “Election Committee” and the results read at that meeting. This voting practice will apply to any special vote or election.

## ARTICLE 6

### Duties of Officers.

**Section 1.** It shall be the duty of the President to preside at all meetings of the Local; and at meetings of the Executive Board. He shall be the executive head of the Local. He shall be a member ex-officio of all committees. He shall appoint such committees as may be provided for in this Constitution and By-Laws and such special committees as may be authorized by the Local. Together with the Treasurer, he shall sign all orders and checks lawfully and properly drawn. He shall enforce strict observance of the Constitution and By-Laws of the International as this document relates to the Local, and the Constitution and By-Laws of the Local, *and shall have the final authority, subject only to internal appeal to the International pursuant to Article XVIII of the IAFF Constitution and By-Laws, to decide questions of parliamentary rules and questions involving interpretation of this Constitution and By-Laws.* He shall have general supervision of the activities of the other officers and chairmen of committees. The President shall abstain from voting, except in the case of a tie vote. His vote shall then be the deciding vote.

The President shall discharge on behalf of the Local 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 Local such records as the law requires to be kept in support of reports filed by it.

The President, by virtue of his election, shall be a delegate of this Local to the convention of the International.

**Section 2.** The Vice President shall assist the President in such a manner as the President may determine. In the absence of the President, he shall preside at meetings of the Local and of the Executive Board. If the office of President becomes vacant, the Vice President shall be acting President until the office of President is filled by election by the Executive Board.

**Section 3.** The Secretary shall have custody of all documents, records, books and papers belonging to the Local, except as may be otherwise provided by this Constitution and By-Laws. He shall keep an accurate record of the meetings of the Local and of the Executive Board, of which he shall be the Secretary. He shall attest all official documents with his signature and the seal of the Local. He shall conduct the correspondence of the Local promptly. He shall maintain the official list of members in good standing, which shall be kept accurately and on a current basis.

The Secretary shall discharge on behalf of the Local 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 Local such records as the law requires to be kept in support of reports filed by it.

**Section 4.** The Treasurer shall receive all money due the Local, from whatsoever source, and shall disburse the same only by voucher signed by the President in conformity with a vote of the Local. Such disbursement shall be by check, which shall also be signed by the President. He shall maintain and keep current a record of members with their dues payments, assessments and all financial transactions promptly and accurately entered. He shall be prepared to exhibit receipts and vouchers upon the audit of his books. He shall forward the annual audit of the Local to the

International General Secretary-Treasurer, over the seal of the Local.

**Section 5.** The Pension & Welfare Officer shall be abreast of legislative actions concerning the members of the local. He shall inform the President of any legislative changes that affect the Local. He shall keep abreast of all city/town business directly affecting the members of the Local concerning: Pensions, Retirement benefits, Health care, laws, rules, and regulations, or any other duties that the President of the Local assigns.

**Section 6.** The Executive Board shall consist of the President, Vice President, Secretary and Treasurer, Pension & Welfare, and members who are elected at the annual meeting. It shall be the duty of the Executive Board to exercise general supervision and control of the invested funds and property of the Local. It shall have the authority to act in the name of the Local during intervals between meetings, such acts being subject to confirmation by the membership at the next regular meeting of the Local. It shall provide for an annual audit of the Treasurer's books. It shall meet at the call of the President or on call signed by a majority of its members. A majority shall constitute a quorum.

**Section 7.** All officers and employees of the Local 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 Local shall pay the additional premium. *The local shall have sufficient bond to cover at least ten (10%) percent of its current liquid assets.*

## ARTICLE 7

### Delegates and Alternates to International Conventions

**Section 1.** If, in accordance with Article 4, Section 2 of the International Constitution and By-Laws, this Local is entitled to Delegates in addition to the President, the Secretary/Treasurer will be the second Delegate.

**Section 2.** Alternates to conventions shall be the Vice-President and the Pension and Welfare Officer, in that order. *The credentials of delegates and alternates must certify to this method of election*

## ARTICLE 8

### Initiation Fees, Dues and Assessments

**Section 1.** Initiation fees shall be paid in the amount of \$25.00 and the dues of the first month.

**Section 2.** Dues shall be 1% of a firefighters maximum base salary each month. In addition to the 1%, \$6.00 per member, per month shall be deducted and deposited into the "Retirement Function account" as outlined in Article 13. *Effective December 2006, this is increased to \$9.00 a month per member.* An additional \$1.50 per member, per week, shall be deposited into the "Legal Fund" as outlined in Article 12.

### **Change as voted and approved by the membership 12/20/10**

**Section 2.** Dues shall be 1.5% of Top Step firefighter weekly pay (includes night differential, holiday pay, hazmat pay and defibrillator pay). Of that 1.5%, the .5% shall be deducted and

deposited into the “Legal Fund” as outlined in Article 12. In addition to the 1.5%, \$9.00 per member/ per month shall be deducted and deposited into the “Retirement Function Account” as outlined in Article 13.

**Section 3.** Assessments may be made only in the following manner: Each member in good standing shall be notified in writing, to be posted on the Local's bulletin board at each designated fire station, at least thirty days in advance of the date on which the vote for an assessment is to occur. The proposed assessment shall become effective upon a majority vote of the members in good standing, by secret ballot, at a regular or special meeting.

**Section 4.** Increases in rates of initiation fees, reinstatement fees, dues or assessments shall require notice of such proposed increase to be given to the members in good standing at least thirty days, to be posted on the Local's bulletin board at each designated fire station, 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 regular or special meeting.

**Section 5.** Method of Dues Payment – All members are encouraged to pay their monthly dues through the Town’s payroll deduction system. If a member feels this is not feasible, they may elect to pay by cash, monthly, with 1 month due in advance to the Local’s Secretary/Treasurer. If a member pays by mail it must be sent by the US Postal Service, certified, return receipt. If a member fails to pay their dues, according to Article 3, Section 5, they will be considered delinquent and members not in good standing. They are subject to the provisions of Article 3, Section 5.

**Section 6.** Reinstatement fees shall be \$100.00, plus all back dues and assessments.

## ARTICLE 9

### Misconduct, Trials and Appeals

**Section 1.** Any member charged with misconduct as defined in Article XV of the International Constitution and By-Laws shall be served with written specific charges as required in Article XVI of the International Constitution and be given a reasonable time to prepare his defense and afforded a hearing as provided in Article XVII of the International Constitution.

**Section 2.** Appeals may be made in accordance with Article XVIII of the International Constitution and By-Laws, such appeal must be filed with the General President of this Association within 30 days of the action to be appealed.

**Section 3.** If the member chooses to have legal counsel, he shall do so at his own expense.

## ARTICLE 10

### Audit

The books and accounts of this Local shall be audited annually by three members in good standing who have been elected as such, at the annual election, and the last such report of audit shall be forwarded to the International General Secretary-Treasurer over the seal of the Local

within 180 days of the close of the Local's fiscal year and shall include an accurate accounting of all employees within the Local Union's Fire Department.

## **ARTICLE 11**

### **Amendments**

**Section 1.** This Constitution and By-Laws made under its provisions, may be amended by a two-thirds vote, **(except for changes in dues and assessments, and initiation and reinstatement fees, which shall require a majority vote, as provided in article 8)** at a regular meeting, provided that each member in good standing is notified in writing of the proposed amendment at least fifteen days in advance of the meeting at which the vote will be taken.

**Section 2.** A proposed amendment to this Constitution, or any By-Laws made under its provisions, shall be submitted for approval to the International General President prior to its printing, or issuance, after it has first been adopted by the membership.

## **ARTICLE 12**

### **Legal Fund**

**Section 1.** The Local shall have a fund for the purpose of financial assistance. The fund shall be called "The Legal Fund". The "Legal Fund" shall not show any withdrawals for business other than Attorney fees. Drafts from the fund shall have signatures from the President and Treasurer of the Local.

**Section 2.** The "Legal Fund" shall have a minimum balance of \$7500.00 at all times.

**Section 3.** The funds for the "Legal Fund" shall be deducted from each member's payroll in the amount of \$1.50 per week.

**Section 4** The "Legal Fund" may also be used for the purposes of Collective Bargaining.

## **ARTICLE 13**

### **Retirement Function Fund**

**Section 1.** The sum of \$9.00 per month shall be deducted from each member's payroll for the purpose of being deposited into the "Retirement Function Account".

**Section 2.** The "Retirement Function Account" shall be under the control of the Treasurer of the Local. He shall under the direction of the President pay all debts acquired by the Retirement committee.

**Section 3.** The "retirement committee" shall plan an annual retirement ball for the purpose of honoring the retiring members of the Local. All receipts acquired shall be submitted through the President for approval and to the Treasurer for payment.

**Section 4.** The retirement committee must submit a proposed budget in writing to the membership at a regular or special meeting for that purpose, no less than 30 days before the

scheduled function date.

**Section 5.** The retirement ball shall be held annually, after Labor Day, contingent on members in good standing are retiring. No ball will be held if there are no member(s) retiring.

**Section 6.** At the November meeting, the members may conduct a majority vote to use any additional funds from the "Retirement Function Account" to hold a "Children's Christmas Party". The funds, if so voted, shall be used for: Food, non-alcoholic beverages, hall rental, Santa suit rental, plastic plates & utensils. Alcohol shall not be served at this function. Any other expenses for this function must be voted at a special meeting called for that purpose. All other funds not voted by the members shall be equally paid for by the members attending the "Children's Christmas Party".

## **ARTICLE 14**

### **Salary of Officers**

**Section 1.** The President shall receive a salary of 10% of a firefighters annual salary and night differential.

**Section 2.** The Vice President shall receive a salary of 6% of a firefighters annual salary and night differential.

**Section 3.** The Secretary/Treasurer shall receive a salary of 10% of a firefighters annual salary and night differential.

**Section 4.** The Pension & Welfare Officer shall receive a salary of 6% of a firefighters annual salary and night differential.

**Section 5.** Increase in salaries shall require notice of such proposed increase to be given, to be posted on the Local's bulletin board at each designated fire station, to the members in good standing, at least thirty 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 regular or special meeting.

## **ARTICLE 15**

### **Committees**

**Section 1.** An audit committee shall be elected at each annual election. The audit committee shall consist of three members.  
The audit committee shall audit all books of the local and provide the Local with a written report of its findings at the years end.  
At any time the audit committee may review the books.

**Section 2.** There will be one representative (shop steward) from each station, appointed by the President for the purpose of handling grievances within the station. Each member who wishes to submit a grievance, must do so in writing and submit it to the shop steward. Shop stewards shall report of all Local business to their assigned station.

**Section 3.** The President shall appoint three members in good standing to the "By-Law" committee. The By-Law committee shall review any proposed by-law changes or additions prior

to the vote for proper wording and to determine that there are no conflicts with the existing By-Laws.

**Section 4.** The President shall appoint a "Retirement Function Committee". The Retirement Function Committee shall follow the guidelines as outlined in Article 13.

**Section 5.** All committee members shall be listed in the Local's journal and shall be held accountable for committee reports at regularly scheduled meetings. They shall hold their committee appointment until properly replaced as indicated in these By-Laws.

**Section 6.** All committee chairmen shall submit a report, written or verbal, at all scheduled meetings on the status of their committee.

## **ARTICLE 16**

### **Revenue**

**Section 1.** All revenues received by this Local shall be used for the benefit of its members by promoting their interests socially, physically, and intellectually.

All expenditures, other than normal operating expenses of the Local, shall be approved by the members at a regular or special meeting.

## **Article 17**

### **Donations and gifts**

**Section 1.** No gift or donation shall be given to any organization not directly affected with the Local without a majority vote of the members at a regularly scheduled meeting. Any request in excess of \$500.00 (Five Hundred Dollars) Shall require notice of such proposed request to the members in good standing at least thirty days in advance of the date in which the vote for such gift/donation is to occur. It will become effective upon a majority vote of the members in good standing, by secret ballot, at a regular or special meeting.

**Section 2.** Request for a gift/donation in excess of \$1000.00 (One Thousand Dollars) shall be considered an assessment and the procedures outlined in Article 8 Section 3 shall be followed.

## **ARTICLE 18**

### **ORDER OF BUSINESS**

- 1.** Call meeting to order
- 2.** Roll call of Officers
- 3.** Reading of the minutes of the previous meeting
- 4.** Reading of the Secretary/Treasurer's report
- 5.** Application for membership and reinstatement
- 6.** Balloting for new candidates
- 7.** Initiation of new candidates
- 8.** Reading of bills and communications
- 9.** Report of Committees
- 10.** Unfinished Business
- 11.** New Business, Good of the Local
- 12.** Adjournment