

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

As Voted and Approved **October 10, 2024**

Incorporated

BY-LAW COMMITTEE

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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 Town of Brookline paid employees engaged in firefighting, emergency medical or rescue service activities, or related services. Jurisdiction shall exclude the Chief and Chief of Operations 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 Executive Board.

**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 ByLaws, or the Constitution and By-Laws of the International, or interpretations of these documents.

## **ARTICLE 5**

### **Officers and Elections**

**Section 1.** The officers of this Local shall consist of a President, Vice President, Secretary, Treasurer, Pension & Welfare Officer. 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 Officer positions 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.

At the initial separation of the Secretary/Treasurer position, occurring January 2022, the Treasurer position will be in effect for three years. The 2025 election will include the Treasurer position, but not the 2023 election. This is done to keep the position in the odd numbered year cycle.

**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.** 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 4.** Method of Nomination and Election. All members in good standing shall be given at least *fifteen* (15) days' advanced 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 date, time and place at which elections shall be held. All members in good standing shall be given at least *fifteen* (15) days' advance notice, in writing, sent by postal mail to the last known address of the member, of the date, time and place at which elections shall be held. While it is permissible to provide *additional* notices by other means, the notice of elections must be provided by postal mail. 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 will be declared elected and not appear on the ballot. 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 5.** Election Committee. The Executive Board shall appoint an Election Committee, it shall be responsible for the distribution and tabulation of ballots, preparing the Annual Election notices, and making the necessary arrangements in conjunction with the Executive Board for timely mailing of the Annual Election notices. 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. Members serving as observers must be declared and registered with the Election Committee during nominations. No member running for any office will be appointed as an observer. The Election Committee shall consist of up to *five* (5) members which will be appointed at the November meeting. No member running for any office will be appointed to the committee. The committee will be in possession of the 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 so each of the *four* (4) groups will have an opportunity to cast their vote. The polls will close at the start of the December meeting. The final vote will be conducted at the December meeting by the Election Committee and the results will be read at the meeting. This voting practice will apply to any special vote or election.

**Section 6.** Preservation of Ballots and Annual Election Notice. The ballots and a copy of the election notice with mailing date shall be preserved by the Secretary for one year following such election.

**Section 7.** Vacancies in Office. When an office becomes vacant by reason of death, resignation, or removal of the incumbent, the Executive Board shall elect a successor by majority vote, no later than *thirty* (30) days from the date the office is vacated.

## 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. The President shall be the executive head of the Local. The President shall be a member ex-officio of all committees. The President 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, the President shall sign all orders and checks lawfully and properly drawn. The President 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. The President shall have general supervision of the activities of the other officers and chairs of committees. The President shall abstain from voting, except in the case of a tie vote. The President's vote shall then be the deciding vote.

The President shall discharge on behalf of the Local such duties as may be imposed upon them by applicable law including the execution and filing of any reports to Federal or State authorities, and they 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 their 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, the Vice President 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. The Secretary shall keep an accurate record of the meetings of the Local and of the Executive Board, of which he shall be the Secretary. The Secretary shall attest all official documents with his signature and the seal of the Local.

The Secretary shall conduct the correspondence of the Local promptly. The Secretary 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 them by applicable law including the execution and filing of any reports to Federal or State authorities, and they 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, or electronically. The Treasurer shall maintain and keep current a record of members with their dues payments, assessments and all financial transactions promptly and accurately entered. They shall be prepared to exhibit receipts and vouchers upon the audit of his books. They shall forward the annual audit of the Local to the International

General Secretary-Treasurer, over the seal of the Local. The Treasurer will be the 2<sup>nd</sup> delegate for Convention purposes.

**Section 5.** The Pension & Welfare Officer shall be abreast of legislative actions concerning the members of the local. They shall inform the President of any legislative changes that affect the Local. They 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, Treasurer, Pension & Welfare Officer, 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.

**Section 8.** If there is a vacancy in either the Secretary or Treasurer position due to no one running for an open position, the two positions will be combined to become the Secretary/Treasurer.

## ARTICLE 7

### Delegates and Alternates to International Conventions

**Section 1.** Delegates to the International convention for this Local shall be the President and the Treasurer.

**Section 2.** The US Department of Labor has explained that officers of union locals may be authorized to represent the local at conventions of the parent body by virtue of their election to office rather than having delegates elected specifically for each convention. When this is the case and the officer has been nominated and elected in accordance with the requirements of notice, secret ballot, and other requirements of Title IV of the LMRDA, the person's election as an officer fulfills the requirement that convention delegates be elected by secret ballot, and no separate election as a delegate is required. However, ballots used in the election for such an officer should contain a statement to the effect that the officer, by virtue of his election to office, will serve as a convention delegate.

Alternates to conventions shall be the Vice-President and the Pension and Welfare Officer, in that order.

**Section 3.** State Delegates. Delegates to state conventions and meetings shall be: the President, Treasurer, Vice-President, Pension and Welfare Officer, Secretary, and *three* (3) additional state delegates nominated and elected during the Annual Election in odd years (in accordance with Article 5, Section 4). The three additional state delegates terms of service shall be *two* (2) years.

**Section 3a.** The three additional State Delegates may also serve as Bargaining Committee members, which shall be determined by the Executive Board.

**Section 4.** Alternate state delegates may be appointed as needed by the Executive Board.

**Section 5.** If less than three people are nominated for the delegate position, then any remaining open delegate positions shall be appointed by a majority vote of the Executive Board.

## 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 1.6145% of Top Step firefighter weekly pay (includes night differential, holiday pay, hazmat pay, and defibrillator pay). Of that 1.6145%, the .5% shall be deducted and deposited into the "Legal Fund" as outlined in Article 12. In addition to the 1.6145%, \$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 3a.** Members' dues may automatically adjust whenever there is an increase in the Locals dues paid to either the International Association of Fire Fighters, or Professional Fire Fighters of Massachusetts (adjustments are determined by vote at the respective conventions) . Members will be notified of this increase at least thirty-days (30) prior to implementation. These additional dues shall be recorded as "Due to [EITHER] I.A.F.F or P.F.F.M increases" through the reading of the Treasurer's Report at the following monthly 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 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 or electronically 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 \$7,500.00 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. They shall, under the direction of the President, pay all debts acquired by the Retirement committee. Drafts from the fund shall have signatures from both the President and Treasurer of the Local.

**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 retiring. No Retirement Ball will be held if no members are 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 12% of a firefighter's annual salary and night differential.

**Section 2.** The Vice President shall receive a salary of 8% of a firefighter's annual salary and night differential.

**Section 3.** The Secretary shall receive a salary of 8% of a firefighter's annual salary and night differential.

**Section 4.** The Treasurer shall receive a salary of 12% of a firefighter's annual salary and night differential.

**Section 5.** The Pension & Welfare Officer shall receive a salary of 8% of a firefighter's annual salary and night differential.

**Section 6.** 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.

**Section 7.** In the case of Article 6, Section 8, the salary would be 12% for the combined role

## 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. The Audit Committee shall follow the guidelines as outlined in Article 10.

**Section 2.** Whenever a review of the By-Laws is warranted, 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 3.** The President shall appoint a Retirement Function Committee. The Retirement Function Committee shall follow the guidelines as outlined in Article 13.

**Section 4.** 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 5.** All committee chairs shall submit a report, written or verbal, at all scheduled meetings on the status of their committee.

**Section 6.** A Human Relations Committee (HRC) will be established, to provide its bargaining unit members with the resources and guidance to assist in mediating issues surrounding employment that may not be expressly covered by the Collective Bargaining Agreement. HRC membership shall be open to any member in good standing. The HRC shall be composed of no more than nine members at a time. There will be a chair, co-chair and recording secretary. In the event there needs to be an election, due to the number of applicants, voting in accordance with the existing election policy for the union shall be observed. A full explanation and detail of the HRC is available in the Downloads section of the Union Blog.

**Section 7.** Honor Guard (HG) committee. Application to the Honor Guard Committee (HGC) will be open to all members in good standing. Given the special nature of this committee's purpose, selection to serve as a committee member shall be based on approval of HGC unit leader(s). The number of committee members shall be capped at ten (10) members.

- Unit Leader(s): Unit Leaders shall be selected by qualifications determined by the committee at the time of formation and subject to revision as needed over time. They may serve until such time as necessary, TBD by a majority vote by HG members
- To be considered for HG appointment, members will need to attend an "informational drill" in order to familiarize themselves with HG movements and responsibilities.
- Members invited to join shall commit to attending a drill session to be determined by Unit Leader(s) as well as participate in a predetermined number of events as needed
- The uniform for the Honor Guard shall be determined by the Unit Leader(s) and shall reflect a standard of professionalism that sets it apart from the Department issued dress uniform (class A). The cost of the uniform shall be paid by the Union.
- It shall be the responsibility of the members to keep and maintain their own uniform.

**Section 8.** Shop Stewards. Shop stewards are an integral part of the union and may take on additional roles and responsibilities related to aiding the Executive Board with representing the membership. Members in good standing wishing to serve as a steward will be selected by the Executive Board after submitting a written request to the Secretary. They shall be well versed with the contract, department rules and regulations and any other pertinent policies and practices so as to be a trusted resource for the membership. There may be one (1) steward (primary) and one (1) back-up per group. The back up may stand as "acting steward" if the primary steward is unavailable. Ad hoc duties shall be determined based on regular meetings between the stewards and President.

**Section 9.** Social Media Advisory Committee. This committee will be made up of members in good standing that have been appointed by the Secretary to assist in promoting the various media accounts run by the local. All accounts and passwords will be managed by the Secretary of the local and are under the direction of the Executive Board. The Advisory Committee shall work directly with the Executive Board and shall be responsible for all public relations and management of the local's social media accounts and campaigns.

Any and all media submitted by the Advisory Committee will be reviewed before final publication by the Secretary and or the Executive Board.

**Section 10.** Retirement Committee. The purpose of this section is to help guide Retirement Committee members in carrying out the time honored tradition of this Local celebrating the milestone achievements of the men and women of this Local. Retirement Committee appointments will be made by the President no

later than May in which the year the party shall be scheduled. A book containing the names the retirees shall be updated by the Committee Chair and stored at a fire station convenient for the committee members.

Criteria to be honored:

- Any dues paying member who is in good standing with the Union when they retire.
- Members who resign. (a decision whether those who resign will be honored will be evaluated on a case by case). This has been left ambiguous since the reason why someone resigns may be something like they have committed a crime etc.
- Special honorees, chosen by majority vote by those in attendance at a regular or special meeting in which prior notification (at least 15 days) was given.

Criteria that bar consideration for attendance are:

- Department members who are not dues paying members.
- Members who are lapsed members of the Local
- Any Department member who has lowered the esteem or caused harm to the Local. This shall be determined after discussion by the body and a vote of the majority at a regular or special meeting where there has been at least 15 days' notice given.

What VIPs and a guest are invited

- Both state and international Union officials
- Current Chief of Department and Chief of Operations
- Administrative assistant
- Any Department workers such as IT
- Mechanics
- Retirement office and board
- Labor Attorney

Scheduling of the Retirement Party should be in the fall, either October or November, and if it is determined that there are a sufficient number of retirees to be honored.

Duties and responsibilities of the Committee to be carried out forthwith:

1. Determine date and book venue. The venue should be booked as early as possible.
2. Book catering company and determine cost, honorees can bring up to 7 guests at no charge. Previously retired members pay per head for their own meal cost and their guest.
3. Dignitaries are to be notified as early as possible.
4. MC selected at time of booking catering.
5. Honorees Gifts ordered as soon as the honorees list is created.
6. Certificates of service for Honorees should be made up, signed and framed.
7. Itinerary created for the night (see sample attachment #1).
8. List of those who have passed away **since the last** retirement dinner (can be obtained from the Retirement department).
9. Call out list of previously retired members at dinner should be created from retirees who respond via invite.
10. Pictures are to be obtained of members of the body and headquarters to create a display. Station 7 has a retirement cabinet in the apparatus bay with pictures and other mailing supplies for the Retirement Committee.
11. Flowers to be ordered, reserved table signs.

Send invitations to the following about 2 months prior to dinner.

- Honorees should be notified as soon as the date is selected (list of retirees will be available from the Retirement Office). They should be informed they will have 7 guests free and beyond that they would need to pay for the plate whatever that cost is for the year.
- Retired members (list available from retirement Dept) The invitations should list the cost per head for retired members and guests. They are responsible for the cost.
- To VIPs.
- To members (In the past this was done with signup sheets in the station).

Things to be done prior to dinner:

- Determine if any extra tablecloths are required
- If funding allows, drink tickets should be obtained.

Venue set up

- Tables for VIPs should be set up. (reserve signs, name and centerpiece)
  - Tables for Honorees and their guests should be set up and marked (reserve sign, name and centerpiece) There should be a greater door. There was an issue in 2022 with guests, vips and honorees not knowing where they should sit.
  - All other tables get some form of Centerpiece
  - Set up banner & union cross
1. Plan Honorees tables accordingly some may have more than 7 guests
  2. Banner to be placed at stage
  3. Review action list

## ARTICLE 15a

### Committee Stipends

**Purpose:** To foster growth within this Local and in keeping with our core values of recognition for sacrifices made on behalf of this Local by those that dedicate themselves to this Local, stipends shall be rendered in accordance with the following sections; all stipends are subject to The Executive Board's right to withhold payment for justified cause.

**Section 1.** Chairs of committees for the Local may be paid a stipend of up to \$300 annually in January following a review meeting with the Executive Board. It shall be the responsibility of the committee Chair to keep and make available all records and reports at monthly union meetings including a year end summary. Meetings where the Chair is excused by the Executive Board, the Chair may appoint a designee to present their report at a regular meeting. For purposes of this section the Honor Guard Unit Leader(s) shall be considered to be a Chair of committee. Relief Association Chair(s) are exempt from this article. Executive Board Officers are exempt from receiving a committee stipend. In the event there are co-chairs to a committee, monies shall be divided appropriately between them.

**Section 2.** State Delegates (non Executive Board officers) shall be paid a yearly stipend of \$300 (paid in January) in advance of their term of service.

**Section 3.** Group Stewards shall be paid a yearly stipend of \$300 (in December) payable upon completion of the year of service.

**Section 4.** Each member of the Honor Guard shall receive an annual uniform maintenance stipend of \$100 payable in July.

## **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 affiliated with the Local, in excess of five hundred dollars, without a majority vote of the members at a regularly scheduled meeting. Any request in excess of \$1,000.00 (One Thousand 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 at a regular or special meeting.

## **ARTICLE 17a**

### **Fundraiser Account**

**Section 1.** There will be an annual Fundraiser consisting of mailings to residents and businesses in the Town of Brookline.

**Section 2.** Expenses for the annual Fundraiser will come from the balance in the Fundraiser account. If there are not sufficient funds in the Fundraiser Account, the General Fund will be used, and reimbursed as soon as the same amount of Fundraising money has been received by the Local.

**Section 3.** Funds deposited into the Fundraiser Account shall be used for IAFF or PFFM sponsored educational events or conferences, including Affiliate Leadership Training Summit (ALTS), Redmond Health and Safety Symposium/Barbera EMS Conference, IAFF 3<sup>rd</sup> District Conference (also known as the New England Conference of Firefighters, or NECFF), JJ Jennings Educational Seminar, and any other IAFF or PFFM sponsored educational events or conferences that may be created in the future. International and State Conventions shall not be funded with money in the Fundraiser Account. If there are no funds available for these educational conferences from the Fundraiser Account the General Fund may be utilized to cover costs with a vote taken, by members in good standing, at a regular or special meeting by secret ballot provided there is at least thirty (30) days notice in advance of the date of the vote.

**Section 4.** Donations to other organizations can also come from the Fundraiser Account.

**Section 5.** Per Diems for any trips funded through the Fundraiser Account shall be paid from the Fundraiser Account.

**Section 6.** *Any member in good standing is eligible to attend, with priority given to members of the Executive Board, Delegates, Committee members, and Shop Stewards.*

**Section 7.** Total number of attendees shall be determined on a case by case basis by the Executive Board.

## **ARTICLE 17b**

### **L.O.D.D Fund**

**Section 1.** Line of Duty Death (LODD) Assessment. Upon an active L950 LODD arising from an incident on duty, each member will be assessed a one-time \$100.00 charge (per LODD). In the event of a multiple LODD incident the assessment shall be made over the pay periods commensurate to the number of LODDs. These funds will be used to cover all costs/expenses for the family and station crew of said LODD to attend IAFF Memorial in Colorado Springs.

**Section 2.** Any funds left over will be donated to the family(ies) of the fallen members. In the case of multiple LODDs, these donations will be allocated evenly among the families.

## **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