

CONSTITUTION AND BY LAWS

REVISED --- July 01, 2006

ROANOKE FIRE FIGHTERS ASSOCIATION



LOCAL 1132

AFFILIATED WITH THE

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

VIRGINIA PROFESSIONAL FIRE FIGHTERS

VIRGINIA STATE AFL-CIO

CENTRAL LABOR COUNCIL

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CONSTITUTION

ARTICLE I NAME

Section 1. This Local shall be known as the Roanoke Fire Fighters Association, Local 1132 of the International Association of Fire Fighters, Roanoke, Virginia.

Section 2. References in this Roanoke Constitution and By-Laws to "Local" or "Local Union" shall refer to the Local as set forth in Section 1 above, and References to the "International refers 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, decision and directives of the 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 resolutions adopted and 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 Local.

ARTICLE II OBJECTIVE CRITERIA

Section 1. The objects of this Local shall be to maintain at all times a one hundred per cent membership of the classifications included eligible for membership; to place the members on a higher plan of skill and efficiency; to promote and assist other fire fighters throughout the state to organize; to encourage cooperation of the members toward all city officials, city council, and the other departments of our city; to secure at all times adequate salaries commensurate with duties performed; to secure shorter hours of work, protective clothing and equipment, uniforms, better working conditions and an equitable retirement pension for a decent standard of living.

Section 2. We shall not strike or take active part in any sympathetic strike.

ARTICLE III JURISDICTION

Section 1. The jurisdiction of this local shall be as follows: All persons engaged in fire fighting, fire prevention, or Emergency Medical Service who are paid employees of the Roanoke Fire-EMS Department with the exception of the Fire Chief, Deputy Chief, and Assistant Chief. (Effective on any appointment to the position of Assistant Chief of Operations made after 1/1/2006) Anyone eligible for membership in the Association shall not be refused membership or upon acceptance, be discriminated against because of race, color, creed, religion, national origin, sex or by reason of disability.

ARTICLE IV 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 III, will be eligible for active membership.

Section 2. **HONORARY** - For meritorious service to their local or for distinguished public service, persons may be elected honorary members by majority vote. All persons, of the Fire Department, under Article III, who have been members of this Local in good standing, including those on retirement at the time of the Adoption of this Constitution and By-Laws, may be considered if warranted to honorary membership in this Local. 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. **ACTIVE RETIRED** - Retired members in good standing at date of retirement shall be offered the opportunity, to become active retired members with dues amounting to one-half of the IAFF & VPPF's per capita tax plus \$1.00 per month. They shall have all rights and privileges of an active member.

Section 4. **MAINTENANCE OF GOOD STANDING** - Membership in good standing includes any person who has fulfilled the requirements for membership in this Local Union 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 5. **SEPARATION** - When any member in good standing is separated from the service or who are precluded by law or contract from maintaining union membership by virtue of their fire department position they shall be issued a withdrawal card. Furthermore no reinstatement fee will be charged upon reentry into the organization. A member who is elected as an officer of the International Association of Fire Fighters, or who is elected or appointed as a representative of or to an affiliated labor organization, shall retain their active membership in this local.

Section 6. **DELINQUENT MEMBERS** - Members who fail to pay their dues or assessments within the periods prescribed by the International Association Constitution and By-Laws or as required by this Constitution in Article VI, Section 2, shall be notified by the proper Local officer 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 Union or in the affairs of the International.

ARTICLE V

APPLICATION

Section 1. Every Person, as defined in Article IV, Section 1, presenting their application to this Local for membership shall pay to the Secretary-Treasurer the initiation fee as established by the International Association of Fire Fighters and the Virginia Professional Fire Fighters plus dues for one month. The initiation fee and dues must accompany the application. Should this application be rejected all fees and dues shall be returned to the applicant.

Section 2. Every application received by this Local shall be read to the members on the regular meeting night, then lay on the table until the next meeting before a vote can be taken. A majority vote of the member present at a regular meeting is necessary to elect or reject.

Section 3. Any applicant rejected for membership in the Local, may make application for membership at six month intervals under the same procedure of balloting as described in Section 2 of this article. The applicant may make written request to be heard in person in their defense.

Section 4. All new members of the Roanoke Fire/EMS Department must apply for membership with-in thirty (30) days upon satisfactory completion of their probationary period, members failing to do so will be subjected to Article VI, Section 3. Probationary Period shall be defined as one year.

Section 5. This Local Union shall not be bound to service any member who has not taken the oath of membership.

ARTICLE VI

RETENTION OF MEMBERSHIP

Section 1. When any member of this Local, in good standing, separates themselves from this service they may receive a withdrawal card.

Any such member re-entering the jurisdiction of this Local may present their withdrawal card in lieu of initiation fee or reinstatement fee. They will not be a reinstated member, but a member returning to the jurisdiction of the Local and shall be accepted as such.

Section 2. Dues shall be paid monthly (by means of bi/weekly payroll deduction through an agreement with the City of Roanoke) by all active members of this Local. If a member fails to make payment by the fifteenth day following the month such dues are payable, they 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. The Secretary-Treasurer shall be held strictly accountable for such notification.

Section 3. A member suspended from this Local or members as described in Article V Section 4 for non-payment of dues shall be eligible for reinstatement according to the following procedure: They shall make application as a new member, as provided in Article III of this Constitution, if such application be accepted by the body, they shall, within thirty days, pay to the Secretary-Treasurer the additional sum of twenty-five dollars plus all back dues accumulated during the period between their last payment of dues and actual suspension or back to their 30 day deadline after their probationary period. Upon the fulfillment of these requirements, they shall be eligible for reinstatement as a member of this Local at the next nearest regular meeting.

Section 4. A member may be (1) fined, (2) fined and suspended for a definite length of time, (3) suspended for a definite length of time, or (4) expelled for cause as provided in Article XVI of this Constitution. A member fined or suspended shall be eligible to regain their good standing by satisfaction of such fines and suspensions. A member expelled shall not be eligible for reinstatement in this Local at any future time.

ARTICLE VII

MEETINGS

Section 1. **REGULAR MEETINGS** - The regular meetings of this Local Union shall be held once each month at 7:00 PM unless otherwise set by the executive board. It will be set up by the executive board so each member can attend 2 out of 3 meetings a quarter. The meeting will be a place designated by the membership. The meeting place of this organization may be changed from time to time by a majority vote of the members present or by the Executive Board whenever they deem it necessary and to be in the best interest of this Local.

Section 2. **SPECIAL MEETINGS** - (a) The President of this Local shall have the authority to call a special meeting of this Local after seven (7) days of written notice to members. (b) Whenever the President receives a written petition over the signature of seven members in good standing for a special meeting, setting forth the reasons for such a

meeting, they shall within seven (7) days of written notice, notify the members in good standing and call such a meeting. The written notice shall state the business to be considered at the meeting, and no business other than that stated will be in order at the meeting.

Section 3. **QUORUM** - Seven members in good standing shall constitute a quorum.

Section 4. 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 Roberts Rules of Order, Revised, shall govern the meetings of this Local in all cases not in conflict with this constitution, the By-Laws of this Local or the Constitution and By-Laws of the International Association or interpretations of these documents. The basic rules of order governing meetings of the Local shall be found in Article I of the By-Laws of this Local.

ARTICLE VIII

OFFICER AND ELECTIONS

Section 1. **OFFICERS AND TERM-** The officers of this Local shall consist of a President, three (3) Vice Presidents, a Secretary-Treasurer, three (3) Sergeant-at-Arms, six (6) Trustees, and three (3) Stewards. There shall be one (1) Vice President, one (1) Sergeant-at-Arms, two (2) Trustees, and one (1) Steward elected from each shift. The term of these officers shall be two year. Elections shall be held annually with each office voted on every other year as follows: even years, President, Stewards, and Trustee's; odd years, Secretary/Treasurer, Vice Presidents, and Sergeant-at-Arms.

Section 2. **ELIGIBILITY FOR OFFICE-** Any member in good standing of this Local shall be eligible to be a candidate and to hold office.

Section 3. **RIGHTS OF CANDIDATES-** Every candidate for office shall have a right to request distribution of campaign literature by mail or otherwise to all members in good standing, at the candidates own personal expense. If this request is granted by the Local, all other candidates for office shall receive the same privilege. "A candidate for office" includes a candidate for membership on the Executive Board or similar governing body. 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 ELECTION-** 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 office. This section does not prevent the expenditure from union 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, of the date, time and place at which nominations shall be made, and the date, time and place at which elections shall be held. Any member in good standing may nominate eligible members for office. Election shall be by secret ballot. Write in voting shall not be permitted. If there is only one nominee for a given office, such nominee shall be declared elected. There shall be no voting by proxy in any election of local union offices. The candidate receiving the Plurality vote shall be declared elected.

Section 6. **ELECTION COMMITTEE-** The President shall appoint an Election committee which 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 and casting of ballots and attend meeting of the Elections Committee at which the votes are tabulated.

Section 7. **BALLOTS PRESERVED-** The ballots and all other records of an election of officers shall be preserved by the Secretary-Treasurer for two (2) years.

Section 8. **TIME OF NOMINATION AND ELECTIONS-** All elections of officers shall be so conducted that nomination of officers take place at the regular meetings in September and October in each year. The election of officers shall take place in November at two stations on the North side, two stations on the South Side as designated by the executive board and at the November Union Meeting. The newly elected officers shall take office on January 1st and be installed at the awards banquet in December.

Section 9. **VACANCIES IN OFFICE-** When a vacancy occurs in any elective office of this Local by death, resignation, removal, suspension, expulsion, or suspension for non-payment of dues, it shall be filled as soon as practical to do so. The Executive Board shall call 2 special meetings or the regular monthly meeting and special meeting to hold nominations for that office. The election shall be held according to Article VIII, Section 8 with the exception of the month of November.

Section 10. No elective officer of this Local shall be entitled to hold two offices at the same time.

ARTICLE IX

DUTIES OF OFFICERS

Section 1. **PRESIDENT-** It shall be the duty of the President to represent Local 1132 at all necessary IAFF events, and further be their responsibility to attend all VPFF Board Meetings and events. The President shall preside over all meetings of the Local to include meetings of the Executive Board. They shall be a member ex-officio of all committees. They shall appoint all committees at each meeting, unless otherwise ordered. They shall

sign all orders and checks drawn on the Secretary-Treasurer and perform such other duties as the Local may require of him. They shall, together with the Executive Board, have complete control over any emergency which might come about that can not wait for action at a special or regular meeting. They shall have the power to call a meeting of the Executive Board or special meeting of the members of this Local. The President shall discharge on behalf of the Local union 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 Union such records as the law requires to be kept in support of reports filled by it. The President of this Local shall appoint 4 at-large members, one member from each shift and one retired active member of the local to serve on the Executive Board.

Section 2. **PRESIDENT EMERITUS-** The position of President Emeritus is hereby established. The position requires a majority vote of the membership and ten years tenure in a primary position (President and/or Secretary Treasurer). This position will be occupied by D. Duane Dixon. This position shall carry with it ex-officio lifetime membership in Local 1132. The duty of these positions shall be the same as outlined by the IAFF Constitution and By-laws Article V, Sections 7, 8, 9 and any other duties as assigned by the President of the VPFF.

Section 3. **SECRETARY-TREASURER-** The Secretary-Treasurer shall retain a record of all the proceedings and all other records of this Local. They shall be custodian of the Official Seal. They shall keep a record of all the names and addresses of the membership. They shall issue the official application blank and receive all applications for membership. The Secretary-Treasurer shall receive and deposit all monies for this Local. They shall be the official custodian of all the monies of this local. They shall close all accounts of the Local on December 31st of each year and all monies received and disbursed after that date shall not be reported in the general balance account of the ensuing year. They shall disburse all money by the voucher-check system countersigned by the President. They shall furnish an accounting of all money at all regular meetings. They shall, with the consent of the Executive Board, purchase any supplies necessary to conduct the affairs of the Local. They shall furnish the elective officers with the necessary stationary. They shall keep their record books up to date and open for inspection of the Executive Board or any member of this Local at all times. The Secretary-Treasurer shall make a monthly report to the International General Secretary-Treasurer of any members who are delinquent in their dues and any members who are suspended from membership for non-payment of dues as provided under Article VI, Section 2 of this Constitution. The Secretary-Treasurer shall discharge on behalf of the Local Union 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 Union such records filed by it. The Secretary-Treasurer shall issue all membership cards in accordance with Article XIII, Section 4 of the International Association Constitution and perform such other duties as may be required of them.

Section 4. **SECRETARY/TREASURER EMERITUS-** The position of Secretary/Treasurer Emeritus is hereby established. The position requires a majority vote

of the membership and ten years tenure in a primary position (President and/or Secretary Treasurer). This position will be occupied by Beverly Mitchell and Michael W. Hanks. This position shall carry with it ex-officio lifetime membership in Local 1132. The duty of these positions shall be the same as outlined by the IAFF Constitution and By-laws Article V, Sections 7, 8, 9 and any other duties as assigned by the President of the VPFF.

Section 5. **VICE PRESIDENT-** In the absence of the President from any constituted meeting, the President shall appoint an off-duty Vice President or the Secretary-Treasurer to preside. The Vice President shall perform such other duties pertaining to this organization as the President or the members may request. The Vice President shall discharge on behalf of the Local Union 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 Union such record as the law requires to be kept in support of reports filed by it.

Section 6. **SHIFT STEWARDS-** It shall be duty of the shift steward to handle all grievances on their shift and pass the information on to the President and grievance committee. They shall be responsible for the collection of any funds on their shift for different Local functions. They shall call each station to remind them of the union meeting the last day their shift works before the union meeting. They will also communicate with the Station Stewards on their shift.

Section 7. **STATION STEWARDS-** The Executive Board shall appoint one (1) station steward per station. It shall be the duties of the Station to communicate with the members at their station and help in various union matters that is designated from the Executive Board, President, or Shift Steward.

Section 8. **SERGEANT-AT-ARMS-** It shall be the duty of the Sergeant-at-Arms to tile the door, to keep all intruders and eavesdroppers from entering. They shall admit only those who are in good standing and have them to sign the roll book as they come in.

Section 9. **TRUSTEES** -The trustees of this Local shall consist of six members who shall be elected as required under Article VIII of this constitution. The trustees of this Local shall check and audit the books of this Local annually as provided in Article XIII, Section 9 of the International Association of Fire Fighters By-Laws which states that the books and accounts of all local unions shall be audited annually, and the last such report of the audit shall be forwarded each year to the General Secretary-Treasurer over the seal of the local within 180 days of the close of the local's fiscal year. They shall cause the books to be audited by a certified public accountant each year if necessary. They shall report the results of the audit to the Executive Board and the members at the next regular meeting. The Trustees shall be the custodians of all personal property of the Local. The Trustees shall discharge on behalf of the Local Union 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 Union such records as the law requires to be kept in support of reports filed by it.

Section 10. **EXECUTIVE BOARD-** The three Vice Presidents, with the President as Chairman, the Secretary-Treasurer, and four appointed members shall compose the Executive Board of this Local. The Executive Board shall meet on call of the President or on call signed by a majority of its members. Five members of the Executive Board shall constitute a quorum.

Section 11. **BONDING OF OFFICERS-** 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 expenses of first \$5,000.00 which is borne by the International and anything above that will be borne by the Local.

Section 12. **SALARIES, ALLOWANCES AND EXPENSES OF OFFICERS AND MEMBERS-** The salaries of the President and Secretary/Treasurer are as follows: The President shall receive \$550.00 a month base pay and the Secretary/Treasurer shall receive \$450.00 a month base pay. They shall receive a pay increase of \$50.00 per month for every year they are in office for a period of up to 10 years. If any officer leaves office and returns later they shall start at the pay they were receiving when they left office.

(a) Any member of the Locals Executive Board using their automobile on Union business shall receive an amount equal to the IAFF mileage reimbursement, plus gasoline.

(b) The salaries of the President and Secretary-Treasurer of the Local shall be established by Article XVIII of these constitution and by-laws. Vote will be taken by secret ballot.

(c) The President and Secretary-Treasurer shall be furnished with the necessary credit cards to carry out the responsibilities of their offices.

ARTICLE X

FISCAL YEAR

The fiscal year of this Local shall begin January 1st and end on December 31st of the same year.

ARTICLE XI

DELEGATES AND ALTERNATES TO INTERNATIONAL AND STATE AND CENTRAL LABOR BODIES

Section 1. Delegates and Alternates to the International Convention and all other conventions shall be elected by secret ballot vote of the members in good standing of this Local Union at the regular or special called meeting. The President and Secretary-Treasurer of the Local shall be delegates to all conventions attended by this Local by virtue of their office.

Section 2. DELEGATE CONVENTION EXPENSES--Actual expense for travel, lodging, and meals, shall be borne by this Local. These expenses shall not include loss of work time unless authorized by majority vote of the members present at a regular or special meeting.

ARTICLE XII

INITIATION FEES, DUES, AND ASSESSMENTS

Section 1. Initiation fees shall be paid as specified by the International Association constitution and by-laws.

Section 2. Effective July 1, 2006 - Dues shall be 1.5% of Step 1 Fire Fighters Salary. Effective July 1, 2007 - Dues shall be increased 0.125% per year of Step 1 Fire Fighters Salary ending July 1, 2010 when dues shall be 2.0% of Step 1 Fire Fighters Salary, There shall be no further increases unless the provisions set forth in Article XII, Section 5 are met.

Section 3. Reinstatement fees shall be as provided in Article VI, Sections 1, 3, and 4 of this constitution.

Section 4. Special assessments may be levied only by a referendum majority vote of the membership by secret ballot of the Local when deemed necessary to carry on the work of the organization. All monies received from any person, corporation, or business of any nature in appreciation for services rendered by this association shall be turned over to the Secretary-Treasurer of this local to be put in the general fund, or special funds as provided by the membership. All monies received from any source such as dances, carnivals, circuses, athletic events or from any source under the auspices or sponsorship of this Local, shall be turned over to the Secretary-Treasurer of this Local to be put in the special or general fund as provided by the membership.

Section 5. No increase in rates of initiation fees, reinstatement fees, dues or assessments shall be levied or a vote taken on such increase unless notice is given to all members in good standing at least thirty days in advance of the date set for a vote. Such above stated increase shall be approved only upon majority vote of entire membership in good standing voting in referendum by secret ballot.

ARTICLE XIII

COMMITTEES

Section 1. All committees shall be appointed by the President from the members in good standing of the Local.

Section 2. The President, with the approval of the Executive Board, shall have the

authority to appoint any committee that they deems necessary for the benefit and efficient functioning of this Local.

Section 3. Standing Committees of this Local shall be as follows: (a) Good and Welfare Committee, (b) Grievance Procedure Committee.

ARTICLE XIV

MEMORIAL TRIBUTE AND ELIGIBILITY

Section 1. In the event of death to a member or a member of their family, it shall be the policy of this Local to send the bereaved family one white memorial Bible with inscription Roanoke Fire Fighters Association, Local 1132, I.A.F.F.

Section 2. A memorial Bible shall be sent in the event of death to persons in the following category: An active or active retired member, their spouse or children; their mother or father; their brother or sister; their spouse's mother or father.

Section 3. The Executive Board shall be empowered to send a memorial Bible or Flowers to honorary members and their wives, or other persons not covered in the above categories.

Section 4. A memorial Bible shall be sent to the bereaved family in the event of death of a retired member, in good standing, of this local.

ARTICLE XV

LOCAL BENEFIT SPONSORSHIPS

Section 1. No Carnival, circus, dance, athletic event or anything whatsoever shall be given under the auspices or sponsorship of this Local or in the name of this Local except by a majority vote of the members present at a regular or special meeting or this Local.

ARTICLE XVI

MISCONDUCT CHARGES, TRIAL AND APPEALS

Section 1. Misconduct, Charges, trials, and appeals shall be governed by the International Association Constitution and By-Laws.

ARTICLE XVII

MANAGEMENT, INVESTMENT, AND DISBURSEMENT OF UNION FUNDS AND PROPERTY

The money and property of this Local Union shall be used solely for the benefit of the Local and its members and not for the personal gain and/or profit of any officers or members. Local Union officers, agents, representatives and employees who handle the Local's funds or property shall be held to this standard of conduct and accountable for any breach thereof under this and the International Association Constitution and By-Laws and as provided by law. Such officers as are given the responsibility under the constitution of by-laws shall manage, invest, and expand its funds and property only in accordance with applicable provisions of this Local's Constitution and By-Laws and any resolutions properly adopted there under. Otherwise, funds and property may not be invested, used or disbursed except upon majority approval of members in good standing at a regular or special meeting of this Local.

ARTICLE XVIII

AMENDMENTS

Section 1. This Constitution and By-Laws made under its provisions may be amended by a two-thirds vote provided that notification of the change has been posted in each station for a period of fifteen (15) days in advance of the meetings at which time the vote will be taken.

Section 2. An amendment by members to these constitution and By-Laws shall first be made in the form of a motion and handled as such at two regular or special business meeting of this Local by majority vote and then handled according to the above section (Article XVIII, Section 1). Amendments from the constitution and by-laws committee shall be handled according to Article XVIII, Section 1.

Section 3. A proposed amendment that has been voted on by this body and passed to this constitution or any By-Laws shall be submitted for approval to the International General President prior to its printing or issuance.

ARTICLE XIX

HUMAN RIGHTS

This Local Union shall promote civil rights for all members of the Local at all times.

BY-LAWS

ARTICLE 1

PROCEDURE

The meeting shall be opened and then the Prayer shall be offered. The President has the option of reading the printed opening and/or opening prayer.

OPENING

President: "Brothers and Sisters, the guardian being at their post to defend us against all intruders, the Secretary-Treasurer being prepared to record the proceedings and a sufficient number of brothers being present, I declare this meeting duly convened and qualified to consider and transact such business as may come before it that is recognized by the International Association of Fire Fighters. All who are not members of the Association will please retire."

President: "By the authority vested in this Union by the charter in our midst, and the formal consent of our members we are pledged to the emancipation of our class from poverty, ignorance, and selfishness. This can best be accomplished by organization, and fraternity is the cause and effect of unity. In union there is strength, so while we cannot hope to be successful when working individually, by combining our efforts the most skillful and beneficent results may be attained."

President: "I now declare this meeting open for the transaction of such business as may be legally come before it."

OPENING PRAYER

Our Father who art in Heaven and in earth, enter, we pray Thee, and be the center of our meeting and deliberation. We differ in our wants, our tempers, and tastes. Selfishness and egotism spoil our perfect union. Only as Thou dost dwell in us, and we in Thee, can we realize that unity of life and action which makes for true happiness and strength. As we go forth this to our toil and our pleasures, help us to keep Thee and one another in our minds and hearts. Help each of us to face our self-centered desires, and to make mutual surrenders for the comfort and good of all our membership. Help us to remember that larger unity of brotherhood which Thou hast planned in and through the second coming of Christ our Lord. May thy revelation of Fatherhood fashion our nation and the peoples of other lands into that one family wherein righteousness, peace and joy shall dwell forever. Amen

ORDER OF BUSINESS

1. Opening/Prayer (Optional)
2. Pledge of Allegiance
3. Acknowledgement for Line-of-Duty-Deaths
4. Roll call of officers and members.
5. Reading of the minutes of previous meeting for information.
6. Application for membership.
7. Voting on Applications for membership.
8. Initiation of candidates.
9. Secretary-Treasurer's report of the previous month's receipts and expenditures.
10. Communications and bills.
11. Reports of officers and committees.
12. Good and Welfare.
13. Unfinished business.
14. New Business.
15. Closing.

CLOSING PRAYER (OPTIONAL)

O Almighty God and gracious Father, we beseech Thee, hear our prayer today. Bless us all with health and happiness. Give us sane minds, light hearts, unsullied vision of our duties and responsibilities, and above all, a right judgment in all things. Guard our inexperience, keep us from all self-conceit; make us become as little children, that we may be wise, to become gentle that we may be strong to become humble, that we may be divine.

Prepare us to fulfill our course in life with honor; and grant that we may so live in this world that in the world to come, we may have life everlasting; through Jesus Christ our Lord. Amen.

CLOSING STATEMENT BY THE PRESIDENT

President: "There being no further business before the Union, we will now proceed to close:

"You will all bear well in mind your obligations. Cherish the Union, for it teaches you how to live; have faith in the Union, and it will comfort you in need; have zeal for the Union, for in its growth you will find happiness for yourselves and your fellowmen."

"By virtue of my office, I now declare this meeting adjourned until our next regular meeting (unless specially called) when I hope to see all of you present."