



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

HAROLD A. SCHAITBERGER
General President

EDWARD A. KELLY
General Secretary-Treasurer

January 6, 2017

Hillary A. Lindsay, Treasurer
Alexandria Firefighters
IAFF Local 2141
8406 Cedar Falls Court
Springfield, VA 22153-3852

Dear Sister Lindsay:

I have completed my review of your amended Constitution and By-Laws to determine its compliance with the IAFF Constitution and By-Laws. During my review, I found an instance, discussed below, where a change should be made.

Article 7, Section 2: This section cites Article 4, Section 2 of the International Constitution and By-Laws as the basis for electing delegates and alternates to state conventions. Please be advised that the above IAFF constitutional provision only governs the election of delegates and alternates to International conventions; not state conventions. You should refer to the provision(s) regarding election of convention delegates and alternates to state conventions in the Virginia State Association Constitution and By-Laws.

Although I recommend that you adopt the change outlined above, I am nonetheless approving your Constitution and By-Laws. At your earliest convenience, please have your members adopt the change outlined above and submit a revised Constitution and By-Laws to this office.

Sincerely and fraternally,

Harold A. Schaitberger
General President

Enclosure

HAS/DLS:rpj

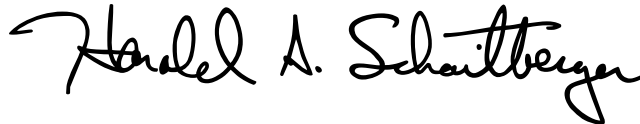
Cc: Andrew Pantelis, Vice President, IAFF District 4
Megan Ellzy, President, IAFF Local 2141

Local Union Constitution & By-Laws

Alexandria Firefighters

Local #2141

International Association of Fire Fighters
AFL-CI, CLC
APPROVED

A handwritten signature in black ink, reading "Harold A. Schaitberger". The signature is written in a cursive style with a large initial "H" and a long, sweeping underline.

IAFF, General President 1/6/17 Date

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS ALEXANDRIA FIREFIGHTERS LOCAL 2141

CONSTITUTION AND BY-LAWS

ARTICLE 1

Name

Section 1: *Name*

The number and the name of this organization shall be: Local Number: 2141;
Name: Alexandria Firefighters, Inc.; International Association of Firefighters.

Section 2: *Definitions*

Reference in the Constitution and By-Laws to “Local” or “Local Union” shall refer to Local 2141 as set forth in Section 1 above and references to “Association” or “International” shall refer to the International Association of Fire Fighters.

Section 3: *Compliance*

The 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, the decisions and the 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 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 services, or related services. **This includes, but is not limited to, employees in Fire Emergency Services, Emergency Medical Services, the Department of Emergency Communications, Fire Prevention Services and Life Safety, Fire Marshal’s Division, Code Administration, and the Fire**

Maintenance Shop.

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, creed, national origin, **gender, sexual orientation**, or by reason of disability.

Section 2: *Honorary*

For meritorious service to this Local or for distinguished public service, persons may be elected honorary members by majority vote **of the Executive Board of the Local**. Honorary members shall not pay initiation fees, or any 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 Firefighters, 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 monthly dues or assessments by the fifteenth (15th) day following the 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, by certified mail. Delinquent and suspended members are not entitled to voice or vote in the Local or in the affairs of the International.

ARTICLE 4
Meetings

Section 1: *Meetings*

Regular meetings of this Local shall be held on the second Wednesday of each month starting at **8:00 am**.

Section 2: *Special Meetings*

Special meetings may be called by vote of a majority of the Executive Board. All members in good standing shall be notified in writing of such special meeting at least seven (7) days prior to said meeting. The notice shall state the business to be considered at said meeting, and no other business that that shall be in order at said meeting.

Section 3: *Quorum*

The quorum for any meeting of the Local, either regular or special, shall be seven (7) members in good standing.

Section 4: *Rights of Members*

Every member in good standing shall have the right to attend any **regular meeting of the Local** and to participate in such meeting in accordance with the recognized rules set forth in the manual of parliamentary procedure adopted by this Local. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the International or this Local.

Section 5: *Rules for Meetings*

The rules contained in Atwood's Rules 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.

ARTICLE 5

Officers and Elections

Section 1: *Number and Titles*

The officers of this Local shall consist of a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and eight (8) members of the Executive Board, who shall hold office for two (2) years and until the election of their successors unless removed from office as provided in the Constitution and By-Laws of the International Association of Firefighters or of this Local. The same individual may hold the office of Secretary and the office of Treasurer. The terms of officers shall begin in November of alternating years beginning in 2017, the aforementioned term length notwithstanding for officers serving when this section becomes effective.

Section 2: *Eligibility for Office*

Any member in good standing shall be eligible to be a candidate for the offices of President, Secretary, Treasurer and Executive Board. **Any member in good standing from Fire Emergency Services** or the Fire Marshal's Division shall be eligible to be a candidate for the office of 1st Vice President. **All other members in good standing shall be eligible to be a candidate for the office of 2nd Vice President.**

Members in good standing shall be eligible to be a candidate for the Executive Board. The Executive Board shall consist of seven (7) active members and one (1) retired-active member. If there is no nominee of a retired-active member, eight (8) active members will be elected.

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 candidate's 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 member 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 the election of officers.

This section does not prevent the expenditure of any 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*

Notices informing members of the date, time, and place at which nominations for office will be conducted shall be conspicuously placed in each fire station, the Department of Emergency Communications, the Professional Development Center, the Fire Maintenance Shop, the offices of the Fire Prevention and Life Safety section, and of Code Administration no less than fifteen (15) days prior to the date of the nominations meeting. Any member in good standing may nominate eligible members for office. Election ballots shall be mailed to each active member's house no later than fifteen (15) days prior to the date that the ballots must be post-marked in order to be counted. Write-in voting shall not be permitted. If there is only one (1) 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 the majority of the ballots cast shall be declared elected. If no candidate receives a majority of ballots cast, there shall be a run-off election between the two (2) candidates who received the most votes.

Section 6: *Election Committee*

The President shall appoint an Elections 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 the meeting of the Elections Committee at which the votes are tabulated.

Section 7: Ballots Preserved

The Secretary shall preserve the ballots and all records of an election for one (1) year following the election.

Section 8: Vacancies in Office

Should a vacancy occur by reason of death, resignation, **incapacity**, 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: Local President**

It shall be the duty of the President to preside at all meetings of the Local and all meetings of the Executive Board. He/she shall be the executive head of the Local. He/she shall be a member ex-officio of all committees. He/she shall appoint such committees as may be provided for this Constitution and By-laws and such special committees as may be authorized by the Local. Together with the Treasurer, he/she shall sign all orders and checks lawfully and properly drawn, and the President shall ensure an approved operating budget prior to the start of the fiscal year. He/she shall enforce strict observance of the Constitution and By-Laws of the International as this document relates to the Local and the Constitution and the By-Laws of this Local. He/she shall have general supervision of the activities of the officers and chairman of committees. 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 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 2: Local Vice Presidents

The Vice Presidents shall assist the President in such a manner as the President may determine. **The 1st Vice President shall represent sworn personnel in Fire Emergency Services** and the Fire Marshal's Division. The 1st Vice President shall be elected from the ranks of those whom he/she represents. **The 2nd Vice President shall represent all other members.** The 2nd Vice President shall be elected from the

ranks of those whom he/she represents. In the absence of the President, the 1st Vice President shall preside at meetings of the Local and the Executive Board. If the office of President becomes vacant, the 1st Vice President shall be acting President until the office of President is filled by election from the Executive Board.

Section 3: *Local Secretary*

The Secretary shall have custody of all documents, records, books, and papers belonging to the Local, except as may otherwise be provided by this Constitution and By-Laws. The Secretary shall keep an accurate record of the meetings of the Local and the Executive Board, of which he/she shall be Secretary. The Secretary shall attest all official documents with his/her signature and the seal of the Local. He/she shall conduct the correspondence of the Local promptly. He/she 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/her by applicable law, including the execution and filing of any reports to Federal or State authorities, and he/she shall cause to be maintained by the Local such records as the law requires to be kept in support of the reports filed by it.

Section 4: *Local Treasurer*

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/she shall maintain and keep current a record of members with their dues payments, assessments and all financial transactions promptly and accurately entered. He/she shall be prepared to exhibit receipts and vouchers upon audit of his/her books. He/she shall forward the annual audit of the Local to the General Secretary Treasury of the International, over the seal of the Local. It shall be the duty of the Treasurer to prepare and present a quarterly expenditure report to the Executive Board.

Section 5: *Local Executive Board*

The Executive Board shall consist of the President, the Vice Presidents, the Secretary, the Treasurer and the eight (8) members of the Executive Board who are elected at the biennial meeting and shall which consist of the seven (7) active members and one (1) retired-active member, if elected. It shall be the duty of the

Executive Board to exercise general supervision and approval of the funds, assets and real property of the organization, including access to legal counsel retained by 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 6: *Offices Combined*

The office of Secretary and the office of Treasurer may be combined so that one person shall fulfill both duties. This shall be determined by a vote of the general membership at the meeting held prior to the posting of the notice of nominations for Local office.

Section 7: *Bonding*

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 General Secretary Treasurer, in compliance with applicable law. The expense of the first **\$5000.00** of the bond shall be borne by the International. If additional bond is necessary, the Local shall pay the additional premium. The Local shall have sufficient bonding to cover at least ten (10%) of its current liquid assets.

ARTICLE 7

Delegates and Alternates to the International Conventions

Section 1: *International Delegates and Alternates*

The President of the Local, by virtue of election to this position, shall be an automatic delegate to all International Conventions, and such delegate status shall be noted on the notice of nominations and election ballots. If, in accordance with Article 4, Section 2 of the International Constitution and By-Laws, the Local is entitled to more than one (1) delegate, the Treasurer of the Local, by virtue of election to this position, shall be an automatic delegate to the International Convention, and such delegate status shall be noted on the notice of nominations

and election ballots. If the Local should be entitled to more than two (2) delegates, the first additional delegate shall be the 1st Vice President of the Local by virtue of election to this position. Any additional delegates that the Local may be entitled to shall be elected by secret ballot of the members in good standing. If the 1st Vice President of the Local is not a delegate to the International Convention, he/she shall be an automatic alternate delegate by virtue of his/her election to Local office, and such delegate status shall be noted on the notice of nominations and election ballots. Any additional alternate delegates shall be elected by secret ballot of the members in good standing.

Section 2: *State Delegates and Alternates*

The President of the Local, by virtue of election to this position, shall be an automatic delegate to all State Conventions, and such delegate status shall be noted on the notice of nominations and election ballots. If, in accordance with Article 4, Section 2 of the International Constitution and By-Laws, the Local is entitled to more than one (1) delegate, the Treasurer of the Local, by virtue of election to this position, shall be an automatic delegate to the State Convention, and such delegate status shall be noted on the notice of nominations and election ballots. If the Local should be entitled to more than two (2) delegates, the first additional delegate shall be the 1st Vice President of the Local by virtue of election to this position. Any additional delegates that the Local may be entitled to shall be elected by secret ballot of the members in good standing. If the 1st Vice President of the Local is not a delegate to the State Convention, he/she shall be an automatic alternate delegate by virtue of his/her election to Local office, and such delegate status shall be noted on the notice of nominations and election ballots. Any additional alternate delegates shall be elected by secret ballot of members in good standing.

Section 3: *Credentials*

The credentials of delegates and alternates to all conventions must certify that contested elections were held by secret ballot.

ARTICLE 8

Initiation Fees, Dues and Assessments

Section 1: *Initiation Fees*

Initiation fees shall be paid in the amount of \$10.00 The Local will pay this cost.

Section 2: *Dues*

Dues shall be one and one half percent (1 ½ %) of a starting Firefighter's salary per year. Dues shall be increase each year when the starting Firefighter's salary is adjusted. Any additional increases shall require notice of such proposed increase to be given to the members in good standing at least thirty (30) days in advance of the date such vote for increase is to occur. The proposed increase shall become effective upon majority vote of the members in good standing and present at the meeting in which the vote is taking place. The Local union shall submit the proposed increase for approval in either two (2) ways: by secret ballot at the general or special membership meeting or by referendum conducted by secret ballot.

Section 3: *Assessments*

Assessments may be made only in the following manner: each member in good standing shall be notified in writing at least thirty (30) days in advance of the date on which the vote for assessment is to occur. The proposed assessment shall become effective upon a majority vote of the members in good standing. This

Local union shall submit the proposed assessment for approval in either of two (2) ways: by secret ballot at a general or special membership meeting or by referendum conducted by secret ballot.

Section 4: *Reinstatement Fees*

Reinstatement fees shall be \$10.00, plus all back dues and assessments.

The Local shall pay reinstatement fees for any member who terminates his/her membership from this Local one (1) time. Any individual who wishes to rejoin the Local a second time will have to pay reinstatement fees and all back dues applicable at their own expense.

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

ARTICLE 9

Misconduct, Trials and Appeals

Section 1: *Misconduct and Trial*

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 By-Laws and be given a reasonable time to prepare his/her defense and afforded a hearing as provided in Article XVII of the International Constitution and By-Laws.

Section 2: *Appeals*

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 the International within thirty (30) days of the action to be appealed.

ARTICLE 10

Audit

The books and accounts of this Local shall be audited annually, and the last such report of the 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 membership list.

ARTICLE 11

Amendments

Section 1: *Proposed Amendments*

This Constitution, and By-Laws made under its provisions, may be amended by the two-thirds (2/3rd) 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 (15) days in advance of the meeting at which the vote will be taken.

Section 2: *Adopted Amendments*

A proposed amendment to this Constitution, or 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.