



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

HAROLD A. SCHAITBERGER
General President

THOMAS H. MILLER
General Secretary-Treasurer

DOCUMENT

December 17, 2012

Brian Latham, Secretary
Fauquier County Professional Fire Fighters
IAFF Local 3762
P.O. Box 77
Catlett, VA 20119-0077

Dear Brother Latham:

I have completed my review of your amended Constitution and By-Laws to determine its compliance with the IAFF Constitution and By-Laws. During this review, I found a number of instances where significant changes should be made. Please remember that all changes, even those recommended by the IAFF, must be approved by the membership prior to submission to the IAFF General President for approval. Once you have made the changes indicated below and your membership approves them as stated in Article XII, please submit a revised Constitution and By-Laws to this office for approval.

Article I, Section 3; Article VI, Section 5, Paragraph 2; Article XI, Section 2 (and elsewhere throughout your document): In accordance with the IAFF Constitution and By-Laws, officers of the IAFF are referred to as General President and General Secretary/Treasurer. Please add the word "General" when making reference to IAFF principal officers.

Article IV, Section 2: The IAFF Constitution and By-Laws, Article III, Section 3, states that honorary membership is conferred upon individuals "by majority vote." So that this section complies with the above IAFF constitutional provision, please delete "2/3's (two-thirds)" from the second line.

Article IV, Section 5: In order for this section to more fully comply with the IAFF Constitution and By-Laws, Article XIII, Sections 5 and 6, please consider adding the following to the first paragraph of this section: "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."

Please note that all other provisions of this section as written should remain unchanged.

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Article IV, Section 6: The IAFF Constitution and By-Laws. Article XIII, Section 4, states that delinquent members are not entitled to “*voice or* vote in the Local or in the International.” Please add the words “voice or” before “vote” found in the fifth line of this section.

Article IV, Section _____: The IAFF Constitution and By-Laws, Article III, Section 2, provides local unions with the option of including active-retiree members within their local. If your local wishes to offer this category of membership, please add the following as a new section: “Members who have retired from this union or have otherwise withdrawn as members in good standing, may be allowed to return to this local union within _____ as active-retired members.” Please note that a specific time period must be inserted. The amount of time is left to the discretion of the local. Active-retired membership is recognized by the IAFF only if the local pays ½ per capita to the IAFF for the individual.

Article VI, Section _____ - Bonding of Officers & Employees: The IAFF Constitution and By-Laws, Article XIII, Section 19, requires that a provision on bonding of officers and employees should be part of local union Constitution and By-Laws. So that your local is in conformance with this IAFF provision, the following must be added as a new section: “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 conformance 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.”

It is also recommended that your local have sufficient bond to cover at least ten (10%) percent of its current liquid assets. Please consider increasing your bond to this level and add the following to this section: “The local shall have sufficient bond to cover at least ten (10%) percent of its current liquid assets.”

Article VII, Section 2: Please be advised that Federal labor law permits each candidate for office to appoint a witness to oversee the distribution of the ballots to the members, the casting of the ballots by the members and the counting of the ballots by the election committee. Please consider adding the following to this section: “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.”

Article VII, Section 3: The U. S. Department of Labor requires that local unions provide their members with at least fifteen (15) days written notice by U.S. mail identifying the date, time and place for election of officers [29 C.F.R. §452.99]. In addition, notice of nominations [29 C.F.R. §452.56] should be reasonably calculated to fully inform your entire membership of the nomination of officers. Although not always directly applicable to unions consisting solely of public sector employees, this notice requirement does apply to the election of delegates to IAFF Conventions and to the election of officers who serve as delegates to IAFF Conventions by

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virtue of their office. So that you are in compliance with the above-cited Federal regulations, you should add a new section to this article stating the following:

Each member in good standing shall be given at least fifteen (15) days advance notice, in writing, of the date, time and place at which nominations shall be made, and at least fifteen (15) days advance notice, in writing, sent by U.S. mail to the last known address of the member, of the date, time and place at which elections shall be held.

Furthermore, additional provisions stating the following should be added to this section:

Any member in good standing may nominate eligible members for office. Elections shall be by secret ballot; write-in voting shall not be permitted. If there is only one candidate for a given office, such candidate shall be declared elected. There shall be no voting by proxy in the election of Local officers. 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.

Article X, First Sentence, Paragraph 2: So that this article is fully consistent with the IAFF Constitution and By-Laws, Article XIII, Section 9, the following must be added after the word "Local": "and shall include an accurate accounting of all employees within the Local Union's Fire Department.

Delegates and Alternates to International Conventions: Article XIII, Section 15 of the IAFF Constitution and By-Laws requires a Local's Constitution and By-Laws to have an article concerning the election of delegates and alternates to International Conventions. Please add the following article to your Constitution:

ARTICLE _____

DELEGATES AND ALTERNATES TO INTERNATIONAL CONVENTIONS

Section 1.

If, in accordance with Article IV, Section 2 of the International Constitution and By-Laws, this Local is entitled to Delegates in addition to the President, they shall be elected by secret ballot of the members in good standing.

Section 2.

Alternates to conventions shall be elected by secret ballot of the members in good standing. The credentials of delegates and alternates must certify to this method of election.

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Thank you in advance for your attention to the foregoing matters. Please do not hesitate to contact my office if we can be of further assistance.

Sincerely and fraternally,

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

Harold A. Schaitberger
General President

Enclosure

HAS/BR:rpd

Cc: William V. Taylor, Vice President, IAFF District 4
Samuel Miller, President, IAFF Local 3762



Fauquier Professional Fire Fighters

Local 3762
P.O. BOX 77
Catlett, Va. 20119
(703) 853-0930

November 14, 2012

Harold A. Schaitberger
General President
International Association of Fire Fighters
1750 New York Ave, NW
Washington, DC 20006-5395

Dear President Schaitberger,

Enclosed are the revisions to the Constitution and Bylaws of this Local. These revisions were properly advertised and approved by a unanimous vote of the members present at the November 5, 2012 General Membership Meeting. Should you have any questions or comments, I am available to discuss them with you.

Fraternally,

Brian D. Latham

Brian D. Latham
Secretary

FAUQUIER COUNTY PROFESSIONAL FIREFIGHTERS

**INTERNATIONAL ASSOCIATION OF
FIREFIGHTERS**

LOCAL 3762

Fauquier County, Virginia

Constitution and By-Laws

This Constitution and By-laws was approved by the membership before its submission to the IAFF, as required by Article XIII of the IAFF Constitution.

November 5, 2012

(Date of Membership Approval)

Authorized Local Officer

November 2012

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PREAMBLE

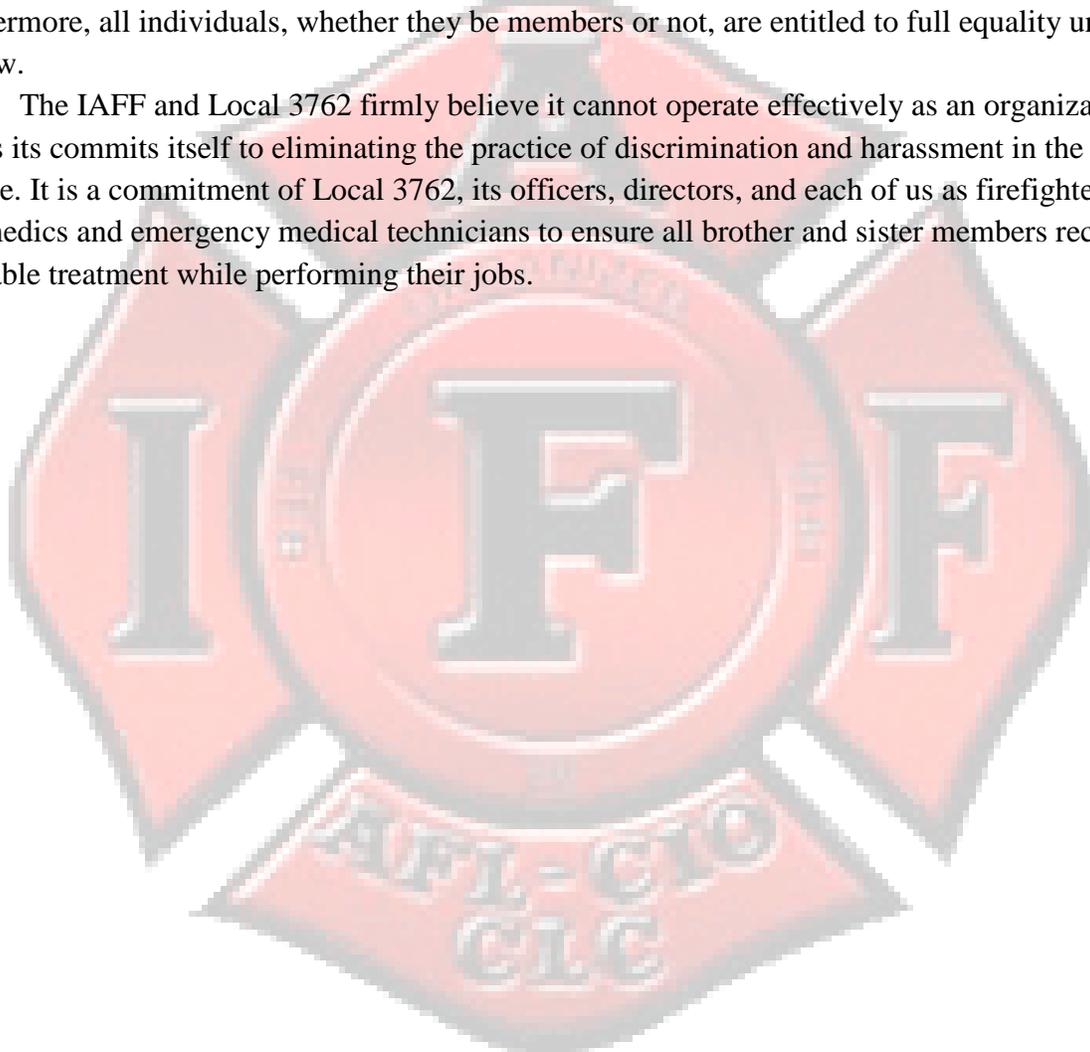
In the belief that in union there is strength, this Union of uniformed fire fighters was formed. We are dedicated to the proposition we can best express our beliefs and achieve the rewards of our labors through action, which is concerted and concerned. We further stipulate this Union shall also have as its objective the upgrading of the image of the fire fighter and paramedic, the establishment of rapport among its members, the improvement of its members in all phases of their vocation and the persistent prosecution of the case for the fire fighter and paramedic. Having formed a union, it is necessary to establish rules by which we can govern ourselves in an orderly and efficient manner. To that end, this Constitution and By-Laws is established.



EEO POLICY STATEMENT

The IAFF and Fauquier County Professional Firefighters – Local 3762, stand unequivocally opposed to discrimination. This includes harassment because of race, gender, sexual orientation, ethnic background, religious beliefs or handicap. The IAFF and its affiliate Local 3762 believe discrimination can best be stopped in both its open and hidden forms by encouraging all people to live by the principle that every person is entitled to the same basic rights regardless of race, color, creed, national origin, gender, sexual orientation or handicap. Furthermore, all individuals, whether they be members or not, are entitled to full equality under the law.

The IAFF and Local 3762 firmly believe it cannot operate effectively as an organization unless it commits itself to eliminating the practice of discrimination and harassment in the fire service. It is a commitment of Local 3762, its officers, directors, and each of us as firefighters, paramedics and emergency medical technicians to ensure all brother and sister members receive equitable treatment while performing their jobs.



ARTICLE I

NAME

Section 1: Local Name and Number

The organization shall be known as the *Fauquier Professional Firefighters, International Association of Firefighters – Local 3762*.

Section 2: Definitions

Reference in this Constitution and By-Laws to “Local” or “Local Union” shall refer to the *Fauquier Professional Firefighters, International Association of Firefighters, AFL-CIO – Local 3762* as set forth in Article 1, Section 1. Whenever the word “International” or “Association” shall refer to the *International Association of Firefighters, AFL-CIO*, and reference to “Member” shall refer to an active member only.

Section 3: Compliance

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 President the resolutions, decisions and directives of the Executive Board or officers of the International Association when made in conformity with the authority and the resolutions adopted and policies established by the delegates at conventions, Article XIII of the Constitution and By-Laws if the International Association is recognized as providing basic rules governing this local.

ARTICLE II

OBJECTIVES

Section 1: Purpose of the Local.

A. To endeavor in all ways to improve the fire and rescue protection rendered to the citizens and visitors of Fauquier County.

B. To render benevolent assistance to members who may become ill or injured and to their survivors in case of death or to immediate families who are victims of disaster.

C. To endeavor in all ways to improve relations among fire and rescue personnel deaths or to members of the immediate families who are victims of disaster.

D. To endeavor in all ways to improve working conditions and benefits for fire and rescue personnel.

ARTICLE III

JURISDICTION

Jurisdiction shall be as follows; all full time, paid employees of the Fauquier County Department of Fire Rescue and Emergency Management engaged in firefighting, emergency medical or rescue service activities, fire prevention or other related support service, who do not volunteer within Fauquier County.

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 set forth in Article III, 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 an honorary member by a majority vote 2/3's (two-thirds) at a general membership meeting. Honorary members shall not hold office, and cannot vote. However, honorary members may receive benefits at the discretion of the Executive Board. Honorary members shall not pay initiation fees, dues or other charges. Honorary membership status may be terminated by a 2/3's (two-thirds) majority at a general membership meeting. Grounds for termination may include, but shall not be limited to non support of the values, goals, and the mission of the Local.

Section 3: Retiree.

Retired members may vote and hold office. Active members of the Local who retires from Fauquier County Department of Fire Rescue and Emergency Management shall have their status changed to Retired. Such members shall have their dues paid in full by the Local. The list of retired members will be maintained by the secretary and will be renewed in part or in whole by the Active membership by a 2/3's (two-thirds) majority vote of the active members present at the January monthly meeting of every tenth year, beginning in the year 2000 for the ease of record keeping. Voting shall be by secret ballot.

Section 4: Maintenance of Good Standing.

Membership in good standing requires a member to fulfill the requirements for membership in this Local and who has not voluntarily withdrawn from this Local, be eligible for continued membership and not to have been suspended or expelled according to the Constitution and By-Laws of the International or the Constitution and By-Laws of this Local.

Section 5: Separation.

A. When any member in good standing becomes separated from the Fauquier County Department of Fire Rescue and Emergency Management, the Local upon request of said member, shall issue a withdrawal card; provided, however, that a member who is duly elected as an officer of the International or elected or appointed as a representative of or to an affiliated labor organization, shall retain their active membership in this Local.

B. Any member in good standing who is inducted into or activated within the armed forces of the United States or Canada shall be placed on military leave and shall be entitled to all benefits of this Local. They shall be exempt of all dues and assessments while on military leave. Upon return to duty with Fauquier County Department of Fire Rescue and Emergency Management, they shall be returned to Active membership.

Section 6: Delinquent Members.

Members who fail to pay their monthly dues by the 2nd pay period of the month. Such members shall be notified by the Local's Secretary that the member is delinquent in membership dues and will be automatically suspended, losing maintenance of good standing, if payment is not made within 60 (sixty) days following such notification. Delinquent and suspended members are not entitled to vote in the Local or in the International, and shall not be recognized by the chair for purposes of discussion or proposing.

ARTICLE V**INITIATION FEES, DUES AND ASSESSMENTS****Section 1: Fiscal Year.**

The fiscal year of this Local shall follow the calendar year of January 1 to December 31.

Section 2: Initiation fees

A. Initiation fee to the international is \$10.00 (Ten dollars) and shall be paid by the Local on behalf of the new member. If a member decides to join the Local greater than 90 (ninety) days from the date of the Local's official recruit presentation there shall be a \$10.00 (Ten dollar) initiation fee plus a penalty fee equal to the amount of dues the member would have been liable for since the time they were eligible to join. This provision may be waived by a 2/3's (two-third) vote of the membership present. Voting shall be by raising of hands or secret ballot.

Section 3: Dues.

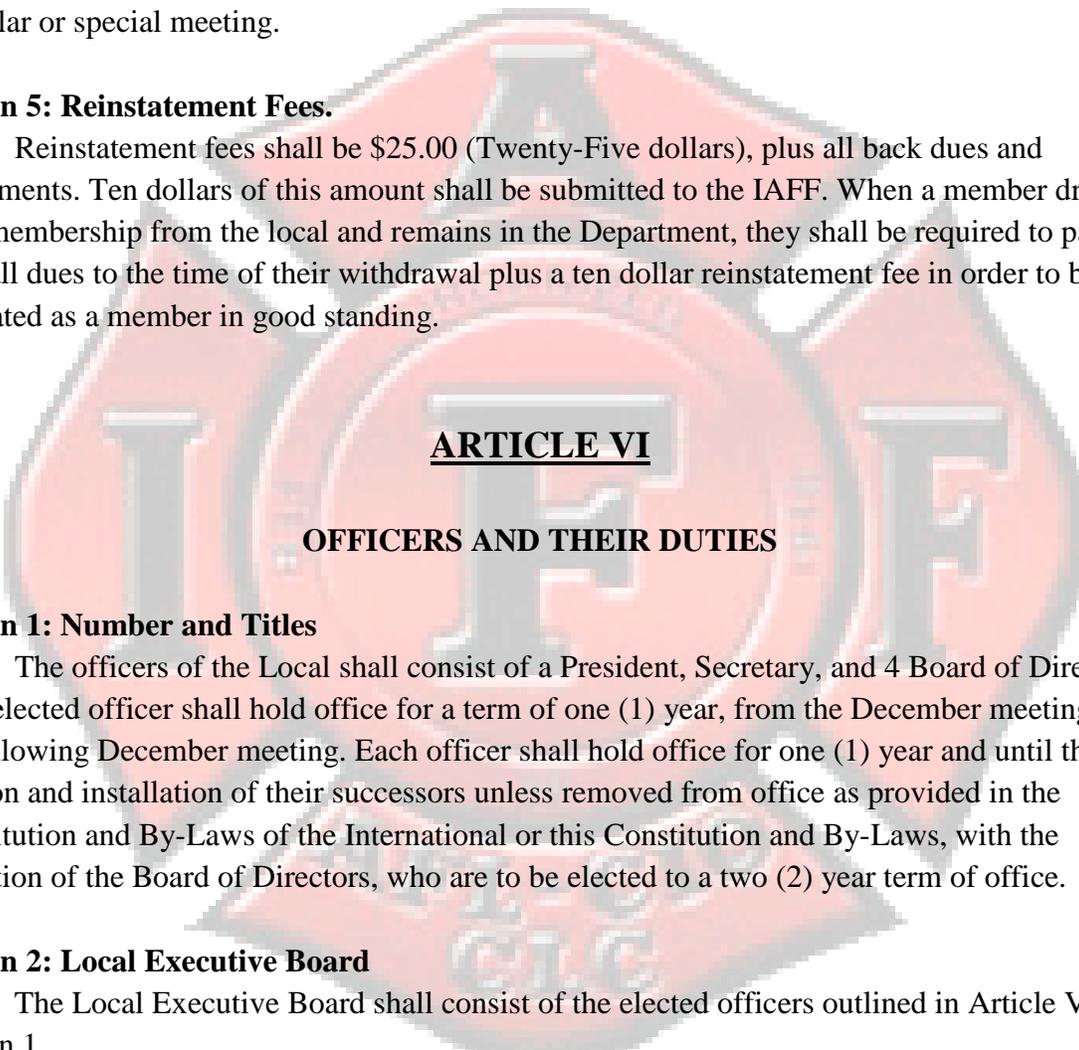
Monthly dues shall be \$30.00 (Thirty dollars).

Section 4: Increase in Rate.

Increase in rates of initiation fees, reinstatement fees, or dues shall require notice of such proposed increase to be given to the members in good standing at least 30 (thirty) days in advance of the date on which the formal 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: Reinstatement Fees.

Reinstatement fees shall be \$25.00 (Twenty-Five dollars), plus all back dues and assessments. Ten dollars of this amount shall be submitted to the IAFF. When a member drops their membership from the local and remains in the Department, they shall be required to pay back all dues to the time of their withdrawal plus a ten dollar reinstatement fee in order to be reinstated as a member in good standing.

**ARTICLE VI****OFFICERS AND THEIR DUTIES****Section 1: Number and Titles**

The officers of the Local shall consist of a President, Secretary, and 4 Board of Directors. Each elected officer shall hold office for a term of one (1) year, from the December meeting to the following December meeting. Each officer shall hold office for one (1) year 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, with the exception of the Board of Directors, who are to be elected to a two (2) year term of office.

Section 2: Local Executive Board

The Local Executive Board shall consist of the elected officers outlined in Article VI, Section 1.

It shall be the duty of the Local 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 general membership meeting. The Executive Board shall approve funds necessary for the administration of the Local.

It shall provide for an audit of the Treasure's books in compliance with IAFF, state, and federal regulations. It shall meet at the call of the President or a call signed by a majority of its members.

If any Executive Board member or officer of this Local misses three Executive Board meetings (deemed unexcused by the board) in any fiscal year, unless they are required to work for Fauquier County Department of Fire Rescue and Emergency Management at the time of the meeting, they shall be automatically relieved of that position. That position shall be filled in accordance with the Constitution and By-Laws.

Five members of the Executive Board shall constitute a quorum. A majority of such Executive Board members present and voting shall legalize action on all questions except as may otherwise be expressly provided in the Constitution and By-Laws. The Executive Board shall meet after the regular monthly meeting of the Local if deemed necessary. The Executive Board will submit budget for the year to the membership for the approval at the January meeting of each year.

Section 3: Local President.

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 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. The President shall have the general supervision of the activities of the other officers and chairpersons of committees. With the Treasure they 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 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 be responsible for submitting a budget to the Executive Board. The Executive Board shall approve the budget by December 1st for the upcoming fiscal year. The President shall then present the approved budget to the membership at the December meeting.

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 shall cause the Local to maintain such records as the law requires to be kept, in support of reports it files.

The President will be the official representative to the Virginia Professional Firefighters Association and to the International.

Section 4: Secretary.

The Secretary shall perform the duties of the President in the Presidents absence. 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 accurate record of the meetings of the Local and of the Executive Board, of which they shall be the Secretary. They shall post meeting minutes on the website within 48 hours after the meeting.

The Secretary shall attest to all official documents with their signature and the seal of the Local promptly. They shall conduct the correspondence of the Local promptly. The Secretary shall maintain the official list of members in good standing, which shall be kept accurate and current.

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 shall cause the Local to maintain such records as the law requires to be kept, in support of reports it files.

In the absence of the President, the Secretary shall preside at meetings of the Local and Executive Board. By virtue of their election the Secretary shall be the primary delegate of this Local to the Conventions of the State and International in the absence of the President.

Section 5: Treasure.

The Treasure shall receive all money due to the Local, from whatsoever the source, and disburse such funds as authorized and prescribed by the local. Such disbursements shall be made by check or credit card when practical.

Members who make authorized purchases for the Local shall receive a check refund when the proper receipt is submitted to the Treasure. The Treasure shall maintain and keep current a record of member dues payments, assessments, and all financial transactions promptly and accurately entered. The Treasure shall balance the savings account books within ten (10) days of receipt of the bank statement. The Treasure shall be prepared to show receipts, ledgers, and check statements with cancelled checks upon the audit of the books. The Treasure shall remain in compliance with guidelines set forth by the International Secretary/Treasurer.

Section 6: Board of Directors

The Board of Directors serves as members of the Executive Board, and carries out duties as assigned by the President. Each Board of Director shall be familiar with Atwood's Rules of Order and will assist the President as needed in presiding over the membership or Executive Board meetings.

Section 7: Acting Promotions

If during an elected officers term they are assigned to an acting position at the rank of Battalion Chief or higher they will temporarily be removed from the Executive Board and their responsibilities distributed by the President to other members of the Executive Board. If the officer is promoted the vacancy will be filled by the rules outlined in Article 7, Section 5.

ARTICLE VII

ELECTION PROCESS

Section 1: Eligibility for Office.

Any active member in good standing holding the rank of Lieutenant or below, or any active-retiree in good standing shall be eligible to be a candidate for office in this Local.

Section 2: Election Committee.

The President will appoint an election committee at the October meeting consisting of 2 members who are not candidates for office. The Election Committee shall be responsible for collecting nominations, confirming nominees are willing to run, posting of the ballot of ballot for review by November 1.

Section 3: Election Process.

Elections will take place at the December meeting and nominations may be made from the floor of the membership. The officers will be elected by a majority vote of the voters cast by members present and voting.

Section 4: Ballots Preserved.

The Secretary shall preserve the ballots and all other records of an election, to include the written nominations and acceptance letters, for one year following such election.

Section 5: Vacancies of Office.

When the office of the President, Secretary, or Treasure becomes vacant by reasons of death, resignation, or removal of the incumbent, the vacancy shall be filled by a majority vote of the members present and voting at the next regular monthly meeting of the Local and the elected party will complete the term stated in Article VI, Section 1.

Section 6: Installation.

The elected officers shall be installed by the International District Vice-President or his designee at the January membership meeting at which time they shall assume the duties of their respective offices.

ARTICLE VIII

MEETINGS

Section 1: Time and Place.

Regular membership meetings will be held the first Monday of each month unless it falls on a holiday then it would be the second Monday of the month. The place of the meeting will be designated by the President or Secretary. All regular meeting dates, times and location shall be posted by the Secretary.

Section 2: Special Meetings.

Special meetings may be called for by the President when deemed necessary. A special meeting requires a quorum to conduct business and business of the meeting will be limited to the subject for which the meeting was called. Any member wishing to call a special meeting must obtain a written quorum and notify the President in writing two (2) weeks in advance. All members will be notified by the President seven (7) days in advance of the special meeting.

Section 3: Quorum.

The Quorum of any meeting of this Local, either regular or special, shall be 5 members in good standing, provided that at least one member of the Executive Board is present at said meeting.

Section 5: Rights of Members.

Attendance at all Local meetings will be limited to Active, Honorary, and Retired members of the Local. Exceptions will be limited to those individuals receiving special permission from the president of this Local.

Section 6: Rules for Meetings

The rules contained in the Atwood's Rules of Order 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 IX

COMMITTEES

Committees shall be appointed by the President and shall remain in effect at the pleasure of the President. No member shall serve on more than four (4) committees at the same time.

Section 1: By-Laws Committee.

The By-Laws Committee is a standing committee and shall receive and review suggestions and make recommendations for changes in the Constitution and By-Laws of the Local. Suggestions received and recommendations made must be presented to the membership for action at the next regular monthly meeting. The By-Laws Committee will be required to submit an annual review of the By-Laws at the November meeting of the membership.

ARTICLE X

AUDITS

The books and accounts of this Local shall be audited during the first and sixth month of each year and it will submit its findings to the membership at the regularly scheduled monthly meeting during each of these months. The audit due during the first month of the year, which is required by the International, will be conducted by an accountant not affiliated with the Local, in addition with the audit conducted by the Executive Board.

The January audit shall be forwarded to the International's General Secretary/Treasurer over the seal of the Local. The Treasure along with the Executive Board will make sure the proper tax forms will be filed no earlier than October 1st, and no later than February 15th of each year.

ARTICLE XI

MISCONDUCT, TRIALS AND APPEALS

Section 1: Misconduct and Trials

Any member charged with misconduct as defined in Article XV of the International's Constitution and By-Laws shall be served with written specific charges as required by Article XVI of the International Constitution and By-Laws and be given a reasonable time to prepare

their 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 President of the Local within 30 days of the action to be appealed.

XII

AMENDMENTS

Section 1: Proposed Amendments.

The Constitution and By-Laws made under its provisions may only be amended at a regular monthly meeting by two-thirds of the total voting membership except for changes in dues, assessments, and initiation and reinstatement fees, which shall require a majority vote, as provided in Article 5.

Section 2: Adopted Amendments.

All proposed amendments or changes to the Constitution and By-Laws will be submitted to the membership for action by the By-laws Committee at any regular monthly meeting. The proposed amendments or changes will be voted on by the membership at the next scheduled meeting. The Constitution and By-Laws once voted on by the membership shall be submitted for approval to the International General President prior to its printing.

Section 3: Approval by Members

All Changes to the Constitution and By-Laws must be approved by the Local's membership. Indication of the approval shall either be made in a letter or on the cover page of the document prior to submission to the IAFF General President.

ARTICLE XIII

ORDER OF BUSINESS

The order of business at all meetings, except special meetings, shall be as Follows

- A. Call to Order
- B. Reading of minutes of previous meeting
- C. Treasure's Report
- D. Membership Status
- E. Committee Reports
- F. Unfinished Business
- G. New Business
- H. For the good of the Local
- I. Adjournment

ARTICLE XIV

POLICIES

Section 1: Local Policies

A. All members turn in to the Treasure within ten (10) days of the termination of the event or transaction, all receipts, bills or cash intended for the Local. These receipts, bills or cash will be supported and explained in full in neat and comprehensible activities.

B. Expenses for public relations-type functions will be paid for by fund raising activities, not out of the funds from the operating budget, unless approved by the Executive Board of the Local.

C. The maximum checking account balance will be established by the Treasure and the Executive Board at each audit of the records (semi-annually).

Section 2: Education Policy

A. In an effort to enhance educational opportunities available to Active members, the Local will grant interest free loans for the purpose of education tuition or registration.

B. All two (2) and four (4) year accredited colleges, seminars, classes pertaining to Fire and EMS and other classes approved by the Executive Board, are acceptable educational opportunities. A copy of the class registration form will be submitted with the request for the loan.

C. The repayment of loans is to be made in the following order:

1. Not to exceed 14 (fourteen) weeks for a 10 (ten) week quarter
2. Not to exceed 20 (twenty) weeks for a 15 (fifteen) week semester

3. Classes and Seminars to be determined by the executive Board
4. Number of educational loans outstanding will not exceed two (2).

Section 3: Hardship Loans.

A. At the request of any member of this Local, a hardship loan may be offered to any voting member of the Local.

B. The need for this loan **must** not be from imprudent spending (gambling, overextended credit, etc.), or disciplinary action taken by the Fauquier County Department of Fire Rescue and Emergency Management.

C. All avenues of credit must be exhausted before this is brought before the Local.

