

# Norfolk Airport Professional Fire Fighters

## CONSTITUTIO N & BvLAws



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# ARTICLE I

## NAME

Section 1. The name of this organization shall be the Norfolk Airport Professional Fire Fighters Local 3406.

Section 2. References in this Constitution and ByLaws to "Local" or "Local Union" shall be in reference to this Local as set forth in Article I, Section 1. and references to " Association" or "International" shall refer to the International Association of Fire Fighters.

Section 3. This Local Union, it's officers, representatives and members, shall recognize, observe and be bound by the provisions of the Constitution and By-Laws of the International Association of Fire Fighters and the interpretations rendered by the International's General President, the resolutions, decisions 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 the resolutions adopted and policies established by the delegates at conventions. Article 13 of the Constitution and By-Laws of the International is recognized as providing the basic rules governing this Local.

# Article II

## JURISDICTION

Section 1. Jurisdiction shall be as follows: All persons engaged in fire fighting or fire prevention, who are paid employees of The Norfolk Airport Fire Department to include the following classifications: Captains, Lieutenants, Driver Operators, Master Fire Fighters, Fire Fighters, Rescue Persons, Probationary Fire Fighters and active retirees.

Section 2. Anyone eligible for membership in this Local Union shall not be refused membership or, upon acceptance, be discriminated against because of race, color, national origin, sex, or by reason of disability.

## Article III

### 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 II, will be eligible for active membership.

Section 2.           Active Retiree-- Shall pay dues as recommended by the Executive Board and approved by the membership with a majority vote at a regular meeting. They shall have the same privileges as an active member, but shall not hold an executive office.

Section 3.           Honorary-- For meritorious service to this Local or for distinguished public service, persons may be elected Honorary members by majority vote. Honorary members shall not pay initiation fees, dues or other charges and shall have no voice or vote in Local 3406. Such membership can be revoked for just cause.

Section 4.           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 5.           Separation-- When any member in good standing becomes separated from the fire service or those who are precluded by law or contract from maintaining Union membership by virtue of their fire department position. The Local Union may allow the said member to retain his active membership or in lieu thereof, upon request of said member shall issue him/her a withdrawal card: provided however, that a member who is duly elected as an officer of the International Association of Fire Fighters, or elected or appointed as a representative of or to an affiliated labor organization, shall retain his active membership in this Local. No reinstatement fee shall be charged upon reentry into the organization.

Section 6.           Delinquent members-- Members

who fail to pay their dues or assessments within the periods prescribed by the International's Constitution and By-Laws, or as required by this Local's Constitution and By-Laws, shall be notified by the Secretary/Treasurer of this Local that they are delinquent and will be automatically suspended and lose their good standing status if payment is not made within sixty (60) days following such notification. Delinquent or suspended members are not entitled to voice or vote in Local 3406 or in the affairs of the Association.

Section 7.           Suspended Members-- Members wishing to be reinstated in this Local can do so by paying a reinstatement fee of twenty-five dollars (\$25.00) and his/her back dues up to the date of suspension.

Section 8.           Voluntary Withdrawal- A member dropping out of Local 3406 voluntarily will still have to pay all back dues from date of withdrawal if he or she wishes reinstatement.

## **Article IV**

### **FEES, DUES and ASSESSMENTS**

Section 1. Initiation fees shall be paid in the amount of twenty-five Dollars (\$25.00) per person.

Section 2.           Monthly dues shall be established by the membership of this Local Union, but they shall be no less than an amount sufficient to permit payment of the per capita tax per member per month by this Local Union to the Association in the amount established at conventions as provided in Article VIII of the International Constitution & Bylaws. The dues will also cover the necessary expenses of conducting business of the Local.

Section 3. All dues shall be paid monthly by each member to the Local .. If he/she fails to make payment by the fifteenth day following the month such dues are payable, he/ she shall be notified by the Secretary -Treasurer of the Local that he/she is delinquent and will be automatically suspended if payment is not made within sixty (60) days following such notification. The Secretary-Treasurer shall make a monthly report to the General Secretary-Treasurer of any members who

are delinquent in their dues and any members who have been suspended from membership for non-payment of dues after notification as aforesaid.

Section 4. Members out on disability will pay fifty percent (50%) of the regular monthly dues or the amount disbursed by the Local per member, per month. Which ever is the higher amount. The Secretary-Treasurer will remit to the International full per capita for all members out on disability.

Section 5. Whenever increases in the rates of initiation fees, reinstatement fees, dues or assessments are proposed notice of such proposal shall be given to the members and a date set for submission of the proposed increase which shall be at least thirty (30) days after such notice is given. On the date set the Local Union shall submit the proposal for approval in either of two ways at the option of the Local.

A. By a majority vote of the members in good standing voting by secret ballot at a general or special membership meeting or,

B. By majority vote of the membership in good standing voting in a referendum conducted by secret ballot.

If the proposed increase receives approval of a majority of the members in good standing, voting by either of the two procedures aforesaid, it shall be adopted: otherwise it shall stand rejected.

The requirements of a "secret ballot" vote mean the expression by ballot, voting machine, or otherwise of a choice by the member cast in such a manner that such member cannot be identified with his vote.

Section 6. Reinstatement fees shall be twenty-five dollars (\$25.00).

Section 7. Donations to charitable organizations shall not exceed fifteen dollars (\$15.00) per organization with a maximum of three (3) organizations per year. With exception are those charitable organizations that have donations collected from the membership to be donated in the name of Local 3406.

# ARTICLE V

## MEETINGS

Section 1. All meetings shall be governed in conjunction with Robert's Rules of Order. Failure or refusal to abide by the rules of order or parliamentary procedure established for the conduct of these meetings shall result in that members removal from the meeting.

Section 2. Regular meetings of this Local shall be held at least one (1) day each month on the decision of the President and/ or the majority of the Executive Board at a place to be designated by the President and/or the Executive Board.

Section 3. 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 meetings at least seven (7) days prior to the same. The notice shall state the business to be considered at such meetings, and no other business than that stated shall be in order at such meetings.

Section 4. The quorum for any meeting of this Local either regular or special meeting shall be three (3) members in good standing with this constitution and By-Laws. One of the three members must not be an elected officer of this Local.

Section 5. Every member in good standing shall have the right to attend any meeting and to participate in such meeting. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the International or this Local

# ARTICLE VI

## OFFICERS

Section 1. The officers of this Local shall consist of a President, Vice President, Secretary/Treasurer and a Trustee.

Section 2. President: It shall be the duty of the President to preside at all meetings of Local 3406 and of meetings of the Executive Board. He/she shall be the executive head of this Local. He/she shall be a member ex officio of all committees. He/she shall appoint such committees as may be provided for in this Constitution and By-Laws and such special committees as may be authorized by the Local. Together with the Secretary/Treasurer, he shall sign all orders and checks lawfully and properly drawn. He shall enforce strict observance of the Constitution and By-Laws of the International as this document relates to this Local. He shall have general supervision of the activities of the other officers and chairmen of committees.

The President shall discharge on behalf of the Local such duties as may be imposed upon him/her by applicable laws including the execution and filing of any report 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 records filed by it..

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

The President shall be elected to office in even years, for a term of two (2) years.

Section 3. The Vice President shall assist the President in such a manner set by the President. The Vice President shall preside at meetings of Local 3406 and of the Executive Board in the absence of the President. If the office of President becomes vacant, the Vice President shall be acting President until the office of President is filled by an election by the membership of this Local at a special meeting.

The Vice President shall be elected to office each year, for a term of one (1) year.

Section 4. The Secretaryrrreasurer shall have custody of all documents, records, books, and papers belonging to Local 3406. ■

He/she shall discharge on behalf of Local 3406 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 reports as the law requires to be kept in support of the reports filed by it.

He/she shall keep an accurate record of the meeting of the Local and of the Executive Board, of which he/she shall be the Secretaryrrreasurer.

The Secretaryrrreasurer shall receive all money due to Local 3406, from whatsoever sources and shall disburse the same only by check signed by the President in conformity with a vote of the Locals members.

He/she shall conduct the correspondence of Local 3406 promptly.

He/she shall maintain the official list of members in good standing, which shall be kept accurately and on a current basis.

He/she shall keep current records of all members with their dues payment, assessments and all financial transactions promptly and accurately entered.

He/she shall be prepared to exhibit receipts and vouchers upon an audit of his/her books.

He/she shall forward the annual audit of Local 3406 to the International General Secretaryrrreasurer over the seal of Local 3406, not later than June 1 st each year.

The Secretaryrrreasurer shall be elected to office in odd years, for a term of two (2) years.

Section 5. The Trustee shall sit on the Executive Board. The Trustee shall be elected to office each year, for a term of one (1) year.

Section 6. The Executive Board shall consist of the President, Vice President, Secretary Treasurer, and a Trustee, who are elected at the November meeting.

It shall be the duty of the Executive Board to exercise general supervision and control of the invested funds and property of Local 3406. It shall have the authority to act in the name of Local 3406 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 Treasurers books. The Executive Board shall meet at the call of the President or a call signed by the majority of its members. Three (3) members shall constitute a quorum for the Executive Board.

Section 7. All officers and employees of the Local who handle funds or property of Local 3406 shall be bonded in such amounts as may be required by the Board of Trustees and The International General *Secretary*/ Treasurer in compliance with applicable law. The expense of the first \$2500.00 of bond shall be borne by the International, additional bond that may be necessary is borne by this Local.

## ARTICLE VII

### RULES FOR ELECTIONS

Section 1. Nominations will be held at the October meeting and elections shall be held at the November meeting, unless required at other times to fill a vacancy. 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.

Section 2. Elections shall be by secret ballot, write in voting shall not be permitted. If there is only one candidate for a given office, such candidate shall be declared elected. There shall be no voting by proxy in the election of Local officers. The candidate receiving a majority of the ballots cast shall be declared elected. If no candidate receives a majority of the ballots cast, there shall be a run-off election between two candidates who received the most votes.

Section 3. 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 Election Committee at which the votes are tabulated.

Section 4. If the election is held by mail the ballots must be mailed to the members no later than 15 days before the date they must be mailed back in order to be counted.

Section 5. No funds received by this Local through initiation fees, dues, or assessments or otherwise, shall be contributed or applied to promote the candidacy of any person in election of officers. This section does not prevent the expenditure from Local funds for notices, factual statements of issues and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

Section 6. The ballots and all other records of an election shall be preserved by the Secretary/Treasurer for one year following such election.

## **Article VIII**

### **DELEGATES AND ALTERNATES TO THE 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. The credentials of delegates and alternates must certify to this method of election.

Section 2. The President shall have the sole authority to appoint persons to Union related schools, seminars, conferences or meetings.

## **Article IX MISCONDUCT, TRIALS AND APPEALS**

Section 1. All matters concerning Misconduct and Penalties, Charges, Trails and Appeals shall be handled in accordance with the International Association of Fire Fighters Constitution and By-Laws.

## ARTICLE X

### AUDIT

Section 1. The books and accounts of Local 3406 shall be audited annually, and the last such report of audit shall be forwarded to the International's General Secretary/ Treasurer over the seal of Local 3406, no later than first day of June each year.

## ARTICLE XI

### AMENDMENTS

Section 1. This Constitution and By-Laws made under this provision, may be amended by a 2/3 vote at a regular meeting provided that each member in good standing is notified by special notice, at least 15 days in advance of the meeting at which this vote will be taken.

Section 2. Proposed amendment to this Constitution and By-Laws, or any of its provisions, shall be submitted for approval to the International General President prior to its printing, issuance or effectiveness after first being adopted by the membership.

## ARTICLE XII

### EXPENDITURES

Section 1. This Local will not be obligated to spend large sums of money for whatever purpose on any new or re-instated member, unless such person has been a member in good standing of Local 3406 for a period of not less than one (1) year and a continuing member. After the one (1) year period, Local 3406 will fully support any such member that the officers and membership of Local 3406 vote to do so.

Section 2. Under certain conditions the officers and membership of Local 3406 can vote to waive Article XII, Section 1.

Section 3. All legal costs incurred by membership will be the responsibility of Local 3406, after approval of the Executive Board.

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**Section 4.** All medical expenses incurred by members will be their responsibility, with the exception of the standard doctors reply and approval of Local 3406 Executive Board.