



**Augusta County Professional Fire Fighters and Paramedics
Local 4664**

Constitution and Bylaws

Amended and IAFF Approved
December 28, 2010

Article 1

Name

Section 1. The number and name of this organization shall be Local Number 4664. The name is Augusta County Professional Fire Fighters and Paramedics.

Section 2. References in this Constitution and Bylaws to “Local” or “Local Union” shall refer to the Local as set forth in Section 1 above, and references to “Association” or “International” shall refer to the International Association of Fire Fighters.

Section 3. This Local Union, its officers, representatives and members, shall recognize, observe and be bound by the provisions of the Constitution and Bylaws of the International Association and the interpretations rendered by the International General President, the resolutions, decisions and directives of the Executive Board or officers of the Association when made in conformity with the authority granted by the Constitution and Bylaws of the Association, and the resolutions adopted and policies established by the delegates at conventions. Article 13 of the Constitution and Bylaws 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 service activities, or related services.”

Article 3

Membership

Section 1. *Active-* Any person of good moral character who at the time of making application is engaged in service within the jurisdiction of this Local, as given in Article 2, will be eligible for active membership.

Anyone eligible for membership in this Local shall not be refused membership or, upon acceptance, be discriminated against because of race, color, gender, sexual orientation, creed, national origin, or by reason of disability.

Permanent employees will not receive any legal assistance until that employee has been a Local Union member for six (6) consecutive months, unless the Executive Board has approved such legal assistance to the member.

Section 2. *Retiree-* Members who have retired from this Local Union or otherwise withdrawn from this Local as members in good standing, may be allowed to return at the Local’s choosing within thirty (30) days for eligibility for active-retired membership.

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 the Local. Such membership may be revoked for 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 Bylaws 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, the Local Union may allow said member to retain his active membership or, in lieu thereof, upon request of said member shall issue him a withdraw 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. This local union may issue withdrawal cards to those members 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.

Any member who elects to resign from this Local or any office of this Local shall submit in writing a letter to the President stating his/her desire at least thirty (30) days prior to the resignation date.

Section 6. *Delinquent Members-* Members who fail to pay their monthly dues or assessments by the fifteenth (15) day of the following month such dues are payable, shall be notified by the Local officer whose duty it is, that they are delinquent and will be automatically suspended and lose their good standing if payment is not made within sixty (60) days following such notification. Delinquent and suspended members are not entitled to voice or vote in the Local or in affairs of the International.

Article 4 Meetings

Section 1. Regular meetings of this Local shall be held monthly on nights designated by the Executive Board. The Executive Board shall then notify the membership of the meeting date.

Section 2. Special meetings may be called by vote of a majority of the Executive Board. All members in good standing shall be notified in writing of such special meeting at least seven (7) days prior to the same. The notice shall state the business to be considered at such meeting, and no other business than that stated shall be in order at such meeting.

Section 3. *Quorum-* The quorum for any meeting of this Local, either regular or special meeting shall be five (5) members in good standing. Whereas the Constitution and Bylaws of this Local Union states that a majority of members present at a meeting can pass a motion and a quorum for a meeting is five (5) members, so three (3) members of the same vote can pass a motion.

Therefore let it be resolved that any financial issue concerning two hundred and fifty dollars (\$250) or greater has to be voted on by at least five (5) members in good standing, so at least three (3) “yes” votes would pass the issue. Members will be contacted to vote by a Vice President and/or Executive Board members within seven (7) days of this issue. Results of the passage or failure of this issue will be announced at the next Local Union meeting. Any urgent matter over two hundred and fifty dollars (\$250) as defined by the Executive Board may be passed by four (4) “yes” votes by the Executive Board. Executive Board members will disclose any urgent matters voted on and passed at the next Local Union meeting.

Section 4. *Rights of members-* Every member in good standing shall have the right to attend any meeting and to participate in such meeting 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 the meeting-* The rules contained in *Robert’s Rules of Order Newly Revised* shall govern the meeting of this Local in all cases not in conflict with this Constitution and Bylaws, or the Constitution and Bylaws of the International, or interpretations of these documents.

Article 5 Officers and Elections

Section 1. The officers of this Local shall consist of a President, a Vice President, a Secretary, Treasurer, and two (2) Trustee members who shall be members of the Executive Board, who 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 Bylaws of the International or the Constitution and Bylaws of this Local. The office of Secretary and Treasurer may be held by the same individual.

All newly elected offices will take effect at the January meeting of this Local.

Trustee members shall hold office for two (2) years, until removed from office by election or any other provision in the Constitution and Bylaws of the International or of this Local.

Section 2. *Eligibility for Office-* Any member in good standing shall be eligible to be a candidate for office in this local.

Section 3. *Rights of Candidate-* 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 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 membership 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 election of officers.

This section does not prevent the expenditure from Local funds for notices, factual statements or 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-* Each member in good standing shall be given at least thirty (30) days advance notice, in writing, of the date, time and place at which nominations shall be made, and at least thirty (30) days advance notice, in writing, sent by mail to the last known address of the member, of the date, time and place at which elections shall be held. Any member in good standing may nominate eligible members for office. Nominations will be made from the floor only. Election shall be by secret ballot either at the regularly scheduled monthly meeting or by electronic means via Local 4664 website. 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 the majority of the ballots cast shall be declared elected. If the final ballot of any officer election results in a tie between the candidates, the winning candidate for office shall be selected by the drawing of lots in the presence of both candidates.

Section 6. *Election Committee-* The President shall appoint an Elections Committee, which shall be responsible for distribution and tabulating the ballots. Each candidate for office shall be entitled to appoint one (1) 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 votes are tabulated.

Section 7. *Ballots Preserved-* The ballots and all other records of an election shall be preserved by the Secretary for one (1) year following such election.

Section 8. *Vacancies in Office-* When an office becomes vacant by reason of the death, resignation, or removal of the incumbent, the Executive Board shall elect a successor by majority vote, no later than thirty (30) days from the date that the office is vacated.

Article 6

Duties of Officers

Section 1. It shall be the duties of the President to preside at all meetings of the Local and at 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 in this Constitution and Bylaws and such special committees as may be authorized by the Local. He/she shall enforce strict observance of the Constitution and Bylaws of the International as this document relates to the Local, and the Constitution and Bylaws of the Local. He/she shall have general supervision of the activities of the other officers and chairman of committees.

The President 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 required to be kept in support of reports filed by it.

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

Section 2. The Vice President shall assist the President in such a manner as the President may determine. In the absence of the President, he/she shall preside at meetings of the Local and of the Executive Board. If the office of President becomes vacant, the Vice President shall be Acting President until the office of President is filled by election by the Executive Board.

Section 3. The Secretary shall have custody of all documents, records, books, and papers belonging to the Local, except as may be otherwise provided by this Constitution and Bylaws. He/she shall keep an accurate record of the meetings of the Local and of the Executive Board, of which he/she shall be the Secretary. He/she shall attest all official documents with his 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. He/she shall maintain the Local website or have a designee assigned to this duty.

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 reports as the law requires to be kept in support of reports filed by it.

Section 4. The Treasurer shall receive all money due the Local, from whatsoever source, and shall disburse the same by vote of the Local or as the Constitution and Bylaws govern. Such disbursement shall be by check. 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 the audit of his/her books. He/she shall forward the annual audit of the Local to the International General Secretary-Treasurer, over the seal of the Local.

Section 5. The Executive Board shall consist of the President, the Vice President, the Secretary, the Treasurer, and the two (2) Trustee members who are elected at the annual meeting. It shall be the duty of the Executive Board to exercise general supervision and control of the invested funds and property of the Local. It shall have the authority to act in the name of the Local during intervals between meetings, such acts being subject to confirmation by the membership at the next regular meeting of the Local. It shall provide for an annual audit of the Treasurer's books. It shall meet at the call of the President or on call signed by a majority of the members. A majority shall constitute a quorum.

Section 6. All officers and employees of the Local who handle funds or property of the Local shall be bonded in such amounts as may be required by the Board of Trustees and the International General Secretary-Treasurer, in compliance with applicable law. The expense of the first \$5,000 of Bond shall be borne by the International. If additional bond is necessary, the Local shall pay the additional premium. The local shall have sufficient bond to cover at least ten (10%) percent of its current liquid assests.

Article 7

Delegates and Alternates to International Conventions

Section 1. If, in accordance with Article 4, Section 2 of the International Constitution and Bylaws, 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 convention 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.

Article 8

Initiation Fees, Dues, and Assessments

Section 1. Initiation fees shall be paid in the amount of fifteen dollars (\$15).

Section 2. Dues shall be twenty-five dollars (\$25) each month.

Section 3. 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 an assessment is to occur. The proposed assessment shall become effective upon a majority vote of the members in good standing, by secret ballot, at a regular or special meeting.

Section 4. A change in rates of initiation fees, reinstatement fees, dues or assessments shall require notice of such proposed change to be given to the 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 regular or special meeting.

Section 5. Reinstatement fees shall be ten dollars (\$10) plus all back dues and assessments.

Article 9 Misconduct, Trials, and Appeals

Section 1. Any member charged with misconduct as defined in Article XV of the International Constitution and Bylaws shall be served with written specific charges as required in Article XVI of the International Constitution and be given a reasonable time to prepare his/her defense and afforded a hearing as provided in Article XVII of the International Constitution.

Section 2. Appeals may be made in accordance with Article XVIII of the International Constitution and Bylaws; such appeal must be filed with the General President of this Association 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 audit shall be forwarded to the International General Secretary-Treasurer over the seal of the Local within one hundred eighty (180) days of the close of the Local's fiscal year and shall include an accurate accounting of all employees within the Local Union's Fire Departments.

Article 11 Amendments

Section 1. This Constitution and Bylaws made under its provisions, may be amended by a two-thirds vote, (except for changes in dues and assessments, and initiation and reinstatement fees, which shall require a majority vote, as provided in Article 8) at a regular meeting, provided that each member in good standing is notified in writing of the proposed amendment at least fifteen (15) days in advance of the meeting at which the vote will be taken.

Section 2. A proposed amendment to this Constitution, or any Bylaws made under its provisions, shall be submitted for approval to the International President prior to its printing, or issuance, after it has first been adopted by the membership.