

**HENDRICKS COUNTY  
PROFESSIONAL  
FIRE FIGHTERS LOCAL 4406**



**CONSTITUTION and BY-LAWS**

**INTERNATIONAL ASSOCIATION  
of FIRE FIGHTERS**

**Revised April 1<sup>st</sup> 2009**

## **ARTICLE I**

### **NAME**

SECTION 1: This organization shall be known as the Hendricks County Professional Fire Fighters Union of the International Association of Fire Fighters.

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

SECTION 3: References in this Constitution and By-Laws referring to “Executive Board” shall consist of the Local President of HCPFF, Local Vice President of HCPFF, Local Sec/Treasurer of HCPFF, and the At-Large Trustee of HCPFF. References in this Constitution and By-Laws referring to “Executive Committee” shall consist of the Executive Board of HCPFF, District Presidents and Trustees of Avon, Brownsburg, Danville, Pittsboro, and Plainfield.

SECTION 4: 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 and the interpretations rendered by the International 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**

### **OBJECT**

SECTION 1: The object of this Local shall be the fostering and encouragement of a higher degree of skill and efficiency, the cultivation of friendship among it’s members and the elevation and improvement of the moral, intellectual, social and economic conditions; to secure lawful and human working hours and proper remuneration for duties performed.

SECTION 2: Anyone eligible for membership shall not be refused membership or upon acceptance into this union, be discriminated against because of race, color, creed, gender, national origin, sexual orientation, or by reason of disability.

SECTION 3: Religious beliefs of all sects and denominations shall be equally respected in this organization. No indiscretion, advocating or attacking the creed, doctrines or forms or worship peculiar to any body of believers, shall be permitted at any time.

## Article III

### Membership

SECTION 1: Jurisdiction shall be as follows: All persons engaged in firefighting, EMS operations, emergency dispatchers, or public safety administration in Hendricks County, Indiana who are sworn and paid employees of a Fire Department in said area.

SECTION 1A: Hendricks County shall be divided into geographic districts, using department boundaries in the year 2007 as guidelines.

SECTION 2: All persons designated by this organization as honorary members may attend meetings but shall have no voice or vote.

SECTION 3: All candidates for membership shall be proposed by two members of this Local who are in good standing, and it shall require a two-thirds majority vote of all members present at any regular meeting to elect such candidate to membership.

SECTION 4: All elected members, before being admitted to full membership, shall subscribe to the following affirmation:

President: "You will now, each of you, place your right hand upon your left breast while I recite the obligation:  
"You, of your own free will, do sincerely promise to abide by the laws of the International Association of Fire Fighters and it's subordinate locals?  
You will also promise to bear true allegiance to the International Association of Fire Fighters and all for which it stands, and never consent to subordinate it's interests to those of any other labor organization of which you may now, or hereafter, be a member?  
You further promise that you will never knowingly wrong a brother or sister, or see them wronged, if in your power to prevent it, and that you will endeavor to subordinate every selfish impulse to the task of elevating the material, intellectual, and moral condition of the entire laboring class?  
To all this you pledge your honor to observe, and keep as long as life remains, or until you may be absolved from this obligation by the International Association of Fire Fighters.  
Do you thus promise?"  
Candidate: (Answer) "I do."

SECTION 5: Any member of a department served by this Local who did not join this Local at the time of their employment and who decide to join at a later date shall pay all back dues and assessments from the date of his or her appointment into the department, and in addition thereto no less than ten dollars (\$10.00) initiation fee. An appeal of this requirement must be approved by a two-thirds majority of the Executive Board of Hendricks County Professional Firefighters.

SECTION 6: Any new member of a department served by this Local shall be given sixty (60) days grace to join this Local. The period of grace to commence from the first regular meeting of this Local said member starts active service. An appeal of this grace period must be approved by a two-thirds (2/3) majority of the Executive Board of Hendricks County Professional Firefighters.

SECTION 6A: Any new member of a department served by this Local who has been honorably discharged from the Armed Forces of the United States shall pay ten dollar (\$10.00) initiation fee, provide he/she joins this Local sixty (60) days after the first regular meeting of this Local and after said member starts on active service. Failing to join this Local within the specified date he/she shall pay all back dues and assessments from the date of expiration of his grace period plus ten dollars (\$10.00) initiation fee. Time in service shall be exempt. Any member of a department served by this Local, who was in the Armed Forces of the United States and did not join this Local in the specified time allowed him/her, shall pay all back dues and assessments from the date of expiration of his grace period plus ten dollars (\$10.00) initiation fee. Time in service shall be exempt. Any member of this Local who has been in the Armed Forces of the United States and has returned to duty as a member of a department served by this Local, shall start paying dues thirty (30) days after said member starts active service.

SECTION 7: The dues for this Local shall be no less than 1.0% of the pension base, respective to each district, per year for active members payable to the Secretary/Treasurer or authorized agents or stewards per month.

SECTION 8: Except as provided in Section 15 of this article, any member of this Local who shall, for any reason, be placed on pension, shall automatically become an honorary member of this Local and may attend all meetings but shall have no voice or vote in the proceedings, and no IAFF privileges afforded them. Any member, who has retired from this local union or have otherwise withdrawn as members in good standing, may be allowed to return to this Local Union within ninety (90) days as active-retired members. Active-retired membership dues are payable to this Local monthly and are ½ of the regular monthly dues of this organization. This Local shall submit to the IAFF required per capita tax as per the IAFF Constitution and By-Laws. Active-retired members shall retain his/her membership, interest, vote and all benefits and privileges.

SECTION 9: Any member who fails to make payment of his or her monthly dues by the 15th day following the month such dues are payable, shall be notified by the Secretary/Treasurer that they are delinquent and will be automatically suspended and lose their good standing if payment is not made within sixty (60) days following such notification. This Local Union is required to implement this provision in conformance with Article XIII, Section 4 of the IAFF Constitution and By-Laws, which governs suspension of members for failure to pay dues.

SECTION 10: Any expelled member may be reinstated upon two-thirds (2/3) vote of the members present at any regular meeting, upon payment of all back dues and assessments plus ten dollars (\$10.00) reinstatement fee. The Secretary/Treasurer shall receive payments of two dollars (\$2.00) or more per month until such time as the full amount is paid back.

SECTION 11: There shall be one general two-day meeting of this Local quarterly. Meeting to be on the third Tuesday and day following of: January, April, July and October. However, the quarterly meeting dates can be changed by a two-thirds (2/3) vote of the membership at the quarterly meeting held immediately preceding the one to be changed.

SECTION 11A: All districts of this Local shall hold monthly meetings as established by their respective memberships. Quarterly meetings shall serve all the membership on dates described above in Section 11. All meetings; Executive Board, Executive Committee, or General Quarterly shall be governed by Robert's Rules of Order as prescribed by the Constitution and By-Laws of the IAFF.

SECTION 12: 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 Section 1 of this Article, 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 13: Honorary - For meritorious service to this Local or for distinguished public service, persons may be elected honorary members by a majority vote. Honorary members shall not pay initiation fees, dues or other charges and shall have no voice or vote in the Local but are recognized by the IAFF (IAFF Constitution Article III, Section 2). Such membership may be revoked for cause.

SECTION 14: 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 and By-Laws of this local.

SECTION 15: 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 Fire Fighters, or elected or appointed as a representative of or to an affiliated labor organization, shall retain his/her active membership in this Local.

SECTION 16: Delinquent Members - Members who fail to pay their dues or assessments within the periods prescribed by the International Constitution and By-Laws, or as prescribed by Section 9 of this Article, shall be notified by the Local Secretary/Treasurer, that they are delinquent and will automatically be suspended and lose their good standing if payment is not made within sixty (60) days following such notification. Delinquent or suspended members are not entitled to voice or vote in the Local or in the affairs of the International.

## **ARTICLE IV**

### **OFFICERS**

SECTION 1A: The elected officers of this Local shall consist of a Local President, Local Vice President, Local Secretary-Treasurer, and one (1) At-Large Trustee, as well as a District President and Trustee for each District of the Local. The term of office for all officers shall be two years. The Local Secretary-Treasurer and At-Large Trustee shall be elected in odd years. The Local President and Local Vice President shall be elected in even years. The District Presidents from Pittsboro and Avon shall be elected in even years, the Trustees in odd years. The District Presidents from Plainfield, Danville and Brownsburg shall be elected in odd years, the Trustees in even years. All newly elected officers shall take office at the first regular meeting in January after their election in December.

SECTION 2: If, in accordance with Article 4, Section 2 of the International Constitution and By-Laws of any organization to which this Local is an affiliate, this Local is entitled to delegates, the top two (2) officers of this Local (Local President, and Local Vice President), by virtue of their office may be made the Local's representatives as delegates to any and all conventions, conferences, or seminars when directed by the membership to send such delegates. If for financial reasons only, the membership would determine that they cannot afford to send a full delegation, but a partial delegation is appropriate, the President shall automatically be a delegate by virtue of his or her office. If more than one delegate is appropriate, the additional delegates shall be selected in the following order: Local Secretary/Treasurer, At-Large Trustee, District President, District Trustees, and general membership in good standing. The general membership delegates shall be elected by secret ballot of members in good standing at least sixty (60) days prior to the date of any conventions.

SECTION 3: Eligibility for Office - Any member in good standing, except as herein provided in Section 8, shall be eligible to be a candidate for office in this Local.

SECTION 4: 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 candidates own personal expense. "A candidate for office" includes a candidate for membership on the Board of Trustees. There shall be no discrimination in favor of or against any candidate with regard to the use of membership lists.

SECTION 5: Use of Funds Prohibited in Election - No funds received by this Local through initiation fees, dues or assessments or otherwise, shall be contrived 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 and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

SECTION 6: Delegates to the Central Labor Union shall be appointed as herein provided for a period of one (1) year, each to receive the sum of not less than ten dollars (\$10.00) for each meeting of the Central Labor Union said delegate shall attend.

SECTION 7: The candidates for all offices shall be nominated at the general meeting in October with elections in December. 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 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. The Australian Ballot System (secret ballot) shall be used in all elections of this Local. Voting for all offices shall take place at the union office from 7:00 AM to 7:00 PM and at determined satellite polling locations on dates set forth by the Executive Board. In the event there are uncontested nominations for any of the offices of the Local, the chair shall declare a winner (by acclamation) after the nominations for that office is closed. There shall be no voting by proxy in any election of officers, delegates, trustees or alternates. The candidate receiving a plurality (an excess of votes over those for any other candidate) shall be declared elected. In the case of a tie vote, the method to resolve all tie votes shall be the drawing of cards by all candidates involved in the tie. The candidate with the "high" card shall be declared elected and the tie considered resolved.

SECTION 7A: Any member in good standing who will be out of town on the days of voting may cast their ballot during the week prior to the election at the Union office during normal business hours unless otherwise specified by the Election Board.

SECTION 8: "Principal Offices" are the Local President, Local Vice President, and Local Secretary-Treasurer. "District Offices" are the District Presidents and District Trustees. "At-Large Offices" are one (1) At-Large Trustee. Any candidate must be an active member of this Local in continuous good standing for the year immediately prior to nomination. To be eligible for nomination to a District Office, the candidate must have attended two (2) of the candidates' respective District meetings (one per month) in the twelve (12) months immediately prior to the nomination. To be eligible for nomination to Principal Offices or At-Large Trustee position, a candidate must attend at least one (1) additional General meeting in the same twelve (12) month period. The above requirements may be waived if a majority of Principal Officers agree that a candidate has a reasonable excuse for missing the required meetings.

SECTION 9: Before the election the Local President shall appoint an Election Board consisting of five (5) members, with no less than three (3) Districts represented. The Election Board shall be chaired by the Local President or the Local Secretary-Treasurer, whichever is not up for re-election. The Election Board shall determine the method of implementing the election in a manner which safeguards the integrity of said election. The Election Board shall present its' plan to the Executive Board for approval no later than the October Executive Board meeting. No member of the Election Board shall be a candidate while serving on the Election Board. The Election Board shall be responsible for distributing and tabulating the ballots and shall have such functions as are provided in Article 13, Section 11 of the International Association of Fire Fighters' Constitution and By-Laws. 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 Election Board at which the ballots are tabulated.

SECTION 9A: The Chair of the Election Board shall turn over to the Local Secretary-Treasurer all records and ballots of the election which shall be preserved by the Local Secretary-Treasurer for one (1) year following the election.

SECTION 10: Vacancies in Office - When an office becomes vacant by reason of death, resignation, or removal for cause of the incumbent, the President at the next regular meeting after such vacancy occurs shall order an election as herein provided within the next sixty (60) days to fill the unexpired term.

SECTION 11: Oath of Office - Before entering upon the duties of their respective offices the newly elected officers shall subscribe to the following affirmation:

"I....(state your name).....do hereby sincerely pledge my honor to perform the duties of my office as prescribed by the laws of this Local, and to bear true allegiance to the International Association of Fire Fighters. I will deliver to my successor in office all books, papers, and other property to this local that may be in my possession at the close of my official term. I will also deliver all property of the International Association of Fire Fighters and to the President of same on demand. All of this I solemnly promise with full knowledge that, to violate this pledge is to stamp me as a person devoid of principle and destitute of honor." Do you so pledge?

(Answer I do)

SECTION 12: Should any officer be absent from three (3) consecutive meetings, without a reasonable and lawful excuse, that office shall be declared vacant and it shall be the duty of the Local President to order an election to fill such vacancy; the Local President to appoint an officer during the interim. Should the absent officer be the Local President then the Local Vice-President shall assume the duties of the Local President and fulfill the conditions of this Section. Should both the President and Vice-President be unavailable, the Secretary/Treasurer shall assume the responsibilities of the Local President.

SECTION 13: Any member who is an officer, upon accepting the nomination for the office of Local President, Local Vice President, Local Secretary-Treasurer, At Large Trustee, District President, or District Trustee shall at that time automatically resign their office. Such member's unexpired term shall then be open for nominations for a member to fill out the remainder of that term.

SECTION 14: The salaries for this Local's Principle Offices shall be based on the highest pension base in this Local.

SECTION 15: The salaries for the Principle Officers shall be as follows: Local President – 20% of the highest pension base within the Local; Local Vice President – 15% of the highest pension base within the Local; Local Secretary-Treasurer 10% of the highest pension base within the Local.

SECTION 16: The salaries of the District Presidents shall be based on the following schedule:

MEMBERS	BASE SALARY	BONUS PER MEMBER	MINIMUM - CAP
19 or less	\$599	\$0	\$599 -\$599
20 - 49	\$1,500	\$11	\$1,720-\$2,039
50 - 74	\$2,000	\$10	\$2,500-\$2,740
75 - 99	\$2,500	\$9	\$3,175-\$3,391
100 or more	\$3,000	\$7	\$3,700

## ARTICLE V

### DUTIES OF OFFICERS

SECTION 1: The duties of the officers of this Local shall be contained in the “Articles of Responsibility for Officers”. This document shall be subject to change by recommendation of the Executive Board and passed by vote of the membership at a General Meeting.

## ARTICLE VI

### REVENUE

SECTION 1: The revenues of this Local shall be derived from initiation fees, monthly dues, fines, regular assessments, and special assessments sanctioned by the International.

SECTION 2: Reinstatement fees, in the amount of ten (10) dollars, shall be payable to the Secretary/Treasurer of this local.

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: Increases 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 thirty (30) days in advance of the date on which the vote for such increases is to occur. The proposed increase shall become effective upon a majority vote of the members in good standing, at a regular or special meeting.

## **ARTICLE VII**

### **EXPENDITURES**

SECTION 1: The funds of this Local shall be used in defraying necessary expenses and benefits herein provided for and all other monies voted by the Local.

SECTION 2: All bills and donations must be acted upon by the members of this Local, assembled in regular or special meeting, before payment is made, except between meetings, when bills or donations are four hundred dollars (\$400) or less, then the Executive Board shall take care of the same until the next regular or special meeting. They shall then make an itemized report to the membership of any such expenditure for bills or donations. Any motion requiring more than five hundred dollars (\$500) of Local monies shall first be submitted to the finance committee in writing unless the money is for rent, mortgage, or building fund. The committee shall consist of this Local's Executive Board and they shall recommend approval or disapproval.

## **ARTICLE VIII**

### **MISCONDUCT, TRIALS, AND APPEALS**

SECTION 1: Any member charged with misconduct as defined in Article 15 of the International Constitution and By-Laws shall be served with written specific charges as required in Article 16 of the International Constitution and By-Laws and be given reasonable time to prepare his/her defense and afforded a hearing as provided in Article 17 of the International Constitution and By-Laws.

SECTION 2: Appeals may be made in accordance with Article 18 of the International Constitution and By-Laws, such appeal must be filed with the General President of the IAFF within thirty (30) days of the action to be appealed.

## **ARTICLE IX**

### **GENERAL**

SECTION 1: There shall be no discussion in any meeting of this Local as to the supposed demerits of any sworn members of any Fire Department or organization under this Local's jurisdiction.

SECTION 2: The Executive Board may take up questions involving rights of members, when such members request them to do so, or any such member who may be financially unable to retain counsel and by such difficulty be deprived of his/her rights. They shall also aid and foster harmony and welfare in this Local.

SECTION 3: Any member of this Local against whom charges may be laid for gross infraction of the existing rules of their governing Department may be amenable to charges to a like offense before this Local.

SECTION 4: The Hendricks County Professional Fire Fighters Union shall have the power of Notary Public conferred on any, or all, Principle Officers to take care of the Notary affairs of its' members.

SECTION 5: The President shall be empowered to provide legal counsel when any Fire Department vehicle is involved in a traffic accident, and an appeal to the Local President is made by any member or members in good standing or widow or dependents, below the age of twenty-one (21) years, of such members; whose death is a direct result of any such accident, shall be sufficient for the Local President to authorize legal representation with these exceptions:

- A. Only one attorney shall be authorized for each such accident.
- B. No attorney may be authorized when the accident involves only fire department vehicles, or in the Local President's opinion neglect of duty is involved. This does not deny members the right to seek legal aid under Section 3 of this Article.<sup>28</sup>
- C. Further, the legal counsel, provided for under this Section, is provided solely for the purpose of protecting the rights and privileges and/or estates of members under existing law. When any person or persons, authorized to receive legal counsel under this Section, initiates legal proceedings for; or makes settlement for damages due to personal injuries sustained in such accidents, this Local will assume no financial responsibility for payment of any costs or fees such actions may entail.

## **ARTICLE X**

### **AMENDMENTS**

SECTION 1: The Constitution may be amended by a two-thirds vote of the members present at any regular or special meeting of the Local, provided the amendment to be voted on has been presented in writing and filed with the Local Secretary-Treasurer two meetings prior to the meeting the vote is taken, and provided further that the proposed amendment is sanctioned by the International.

SECTION 2: A proposed amendment to this Constitution, or any By-Laws made under its provisions, shall be submitted for approval to the International's General President prior to its printing, or issuance, after it has first been adopted by the membership.

## **BY-LAWS**

### **ARTICLE I**

SECTION 1: There shall be one general two-day meeting of this Local quarterly. Meeting to be on the third Tuesday and day following of: January, April, July and October. Provided however, the quarterly meeting dates can be changed by a two-thirds (2/3) vote of the membership at the quarterly meeting held immediately preceding the one to be changed.

SECTION 1A: All districts of this Local shall hold monthly meetings as established by their respective memberships. Quarterly meetings shall serve all the membership on dates described above in Section 1. In the event of postponement, the meeting date shall be determined by the District President.

SECTION 2: Special meetings may be called by the Local President, Local Vice-President, or by written request of seven (7) members in good standing and no business except that which it was called may be transacted. Seven (7) days notice, in writing, must go out to the membership.

SECTION 3: Rights of Members - Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules as set forth in the manual of parliamentary procedures adopted by the International. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of this Local.

### **ARTICLE II**

SECTION 1: Seven (7) members shall constitute a quorum at any local quarterly meetings or special meetings. Each District President shall establish a set quorum approved by that district's membership. This must be approved by the Local executive board.

### **ARTICLE III**

SECTION 1: The dues of this Local shall be not less than one (1%) percent of the pension base, respective to each district.

### **ARTICLE IV**

SECTION 1: The funds of this Local shall be derived from dues, fines and assessments.

### **ARTICLE V**

SECTION 1: Any member of this Local in good standing, upon leaving their Department, may withdraw by appearing in person or otherwise at any regular meeting for his / her final card which shall be granted upon application of same. See Article III, Section 15.

# **ARTICLES OF RESPONSIBILITY for OFFICERS**

## **ARTICLE I – THE LOCAL PRESIDENT**

SECTION 1: It shall be the duty of the Local President to preside at all meetings of the Trustees. He/she shall be a member, ex officio, of all committees. All committees shall be appointed by the President, and shall be composed of not less than three (3) members unless otherwise ordered. He/she shall oversee all business, financial and contractual, of the Local. He/she shall be responsible for the property and facilities of the Local, and the accountability of all officers. The Local President or Local Secretary/Treasurer shall sign all orders and checks drawn on the treasury. The Local 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. The Local President shall, by virtue of his office, be a delegate of this Local to all conventions at which the Local is entitled representation. The Local President shall supervise the operation of this Local's business office as well as office hours as prescribed by the Executive Board. The Local President may also assign other duties not herein prescribed for elected officials of this Local. The Local President shall maintain office hours as prescribed in Schedule A.

## **Article II – The Local Vice President**

The Local Vice President shall assist the Local President with any and all duties of his/her office as necessary. The Local Vice President shall oversee the operations of the District Presidents and shall attend District Governmental meetings as necessary. He/she will insure that each district maintains current financial reports and shall coordinate all fund raising activities and special events of the Local. The Local Vice President shall, by virtue of his office, be a delegate of this local to all conventions at which the Local is entitled representation. He/she shall assume the duties of the Local President in the event of his/her absence. The Local Vice President shall maintain office hours as prescribed in Schedule A.

## **ARTICLE III – The Local SECRETARY-TREASURER**

SECTION 1: The Local Secretary-Treasurer shall serve as the communications director of this Local. The Local Secretary-Treasurer shall take charge of all books, papers and effects. He/she shall keep a current record of all of the Amendments to the Constitution. The Local Secretary-Treasurer shall keep all meeting attendance records and shall conduct all correspondence pertaining to his office. The Local Secretary-Treasurer 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 to be maintained by the Local such records as the law requires to be kept in support of reports filed by it. The Local Secretary-Treasurer shall turn over his books to the Trustees for their audit when called to do so. The Local Secretary-Treasurer shall insure that each district maintains current financial reports. The Local Secretary-Treasurer shall assume the duties of the Local President in the event of his/her absence and the absence of the Local Vice President. The Local Secretary-Treasurer shall turn over to his/her successor all books and papers pertaining to this Local.

SECTION 2: The Local Secretary-Treasurer shall be responsible for an accurate account between this Local and its' members and shall be responsible for the actions and accountings of the (civilian) Controller. The Local Secretary-Treasurer shall prepare a written report of the dues and assessments for each monthly meeting of the Local and/or districts. Shall assure the financial books of the Local are properly maintained and submit those books to the Board of Trustees for their audit and approval when called to do so. At the completion of his term, shall turn over to his successor all monies and property of the Local that may be in his possession and assure the smooth transition of responsibility to said successor.

SECTION 3: The Local Secretary-Treasurer shall collect all dues and give receipts for same; announce receipts of dues and assessments in proper order of business at each regular meeting of the Local; notify all members sixty (60) days in arrears of the amount of their dues and keep an accurate account of all monies received and expended and make financial statements monthly for publication in the Local's newsletter. Shall pay all bills of the Local when approved by the Local President and shall submit the books and receipts to the Board of Trustees for their audit and approval when called upon to do so. The Local Secretary-Treasurer shall forward the annual audit, approved by the Board of Trustees of the Local to the General International Secretary-Treasurer, over the seal of the Local, not later than June first of each year. The Local Secretary-Treasurer shall have a surety bond by an acceptable surety company in such amount as the Executive Board may determine. The Local Secretary-Treasurer shall, at the expiration of his/her official term, turn over to his successor all monies and property of the local that may be in his/her possession. The Local Secretary-Treasurer shall perform all other duties as prescribed by the Local President. The Local Secretary-Treasurer shall maintain office hours as prescribed in Schedule A.

SECTION 4: The Local Secretary-Treasurer shall not accept dues from any member whose assessments have not been paid and any payment made shall be applied to the payment of fines and assessments.

SECTION 5: All funds shall be deposited in the banks in the name of the Local, withdrawal of such funds subject to a check signed by the Local President or the Local Secretary-Treasurer.

#### **ARTICLE IV – DISTRICT PRESIDENT**

SECTION 1: Each District President shall maintain a district membership list and a district contingency fund for the Local Secretary-Treasurer. Shall maintain communication between district members and this Local and encourage participation by all members in this Local's activities. Each District President shall maintain communication and a working relationship with respective Township Trustee / City Manager / Mayor as well as with respective department administration; shall attend, or be represented at, all Township Board, Town Board, City Council meetings. Each District President shall be responsible for supervision of all grievances and issues within their district. Shall chair, or sit on, no less than one committee for this Local. Shall represent, or delegate representation for, his/her district at all executive board meetings. The District President shall be responsible for an article concerning his/her district for this Local's monthly publication. The District President shall maintain office hours as prescribed in schedule A. Shall perform other duties as assigned by the Local President or Local Vice President.

## **ARTICLE V - TRUSTEES**

SECTION 1: The trustees shall audit the books of the Local Secretary-Treasurer annually, and at any other time they deem necessary, and report their findings to the membership of this Local and to the General Secretary-Treasurer of the International, over the seal of the Local, no later than June first of each year and shall include an accurate count of all employees within each district. This audit shall show itemized receipts and disbursements for each individual month in the period for which the audit is made. They shall attend to the bonding of all officers and employees of the Local who handle funds or property of the Local, in such amounts as may be required. The expense of such bonds not covered by the International shall be borne by the Local. The Local shall have sufficient bond to cover at least ten (10%) percent of its current liquid assets.

SECTION 2: The District Trustee shall upon the death, resignation, or removal of the District President, assume the duties of said office until the next election of this Local. The District Trustee: shall be responsible for the minutes and attendance of all district meetings. Shall chair, or sit on, not less than one committee for the Local. Shall maintain communication between district members and the local and encourage participation by all members in Local activities. The trustee shall attend no less than 25% of Township Board / Town Board / City Council meetings. The District Trustee shall report any motions promptly to the Local Secretary-Treasurer. The Trustees of each district shall report monthly attendance records to the Local Secretary-Treasurer quarterly. Assist the District President whenever needed.

SECTION 3: The At-Large Trustee: shall chair or sit on not less than one committee for the Local. They shall take an active role in not less than one event for the Local each year. They shall, at the direction of the Local President or his designee, assist any District President when needed. Maintain communication between the Local and its members and encourage participation by all members in Local activities. They shall perform other duties as prescribed by the Local President.

## **ARTICLE VI – GENERAL RESPONSIBILITIES**

SECTION 1: The Executive Board shall consist of the three (3) principle officers (Local President, Local Vice President, Local Secretary-Treasurer, and At-Large Trustee.) The Executive Board shall meet at the call of the Local President or by a request signed by a majority of its members. The Executive Committee shall consist of the Executive Board and the District Presidents and Trustees. A majority of the Districts shall constitute a quorum. It shall have the authority to act in the name of the Local during intervals between regular monthly meetings, such acts being subject to confirmation by the membership at the next general meeting of the Local. Any absence from Executive Committee meetings must be reported in advance. Three (3) unexcused /unannounced absences in a row from Executive Board, Executive Committee, and/or General Meetings will be grounds for action by the Executive Board up to and including withholding of pay. The Executive Board shall meet at the call of the Local President or Local Vice President and shall set the meeting dates and times.

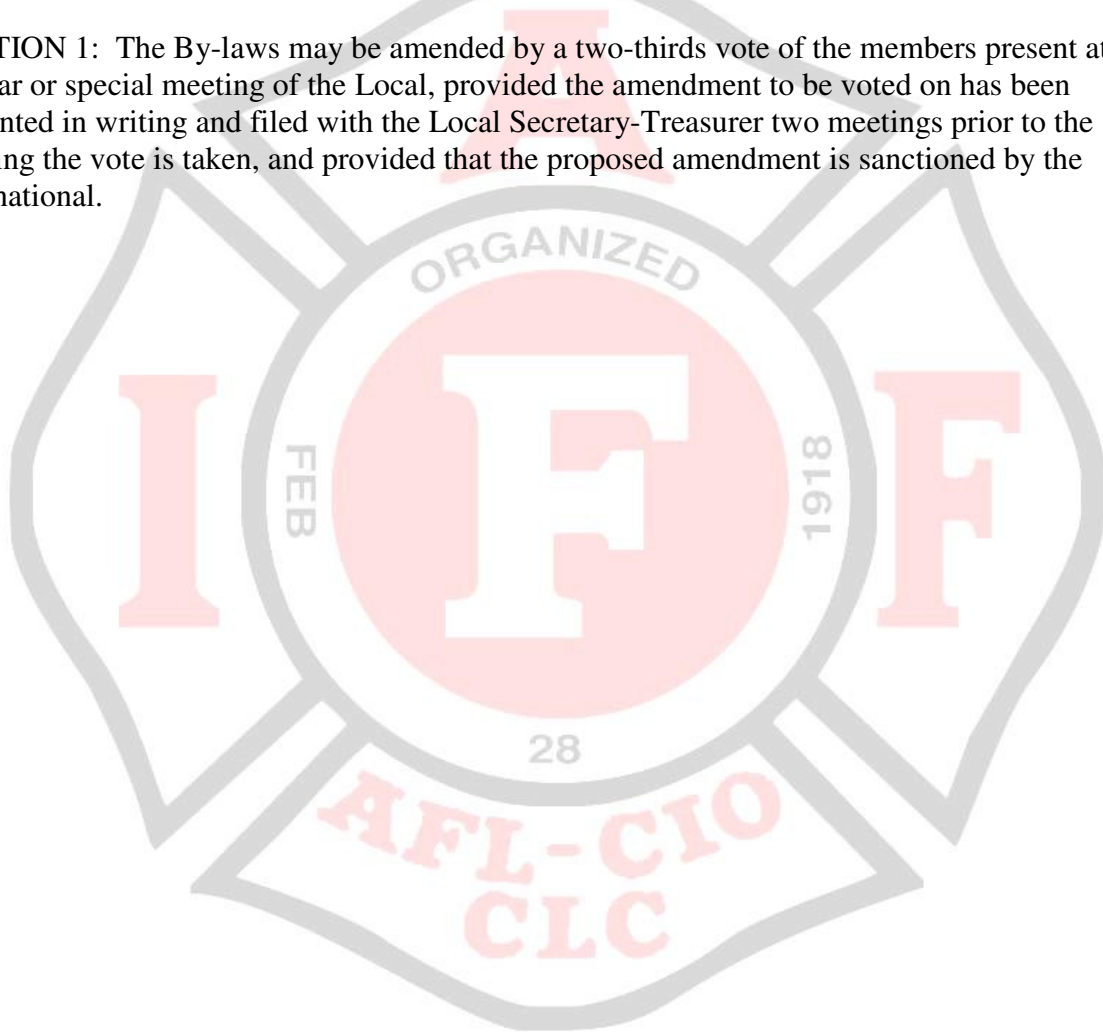
SECTION 2: Failure by an Officer to fulfill any duties will be grounds for review by the Executive Board. Such action must be proposed by a majority of the Principle Officers. Salary may be withheld pending an examination of the facts and a vote by the Executive Board.

SECTION 3: Per Schedule A, members of the Executive Board will not be scheduled for office hours when on vacation from their respective department. It will be the duty of each officer to inform the person assigned to make the schedule of their time off. Verification must be furnished upon written request.

## **ARTICLE VIII**

### **AMENDMENTS**

SECTION 1: The By-laws may be amended by a two-thirds vote of the members present at any regular or special meeting of the Local, provided the amendment to be voted on has been presented in writing and filed with the Local Secretary-Treasurer two meetings prior to the meeting the vote is taken, and provided that the proposed amendment is sanctioned by the International.



## **SCHEDULE A**

### **Set hours for Local:**

Monday through Friday, 10:00 a.m. – 4:00 p.m.

### **Scheduled holidays on which the office will be closed:**

New Year's Day\*  
St. Patrick's Day  
Good Friday  
Memorial Day  
Independence Day\*  
Labor Day  
Thanksgiving Day  
Day following Thanksgiving  
Christmas Eve  
Christmas Day\*

\*If the holiday falls on a weekend, the office will be closed the following Monday

### **Office hours for personnel:**

Local President: Minimum of 24 hours per week.  
Local Vice President: Minimum of 20 hours per week.  
Local Secretary/Treasurer: Minimum of 16 hours per week.

District President: Office hours shall be determined using the following schedule:  
Less than 74 members – one 4 hour shift per month; no shift during holiday weeks.  
75 – 135 members – one 4 hour shift per month.  
136 – 250 members – one 8 hour shift per month.  
At-Large Trustee – one 4 hour shift per month.

### **Vacation:**

Members will be considered on vacation during the time they are scheduled for their respective departmental vacations. It will be the responsibility of the officer to notify the Principle Officers of any upcoming vacation in a reasonable time to allow adequate scheduling.