

**UNITED EMERGENCY MEDICAL PROFESSIONALS
OF ARIZONA**

I.A.F.F. INDUSTRIAL LOCAL 60



CONSTITUTION AND BY-LAWS BOOK

REVISED APRIL 2006

ARTICLE I

Name

Section 1. This organization shall be known as United Emergency Medical Professionals of Arizona (U.E.M.P.A.) Local I-60 of the International Association of Fire Fighters (I.A.F.F.). It shall consist of Three (3) regions coming to be known as Central Arizona Region, Northern Arizona Region and Southern Arizona Region.

Section 2. Reference in the Constitution and by-laws to "Local" or "Local Union" shall refer to the local as set forth in sections 1. and the 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 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 Association when made in conformity with the authority granted by the Constitution and By-laws of the International, and the resolution adopted, and the 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 – object

Section 1. Jurisdiction shall be as follows: All private ambulance workers in the state of Arizona, in accordance with the IAFF's Constitution and By-Laws and the jurisdictional agreement memorialized by the General President on November 15, 2005."

Section 2. The objective of this Local shall be to further the interest of its members in all ways, consistent with honor and integrity, to encourage a higher degree of skill and efficiency, cultivation of friendship and fellowship among its members.

Section 3. This organization shall be non-partisan and non-sectarian

ARTICLE III

Membership

Section 1. The membership of the Local shall be composed of Active, Associate, Retired and Honorary.

Section 2. Active: Any person of good moral character, who at the time of making application is engaged in the service within the time of making application is engaged in the service within the jurisdiction of this local, as given in Article II, Section 1., will be eligible for active membership. Application for Active membership shall be endorsed by three (3) members of the Local and shall require a two-thirds (2/3) vote of the members present at a regular meeting. All applications for Active membership shall be forwarded to the Secretary and/or Treasurer accompanied by the initiation fee before action can be taken on it.

Section 3. Associate: The Executive board may develop the criteria of an Associate as desired.

Section 4. Retired: Any member who retires in the State of Arizona shall be offered Retirees membership. Such membership shall have no voice or vote in the Local and may be revoked for due cause.

Section 5. Honorary: For meritorious service to this Local or for distinguished public service, persons may be elected Honorary members of a majority of members present at a regular meeting. Honorary members shall not pay dues, initiation fees or other charges and shall have no voice in the Local. Such membership may be revoked for due cause.

Section 6. Separation: When any member in good standing becomes separated from Southwest Ambulance/Rural Metro Corporation, the Local may allow said member to retain his active membership, or in lieu thereof, upon request of said member, shall issue him 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 an affiliate labor organization, shall retain his/she active membership in this Local

Section 7. Maintenance of Good Standing: Membership in good standing includes any person who has fulfilled the requirements of membership in this Local who has not voluntarily withdrawn, become ineligible for continued membership or has been suspended or expelled as provided in the Constitution and By-laws of the International, or the Constitution of this Local.

Section 8. Delinquent Members: Members who fail to pay there dues or assessments within the period prescribed by the International Constitution and By-laws, or as required by this Constitution, shall be notified by the Local officer whose duty it is that they are delinquent and will automatically be suspended and lose there good standing if payment is not made within sixty (60) days following such notification. Delinquent and suspended members are not entitled to a voice or vote in the Local or in the affairs of the Association.

ARTICLE IV

Meetings

Section 1. Regular meetings of this Local shall be held on the third Wednesday of each month at a location and time to be announced. A flyer with meeting dates and times will be posted at all stations no later the 14 days prior to meetings. However, upon approval of the executive board the monthly may be cancelled. There shall however, be a minimum of ten monthly meetings held each year and only cancelled upon the approval of the executive board. The President, with the approval of the executive board, may change time, date and location of the meetings.

Section 2. Special meetings may be called by a majority vote of the executive board or by seven (7) members in good standing, by sending a notice, in writing to the President. Four (4) members of the petitioning body shall be present at such meeting. All members in good standing shall be notified, in writing, of such special meeting at least seven- (7) day prior to said meeting. Notice of special meetings mailed to all station stewards shall be deemed proper notice. This notice shall state the business to be considered 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, shall be ten (10) members in good standing, at each meeting.

Section 4. Rights of Members: Every member in good standing shall have the right to attend any meeting and to participate in such meetings in accordance with the recognized rules as set forth in the manual of parliamentary procedure adopted by the Local. Members shall conduct themselves in such manner as not to interfere with the legal or contractual obligations of the Local of the International.

Section 5. Rules for Meetings: The rules contained in *Atwoods: Rules for Meetings* shall govern the meetings of this Local in all cases not in conflict with the Constitution and by-laws, or the Constitution and by-laws of the International, or interpretation of these documents.

ARTICLE V

Executive Board and Elections

Section 1. The Executive Board of this Local shall consist of:

One (1)	President
Two (2)	Chapter Vice-President
One (1)	Business Manager
Two (2)	Business Agents
One (1)	Secretary--Treasurer
One (1)	Sergeant-at-Arms
Six (6)	Trustees

The President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and Six (6) Trustees shall be elected at large. One (1) Vice-President and four (4) Trustees shall be elected by the Local I-60 members of the Central Arizona region and one (1) Vice-President and two (2) Trustees shall be elected of the Southern Arizona region.

The President and, Sergeant-at-Arms shall serve two (2) year terms with elections to be held on odd numbered years.

The two (2) Chapter Vice-President and Secretary--Treasurer shall serve two (2) year terms with elections to be held on even numbered years.

The Trustees shall be elected to two (2) year terms. In the Central Arizona region with one (1) Trustee elected in the odd numbered years and two (2) Trustees elected in the even numbered years. In the Southern Arizona region one (1) Trustee elected in the odd numbered year and one (1) Trustee elected in the even numbered year.

Section 2. The President shall have the authority to appoint one (1) Executive Vice-President, one (1) Business Manager, two (2) Business Agent's, one (1) Membership Services Director. The Executive Vice-President shall also act as the Administrative Assistant to the Local I-60 President. The Appointed position is subject to ratification by the Board of Trustees.

The President shall also have the authority to appoint Area Representatives who will not be voting members of the executive board.

Section 3. The immediate past President shall be and ex-officio member of the Executive Board for a period of one (1) year.

Section 4. Any member in good standing shall be eligible to be a candidate for office in this Local.

Section 5. If a candidate for any office voluntarily withdraws his/her name for consideration for that office, after receiving votes for that office, the voting for that office with the remaining nominees, shall take place in the regular meeting the following month.

Section 6. 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 a candidate for membership on the Executive Board. There shall be no discrimination in favor of, or against any candidate with the regard to use of membership lists.

Section 7. Use of funds prohibited in elections: No funds received by this Local, through initiation fees, dues or assessments, or otherwise, shall be contributed or applied to promote the candidacy of any person in the election of officers.

Section 8. Methods of nominations and elections: Nominations for the offices of this Local shall be held at regular meetings in the month of October each year and the primary election in the month of November. The general election shall be held in the month of December. All members in good standing shall be given at least fifteen (15) days advance notice in writing of the date time, and place at which elections will be held. Notice of elections mailed to all members in good standing at their last known address shall be deemed proper notice. Any member in good standing may nominate eligible members for office, and no member shall be a candidate for more than one (1) office. Election shall be by secret ballot, even though only one (1) candidate is nominated for any given office. There shall be no voting by proxy in the election of Local Executive Board Members. The candidate receiving the majority of the ballot cast shall be declared elected.

Section 9. Election Committee: The President shall appoint an election committee which shall be responsible for distributing 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 the casting of ballots, and attend the meeting of the election committee. at which the ballots are tabulated. Ballots printed on single sheets of paper shall list eligible candidates alphabetically, by office. A member of the election committee shall act as Registrar of ballots. The voting member shall place all ballots cast in one (1) container immediately after signing a registration sheet under the supervision of the registrar.

Section 10. Objection to Elections: Objections to the conduct of the election shall be made to the elections committee, in writing within seven (7) days after the posting of the results. The election committee shall decide on the merit of the specific objection(s) after thorough investigation thereof, and shall notify all members by posting the decision in like manner to the election results.

Appeals to the decision of the election committee shall automatically require a special meeting of the Union. Each side in the dispute shall be given equal time to present its case to the membership, which shall then vote by secret ballot. The President shall appoint one member from each side of the issue to count the ballots, and announce the verdict based on such count. The decision may be appealed to the International pursuant to Article XVIII of the IAFF constitution and By-laws.

In the event the elections committee does set aside the result of an election, after following the procedures above, nominations for the office thereby vacated shall be made using the procedure for filling vacancies prescribed in Article V, Section 12.

Section 11. Ballots Preserved: the Secretary shall preserve the ballots and all other records of an election for a period of one (1) year following the election.

Section 12. Vacancies in Office: When an office becomes vacant by reason of death, resignation, retirement or removal of the incumbent, no later than thirty (30) days from the date the office is vacated, the President shall appoint a successor, subject to ratification by the Executive Board.

Section 13. Recall of officers: Recall of any officer or committee member may be accomplished by a majority secret ballot vote of the membership.

Recall petitions shall state the name of the Officer or Committee member, and the office held; shall clearly express the reason for the recall; and, must be signed by twenty-five (25) percent of the membership in good standing with the Union.

Recall petitions shall be submitted to the President, who shall call a special meeting pursuant to the Constitutional requirements. In the case of a Presidential recall, the petitions will be submitted to the Secretary-Treasurer.

ARTICLE VI

Duties of Executive Board

Section 1. It shall be the duty of the President to preside at all meetings of the Local and at meetings of the Executive Board. He shall be executive head of the Local. He shall be member ex-officio of all committees. He 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 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 Constitutions and by-laws of the International as this document relates to the Local and the Constitution and by-laws of the 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 by applicable law including the execution and filing of any reports to Federal or State authorities and he 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 President by virtue of his election, shall be a 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, the Vice-President shall preside at meetings of the Local and 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 of the Executive Board.

Section 3. The Business Manager by virtue of his/her appointment shall assist the President in such a manner as the President may determine. Upon approval of the President, the Business Manager shall be a representative of the Local in issues dealing with grievance matters in representation to it members. The Business Manager, under the direction of the President shall oversee the duties and activities of the Business Agent.

Section 4. The Business Agent by virtue of his/her appointment shall assist the President in such a manner as the President may determine. Upon approval of the President, the Business Agent shall be a representative of the Local in issues dealing with grievance matters in representation to it members. The Business Agent, under the direction of the President, will assist the Business Manager in matters that the Business Manager may determine

Section 5. The Secretary shall have custody of all documents, records, and books and papers belonging to the Local, except as may be otherwise provided by the Constitution and by-laws. He/she shall keep an accurate record of the meetings of the Local and of the Executive Board of which he/she shall be Secretary. He/she shall attest all official documents with his signature and seal of the Local. He/she shall conduct the correspondence of the Local promptly. He/she shall maintain an official list of members in good standing, which shall be kept accurately and on a current basis. The Secretary shall discharge on behalf of the Local such duties as may be imposed upon him/her by applicable law including the execution and filing of any reports to the 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 reports filed by it.

Section 6. The Treasurer shall receive all money due to the Local from whatever source, and shall disperse the same only by voucher signed by the President in conformity with a vote of the Local. Such disbursement shall be by check, which shall also be signed by the President. He/she shall maintain and keep current record of 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 the audit of his/hers books. He/she shall forward the annual audit of the Local to the International Secretary-Treasurer over the seal of the Local, not later than June first of each year.

Section 7. The Sergeant-at-arms shall provide general supervision of all regular meetings and meetings of the Executive board under direction of Atwoods: Rules for Meetings. Other duties of the Sergeant-at-arms shall be to assist the President in such a manner as the President may determine.

Section 8. The Executive Board shall consist of the President, Vice-President, Business Manager, Business Agents, Secretary-Treasurer, Sergeant-at-arms, and Trustees. 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 being subject to conformation 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 the call signed by a majority of its members. A Majority shall constitute a quorum.

Section 9. The Trustees shall act as a liaison between the Local Union and its members during such times between regular meetings and Executive Board meetings. It shall be the duty of all the Trustees to accurately disseminate the information from regular meetings to the members of the Local in a timely manner. The Trustees will be a first line informational and directional guides for all members. The President will determine the locations of representation of which the Trustees will be responsible for.

Section 10. 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 Secretary-Treasurer, in compliance with applicable law. The expense of such bonds shall be borne by the international.

Section 11. All salary paid officers of the Local shall be paid the first week of the month, on the basis of their duty performance. The officer will report their duties performed to the executive board meeting. It will be with the approval of the executive board if the officer's duties have been fulfilled for the month.

Section 12. If an Executive board member has not fulfilled his/her duties to the Local and its membership, that officer's pay for the following month will be withheld. This action will be ratified with a majority vote of the Executive board.

ARTICLE VII

Delegates and Alternates to Conventions

Section 1. Delegates, in addition to the President and alternates to convention, shall be elected by a secret ballot of all Local I-60 members in good standing at regular or special meeting. The credentials of delegates and alternates must clarify to this method of election.

Section 2. The President virtue of his elected office shall attend the annual convention of the Professional Fire Fighters of Arizona.

Section 3. Delegates and alternates nominated to attend a convention shall be elected by a secret ballot of Local I-60 members in good standing. The elections shall be held at regular or special meetings.

Section 4. Any expense involved in the sending of any delegate or alternate to any convention shall be fixed by a vote of the members present at a regular or special meeting.

ARTICLE VIII

Political Action Committee (P. A. C.)

Section 1. The Local shall maintain an active Political Action Committee. The P. A. C. committee shall consist of only Local I-60 members.

Section 2. The P. A. C. committee shall have a chairman and a Treasurer who will be selected by the members of that committee.

Section 3. Voluntary contributions the P. A. C. shall be \$1.00 per pay period, and shall be payroll deducted.

Section 4. Voluntary contributions to the 100 club shall be \$5.00 per pay period, and shall be payroll deducted.

ARTICLE IX

Initiation Fees – Dues and Assessments

Section 1. Initiation fees shall be paid in the amount of \$2.00. Note: The President may waive initiation fees.

Section 2. Dues for Active membership shall be \$24.00 per pay period.

The average annual percentage pay raise will also be assessed to the Union dues in that percentage amount. Increases will be averaged at year-end and will be implemented the beginning of the following year.

Section 3. Dues for Associate membership shall be the same as Active membership.

Section 4. Dues for retired membership shall be \$.50 per month.

Section 5. Assessments may be made only in the following manner: Each member in good standing shall be notified in writing at least fifteen (15) day in advance of the date on which the vote for an assessment is to occur. Notice of assessment delivered to all station shall be deemed proper notice. The proposed assessment shall become effective upon a majority vote of the members present by secret ballot at a regular or special meeting.

Section 6. Increase in rates of initiation fees, reinstatement fees, or assessments shall require notice of such proposed increases to be given to the members in good standing a least fifteen (15) days in advance of the date on which the vote for such an increase is to occur. Notice of any increase delivered to all stations shall be deemed proper notice.

Section 7. Reinstatement fees shall be \$15.00 plus double union dues for each month the member was out of the union for a maximum of twelve (12) months. Note: Reinstatement fees may be adjusted with approval of the executive board.

ARTICLE X

Working condition changes

Section 1. Any action pertaining to wages, hours or any other condition pertinent to the entire personnel of Southwest Ambulance/Rural Metro Corporation shall require notice of such proposed changes to be given to the members in good standing at fifteen (15) days in advance on the date on which the vote for such change is to occur. Notice of working condition changes delivered to all stations shall be deemed proper notice.

Section 2. Any action pertaining to wages, working hours or any other condition pertaining to the entire personnel of the company shall require a two-thirds (2/3)-majority vote of the members present at a regular or special meeting.

ARTICLE XI

Constitution and By-laws changes

Section 1. Any alteration to the Constitution and By-laws must be submitted in writing.

Section 2. No alteration to the Constitution and By-laws may be made except by two-thirds (2/3) vote of the members present at a regular or special meeting.

Section 3. The Secretary shall notify the stations in writing of any proposed changes in the Constitution and By-laws at least fifteen- (15) day prior to the regular or special meeting.

ARTICLE XII

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 be given reasonable time to prepare his defense and afforded a hearing as provided in Article 17 of the International Constitution.

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 President of the Association within thirty (30) days of the action to be taken.

ORDER OF BUSINESS

Opening

Reading of Minutes

Application for Membership

Voting on Application for Membership

Initiation of Candidates

Reports of Executive Board and Committees

Unfinished Business

Communication and Bills

Good and Welfare

Roll call of Officers and Members

Financial Secretary's Report

New Business

Closing

PLEDGE

"I _____, as a member of the International Association of 60, pledge my honor to faithfully observe the Constitution and By-laws of this Association; not to divulge or make public any of the private proceedings of this Association; to comply with all the rules and regulations for the government thereof; to faithfully perform all the duties assigned to me to the best of my ability and skill; to conduct myself at all times so as not to bring ill-repute upon this Association."

RULES AND ORDER

1. When the President takes his/her chair, the officers and members shall take their respective places, and at the sound of the gavel, all shall be silent.
2. Every officer and member shall be designated in debate or otherwise by his proper title according to his standing in the Association, and the President shall name the member to whom he gives the floor to debate before such member shall proceed to speak.
3. The President shall decide all points of order, which shall be final unless appealed from the Association when the question shall be: "Shall the decision of the chair be sustained?" The President shall have no other privilege in debate.
4. The Association shall be governed by *Atwoods: Rules of Order* when there is no special rule of the Association applying to the case in point.
5. If a member, while speaking, is called to order by the President, he shall cease speaking and take his seat until the question is determined.
6. The ayes and nays shall be recorded at the request of five (5) members.
7. A member shall not speak or otherwise interrupt the business of the Association when the minutes or other papers are being read, or when any member is speaking in debate.
8. When a member speaks, he/she shall stand up and address the President, and a member shall not disturb another in his/her speech unless to call him/her to order. Brothers and Sisters shall confine themselves to the question under debate and avoid all personality and any reflection of the Association or its members.
9. A member shall not speak more than once on the same subject or question until all the members wishing to speak have had a opportunity to do so, nor more than twice without the permission of the President or a vote of the Association, which shall be taken without debate and a member while speaking shall call another by his proper name
10. A member misbehaving himself or herself in a meeting of the Association, either by abusive, disorderly or profane language or conduct, or by refusing obedience to the presiding officer, shall be duly censured for his offense by the chair, and if he/she offends again, he/she may be dealt with as the Association may determine.
11. A motion should not be subject to debate until it has been seconded and so stated by the President.
12. Then the reading of any paper or other matter is called for and any member objects the same to, it shall be determined by a vote of the Association without debate.

13. All communications shall be presented through a member of the Association and a brief statement of their contents entered upon the minutes.
14. Before putting the question, the President shall ask: "Is the Association ready for the Question?" If no one rise to speak, the Association is ready for the question; he/she shall rise and put it. While the President is putting the question, none shall walk out or across the room, nor entertain private discourse.
15. When a question is indefinitely postponed, it shall not be acted upon again during this or the next succeeding meeting.
16. A motion to reconsider shall not be received unless make and seconded by members who voted with the majority in the first instance, not if the subject shall have passed two stated meetings.
17. Any member may excuse himself or herself from serving on any committee at the time of his appointment if he/she at the time were a member of two other committees.
18. The person first named on committee shall act as temporary chairperson, he/she shall call the committee together and they shall elect the chairperson.
19. The President, or any other member doubting the decision of a question, may call for a division and a count of the affirmative and negative votes shall is taken by the Corresponding Secretary.
20. Any new motion made during the second regular meeting of the month, after receiving a second, will automatically be tabled until the following month, then voted upon during both meetings