



# INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS®

HAROLD A. SCHAITBERGER  
General President

EDWARD A. KELLY  
General Secretary-Treasurer

July 11, 2019

Kevin Burkhart, President  
United Emergency Medical Professionals of Arizona  
IAFF I-60

Dear Brother Burkhart:

I have completed my review of your amended Constitution and By-Laws to determine its compliance with the IAFF Constitution and By-Laws. I am pleased to inform you that your amended Constitution and By-Laws is *approved*.

Please note two additional changes that should be made to your Constitution and By-Laws.

**Article III, Section 5:** Please be advised that at the 2018 IAFF Convention, delegates voted to add “status as a military veteran” to the IAFF Constitution nondiscrimination clause.

**Article XI, Section 3:** Please add the word “General” to “President” found in second line.

Enclosed is your approved Constitution and By-Laws. An electronic copy has been retained for our records on your local.

Sincerely and fraternally,

Harold A. Schaitberger  
General President

Enclosure

HAS/DLS:rpj

Cc: Frank Lima, Vice President, IAFF District 10

UNITED EMERGENCY MEDICAL PROFESSIONALS OF ARIZONA

CONSTITUTION AND BY-LAWS  
OF THE  
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS  
LOCAL I-60



International Association of Fire Fighters  
AFL-CIO, CLC  
**APPROVED**

*Harold A. Schaitberger*

IAFF, General President 7/11/19 Date

ADOPTED BY SECRET BALLOT  
JUNE 15<sup>TH</sup>, 2019

## Article I: Organization and Governing

### Section 1: Local Name and Number

This organization shall be known as the International Association of Fire Fighters Local I-60 ("I.A.F.F. Local I-60") d/b/a United Emergency Medical Professionals of Arizona ("U.E.M.P.A.").

### Section 2: Definitions

Reference in the Constitution and By-Laws to "Local" or "Local Union" shall refer to the organization as set forth in Article 1, Section 1.

References to "Association" or "International" shall refer to the International Association of Fire Fighters, AFL-CIO.

Notification shall mean posted to the Union's official website unless where prohibited or defined otherwise by applicable law.

### Section 3: Compliance

The 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 of Fire Fighters and the interpretations rendered by the 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 By-laws of the International, the resolutions 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 Union.

### Section 4: Bonding

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 State and Federal 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 assets.

### Section 5: Fiscal Responsibility

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 confirmation by the membership at the next regular meeting of the Local. It shall provide for an annual audit of the Union's financials. It shall meet at the call of the President or on the call signed by a majority of its members. A majority of the Executive Board shall constitute a quorum.

## Article II: Jurisdiction and Purpose

### Section 1: Jurisdiction

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: Objective

It is to be the mission and objective of this Local to protect the interests, hours, wages, benefits, and working conditions of each member of this organization. This Local will conduct itself with honor and integrity, to encourage a higher degree of skill and efficiency, and cultivation of friendship and fellowship among its members.

### Section 3: Restrictions

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

### Section 4: Chapters, Regions and Districts

The Local shall consist of multiple chapters as it organizes private ambulance companies throughout the state of Arizona. If an employer has less than twenty-five (25) employees during the time of organization, that employee group will be placed into an existing Chapter of the Local.

Each Chapter, dependent on size and geographical area, may be split up into Regions and/or Districts.

Clear definitions of which employee groups belong to which Chapter, Region, or District will be outlined on the Local's website and reviewed quarterly for accuracy by the Secretary.

Due to the fluid nature of the work force it is understood the Chapters, Regions, and Districts may need to be changed from time to time. Any splitting and combining of Regions and Districts will be made by majority vote of the Executive Board to be ratified by a majority vote of general membership at the next general membership meeting. Posting of changes will be made to the Local's website within twenty-one (21) days of ratification.

## Article III: Membership

### Section 1: Membership Types

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

#### **Active**

Any person of good moral character who at the time of making application is engaged in service within a bargaining unit of this Local, as given in Article II, Section 1., will be eligible for active membership.

All applications for Active membership shall be forwarded to the Secretary and/or Treasurer accompanied by any applicable initiation fee before action can be taken on it.

Applications for active membership shall be endorsed by two (2) members of the Local.

Applications from those who have no prior relationship with the Local shall be reviewed by the executive board, and upon unanimous vote, shall be accepted as members into the Local. A list of accepted members shall be ratified during the next regularly scheduled meeting.

Any applications from individuals with prior membership in the Local shall be voted upon by the membership present at the next regularly scheduled meeting or special meeting.

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#### **Honorary**

For meritorious service to this Local or for distinguished public service, persons may be elected Honorary members by 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 by a majority vote of the membership for due cause.

### Section 2: Separation

Separation from the Local may occur when any member in good standing becomes separated from his/her employer that is represented by the Local and is not eligible for retired membership status, or upon the members' request.

A member that separates from employment due to lay-offs, injury, illness, temporary disability, promotion outside of the bargaining unit or other personal hardship may petition the Local Executive Board for a withdrawal card.

Withdrawal cards may be issued only to those members who leave the bargaining unit in good standing or who are precluded by law or local ordinance or contractually from maintaining union membership by virtue of their 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 3: 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 4: Delinquent Members

The Local shall collect dues via payroll deductions wherever possible, however it is the members' responsibility to ensure the proper and timely payment of dues and assessments to the Local. Payments to the Local will be due bi-weekly on the Friday corresponding to the employer's payday.

Members who fail to pay their dues and assessments by the fifteenth (15<sup>th</sup>) day after such dues are payable shall be notified 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. Notification will be mailed to the member's last known address.

If the member's delinquent or suspended status was due to a company or union error, the member will be automatically placed as a Member in Good Standing and a payment of 25% past dues may be due no later than sixty (60) days from date of correction.

### Section 5: Discrimination

Anyone eligible for membership in the Local shall not be refused membership or, upon acceptance, be discriminated against because of political affiliation, marital status, family status, race, color, creed, national origin, sex, gender, sexual orientation, gender identity, or by reason of disability.

## Article IV: Local Meetings

### Section 1: General Meetings

The Local shall have at minimum, one general meeting per region per quarter. Notices of meeting times, dates and locations posted to the Local's official website fifteen (15) days prior shall suffice as proper notice.

### Section 2: Quorum Requirement

A minimum of seven (7) members in good standing upon the call to order shall constitute a quorum.

### Section 3: Special Meetings

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) days 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 4: Rights of Members

Members in good standing shall have the right to attend any membership 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.

### Section 5: Member Conduct

Members shall conduct themselves in such manner as not to interfere with the legal or contractual obligations of the Local or the International.

### Section 6: Rules for Meetings

The rules contained in Robert's Rules of Order 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.

### Section 7: Motions

Motions which have an impact to wages, hours, or working conditions, or have a fiscal impact to the Local above \$500 must appear on the meeting's agenda to be eligible for voting. Members may submit, in writing to the Local's Secretary, their agenda item and motion a minimum of ten (10) days prior to the scheduled date of the meeting for placement onto the agenda. The Local Secretary shall provide notification of the agenda seven (7) days prior to the scheduled meeting date.

Motions which are not on the published agenda which impact wages, hours or working conditions, or have a fiscal impact greater than \$500 to the Local shall be tabled and placed on to the agenda of the next regularly scheduled meeting.

## Article V: EXECUTIVE BOARD

### Section 1: Executive Board Structure

The Executive Board of this Local shall consist of:

- One (1) Local President
- Up to One (1) Assistant to the President
- Up to One (1) Vice-President per Region
- One (1) Business Manager per Chapter
- Up to One (1) Business Agent per Region
- One (1) Secretary
- One (1) Treasurer
- One (1) Sergeant-of-Arms
- Up to One (1) Membership Services Director
- Up to One (1) Political Director
- Up to One (1) Trustee per Fifty (50) members

### Section 2: Term and Duration of Service

The President, Secretary, Treasurer, and Sergeant At Arms will be elected at large.

Regional Vice Presidents and Trustees will be elected by their respective Region.

Effective for terms beginning on or after January 1, 2018, the positions of President, Secretary, Treasurer, Sergeant at Arms, Vice President, and Stewards/Trustees shall serve three-year terms.

The President, Sergeant at Arms, and Stewards/Trustees shall be elected every three (3) years with the first three-year term beginning January 1, 2018.

The Secretary and Treasurer shall be elected every three (3) years with the first three-year term beginning January 1, 2020.

All Regional and/or Chapter Vice Presidents shall be elected every three (3) years with the first three year term beginning January 1<sup>st</sup>, 2019.

The Secretary is responsible for maintaining an election schedule for each position.

Each elected officer will begin their term on January 1<sup>st</sup> following the elections.



### Section 3: Appointments

The President shall have the authority to appoint one (1) Assistant to the President who shall act as the Administrative Assistant to the Local I-60 President and who's term shall expire with that of the appointing President.

The assistant to the President shall receive wages as determined by the Executive Board and ratified at a general membership meeting.

The Executive Board shall have the authority to appoint the following non-voting Executive Board members: one (1) Business Manager per Chapter, one (1) Business Agent per Region, one (1) Membership Services Director, and one (1) Political Director.

These appointed positions shall be filled by persons not elected to serve on the Executive Board.

### Section 4: Removal of an Appointed Officer

An elected officer must call for the removal of an appointed officer. The requesting officer must state the name of the officer and their position and give reason as to why they are to be removed.

The officer in question has a right to a rebuttal. A roll call of officer votes will be conducted. A two-thirds (2/3) majority vote is required remove the officer at which time the officer will be removed from office immediately by the President.

That office will be considered vacant and shall be filled according to Article VII, Section 12.

## ARTICLE VI: Duties of Executive Board

### ELECTED VOTING EXECUTIVE BOARD OFFICERS

#### Section 1: Duties of the President

It shall be the duty of the President to preside at all meetings of the Local and at meetings of the Executive Board. He/she shall be executive head of the Local. He/she shall be 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 Treasurer, he/she shall sign all orders and checks lawfully and properly drawn. He/she shall enforce strict observance of the Constitutions and by-laws governing the Local. He/she shall have general supervision of the activities of the other officers and chairmen of committees. H/she shall timely update and keep informed all members of the Executive Board to allow them to successfully execute their duties.

The President shall discharge on behalf of the Local such duties as may be imposed upon him or her by applicable law including the execution and filing of any reports to Federal or State authorities.

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 the Local and it's officers. The President by virtue of his or her election shall be a delegate of the Local to the convention of the International.

#### Section 2: Secretary

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 accurate and current. The Secretary shall discharge on behalf of the Local such duties as may be imposed upon him or 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 field by the Local and it's officers.

#### Section 3: Treasurer

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 a current record of dues payments, assessments and all other financial transactions. He/she shall be prepared to exhibit receipts and vouchers upon the audit of his books. He/she shall forward the annual audit of the Local to the General Secretary-Treasurer over the seal of the Local, no later than June first of each year. The Treasurer shall be responsible for submitting a budget to the Executive Board no later than November preceding the fiscal year.

#### Section 4: Sergeant-At-Arms

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

#### Section 5: Trustees

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 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. Trustees shall directly report to their respective Vice President. Trustees may assist with representations as directed by the President and Vice President(s).

#### Section 6: Regional Vice Presidents

Regional Vice Presidents will be responsible for the affairs of his/her chapter under the guidance of the President. The Regional Vice Presidents will also preside over their respective meetings.

Vice Presidents shall be responsible for disciplinary and investigatory representations in their respective areas and shall have the authority to appropriately delegate activities to the business staff and trustees.

#### Section 7: Past President

Presidents who complete a minimum of one elected term are eligible to perform the duties of Past President and become an ex-officio member of the e-board for a period of one (1) year and receive half of their elected annual Union Salary. The past president shall not have a voting position on the Executive Board.

Pay may be withheld under sections 12 and 13 of this Article.

## APPOINTED NON-VOTING EXECUTIVE BOARD MEMBERS

### Section 8: Political Director

The Political Director will be responsible for government affairs and act as a liaison between local government and the Local I-60. The political Director will serve at the discretion of the Executive Board.

### Section 9: Business Manager

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 of its members. The Business Manager, under the direction of the President shall oversee the duties and activities of the Business Agents.

### Section 10: Business Agent

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 its members. The Business Agent, under the direction of the President, will assist the Business Manager in matters that the Business Manager may determine.

### Section 11: Assistant to the President

The Assistant to the President shall assist the President in such a manner as the president may Determine.

## OFFICER COMPENSATION

### Section 12: Officer Salaries

All salary paid officers of the Local shall be paid on a regularly occurring payroll schedule on the bases 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 13: Withholding of Pay

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.

The Executive Board shall have the authority to implement a performance or task based pay system for Executive Board Officers with a majority vote of the Executive Board.

## Article VII: Candidates for Office and Voting Procedures

### Section 1: Candidate Eligibility

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

### Section 2: Election Committee

Beginning January 1st, 2018, the Executive Board shall appoint an elections committee of an odd number of non-executive board members and non-candidates not less than three (3) and not to exceed five (5) to be ratified by a majority vote at the September General Membership meeting.

Election committee members shall have access to the union elections email account.

Contact information for the committee will be published to the Local's website within twenty-one (21) days of their ratification at the September meeting.

Each candidate for office shall be entitled to appoint one (1) member in good standing 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 ballots are tabulated.

Ballots printed on single sheets of paper shall list eligible candidates in alphabetical order by last name, by office and shall note any incumbent if applicable. A member of the election committee shall act as Register of Ballots.

### Section 3: Nominations

Nominations will be held during the general meeting in November. Any Member in Good Standing may nominate eligible members, including themselves, for office. Members do not have to be present to be nominated. During the meeting, each member will clearly say the name of the member and the office for which they are being nominated.

Nominees shall have seventy two (72) hours from the close of the nomination period to accept or decline the nomination. To accept or decline a nomination, the candidate must give verbal or written notification to the Election Committee. If the nominated candidate does not notify the Secretary of his/her intentions to accept or decline the nomination within 72 hours, then that nominated candidate will be removed as a candidate. After accepting the nomination, the Election Committee shall provide each candidate a copy of the Department of Labor guidelines for Office Elections. Each candidate is responsible for knowing and following the rules.

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.

#### 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 Executive Board. There shall be no discrimination in favor of, or against any candidate with the regard to use of membership lists.

#### Section 5: 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. This section does not prevent the expenditure from Local fund 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: Elections

Elections shall be held during the month of December. Upon the close of nomination acceptance/decline deadline, the elections committee shall have fifteen (15) days to prepare ballots and attempt verification of member's addresses prior to sending, via United States Postal Service, an official election ballot. The ballot shall be clearly marked with voting instructions.

The ballot shall be placed in a sealed secret ballot envelope (provided in the initial mailing) and returned in the provided postage paid envelope to a designated Post Office Box. The process shall be governed by the U.S Department of Labor. Members shall have fifteen (15) days from the date of mailing to return the ballot in the designated manner. Members may also deposit their ballot into a locked ballot box at the designated Union Office during the fifteen (15) day period.

Upon the end of the fifteen (15) day period to return the marked ballot, the election committee shall remove the received ballots from the designated Post Office Box and secured ballot box. The Committee shall tally and release the results of the election within twenty-four (24) hours. Shall there be a tie; the above process shall be repeated for the tied position.

Each candidate shall be allowed the opportunity to make a speech and/or answer questions during the November General Meeting. It is the candidates' own responsibility to attend the meeting. It is not required for all candidates to attend the meeting for an individual candidate to speak or answer questions. Each candidate will be afforded a maximum of ten (10) minutes during the meeting.

A candidate in the election must have a plurality vote of all accepted ballots to be declared as the winner.

Proxy voting for officers is prohibited to ensure the secrecy of a member's vote.

Notification of the general meeting and election dates will be sent out no later than fifteen (15) days in advance. The general meeting and election notice will be published in the Unions' official website, with notices sent mailed out to the last known address of all members in good standing.

#### Section 7: Candidate withdrawal

A candidate may voluntarily withdraw from the election process.

The candidate must submit his/her intent of withdrawal in writing no less than seven (7) days prior to the posted ballot mailing date. If the candidate wishes to withdraw from the elections after the deadline, his name will remain on the ballot though he/she may campaign for a "no" vote.

#### Section 8: Objection to Elections

Objections to the conduct of the election shall be made to the election 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 9: Ballots Preserved

The Secretary shall preserve the ballots (both used and unused) and all other records of an election for a period of one (1) year following the election.

### Section 10: 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 Executive Board shall call for a special election to fill the vacancy.

Upon the vacancy of the President, the Executive Board shall call for a special election following the guidelines established in the Local's By-Laws and as governed by applicable federal law to fill the vacancy within sixty (60) days.

The Executive Board shall appoint an interim President, Secretary, and/or Treasurer upon a vacancy until such time that a new President, Secretary, and/or Treasurer is elected.

Appointed interim officers shall be an already elected officer.

### Section 11: Recall of officers

Recall of any elected officer or appointed 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 member in good standing in the region that the officer serves.

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 VIII: Delegates and Alternates to Conventions

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.

The President shall, by virtue of his/her position, be a delegate to the Association's convention.

Shall the Local be afforded more than one (1) delegate, the following officers shall also be delegates to the convention in the order listed: Secretary, Treasurer.

Shall there be a need for additional delegates or alternates, such individuals shall be elected by secret ballot vote.



## ARTICLE IX: Initiation Fees, Dues and Assessments

### Section 1: Initiation Fees

Initiation fees in the amount of ten dollars (\$10.00) shall be submitted to the IAFF.

### Section 2: Dues

In an effort to reduce the financial burden on members who support their union and be cognizant of the changing economic environment of emergency services, the Local I-60 has developed a tiered dues structure to adjust per pay-period dues to be dependent on an employee's annual salary rather than a flat amount for each member.

Effective December 12th, 2015, the membership dues shall be adjusted to the following:

- i) 2% of a member's base pay, calculated by multiplying the member's regular hour equivalent (RHE) by the member's hourly rate, multiplied by fifty-two weeks.
- ii) The amount resulting from calculations in (a) shall be divided over twenty-six pay periods per year, with a maximum amount of \$30 per pay period and a minimum amount of \$20 per pay period.

Bi-weekly deduction amounts shall be rounded up to the next whole dollar amount.

- iii) Deductions will be reviewed and adjusted on a monthly basis by the Secretary-Treasurer.

Dues amounts, including the maximum and minimum membership fees shall be adjusted pursuant to any hourly wage increase obtained in the collective bargaining process.

Members who leave the bargaining unit outside of the withdraw period set forth in these by-laws are responsible for notifying the Secretary-Treasurer to stop payroll deductions of membership dues. Deductions which occur prior to notifying the Secretary-Treasurer shall not be refunded.

*Example:* a member who transfers from a bargaining unit position to non-bargaining unit position in Communications, Scheduling, or Management is responsible for notifying the Union to stop deductions.

### Section 3: Active-Retired Member Dues

Dues for Active-Retired membership shall be that of the amount incurred to the Local by the International and shall be paid monthly or annually. The President may waive dues for active-retired members, ratified by the members by majority vote, which shall then be paid from the Local's general funds.

#### Section 4: Assessments

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 within twenty-one (21) days upon a majority vote of the members in good standing by secret ballot at a general or special meeting.

#### Section 5: Increases in Fees

Increases not governed by Article XI Section 2 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 thirty (30) 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, e-mailed to each union member, and posted to the Union website shall be deemed proper notice.

An increase in dues above those specified in Section 2 shall become effective upon a majority vote of the members in good standing by secret ballot sent out by mail to the membership provided in the initial mailing and returned in the provided paid postage envelope to the designated Post Office Box. Members shall have fifteen (15) days from the date of the mailing to return the ballot.

#### Section 6: Reinstatement

Reinstatement fees shall be \$15.00 plus applicable union dues for each month the member was out of the union for a maximum of twelve (12) months. Reinstatement fees may be adjusted or waived with approval of the Executive Board.

### ARTICLE X: Constitution and By-laws changes

#### Section 1: Written notice for By-law Change

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

#### Section 2: Voting on By-Law change

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: Notice to Stations of By-law change

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

The Secretary of the Local shall be responsible for notice to be delivered to all stations, e-mailed to each union member, and posted to the union website at least ten (10) days prior to the scheduled date of the meeting in which the vote to modify the by-laws is to occur.

## ARTICLE XI: Ethics, Misconduct, Trials, and Appeals

### Section 1: Outside income for officers

All officers of the Local must disclose, in writing, all monies, incentives and gifts received from his/her bargaining unit employer, or any company within the bargaining unit.

### Section 2: Misconduct and Trial

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/her defense and afforded a hearing as provided in Article 17 of the International Constitution.

### Section 3: Appeals

Appeals may be made in accordance with Article 18 of the International Constitution and Bylaws. Such appeal must be filed with the President of the Association within thirty (30) days of the action to be taken.

### Section 4: Officer and Management Meetings

To eliminate any appearance of impropriety, no officer shall meet with a member of management whom has negotiating authority for a bargaining unit employer or any company within the bargaining unit without another Union Officer present.

The Executive Board shall have the authority to permit exceptions when provided an agenda in writing by the officer requesting the exception. Such approval may be provided by a majority of the Executive Board via electronic mail or during an Executive Board Meeting.

## ARTICLE XII: Audit of Records

### Section 1: Audits

As required by Article XIII, Section 9 of the IAFF Constitution and By-Laws, this Local shall have an independent inspection of all its books and accounts performed annually. A financial report of this inspection, on a form provided by the IAFF General Secretary-Treasurer's office, shall be prepared, signed, and forwarded each year to the IAFF General Secretary-Treasurer within 180 days of the close of the Local's fiscal year.