

SALEM PROFESSIONAL FIREFIGHTERS CONSTITUTION AND BYLAWS



IAFF LOCAL 314

APPROVED FEBRUARY 27, 2023

SALEM FIRE FIGHTERS ASSOCIATION CONSTITUTION AND BYLAWS

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AFL-CIO, CLC
APPROVED



IAFF, General President
2/27/2023

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SALEM PROFESSIONAL FIRE FIGHTERS ASSOCIATION CONSTITUTION AND BYLAWS

ARTICLE 1 ORGANIZATION

Section 1.

Name - The number and name of this organization will be Local 314, Salem Professional Fire Fighters Association, International Association of Fire Fighters.

Section 2.

References - Reference in this Constitution and Bylaws to "Local" or "Local Union" will refer to the Local as set forth in Section 1 above, and references to "Association" or "International" will refer to the International Association of Fire Fighters. Reference to "members" will refer to the individuals which make up the organization as set forth in Section 1.

Section 3.

Bound by - This Local Union, its officers, representatives and members, will recognize, observe and be bound by the provisions of the Constitution and Bylaws of the International Association. The interpretations rendered by the International General President. The resolutions, decisions and directives of the Executive Board of officers of the Association when made in conformity with the authority granted by the Constitution and Bylaws of the Association. The resolutions adopted and policies established by the delegates at conventions. Article Thirteen (13) of the Constitution and Bylaws of the International are recognized as providing the basic rules governing this Local.

Section 4.

Affiliation - This Local will affiliate with the A.F.L.- C.I.O.- CLC, and the O.S.F.F.C. and such other organizations as may be directed.

Section 5.

Mission Statement - The objectives of this Local Union are to secure just compensation for its members for their services and assure equitable settlement of their grievances; to promote as safe and healthy a working environment for its members as is possible; to promote the establishment of just and reasonable working conditions; and to cultivate friendship and fellowship among its members. When members place an issue before this Local Union for action they should endeavor to bring only issues that are consistent with these objectives.

ARTICLE 2 JURISDICTION

Jurisdiction - Will be as follows: "All paid Salem Fire Department employees engaged in firefighting, emergency medical services, rescue service activities, Fire Prevention, Fire/EMS training or other related services."

ARTICLE 3 MEMBERSHIP

Section 1.

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

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

Section 2.

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

Section 3.

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

Section 4.

Separation - When any member in good standing becomes separated from the fire service, or is precluded by law or local ordinance or contractually from maintaining union membership by virtue of their fire department position, the Local Union may allow said members to retain their active membership or, in lieu of, upon written request of said members, the Local will issue them a withdrawal card; provided, however, that a member who is duly elected as an officer of the International Association of Fire Fighters, or elected or appointed as a representative of, or to an affiliated labor organization, will retain their active membership in this Local. Any member who reenters the organization with a valid withdrawal card shall not be assessed a reinstatement fee.

Section 5.

Retired Members - Retired members of the fire department will be privileged to retain their full membership in this Local with all duties and privileges accorded active members upon payment of regular dues and assessments. Retired members rendering a service to the Local may receive as just compensation, an amount, at least equal to their monthly dues, paid by the Local, as long as they perform that service or, until the service is no longer needed.

Section 6.

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

Section 7.

Application - Application for membership will be voted on separately at a regular meeting. Five negative votes will refer the candidate for further investigation by a committee appointed by the President, and they will make a report at the next regular meeting.

The President will then read the report, and place the candidate's name before the meeting, where a majority will elect, or reject. Anyone rejected at this time will be notified, at the time of rejection, of the reason, or reasons, they were rejected. This individual will be entitled to appeal to the Executive Board.

Anyone receiving a majority vote for membership in this Local will not be refused membership.

After being accepted to membership in this Local, candidates will present themselves for initiation.

This Local will make provision for the candidates who are unable to attend a meeting within a prescribed time, to receive the obligation.

Section 8.

Obligation - Are you willing to accept such obligation which will not interfere with your religious or political beliefs? *(Individual to answer yes or no)*

(President reads to applicant)

In doing so, of your own free will, you do sincerely promise to abide by the laws of the International Association Firefighters and its subordinate Locals.

You also promise to bear true allegiance to the International Association of Fire Fighters and all for which it stands, and never consent to subordinate its interest 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.

You solemnly promise never to become faithless to your obligation.

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? *(Individual to answer yes or no)*

(President reads to applicant)

You have now just assumed the obligation of a Brother, and/or Sister, of the International Association of Fire Fighters. I greet you now as Brother, and/or Sister, and welcome you to membership in Local #314 of our International.

ARTICLE 4 MEETINGS

Section 1.

Regular Meetings - This Local will hold (regular monthly) meetings when union business requires them. In no case will there be less than one meeting quarterly, and the Executive Board will be empowered to conduct the business of the Local between regular meetings. Meetings will be held in accordance with Article 13 Section 8 of the International Constitution and Bylaws.

Section 2.

Special Meetings - Special meetings may be called by vote of a majority of the Executive Board. All members in good standing will be notified, by written notice, of such special meetings at least seven days prior to the meeting. The notice will state the business to be considered at such meeting, and no other business than that stated will be in order at such meeting.

Section 3.

Emergency Meetings - If in the opinion of five (5) or more members, or the majority of the Executive Board, an emergency situation exist requiring immediate action, the Executive Board will meet within ninety six (96) hours. The purpose of this meeting will be to discuss the issue and, if necessary, receive testimony from the involved members.

Section 4.

Virtual Meetings - Meetings may be conducted through use of internet meeting platforms designated by the Local Executive Board that identify participants and those seeking recognition to speak, allow display of the text of pending motions, and show the result of votes. Alternative means for participation for members who cannot participate in the meeting virtually will be provided. Electronic meetings shall be subject to rules adopted by the Local, which shall supersede any conflicting rules in the parliamentary authority and not be in conflict with any provision of the International or Local Constitutions and By-laws.

Section 5.

Rights of Members - Every member in good standing will 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 procedure adopted by this Local. Members will conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the International or of this Local.

Section 6.

Quorum - The quorum for any meeting of this Local, either regular or special, will be ten (10%) percent of the members in good standing.

Section 7.

Rules for Meetings - The rules contained in "Robert's Rules for Meetings" will govern the meetings of this Local in all cases not in conflict with this Constitution and ByLaws, or the Constitution and ByLaws of the International, or interpretations of these documents.

Section 8.

Notice of Meetings - Where in this Constitution written notice, or prior notice is used. This notice may be satisfied by posting said notice in the work sites. This notice may be by electronic notification or, the physical posting of a notice on the Local bulletin boards in the Fire Stations. An exception to the seven day notice will be allowed, if in the opinion of the Executive Board an emergency situation requires a shorter time frame. In no case will the notification be less than four (4) days. This section does not apply to the prior notice for elections required by federal law for the election of officers /delegates to the IAFF Convention.

Section 9.

Executive Board Meetings - May be open or closed to the membership as determined by the President. Except meetings where an Executive Board member position is being filled as outlined in Article 5 below. In such cases these meetings will be open to the membership.

ARTICLE 5 OFFICERS AND ELECTIONS

Section 1.

Officers - The three (3) principal officers of this Local will consist of the President, Vice President and Secretary-Treasurer who will hold office for three years. The remainder of the Executive Board will consist of three Trustees and the Sergeant at Arms. The trustees will hold office for three years. The Sergeant at Arms position will be for one year. One principal officer, one trustee and the Sergeant at Arms will be elected each year.

Section 2.

Eligibility for Office - Any member in good standing will be eligible to be a candidate for office in this Local.

If an Executive Board Member serving a three (3) year term accepts nomination to another office, they must resign their current office effective the date and time the election process is complete. This should be the time at which the elections committee has counted the ballots and certified the election. The individual changing positions will act in the capacity, and receive the salary for, the position they previously held until the Oath of Office is administered.

Section 3.

Rights of Candidates - Every candidate for office will have the right to the distribution of campaign literature, by digital dissemination, to all members in good standing, at the candidate's own personal expense. All items for dissemination must be submitted to the Election Committee no later than 120 hours prior to the start of the election. The Election Committee will then digitally send all materials submitted by the candidate(s) to all members in good standing 120 hours prior to the beginning of the election. There will be no discrimination in favor of, or against, any candidate with regard to the use of membership lists.

Section 4.

Use of Funds Prohibited in Elections - No funds, received by this Local through initiation fees, dues or assessments, or otherwise, will be contributed, or applied to promote the candidacy of any person in election.

This section does not prevent the expenditure from Local funds for notices, factual statements of issues, and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

Section 5.

Method of Nomination and Election - All members in good standing will be given at least fifteen days advance notice in writing, of the date, time and place at which nominations will be made. Nominations will normally open at the regular September or October meeting. Nominations will remain open for two (2) regular meetings. Each member in good standing shall be given at least fifteen (15) days' advance notice, in writing, sent by U.S. 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. A record of the nominee, the nominator, and the position for which the nomination was made should be made in the minutes of the meeting.

For the nomination to be valid when the nominee is not present at the time of nomination, the nominee must notify the Elections Committee, in writing, within 72 hours of being nominated, of their intent to accept or decline the nomination.

If the nominee declines nomination, and no one else has been nominated for the position in question, then nominations will remain open, if they had been closed, until the next regular meeting. This extension will be for the position in question only. The President will make the determination if the regular election period should be extended so as not to require two (2) elections.

If there is only one candidate nominated for a given office, such candidate will be declared elected at the close of nominations. If the member elect was an incumbent, no Oath of Office is required.

Section 6.

Secret Ballot required - Elections will be by secret ballot. Voting by proxy, or write-in votes for non-nominated candidates, will not be allowed in elections. The candidate receiving a majority of the ballots cast will be declared elected. If no candidate receives a majority of the ballots cast, there will be a run-off election between the candidates who received the most votes. *(If three people run for office, two of them receive 66 votes, the third received 25, the run off election would be for the two who received 66 votes.)*

The Election Committee will have a role sheet of all members in good standing. This role sheet will be in alphabetical order, and not numbered, except to show the total number of names on the role sheet. The Committee will use this role sheet for the members voting to sign for their ballot. The Committee will print the same number of ballots as members who are eligible to vote. These ballots will be numbered consecutively for security purposes only. A record of any ballots that are destroyed will be kept, by ballot number if possible. Unused ballots will be preserved with the other election materials.

Section 7.

Electronic Balloting Procedures - Except for voting on any matter which requires a secret ballot, electronic voting may be used and shall contain (1) sufficient encryption to ensure security and authenticity of the vote; (2) a mechanism to ensure each member votes only once on each vote; (3) maintaining the secrecy of a member's vote; (4) password protection; and (5) the ability to calculate total votes. Electronic voting shall only be accessible to members of the Local, and an alternative way to vote shall be made available for members who chose not to use electronic voting.

Electronic voting on any matter that does not require a secret ballot vote by this local will comply with the following:

The ballot will be prepared and reviewed by the Election Committee prior to being posted on the website to each member in good standing of Local #314, at least 15 days prior to the election.

A three(3) day date range will be selected by the committee as to when the election will open and close. The electronic voting system will be setup to open at 8 am on the opening day and close at 5 pm on the final day of the election. The voting system will not be accessed by anyone during the election period. After the close of the election the committee chair will access the results, confirm with the election committee that the results are valid and no tampering occurred. Once the results are validated by the committee the results will be shared with the membership.

In lieu of online voting, where a member does not have the ability to vote online, a paper ballot will be provided by the Election Committee.

Electronic voting on any matter requiring a secret ballot vote taken by this Local must comply with the following:

- Access code (and dial-in information) and voting instructions must be mailed out with sufficient time for members to request a replacement before the vote.
- Locals must have written policies on voter requests for a replacement access code and voting instructions and for challenging and resolving voter eligibility prior to the vote.
- The electronic voting system must not generate any hidden markers that would link a voter to their ballot.
- Any objections to eligibility must be lodged and resolved by the election committee (or committee overseeing the vote) prior to the vote.
- Once a ballot is submitted electronically, it cannot be changed or voided.

- Entry of the voter's name must not be required in the voting systems login credentialing process.
- The voter's login credentials must not be displayed on the same screen as the voter's ballot or ballot selections.
- Other than the voter, nobody - including the union and election vendor – can have access to components of the login credentials (e.g., email address, telephone number, PIN, member identification number) required by the voting system to access the voter's ballot
- Voting credentials must be randomly assigned to each eligible voter.
- The electronic voting system must: (1) use a secure platform with industry standard safeguards to prevent unauthorized access or malware attacks; (2) use encryption technology that obscures the ballot elections before they are sent to the Local union, the platform and/or the vendor's server; (3) use hash chains on the activity logs and the electronic ballot box; (4) be periodically audited by an independent party and the vendor has a written security policy for all systems that come into contact with the voter or vote information; and (5) provide for the ability for voters to vote by telephone as an alternative.
- The vendor shall provide the union with a digital and paper copy of the count and/or tabulation results at the conclusion of the election and must retain the voting system and all digital records (e.g., voting system, credentials, log files, time stamped software codes, tally results) related to the election for at least one year.
- Official observers designated by the candidates in any election conducted with electronic voting must be entitled to view the preparation and mailing of voter access code/dial-in information and instructions, any replacement access code/dial-in information and instructions, and the count and/or tabulation of electronic votes either in person or by video.

Section 8.

Absentee Ballots - Absentee ballots will be available for members of the Local who will be on scheduled vacation, holidays or extended leave of absences during the election.

The ballots will be available from the Election Committee as soon as practical after the close of nominations. It will be the responsibility of the individual to obtain an absentee ballot. It will be the responsibility of the Election Committee to insure that the individual is entitled to an absentee ballot.

Section 9.

Elections Committee - The President will appoint additional members to the Election Committee as needed, normally three (3). The Election Committee will be responsible for distributing and tabulating the ballots. (*See Article 17 - Committees*)

Each candidate for office will be entitled to appoint one observer who will be permitted to witness the manner of distribution, and casting, of ballots and attend the meeting of the Election Committee at which the votes are tabulated. It will be the responsibility of the candidate to notify the Election Committee, in writing, of the name of their observer.

Section 10.

Ballots Preserved - The ballots, and all other records of an election, will be preserved by the Secretary-Treasurer for one year following each election.

Section 11.

Vacancies in Office - When an office becomes vacant by reason of death, resignation, or removal of the incumbent, the Executive Board will appoint a successor by majority vote no later than thirty days from the date the office is vacated. The appointment will be for the time period until the next annual election period. Nominations will then be opened for this position. The first term this position will be for the balance of the original term.

Section 12.

Temporary Leave of Office - A temporary leave of office may be granted by the Executive Board for up to 180 days at a time. This vacancy will be filled by a majority vote of the Executive Board within 30 days from the date the office is vacated. The individual appointed will receive the salary, if it is for a salaried position, and have all the rights, privileges and responsibilities of the position to which they are appointed.

Section 13.

Installation of Officers - Members of the Executive Board will have the Oath of Office administered at the first regular meeting following the close of the election process. The oath will be administered by the President of the Local. The President elect will take over the meeting after they have been duly sworn.

Section 14.

Officers Oath - (Installing officer has the members being sworn repeat as is read.) I pledge my honor - to perform the duties of my office - in compliance with the Constitution and Bylaws - of the International Association of Fire Fighters and this Local Union.

All properties and records - of this Union will be turned over to my successor in office - at the close of my official term.

I will dutifully abide by - and promote the positions - taken by the majority.

I will dedicate my talents and energies - to represent the mandates and directives - of this Union - I will use my good office - to promote unity and harmony - all of which I solemnly promise and swear to keep to the best of my ability.

(Installing officer reads): “Congratulations on your election to office in Local #314. To perform your respective functions requires ability, honesty and versatility, as you face the challenges and opportunities of leadership”.

“Your fellow members have shown their confidence in your ability by electing you to office. Perform your duties faithfully and well”.

ARTICLE 6 DUTIES OF OFFICERS and SALARIES

Section 1.

President - It will be the duty of the President to preside at all meetings of the Local and at meetings of the Executive Board. The President will be the executive head of the Local. The President will appoint such committees as may be provided for in this Constitution and ByLaws and such special committees as may be authorized by the Local. The President will have general supervision of the activities of the other officers and chairs of committees.

The President will enforce strict observance of the Constitution and ByLaws of the International as this document relates to the Local. The President will be responsible for detailed interpretation of this Local Constitution. If the President is unable to interpret the item in question to the satisfaction of the Executive Board, the President of the Local will request an interpretation from the International General President.

The President will 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 will 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 will be the chief negotiator for all contracts entered into by this Local.

Section 2.

Vice President - The Vice President will assist the President in such a manner as the President may determine. In the absence of the President, the Vice President will preside at meetings of the Local and of the Executive Board. If the office of President becomes vacant, the Vice President will be acting President until the office of President is filled, by election, by the Executive Board. The Vice President will be a member of the negotiating team. The Vice President will be the Chairperson of the Civil Service Committee, the Grievance Committee and the Elections Committee.

Section 3.

Secretary-Treasurer - The Secretary-Treasurer will have custody of all documents, records, books and papers belonging to the Local, except as may be otherwise provided by this Constitution and ByLaws. The Secretary-Treasurer will keep an accurate record of the meetings of the Local and of the Executive Board. The Secretary-Treasurer will attest all official documents with their signature and the seal of the Local. The Secretary-Treasurer will maintain the official list of members in good standing. The Secretary-Treasurer will be a member of the negotiating team.

The Secretary-Treasurer will 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 the Secretary-Treasurer will cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it.

The Secretary-Treasurer will receive all money due the Local, from whatever source, and will disburse the same only by check signed by two of the principal Officers or by electronic banking/payment software. The Secretary-Treasurer will maintain and keep current a record of members with their dues payments, assessments and all financial transactions promptly and accurately entered. The Secretary-Treasurer will be prepared to exhibit receipts and vouchers upon the audit of the Local to the International General Secretary-Treasurer, over the seal of the Local, not later than June of each year.

Section 4.

Executive Board - The Executive Board will consist of the President, Vice President, Secretary-Treasurer, Trustees, and Sergeant at Arms who are elected at the annual meetings. It will be the duty of the Executive Board to exercise general supervision and control of the funds and property of the Local. It will have the authority to act in the name of the Local during intervals between meetings. The Executive Board should establish a recommendation for the Local on all issues that it intends to place into discussion at a regular or special meeting of the Local. It will provide for an annual review of the Secretary-Treasurer's books by a CPA. It will meet at the call of the President or by a request of a majority of its members. A majority will constitute a quorum. In emergencies deviation from the procedures outlined in this document may be waived as necessary by a majority vote of the Executive Board. An explanation of the situation that lead to these procedures being waived and the outcome of the event, if it is known, should be given at the next regular meeting.

Section 5.

Senior Trustee - The Senior Trustee will serve as the Local union representative in the absence of the principal officers and act for them in the conduct of the Local's business.

Section 6.

Bond - All officers, and employees of the Local, who handle funds or property of the Local will be bonded in such amounts as may be required by the Executive Board and the International General Secretary-Treasurer, in compliance with applicable law. The expense for 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 percent (10%) of its current liquid assets.

Section 7.

Additional Duties - For all officers will be identified by Local and Executive Board policies.

Section 8.

Salaries - The President will receive a minimum of 22.5% of the current top step Firefighters monthly pay, per month, for services rendered.

The VicePresident and the Secretary-Treasurer will receive a minimum of 20% of the current top step Firefighters monthly pay, per month, for services rendered.

The Trustees and Sergeant at Arms will receive a minimum of 2% of the current top step Firefighters monthly pay, per month for services rendered.

ARTICLE 7 DELEGATES AND ALTERNATES TO CONVENTIONS and SCHOOLS

Section 1.

Delegates - The Executive Board, by virtue of their office, will be a delegate to all conventions authorized by action of this Local. The intent of this section is that all Executive Board members by virtue of office can be a delegate, the order of succession will be President first, Secretary-Treasurer, V.P., Senior Trustee to Junior Trustee then Sergeant at Arms.

The Local should utilize full delegate strength when attending conventions.

Other than the Executive Board, delegates and alternates to convention, will be elected by secret ballot, by the members in good standing, at a regular, or special meeting and the credentials prepared for such delegates must so certify.

Each member in good standing shall be given 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 U.S. mail to the last known address of the member, of the date, time and place at which elections shall be held.

Section 2.

Any member - in good standing may be elected to represent this Local at any of the various labor conventions.

Section 3.

Per diem - The current GSA per diem rate will be used for per diem calculations.

Section 4.

Registration - The cost of registration will be borne by the Local at any event approved for attendance by the members or the Executive Board.

Section 5.

Lodging - Room fees will be borne by the Local for each official night of the event, allowing for reasonable travel time. Each member attending will be entitled to the cost of the lowest price room, that is available, at the event hotel. Up grades, or extensions, will be paid by the member.

Section 6.

Travel - Travel cost to and from the event will be borne by the Local. The most cost effective means should be utilized. If it is by personal automobile, mileage reimbursement will equal the amount authorized by the IRS. If air travel is used, reasonable coach rate airfare will be paid.

Section 7.

Relief - The Local will pay a reasonable rate per hour, as established by the Executive Board, for relief time from fire department duties, for the members of the Executive Board or Committee members. If the Executive Board member, or Committee member, requiring relief is on paid vacation or Kelly day, on date the relief time is needed, then that individual will receive the compensation.

ARTICLE 8 INITIATION FEES, DUES, ASSESSMENTS and SAVINGS

Section 1.

Dues - Regular union dues will be paid by payroll deduction in accordance with the Labor Agreement between the Local and the City.

Section 2.

Dues for retired members - who wish to retain their membership, will be paid quarterly. All assessments will be paid within ninety days of notification. All time limits may be waived or adjusted by the Executive Board.

Section 3.

Dues will be fixed - Dues will be fixed at 2% of top step firefighter monthly salary for all members. At no time will this rate drop below 1% of top step firefighters monthly salary. Delinquent and suspended members are not entitled to voice or vote in this Local or in the affairs of the Association.

Section 4.

Assessments - Assessments may be made in the following manner:

Each member in good standing will be notified in writing at least thirty (30) days in advance of the date on which the vote or assessment is to occur. The proposed assessment will become effective upon a majority vote of the members in good standing, by secret ballot, in a Ballot Box vote.

Section 5.

Increases - Increases in rates of initiation fees, reinstatement fees, dues or assessments will be made in the following manner:

Notices of a regular or special meeting will be posted in the customary locations at least thirty(30) days prior to the meeting. The notices will state that information about the proposed increase will be given out at that meeting and that a vote will follow. The proposed increase shall become effective upon a majority vote of the members in good standing, by secret ballot, at a general or special meeting.

Section 6.

Initiation - The initiation fee of this Local will be an amount consistent with the fees charged by the International plus any “additional fees” voted by the membership of the Local. Initiation fees for new members will be paid by the Local, any “additional fees” will be paid by the applicant.

Initiation fees shall be paid in the amount of ten dollars(\$10.00). Ten dollars (\$10.00) of this amount shall be submitted to the IAFF. As required by Article XIII, Section 4, and Article VIII, Section 3 of the IAFF Constitution and By-Laws

Section 7.

Reinstatement fees - will be one hundred (100) dollars. This is to be paid by the individual. If an individual withdraws from the union voluntarily for reasons not included in Article 3 Section 4, reinstatement fees will equal the total of all unpaid dues that the member did not pay during the time withdrawn not to exceed 1 years dues. Ten dollars (\$10.00) of this amount shall be submitted to the IAFF as required by Article VIII, Section 4 of the IAFF Constitution and By-Laws

Section 8.

Savings Account - A savings account will be maintained. Funds determined to be excess, by the Budget/Finance Committee, after completion of a budget year will be deposited in this account. Expenditures from this account may be made only upon approval by a majority vote of the membership. This will require a Ballot Box vote.

ARTICLE 9 MISCONDUCT, TRIALS AND APPEALS

Section 1.

Officer or Member charged - Any officer, or member, charged with misconduct as defined in Article 15 of the International Constitution and ByLaws will be served with written specific charges as required in Article 16 of the International Constitution, and be given a reasonable period of time to prepare their 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 Bylaws, such appeals must be filed with the International General President of the Association within (30) days of the action to be appealed.

ARTICLE 10 AUDIT

Section 1.

Review - The books and accounts of this Local will be reviewed annually by a Certified Public Accountant of this Locals choice, and a copy of such review will be forwarded to the International General Secretary-Treasurer over the seal of the Local within 180 days of the close of the Locals fiscal year.

Section 2.

Fiscal Year - The fiscal year of the Local will be January 1 thru December 31.

ARTICLE 11 AMENDMENTS

Section 1.

Amendments - This Constitution and ByLaws may be amended by submitting the proposed amendment to the Executive Board / Constitution and Bylaws Committee, during the months of July and/or August . This should give the Executive Board sufficient time to review the proposals and to insure the proposal is legal and valid.

The Executive Board will place the proposed language, along with their recommendation, into discussion at the regularly scheduled meeting prior to the annual elections, normally the October meeting. The members in attendance at that meeting will vote to take the language as written, or amended, to the general membership for a Ballot Box vote during the annual elections. Notice will comply with Article 18.

Section 2.

Approval - If approved by a two thirds majority vote of the members voting. The language will be submitted to the General President of the International for approval. When approved, the Constitution and Bylaws of the Local will be reprinted and posted in each station.

ARTICLE 12 ASSISTANCE

Section 1.

Assistance - Any member needing the help of the Local must apply in writing to the Executive Board. The Executive Board will decide what action, if any, to take. An appeal of this decision may be made to the Local at a regular meeting. The members in attendance at that meeting will have the authority to overturn the Executive Boards decision. Any financial assistance that is given should be considered a grant and is given with the understanding that repayment is requested, but will not be demanded. The Local does not make loans.

Section 2.

Immediate action required - The Principal Officers may act ahead of the written application of a member when necessary, they must then explain to the Executive Board why such action was necessary.

ARTICLE 13 DUTY OF FAIR REPRESENTATION

The obligation on the Local is to represent all members of the bargaining unit equally. The Executive Board / Grievance Committee will investigate all complaints and grievances. The Executive Board will make a determination as to what steps will be taken, and the involvement of the Local, in all grievances. Should the Executive Board deem it necessary to place the issue before the membership for discussion at either a regular, or special meeting, the Executive Board will make a recommendation to the body as to what they believe is the best course of action. An aggrieved member may appear and appeal the recommendation at the Executive Board, and/or the Union meeting, scheduled to take up the matter. If the Executive Board makes the determination to take no action on a grievance the individual, or individuals, will have the right to continue on with their grievance independently, through the initial grievance steps as outlined in the Collective Bargaining Agreement between the Local and the City of Salem. However, only the Union has authority to carry a grievance through arbitration or a similar binding process as outlined in the CBA.

ARTICLE 14 FIRE PAC

Section 1.

Committee - The Salem Fire Fighters will have a committee on political education which will be a standing committee of the Local. Any monies, if any, will be collected by the committee in accordance with applicable law.

The Salem Fire PAC committee will be composed of the officers of the Executive Board of the Local.

Section 2.

Measures - The Salem Fire PAC will only take a position on those initiatives that have a direct impact on wages, hours, and working conditions of professional fire fighters.

Section 3.

Candidates - The Salem Fire PAC supports Legislative Candidates who have taken a position that supports professional fire fighters in their endeavors.

Section 4.

Coordination - Wherever possible, coordination with the OSFFC, and the International, on state and national offices and ballot measures will be a primary consideration.

Section 5.

Contributions - The committee may give up to \$2500.00, per election, to a measure receiving a majority vote of the committee. All amounts over \$2500.00 will be voted on at a regular or special Local meeting.

If allowed by State Law, the committee may give up to \$2500.00, per election, to a candidate receiving a majority vote of the committee. If an amount over \$2500.00 is allowed by State Law, the amount over \$2500.00 will be voted on at a regular or special Local meeting.

Section 6.

Special Request - Any member in good standing may request that the "PAC" support, or work to defeat, a particular candidate, or measure. Such request must be in writing and given to a committee member for consideration at the next meeting.

An individual may request that their personal "PAC" donation be given to a particular candidate or issue if the applicable State Law allows. This request must be in writing and include the name of the candidate or measure, the campaign treasurer, and mailing address. If the donation is to go to a candidate, or measure, that the Local is opposed to, or has adopted a position of "no action", a letter will be attached to the contribution stating that this contribution is from the individual member and not the Local.

Section 7.

The financial records - of Salem Fire Pac will be subject to the report accounting provisions of applicable state, federal and/or Local laws.

ARTICLE 15 - COMMITTEES

Section 1.

Appointments - Committees will be appointed, as needed, at regular or special meetings.

Section 2.

Expenses - Committee members need to submit receipts to be reimbursed for cost incurred.

Authorization for committees to expend monies outside of normal operating expenses must be secured at a regular or special meeting

Section 3.

Ex-officio - The President is an ex-officio member of all Committees.

Section 4.

Standing Committees - The Local will have the following standing committees:

1. Elections Committee
 - A. Vice President - Chairperson
 - B. Three (3) members of the Local to be appointed by the President.
 - C. When the Vice President is up for Election an Executive Board Member not up for election will be assigned as Chairperson by the President.
2. Civil Service
 - A. Vice President - Chairperson
 - B. Executive Board
 - C. Members appointed by the President as needed.
3. Budget/Finance Committee
 - A. Secretary-Treasurer - Chairperson
 - B. Executive Board
 - C. Members appointed by the President as needed.
4. Salem Fire PAC
 - A. President - Chairperson
 - B. Executive Board
 - C. Members appointed by the President as needed.
5. Charitable Committee
 - A. President - Chairperson
 - B. Executive Board
 - C. Members appointed by the President as needed.
6. Grievance Committee
 - A. Vice President - Chairperson
 - B. Executive Board
 - C. Members appointed by the President as needed.
7. Constitution and Bylaws
 - A. President - Chairperson
 - B. Executive Board
 - C. Members appointed by the President as needed.
8. Negotiations Committee
 - A. President - Chairperson
 - B. Executive Board
 - C. Members appointed by the President as needed.

ARTICLE 16 - CHARITABLE

Section 1.

Committee - The Salem Fire Fighters will have a charitable committee which will be a standing committee of the Local. Any monies, if any, will be collected by the committee in accordance with applicable law.

The charitable committee will be composed of the officers of the Executive Board of the Local.

Section 2.

Contributions - The committee may give up to \$2500.00 to a charitable organization or cause receiving a majority vote of the committee. All amounts over \$2500.00 will be voted on at a regular or special Local meeting.

Section 3.

Special Request - Any member in good standing may request that a contribution be made to a charitable organization or cause.

ARTICLE 17 - BYLAWS

Section 1.

No article - Will conflict with the Constitution or Bylaws of the International Association of Fire Fighters.

Section 2.

Unbudgeted - Any unbudgeted capital outlay expenditure, exceeding \$5000.00, should have the approval of the membership at a general meeting.

Section 3.

Emergency expenditures - Not to exceed \$5000.00 may be approved by a majority vote of the Executive Board. An explanation of the expenditure must be given at the next regular meeting.

ARTICLE 18 - RULES OF ORDER

Section 1.

Order of Business - The following order of business will be observed, and "Roberts Rules of Order" will govern:

Call to order

Roll call of officers

Reading of Minutes, if requested.

Approval of Minutes

Reports of Officers

- President
- Vice President
- Secretary/Treasurer
- Trustees(3)
- Sgt of Arms

Reports of Committees

Unfinished Business and General Orders

New Business

- Nomination and election of officers
- Installation of officers
- Applications of membership

-Balloting on applications

-Initiation of candidates

Good of the Order

Adjournment

Section 2.

Suspend regular order of business - On motion, the regular order of business may be suspended, by a majority vote of the meeting, to dispose of any urgent business.

Section 3.

Disruption of meeting - Any conversation by whispering or otherwise, which is calculated to disturb a member while speaking, or hinder the transaction of business, will be deemed a violation of the order.

Section 4.

Rules of Order - All questions of parliamentary nature will be decided by "Robert's Rules of Order", which have been adopted and made a part of this document by reference.

ARTICLE 19 DEFINITIONS

Wherever in the Constitution it states: members will be notified, prior notice will be given, notice in writing, this notice will be interpreted (unless otherwise specified) to be: "posted in writing, or by electronic mail, in all work sites fifteen (15) days prior to the meeting that the business will be taken up."

The term "Ballot Box vote", will be interpreted (unless otherwise specified) to be: "a vote handled in the same fashion as annual elections". Refer to Article 5 Section 7.