

## ORDER OF BUSINESS

1. Opening
2. Roll Call
3. Reading of Minutes
4. Application for Membership
5. Report of Membership Committee
6. Initiation of Candidates
7. Receipt of Dues and Assessments
8. Report of Officers and Committees
9. Unfinished Business
10. Communications and Bills
11. Good and Welfare
12. New Business
13. Closing

### PREAMBLE

The object of this ASSOCIATION shall be the fostering and encouragement of a higher degree of skill and efficiency; the cultivation and promotion of friendship and good fellowship; the securing and maintenance of suitable working hours and proper remuneration for duty performed; and elevation and improvement of the intellectual, social moral-, and economic conditions of its members; and approve of seniority at all times where ability and fitness are equal; to develop good citizenship and register and vote.

### ARTICLE 1 NAME-TIME AND PLACE OF MEETING

Sec- 1. This organization shall be known as THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL NO. 1460 of Marietta, Georgia.

Sec. 2. References in this Constitution and By-Laws to "Local", "Local-Union" or "Association" shall refer to the Local as set forth in Section 1 above, and references to "International", shall refer to the International Association of Fire fighters.

Sec. 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 International when made in conformity with the authority granted by the Constitution and By-Laws of the International, and the resolutions adopted and policies established by the Constitution delegates at conventions. Article 13 of the Constitution and By-Laws of the International is recognized as providing the basic rules governing this local.

Sec- 4. The warrant for this Local is a Charter granted on the first day of February, 1963, by the International Association of Fire Fighters, to whose Constitutional rules the most respect and obedience shall be paid by its members.

Sec. 5. The meetings of this Local shall be held on the second Tuesday of each month at 7:30 p.m. and all members off duty shall be requested to be present.

Sec. 6. Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules as set forth in the manual of parliamentary procedure adopted by

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

## ARTICLE 2 OFFICERS AND ELECTIONS

Sec. 1. The Officers of this Local shall consist of a PRESIDENT, THREE VICE PRESIDENTS, SECRETARY-TREASURER, and a BOARD OF TRUSTEES.

Sec. 2. The President, Three Vice Presidents and Secretary-Treasurer shall be elected for a term of ONE (1) year.

Sec- 3. The Board of Trustees of this local shall consist of three (3) members, to be elected one each year for a term of Three (3) years.

Sec. 4. (a) The Officers of this Local shall be nominated at the regular meetings in May and shall be elected at the regular meeting in June by secret ballot.

(b). Method of Nomination and Election. All members in good standing shall be given at least fifteen days notice, in writing, of the date, time and place at which nominations shall be made, and the date, time and place at which elections shall be held. Any member in good standing may nominate eligible members for office-Elections shall be by secret ballot-Write-in voting shall not be permitted-If there is only one candidate for a given office, such candidate shall be declared elected. There shall be no voting by proxy in the election of LOCAL officers. The candidate receiving a majority of the ballots cast shall be declared elected. If no candidate receives a majority of the ballots cast, there shall be a run-off election between the candidates who received the most votes.

(c) At the meeting in June, there shall be elected a Chairman of Election tellers. He shall serve for the current election only. The member elected must be present, and in the event there is more than one candidate for the Chairman, the candidate elected must receive a majority vote. At the June meeting, there shall be elected two tellers to serve with the Chairman. The two tellers nominated who receive the highest number of votes shall be declared tellers for the current election.

(d) it shall be the duty of the Chairman of the election tellers to keep secure the ballot box. The President and Secretary shall seal the ballot box in the presence of members, before turning it over to the Chairman. (e) The Secretary shall furnish a ballot and check each member as he receives his ballot.

(f) The ballots shall be counted in the meeting hall in the presence of members, ballots not properly marked shall be termed invalid and shall not be counted unless approved by three fourths (3/4) of the members present at the time of the counting.

(g) Members must have their dues paid for the current month in order to vote or be eligible for nomination for office in the local.

(h) Ballots preserved. The ballots and all other records of an election shall be preserved by the Secretary for one year following such election.

## Article 3

### Duties of officers

Sec. 1. PRESIDENT. The President shall have the power to fill any vacancy of office in case of death or resignation, for the un-expired term.

It shall be his duty to preside at all meetings of this Local and meetings of the Executive Committee.

He shall be a member ex-officio of all Committees.

He shall at the monthly meeting each month submit to the Secretary an itemized statement of all expenses incurred by him and all Committees during the preceding month.

These expenses shall be classed as regular operative expenses.

He shall sign all orders drawn on the Treasurer.

He shall, together with the Secretary, have complete control of articles submitted to the News media.

He shall have the power to call a meeting of the Executive Committee at any time he deems necessary

He shall sign all withdrawal cards.

He shall be entitled to vote only in the election of Officers and candidates for membership, or when the members are equally divided on any question.

He shall require all Officers and Chairmen of Committees to make their reports to the Local, and to the International Association of Fire Fighters in conformity with the Laws of both.

He shall open and close the Local in due form and perform such other duties as are required by the Laws and Regulations of this Local.

He shall make the following appointments:

- 1) Assistant Secretary
- 2) Executive Committee
- 3) Grievance Committee
- 4) Legislative Committee
- 5) Investigating Committee
- 6) Membership Committee
- 7) Resolution Committee

He shall together with the Secretary-Treasurer, sign all checks.

He shall call a special meeting of the Local, when requested by a majority of the Executive Committee. Giving seven (7) days notice in writing to the membership. The notice of a special meeting shall state the business to be considered at the meeting, and no business other than that stated shall be in order at the meeting.

He shall call a special meeting of the Local, when requested in writing by ten (10) members. Giving seven (7) days notice writing to the membership.

He shall by virtue of his office be a delegate of this Local to the convention of the International.

Sec.2. VICE PRESIDENT. The Vice President shall perform the duties of the President in case of absence or resignation of that officer, and shall discharge the duties of the Chair when called upon by the President.

SEC.3. In the absence of the President and Vice President any member may call the meeting to order and a President Pro Tem shall be chosen for the meeting by election.

SEC.4.. SECRETARY-TREASURER. It shall be the duty of the Secretary or his assistant to keep a correct account of the proceedings of the Local in a book provided for that purpose.

He or his assistant shall at each meeting read the minutes of the last regular and intervening called meetings unless otherwise ordered by the Local.

He shall conduct the correspondence of the Local, to keep and preserve the seal and records of the Local, and keep an accurate account of the financial transactions of the Local

He shall keep a separate account with each individual member which will show for each month the exact financial standing of each member.

He shall keep an accurate account with the International Secretary and Treasurer, which will show each month the exact amount remitted to the International Secretary-Treasurer.

He shall collect all dues from the members.

He shall receive all other moneys due the Local giving a receipt for same bearing the exact date of payment.

He shall sign all checks drawn on the Local Treasury.

He shall pay from the Local's Treasury all orders properly drawn by the President.

He shall file and keep safely all statements returned from the International and all receipts for money sent to the International and all receipts for money sent to the International Secretary and Treasurer.

He shall make all remittances by check drawn on the Local Treasury, and all charges for the same shall be paid out of the funds of the Local.

He shall at the monthly meeting make a report to the Local of all- moneys received and paid out by him since the last monthly report.

He shall also make a report to the International Secretary not later than the (20th) of each month.

He shall sign and seal all Traveling expenses, keep a record of same, and shall use the seal. of the Local for such purposes.

He shall at the regular meeting each month file with the Local a report of the suspensions of any members who fail to pay their dues by this meeting.

The Secretary-Treasurer, or his assistant, shall be present at all meetings, and in the event of his absence have the books and reports at the meeting.

He shall be bonded in accordance with the Constitution and By-Laws of the International Association of Fire Fighters.

He shall perform such other duties as are required by the Laws and Regulations of this Local.

Sec.5. BOARD OF TRUSTEES: They shall check the books of the Local at the end of each quarter and check each expelled member from the roll, and report their actions at the next regular meeting.

All money ordered spent by the Executive Committee for the Local's business in an emergency without the approval of the Local must have the approval of the majority of the Board of Trustees.

It will take a two-thirds (2/3) majority of the members present at any meeting to reject the recommendations of the Board of Trustees.

Sec.6. 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 Secretary-Treasurer, in compliance with applicable law, the expense of the first \$2,500.00 of which shall be borne by the International.

Sec.7. Audit: The books and accounts of this Local Union shall be audited annually, and the last such report of the audit shall be forwarded to the International Secretary-Treasurer over the seal of the Local not later than the first (1st) of June annually.

#### ARTICLE #4

##### DUTIES OF COMMITTEES

Sec.1. EXECUTIVE COMMITTEE: It shall consist of the President, three VICE PRESIDENTS, SECRETARY- TREASURER, and as many members to be appointed by the President as he deems necessary.

It shall be their duty to look after the welfare and working conditions of the Local. They shall operate the Local on a day to day basis between regular meetings of the Local.

This Committee shall handle all grievances against the Local.

This Committee shall meet once a month for the purpose of promoting the good and welfare of the Local, and report to the Local at the regular monthly meeting.

Sec.4. GRIEVANCE COMMITTEE: It shall be the duty of this Committee, when a grievance is submitted in writing to examine and investigate such grievance.

If a majority of this Committee find said grievance justifiable they have the full power to act, and report their actions to the Local.

If action on any grievance is not satisfactory to the complainant or Committee, they have a right to appeal to the Local.

Sec.5.- LEGISLATIVE COMMITTEE: They shall take charge of all matters requiring Legislative action, drawing up such bills as may be deemed necessary for the interest of the Local. Presenting the same to the Local for approval.

They shall sponsor all approved bills through the Legislature.

Sec.6. MEMBERSHIP COMMITTEE: They shall encourage all non-members who are eligible for membership to join the.

Sec.7. RESOLUTION COMMITTEE: They shall examine and consider all resolutions referred to them, and report their findings to the Local.

#### ARTICLE 5

## MEMBERSHIP AND DUES

Sec. 1. Application for membership shall be governed by the International Constitution.

Sec. 2. The jurisdiction of the International Association of Fire Fighters shall be as follows: All full time, paid employees engaged in fire fighting, emergency medical or rescue service activities, or related services.

Sec 3. For meritorious service to this Local or for distinguished public service, persons may be elected honorary members by a majority vote-Honorary members shall not pay initiation fees, dues or other charges and shall have no voice or vote in the Local. Such membership may be revoked for cause.

Sec.4. Membership in good standing includes any person who has fulfilled the requirements for membership in this Local Union and who has not voluntarily withdrawn, become ineligible for continued membership or been suspended or expelled as provided in the Constitution and By-Laws of the International Association of Fire Fighters, or the Constitution of this Local.

Sec.5. When any member in good standing becomes separated from the Fire Service, the Local Union may allow said member to retain his active membership or, in lieu thereof, upon request of said member shall issue him a 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, shall retain his active membership in this Local.

Sec.6. Members who fail to pay their dues or assessments within the periods prescribed by the International Association Constitution and By- Laws, or as required by this Constitution, shall be notified by the proper Local Officer 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 Union or in the affairs of the Association.

Sec.7. A candidate to be admitted to this Local must pay an initiation fee of ten dollars (\$10.00) and thirteen (\$13.00) in advance for the first months dues.

Sec-8. Dues shall be payable in advance.

Sec-9 -Increases in rates of initiation fees, reinstatement fees, dues or assessments, require notice of such proposed increase to be given to the members in good standing at least thirty (30) days in advance of the date set for the vote.

On the date set, the proposed increase shall be voted on in one of the following ways:

- 1)By a majority vote of the members in good standing, by secret ballot, at the regular or special meeting.
- 2)By a majority vote of the members in good standing in a referendum conducted by secret ballot.

Sec-10-Members ninety (90) days in arrears shall be dropped from the roll.

Sec.11 If a member fails to make payment by the fifteenth day following the month such dues are payable, he shall be notified by the Secretary- Treasurer or Secretary of the Local that he is delinquent and will be automatically suspended and lose his good standing if payment is not made sixty (60) days following such notification.

Sec-12. A member who has been dropped from the rolls for non-payment of dues can be readmitted only on payment of the regular initiation fee and three(3) months back dues.

Sec.13. Any member coming back into the Fire Department and holding a proper withdrawal card, shall be reinstated as a member upon regular monthly dues from the date of re-entering the Fire Department. This eliminates the regular application.

Sec.14. Any person may be elected to honorary membership in this Local by a majority vote of the members present at a regular meeting.

Sec-15. All members with honorary membership and withdrawal cards will be excluded from all meetings, except by special invitation.

Sec-16. It shall be the duty of all members to make it their principle aim to conduct themselves in such a manner as shall tend to be for the betterment of the Department which they have adopted as their vocation and means of livelihood.

## ARTICLE 6 INITIATIVE

Sec-1. The proceedings of this Local shall be discussed in private and between members only in good standing, and in no case whatever shall the discussion of Union matters in the presence of people other than members in good standing be allowed, and upon sufficient proof of violation of this section, the member or members so proven guilty shall be suspended or expelled, as the Local may decide.

Sec-2. The funds of this Local shall be governed strictly in accordance with the International Association of Fire Fighters Constitution and By-Laws and by a majority of the members as expressed by a referendum vote.

Sec.3. Any member or members who act as a spy shall be expelled upon conviction thereof, in accordance with Sec-6 and 7.

Sec.4. Charges preferred against a member must be submitted to the Local in writing, specifying the offense, and must be signed by a member in good standing.

Sec.5. 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 Association Constitution and be given a reasonable time to prepare his defense and afforded a hearing as provided in Article 1-7 of the Association Constitution.

Sec.6. 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 appealed.

Sec.7- Any amendment or alteration made to the Constitution and By-Laws once adopted must be made in writing and presented at a regular meeting and there receive a majority vote of those present, and then be returned to the Fire Stations for a referendum vote of the entire membership, where it shall require two-thirds (2/3) of all membership to vote and must receive two-thirds (2/3) vote of those voting to become a law.

Sec-8-A proposed amendment to this Constitution or By-Laws made under its provisions shall be submitted for approval to the International President following adoption by the Local Union but prior to its printing or issuance. issuance.

Sec.9- If accordance with Article 4, Sec.2. of the International Constitution and By-Laws, this Local is entitled to Delegates in addition to the President, they shall be elected by secret ballot of the members in good standing.

Sec.10. Alternates to conventions shall be elected by secret ballot of the members in good standing. The credentials of delegates and alternates must certify to this method of election.

## BY-LAWS

### ARTICLE 1 RULES OF ORDER

Sec.1. On motion, the regular order of business may be suspended by a two-thirds (2/3) vote of the members at any meeting to dispose of anything urgent.

Sec-2. All motions (if requested by the chair) or resignations must be submitted in writing.

Sec.3. Any conversation by whispering or otherwise, which is calculated to disturb a member while speaking or hinder the transaction of business, shall be deemed a violation of order.

Sec.4. Sectarian discussion shall not be permitted in any meeting under any circumstances.

Sec.5. A motion, to be entertained by the presiding officer, must be seconded, and the mover as well as the seconder must rise and be recognized by the chair.

Sec.6. Any member having made a motion can withdraw it by consent of his second, but a motion once debated cannot be withdrawn except by a majority vote.

Sec-7. A motion to amend an amendment shall be in order, but no motion to amend an amendment shall be permitted.

Sec-8. A motion shall not be subject to debate until it has been stated by the chair.

Sec.9. When a member wishes to speak he shall rise and respectfully address the chair, and if recognized by the chair, he shall be entitled to proceed.

Sec.10. If two or more members rise to speak at the same time the chair shall decide which is entitled to the floor.

Sec.11. Each member when speaking shall confine himself to the question under debate and avoid all personal, indecorous, or sarcastic language.

Sec-12. No member shall interrupt another while speaking, except to a point of order, and he shall definitely state the point, and the chair shall decide the same without debate.

Sec.13- If a member, while speaking, be called to order he shall take his seat until the point of order is decided, when, if decided in order, he may proceed.

Sec.14. If any member shall feel himself personally aggrieved by a decision of the chair, he may appeal to the body for a decision.

Sec.15. When an appeal is made from the decision of the chair, the Vice-President shall then act as chairman; said appeal shall then be stated by the chairman to the meeting in these words: Shall the decision of the chair be the decision of this Union? The member will then have the right to state the grounds of appeal, and the chair will give reasons for his decision, there-upon the members will proceed to vote on the appeal without further debate and require a majority vote to sustain an appeal.

Sec-16. No member shall speak more than once on the same subject until all members desiring the floor shall have spoken, nor more than five (5) minutes at one time without consent of two-thirds (2/3) vote of all members present.

Sec-17. The presiding officer shall not speak on any subject, unless he retires from the chair, except on points of order, and in case of a tie he shall cast the deciding vote.

Sec-18. When a question is before the meeting, no motion shall be in order, except:

- a) To adjourn;
- b) To lay on the table;
- c) For the previous question;
- d) To postpone to a given time;
- e) To refer or commit;
- f) To amend;

These motions shall have precedence in the order herein arranged. The first three motions are not debatable.

Sec-19. If a question has been amended, the questions and the amendment shall be put first, if more than one amendment has been offered the question shall be put as follows:

- a) Amendment to the amendment;
- b) Amendment;
- c) original proposition.

Sec-20. When a question is postponed indefinitely it shall not come up except by a two-thirds (2/3) vote.

Sec-21. A motion to adjourn shall always be in order, except;

- a) When a member has the floor;
- b) When members are voting.

Sec-22. Before putting a question to a vote the presiding officer shall ask: Are you ready for the question? Then it shall be opened for debate, if no member rises to speak the presiding officer shall then put the question in this form; All in favor of this motion say "AYE", and after the affirmative is expressed, "Those of the contrary opinion, say No". After the vote is taken he shall announce the result in this manner: "It seems to be carried (or lost) it is carried (or lost) and so be it ordered.

Sec-23. Before the presiding officer declares the vote on a question, any member may ask for a division of the house, then the chair is duty bound to comply with the request, and a standing vote shall then be taken, and the secretary shall count the same.

Sec-24. When a question has been decided it can be reconsidered only by a two-thirds (2/3) vote of those present.

Sec-25. A motion to reconsider must be made and seconded by two (2) members who voted with the majority.

Sec-26. A member being ordered to take his seat three (3) times by the chair without heeding, shall he be debarred from participating in any further business at this session.

Sec-27. Anything not covered in the Constitution and By-Laws shall be governed by ATWOOD'S RULES FOR MEETINGS.

ARTICLE 2  
QUORUM

Sec.1. Ten members shall constitute a quorum for the transaction of business at any regular or special meetings.

CONSTITUTION AND BY-LAWS COMMITTEE

ED BAYLEY  
RAY WALLACE

REVISED 5/97.