

NUMBER: 2067
LOCATION: Norman, Oklahoma

IAFF Local 2067 CONSTITUTION AND BY-LAWS

AS REQUIRED BY THE IAFF CONSTITUTION AND BY-LAWS
THIS DOCUMENT WAS ADOPTED AND APPROVED
BY IAFF 2067 MEMBERSHIP PRIOR TO ITS
SUBMISSION TO THE IAFF

Date of Membership Approval: March 30, 2005 by 107 to 1 Vote

Authorized Local Officer: Hugh Crawford, President

REVISED: 02/01/2005

TABLE OF CONTENTS

ARTICLE 1.....	3
<u>Name.....</u>	3
Section 1. Local Number and Name.....	3
Section 2. Definitions.....	3
Section 3. Compliance.....	3
ARTICLE 2.....	3
<u>Jurisdiction.....</u>	3
ARTICLE 3.....	4
<u>Membership.....</u>	4
Section 1: Active.....	4
Section 2: Honorary.....	4
Section 3: Retiree.....	4
Section 4: Maintenance of Good Standing.....	4
Section 5: Separation.....	4
Section 6: Delinquent Members.....	4
ARTICLE 4.....	5
<u>Meetings.....</u>	5
Section 1: Time and Place.....	5
Section 2: Special meetings.....	5
Section 3: Quorum.....	5
Section 4: Rights of members.....	5
Section 5: Rules for meetings.....	5

ARTICLE 5.....	6
<u>Officers and Elections.....</u>	6
Section 1: Number and Titles.....	6
Section 2: Eligibility for Office.....	6
Section 3: Rights of Candidates.....	6
Section 4: Use of Funds Prohibited in Elections.....	6
Section 5: Method of Nomination and Election.....	6
Section 6: Elections Committee.....	7
Section 7: Ballots preserved.....	7
Section 8: Vacancies in Office.....	7
 ARTICLE 6.....	 7
<u>Duties of Officers.....</u>	7
Section 1: Local President.....	7
Section 2: Local Secretary/Treasurer.....	8
Section 3: Local Executive Board.....	9
Section 4: Bonding.....	9
 ARTICLE 7.....	 9
<u>Delegates and Alternates to International Conventions.....</u>	9
Section 1: Delegates.....	9
Section 2: Alternates.....	9
 ARTICLE 8.....	 9
<u>Initiation Fees, Dues And Assessments.....</u>	9
Section 1: Initiation fees.....	9
Section 2: Dues.....	9
Section 3: Assessments.....	9
Section 4: Increases in Rates.....	10
Section 5: Reinstatement fees.....	10
 ARTICLE 9.....	 10
<u>Misconduct, Trials And Appeals.....</u>	10
Section 1: Misconduct and Trials.....	10
Section 2: Appeals.....	10
 ARTICLE 10.....	 10
<u>Audit.....</u>	10
 ARTICLE 11.....	 11
<u>Amendments.....</u>	11
Section 1: Proposed Amendments.....	11
Section 2: Adopted Amendments.....	11

LOCAL UNION CONSTITUTION & BY-LAWS

ARTICLE 1

International Association of Fire Fighters Local 2067
Norman, Oklahoma, USA

Section 1: Local Name & Number

- The number of this organization shall be Local number: 2067
- Name: Norman Professional Fire Fighters - IAFF Local 2067

Section 2: Definitions

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

Section 3: Compliance

- 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's General President, the resolutions, and decisions and directives of the Executive Board of officers of the Association, when made in conformity with the authority granted by the Constitution and By-Laws of the Association, and the resolutions adopted and policies established by the delegates at conventions. Article XIII of the Constitution and By-Laws of the International Association of Firefighters is recognized as providing the basic rules governing this Local.

ARTICLE 2 Jurisdiction

"Jurisdiction shall be as follows: All full-time, paid employees engaged in fire fighting, emergency medical or rescue service activities, or 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, is eligible for active membership.

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

Section 2: Honorary

For meritorious service to the 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.

Section 3: Maintenance of Good Standing

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

Section 4: Separation

When any member in good standing is separated from the fire service, the Local Union may allow said member to retain active membership or in lieu thereof, upon request of said member, shall issue a withdrawal card; 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/her active membership in this Local.

Section 5: Delinquent Members

Members who fail to pay their monthly dues or assessments by the fifteenth (15th) day following the month such dues are payable shall 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 a voice or to vote in the Local or in the affairs of the International.

ARTICLE 4 Meetings

Section 1: Time and Place

Regular meetings of the Local shall be held every three months with others as needed.

Section 2: Special Meetings

Special meetings may be called by vote of a majority of the Executive Board. All members in good standing shall be notified of such special meeting in writing at least seven (7) days prior to the same. The notice shall state the business to be considered at such meeting, and no other business than that stated in the notice shall be in order at such meeting.

Section 3: Quorum

The quorum for any meeting of this Local, either regular or special, shall be 10% of members in good standing.

Section 4: Rights of members

Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules 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 International or this Local.

Section 5: Rules for meetings

The rules contained in 'Atwood's Rules for Meetings' shall govern the meetings of this Local in all cases not in conflict with this Constitution and By-Laws, or the Constitution and By-Laws of the International, or interpretations of these documents.

ARTICLE 5 Officers and Elections

Section 1: Number and Titles

The officers of this Local shall consist of a president elected for two (2) years; Secretary/Treasurer, elected for two (2) years and members of the Executive Board, who shall hold office until the election and installation of their successors, unless removed from office as provided in the Constitution and By-Laws of the International or this Constitution and By-Laws.

Section 2: Eligibility for Office

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

Section 3: 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 candidate's 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 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, shall be contributed or applied to promote the candidacy of any person in election of officers.

This section does not prevent the expenditure from Local funds for notices, 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

Each member in good standing shall be given at least fifteen (15) days advance notice, in writing, of the date, time and place at which nominations shall be made, and at least fifteen (15) days advance notice, in writing, of 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 two candidates who received the most votes.

Section 6: Elections Committee

The President shall appoint an Elections Committee which shall be responsible for distributing and tabulating the ballots. Each candidate for office shall be entitled to appoint one observer who shall be permitted to witness the manner of distribution and casting of ballots and attend the meeting of the Elections Committee at which the votes are tabulated.

Section 7: Ballots Preserved

The ballots and all other records of an election shall be preserved by the Secretary/Treasurer for one year following such election.

Section 8: Vacancies in Office

When an office becomes vacant by reason of death, resignation, or removal of the incumbent, the Executive Board shall elect a successor by majority vote, no later than thirty days from the date the office is vacated.

ARTICLE 6 Duties of Officers

Section 1: Local 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 the executive head of the Local. He/she shall be a 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 Secretary/Treasurer, he/she shall sign all orders and checks lawfully and properly drawn. He/she shall enforce strict observance of the Constitution and By-Laws of the International as this document relates to the Local, and the Constitution and By-Laws of the Local. He/she shall have general supervision of the activities of the other officers and the chair of committees.

The President shall discharge on behalf of the Local such duties as may be imposed upon him/her by applicable law including the execution and filing of any reports to Federal or State authorities, and he/she shall cause the Local to maintain such records as the law requires them to be kept, in support of reports it files.

The President, by virtue of his/her election, shall be a delegate of this Local to the convention of the International.

Section 2: Local Secretary/Treasurer

The Secretary/Treasurer shall have custody of all documents, records, books and papers belonging to the Local, except as may be otherwise provided by this 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 the Secretary. He/she shall attest all official documents with his/her signature and the seal of the Local. He/she shall conduct the correspondence of the Local promptly. He/she shall maintain the official list of members in good standing, which shall be kept accurately and on a current basis.

The Secretary/Treasurer shall discharge on behalf of the Local such duties as may be imposed upon him/her by applicable law including the execution and filing of any reports to Federal or State authorities, and he/she shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it.

The Secretary/Treasurer shall receive all monies due the Local, from whatsoever source, and shall disburse the same only by voucher signed by the President in conformity with a vote of the Local. Such disbursement shall be by check, which shall also be signed by the President. He/she shall maintain and keep current a record of members with their dues payments, assessments and all financial transactions promptly and accurately entered. He/she shall be prepared to exhibit receipts and vouchers upon the audit of his/her books. He/she shall forward the annual audit of the Local to the International General Secretary-Treasurer, over the seal of the Local.

Section 3: Local Executive Board

The Executive Board shall consist of the President, Vice President, Secretary/Treasurer, "Past President", 1st Vice President, 2nd Vice President, 3rd Vice President, 1st Parliamentarian, and 2nd Parliamentarian. (Upon completion of his term the president shall serve on the executive board as past "Past President" for one year.) The Vice Presidents and the Parliamentarians are all elected to one-year terms.

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 acts being subject to confirmation by the membership at the next regular meetings of the Local. It shall provide for an annual audit of the Treasurer's books. It shall meet at the call of the President or on call signed by a majority of its members. A majority shall constitute a quorum.

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 law. The expense of the first \$2,500 of Bond shall be borne by the International. If additional bond is necessary, the Local shall pay the additional premium.

ARTICLE 7

Delegates and Alternates to International Conventions

Section 1: Delegates

If, 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, they shall be elected by secret ballot of the members in good standing.

Section 2: Alternates

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.

ARTICLE 8

Initiation Fees, Dues and Assessments

Section 1: Initiation fees

Initiation fees shall be paid in the amount of \$10.00.

Section 2: Dues

Dues shall be 1% each month.

Section 3: 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 upon a majority vote of the members in good standing. The proposed assessment shall become effective upon a majority vote of the members in good standing, by secret ballot at a general or special meeting.

Section 4: Increases in Rates

Increases in rates of initiation fees, reinstatement fees or dues or assessments shall require notice of such proposed increase to be given to the members in good standing at least thirty (30) days in advance of the date on which the vote for such increase is to occur. The proposed increase shall become effective upon a majority vote of the members in good standing, by secret ballot at a regular or special meeting.

Section 5: Reinstatement fees

Reinstatement fees shall be \$10.00, plus all back dues and assessments (to a maximum of \$200.00).

ARTICLE 9 Misconduct, Trials and Appeals

Section 1: Misconduct and Trials

Any member charged with misconduct as defined in Article XV of the International's Constitution and By-Laws shall be served with written specific charges as required by Article XVI of the International Constitution and be given a reasonable time to prepare his/her defense and afforded a hearing as provided in Article XVII of the International Constitution.

Section 2: Appeals

Appeals may be made in accordance with Article XVIII of the International's Constitution and By-Laws. Such appeal must be filed with the International General President of this Association within thirty (30) days of the action to be appealed.

ARTICLE 10 Audit

The books and accounts of this Local shall be audited annually, and the last such report of audit shall be forwarded to the International's General Secretary-Treasurer over the seal of the Local.

ARTICLE 11 Amendments

Section 1: Proposed Amendments

This Constitution and By-Laws made under its provisions may be amended by a two-thirds (2/3) vote (except for changes in dues and assessments, and initiation and reinstatement fees, which shall require a majority vote, as provided in Article 8) at a regular meeting, provided that each member in good standing is notified in writing of the proposed amendment at least fifteen (15) days in advance of the meeting at which the vote will be taken.

Section 2: Adopted Amendments

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