

ARTICLE I – ORGANIZATION

Section 1: Name

This organization shall be known as Wright-Patterson Air Force Base Fire Fighters, Local F-88, and shall be affiliated with the International Association of Fire Fighters.

Reference in the Constitution and By-Laws to "Local Union" shall refer to the Local as set forth above, and reference to "Association" or "International" shall refer to the International Association of Fire Fighters.

Section 2: Constituency

This Local Union shall consist of all persons engaged in fire fighting, fire prevention, emergency medical or rescue service activities, who are full time paid employees of the fire department, including, but not limited to, the following classifications: Lead Fire Fighters, Driver-Operators, Fire Fighters, Fire Inspectors, and Fire Communications Dispatchers.

ARTICLE II - JURISDICTION

The jurisdiction of this Local Union shall be as follows: All full time, paid Federal Employees engaged in fire fighting, emergency medical or rescue activities, or related services at Wright-Patterson Air Force Base, Ohio or another Federal Installation who has merged with this Local.

ARTICLE III - GOVERNMENT

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 of Fire Fighters and the interpretation 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 authority granted by the Constitution and By-Laws of the Association and the resolutions adopted and policies established by the delegates at Convention. ARTICLE XII1 of the Constitution and By-Laws of the Association is recognized as providing the basic rules governing this Local.

ARTICLE IV – MEMBERSHIP

Section 1: Active

Any person of good character who at the time of making application is in service within the jurisdiction of the Local as set forth in ARTICLE I Sec. 2 of this Constitution and By-Laws will be eligible for active Association and Local membership.

Membership shall not be refused nor any member be discriminated against because of race, color, creed, national origin, or by reason of disability, gender, or sexual orientation.

Section 2: Honorary

For meritorious service to this Local or for distinguished public service, non active persons may be elected to honorary membership by majority vote. Such membership shall entail no payment of initiation fees, dues or other charges, and shall convey no voice or vote in the affairs of this Local or the International. Such membership may be revoked for just cause.

International Association of Fire Fighters
AFL-CIO, CLC

APPROVED

Harold A. Schaitberger

IAFF, General Presidential 3-2-07 Da

Section 3: Maintenance of Good Standing Membership

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

Section 4: Retention of Membership

When any member in good standing becomes separated from service said member may retain active membership or, in lieu thereof upon request of said member, shall be issued a withdrawal card; provided, however, that a member who is duly elected as an officer of the International Association, or elected or appointed as a representative of or to an affiliated labor organization, shall retain his active membership in this Local.

Any members who are precluded by law or local ordinance or contract from maintaining Union membership by virtue of their fire department position will have withdrawal cards issued upon leaving the Union. No reinstatement shall be charged upon reentry into the organization.

Any active member of the Local who is inducted into or activated with the Armed Forces of the United States may continue to be carried as an active member with payment of dues, assessments or other union charges waived until such member is relieved from active duty with the Armed Forces as prescribed by the International Association's Constitution and By-Laws.

Any active member in good standing who is separated from employment due to a lay-off may continue to be carried as an active member while remaining on a preferred rehiring list. Payment of membership dues and assessments and Association per capita shall be waived and the member shall enjoy all rights of membership except the right to vote on collective bargaining agreements of the Local.

Any active member in good standing who is separated from active service due to job related injury or illness will continue active membership in the Local and the Local will pay the member's Association per capita tax waiving all Local dues and assessments until such time as the member is returned to duty status or disqualified from returning to duty under the jurisdiction of this Local.

Any active member in good standing, upon retirement, may choose to retain active membership in a retired status. The member will pay the half rate per capita levied by the International to the Sec/Treas. on a monthly basis. If the member does not make the payment by the 15th of the following month it is due, the retired member will be notified by mail that 60 days from such notice, the member will be dropped from active status to inactive status. The retired member may pay dues in a lump sum on a yearly basis.

Section 5: Suspension of Delinquent Members

Members who fail to pay back dues and/or assessments as required by Section 4, ARTICLE XII 1 of the International Constitution and By-Laws or Section 2, ARTICLE V of this Local's Constitution and By-Laws will be considered delinquent and subject to automatic suspension from membership after 60 days notice by the Secretary/Treasurer of this Local. Members who are delinquent or under suspension are not entitled to any voice or vote in the Local Union or in the affairs of the Association.

ARTICLE V - INITIATION FEES, DUES, AND ASSESSMENTS

Section 1: Initiation Fees

Initiation Fees shall be equal to the dues for two (2) pay periods.

Section 2: Dues

Dues shall be assessed for each member. Dues will be collected by payroll deduction or allotment in all cases authorized, in those cases where payroll deduction or allotment is not authorized, collection will be made and a receipt issued to member for dues received by the Treasurer.

Section 3: Reinstatement Fees

Any member suspended for non-payment of dues, fines, or voluntarily withdraws his/her membership, can be reinstated only upon application and a majority vote approval at a regularly scheduled meeting of the membership and payment of outstanding debt and reinstatement fee equal to one (1) year's dues.

Section 4: Emergency Financial Aid

Emergency financial aid may be available to the membership of the local as determined by the following criteria.

1. Assistance offered to any one member will not exceed \$1000.00 and will be repaid within two (2) years by payroll deduction on a bi-weekly basis. Any cancellation or reduction to the payroll deduction prior to the loan being repaid in full shall be considered as a default on the loan and will be treated as such. Other methods of payment may be considered by the executive board on a case by case basis.
2. Requests for financial assistance will be made by the members requesting such in writing to the executive board via the vice-president.
3. The member will sign a promissory note.
4. The loan should be of last resort with proof of denial for a conventional loan upon request.
5. A majority vote of the executive board is required for the approval of requested financial aid.
6. At no time will the total monies allocated for loans to the membership exceed \$3000 without approval of the full membership.

Section 5: Increases of Fees, Dues, and Assessments and Reinstatement Fees

Whenever increases in the rate of initiation fees, dues, or assessments of the Local are proposed, notice of such proposal shall be given to the members and a date set for submission of the proposed increase which shall be at least thirty (30) days after such notice is given. On the date set, the proposal shall be submitted for approval by majority vote of the members in good standing, voting by secret ballot, at a regular or special membership meeting. Upon membership approval such increase shall become effective.

Assessment 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 majority vote of the members in good standing, by secret ballot, at a regular or special meeting and upon approval of the International General President

ARTICLE VI - MEETINGS AND RIGHTS OF MEMBERS

Section 1: Regular Meeting

Regular meetings of this Local should be held at least once every 3 months with no less than 3 per year at the call of the President of this Local. Members will be notified at least fifteen (15) days and if possible thirty (30) days in advance, of the agenda, place and time of the meetings

Section 2: Special Meetings

Special meetings may be called by a vote of a majority of the Executive Board. All members in good standing shall be notified in writing of such a special meeting at least seven (7) days prior to same, if possible. The

notice shall state the business to be considered at such meetings, and no other business, than that stated, shall be in order at such meetings.

Section 3: Quorum

The quorum for any meeting of this Local, either regular or special shall be five (5) members in good standing.

Section 4: Rights of Members

Every member in good standing shall have the right to attend any regular and/or special meeting to participate in its deliberations, and to express at such meeting his/her views upon candidates in an election of the Local or upon any business properly before the meeting, subject, however, to such reasonable rules as set forth in the manual of parliamentary procedure and, the Constitution and By-Laws adopted by this Local. Members shall also have the right to meet and assemble freely with other members and express their views, arguments or opinions provided, however, that in so doing they are not guilty of misconduct as set forth in this Constitution and By-Laws or as may be prescribed by the International Constitution and By-Laws. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations in the International or of this Local.

Section 5: Rules for Meetings

The rules contained in "Atwood Rules for Meetings," Rosswell L. Atwood, shall govern the meetings of this Local in all cases where they are not inconsistent with the Constitution and By-Laws of the International or of this Local and Standing Rules adopted by this Local or interpretations of these documents.

Section 6: Voting

Members in good standing who are permanent and paid employees of Wright-Patterson AFB Fire Dept are eligible to vote at meetings and special elections.

ARTICLE VII - AUDITS AND FINANCIAL REPORTS

Section 1: Audit

The books and accounts of this Local shall be audited annually by the Board of Trustees, and the last report of audit shall be forwarded to the International General Secretary/Treasurer over the seal of the Local not later than the first (1st) day of April annually, and shall include an accurate accounting of all employees within the Local Union's Fire Department.

Section 2: Financial Report

A report by the Treasurer of the Local will be prepared to be given at the membership meetings that include current balances in all accounts and totals of outstanding debts and loans.

ARTICLE VIII - MANAGEMENT, INVESTMENT AND DISBURSEMENTS OF UNION FUNDS AND PROPERTY

Section 1: General Revenues

Except as may otherwise be provided for in the Constitution and By-Laws, revenues of this Local shall be derived from initiation fees, dues, fines and other sources as may be authorized. Funds of the Local shall be used for defraying necessary expenses as provided for in the Constitution and By-Laws.

Section 2: Retirement

Upon the retirement of any member in good standing, a suitable gift of reasonable value shall be presented to the members. The expense of which shall be borne by the Local from the general revenue.

Section 3: Illness and/or Death

For clarification and further reference in this Constitution and By-Laws, a member's family shall be defined as:

- Member's Family is defined as being a member's wife, husband, son or daughter (adoptive or foster or step).
- Member's Immediate Family is defined to include the above and the member's Mother or Father (adoptive or foster or step) and a member's mother-in-law or father-in-law (adoptive or foster). In the event of illness of a member or a member's family, a consistent amount may be authorized by the President for the purpose of defraying the cost of flowers, books, or other items, for the immediate benefit of this person.

If death occurs in the immediate family of a member, a consistent amount may be authorized by the President as a donation, contribution, purchasing flowers or other bequest by a member. The expense for this Section shall be borne for the good and welfare of the members from the general revenue fund of the Local.

Section 4: Benevolent Fund

The President, upon authorization of the Executive Board (as defined in Section 4, ARTICLE V) and after investigation of the facts of a request by a member, may authorize funds to a member for good and welfare of the member and or his/her family. This shall not exceed one thousand dollars (\$1,000.00) at any one time from the Benevolent Fund. These funds shall be authorized upon unanimous vote of all designated members of the Executive Board

ARTICLE IX - NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1: Officers

The officers of the Local shall consist of a President, Vice-President, Secretary/Treasurer, two (2) Guardians and three (3) Trustees. All officers shall serve a two (2) year term unless removed from office as provided in the Constitution and By-Laws of the International or this Constitution and By-Laws of this Local.

Section 2: Eligibility for Office

Any full member or active retired member in good standing of this Local, unless ineligible by virtue of provisions of this Constitution and By-Laws or provision of applicable law, shall be eligible for nomination and election as an officer.

Section 3: Rights of Candidates

Each 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 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 use of membership lists.

Section 4: Use of Funds Prohibited

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

This Section does not prevent the expenditure of 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, sent by 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. In cases where nominees are not in attendance or nominated from another shift, a signed statement of acceptance must be presented prior to the member's name being placed in nomination. Nomination of candidates shall take place at the May meeting.

Election shall be by secret ballot, even though only one candidate is nominated for a given office. Elections shall be held no earlier than fifteen (15) nor more than twenty (20) days after the date the last nomination is accepted. Officers elected to this Local will be installed within 30 days after the election results

The Candidate receiving the greatest number of votes shall be declared elected (First Past the Post). Should a tie occur a second vote will be held. If none of the candidates has received the greatest number of votes, the winner will be declared by a drawing of lots per Article XII 1 Section 11 of the International By-Laws.

Section 6: Ballots

All ballots for use in any election of this Local must contain the official seal of the Local, the names of nominees and offices for which the election is being held only.

The number of ballots for any election must equal the number of eligible voting members of the Local. All elections of this Local shall be by Secret Ballot, except as may otherwise be provided in this Constitution and By-Laws. The ballots and other records of an election shall be preserved by the Secretary for two (2) years following such election. The results of any election will not be made public until all ballots have been accounted for.

Absentee ballots must be obtained from the Secretary/Treasurer two (2) weeks prior to the election and returned to the election committee chairperson in a sealed plain envelope containing the official seal of the Local affixed to the envelope by the Secretary/Treasurer by the closing of the election. The Secretary shall make a roster of all absentee ballots sent out and provide the numbers of same to the Chairperson of the election committee who shall check off the members as received to account for all absentee ballots received. When absentee ballots are authorized in this Constitution and By-Laws, ballots shall not be tabulated until all have been received or time limits stated in the Constitution and By-Laws have expired. Ballots are accountable and must be maintained in a secured area at all times before, during, and after the elections

ARTICLE X - TERM OF OFFICE

The elected officers, President, Vice president, Secretary/Treasurer, Trustees and Guardians are elected for two year terms of office and shall be installed thirty days following their election at which time they shall assume the duties of their respective offices. The President and Trustees will be elected in odd numbered years and the Vice President, Sec/Treasurer and Guardians will be elected in even numbered years maintaining a staggered election process. Each shall serve until election and installation of their successors unless relieved of duties as provided by the Constitution and By-Laws of this Local or that of the International Association.

ARTICLE XI - VACANCIES IN OFFICE

Section 1: General

Should a vacancy occur in any office due to death, resignation, incapacity or other cause, the vacancy shall be filled in the following manner except as may otherwise be provided by the Constitution and By-Laws of this Local.

Section 2: President

A vacancy occurring in the Office of the President due to death, resignation, or removal from office as may be provided in the Constitution and By-Laws of this Local or Constitution and By-Laws of the International will be filled by the Vice-President as acting President until the office of President is filled by the Executive Board, by majority vote no later than thirty (30) days from the date the office is vacated.

Section 3: Filling Other Officer Vacancies

A vacancy in the following offices will be filled by majority vote by the Executive Board no later than thirty (30) days from the date the office is vacated:

- a. Vice-President
- b. Secretary/Treasurer
- c. Trustee
- d. Guardian

Section 4: Steward

Steward - In the event a vacancy occurs, the station that has the vacancy will elect a new person to fill the vacant steward position.

ARTICLE XII - SALARIES, ALLOWANCES, AND EXPENSES OF OFFICERS

Section 1: Salaries

President shall receive one hundred fifty dollars (\$150.00) per month for the good and welfare of the Union.

Vice-President shall receive one hundred fifty dollars (\$150.00) per month for the good and welfare of the Union.

Secretary/Treasurer shall receive one hundred fifty dollars (\$150.00) per month for the good and welfare of the Union.

Section 2: Allowances and Expenses of Officers

The President, Vice-President and Secretary/Treasurer shall be allowed daily expenses of \$200 per day, not to exceed \$500 combined per month as authorized by the Executive Board of this local. Any monies exceeding these amounts must meet majority approval from the Executive Board.

ARTICLE XIII - COMMITTEES

Section 1: General Committees

Standing committees shall be appointed by the President of this Local to study something or take action on something, except as provided for in this ARTICLE. All necessary papers, letters, correspondence and information relating to the subject must be given to the committee chairperson. The Local Secretary is responsible for the transfer of this material. Anything, which might be helpful to the committee in its work, shall be brought to the committee chairperson. The chairperson is responsible for this material and upon completion of the committee's work, must return all papers, materials, and documents to this Local's Secretary.

The President except as may be provided in this ARTICLE, shall instruct the committee as to what is to be studied and what action the committee may take. Guidelines for frequently used standing committees are included in this ARTICLE and shall be followed by the committee in completing the mandates of the committee.

A Standing Committee, upon recommendation of the President, may be authorized an operating fund to be used for expenses incurred in carrying out the mandates of the committee. No more than one hundred dollars (\$100.00) shall be authorized as an operating fund of any committee, except as may be authorized by the members of this Local at a special or regular meeting as provided in this Local's Constitution and By-Laws. All expenses shall be itemized and accounted for and any balance remaining shall be returned to the Secretary/Treasurer of this Local, who will include this in his/her financial report.

The majority of members present at any meeting of the Standing Committee shall constitute a quorum.

Section 2: Election Committee

An election committee composed of members in good standing shall be appointed by the President to oversee the operation of the election process. No nominee (Candidate) may be appointed to this committee. The chairperson of this committee shall be responsible for the distributing and tabulating of the ballots and shall seal the ballot box between meetings, transporting of, or until all ballots have been cast. All members eligible to vote must sign a roster in order to obtain a ballot except in the case of absentee ballots when authorized by this Constitution and By-Laws. Ballots and all records of the election committee with its tabulations and election results shall be turned over to the Secretary who shall make public the report as indicated by the Election Committee and shall seal and retain all records for a period of two (2) years.

Three (3) members shall constitute a quorum of this Committee. There shall be no officers or Executive Board members on the committee.

Section 3: Constitution and By-Laws Committee

This committee shall prepare items and reports and make recommendations regarding amendments of this Constitution and By-Laws or interpretations thereof to the Executive Board. A report by the committee, to the membership of this Local at the regular meeting shall be made with its recommendations.

A majority of members present during any meeting shall constitute a quorum.

Section 4: Good and Welfare Committee

It shall be the duty of the Good and Welfare committee to oversee the Good and Welfare of the Local. Such duties shall include: purchasing of flowers and fruit baskets, providing for the \$100 high school graduation gift, announcements pertaining to deaths, births or hospitalizations, coordination of the union picnic and other duties as assigned by the President. The committee shall consist of volunteers as approved by the President

NOTE: We decided to add the Good and Welfare Committee in place of the Grievance Committee. Obviously this group provides a consistent and valuable service to the Local F-88

Section 5: Special Committees

Special committees shall be elected by plurality vote of members present during any special or regular meeting. A special committee will be charged by the membership to study something or take action on something. When final report is submitted, the committee goes out of existence.

A majority of members present at any committee meeting shall constitute a quorum.

ARTICLE XIV - DELEGATES AND ALTERNATES

If, in accordance with the International Constitution and By-Laws, this Local is entitled to delegates in addition to the President, they shall be chosen by secret ballot election by the membership of the Local. The President, by virtue of his/her office, is a delegate of this Local to the IAFF convention.

Those attending conferences will be chosen by the Executive Board. Funding for all conferences and conventions will be voted upon at a Union meeting by the membership.

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 XV - AUTHORITY AND DUTIES OF OFFICERS

Section 1: President

It shall be the duty of the President to preside at all meetings of the Local and preserve order during this meeting. He/she shall be a member ex- officio of all committees and shall appoint such committees as may be provided for in this Constitution and By-Laws or such committees as may be authorized by this Local. Together with the Secretary/Treasurer of this Local, shall sign all checks lawfully and properly drawn. The President 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 chairpersons of the committee.

The President shall transact any other business that is right and pertains to this office, and to hold secret the work in his/her possession while not divulging it to anyone but to the officers and members of this Local. The President as may be imposed by applicable law will supervise the election and filing of any reports to Federal, State, or International Association and shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it.

Section 2: Vice-President

The Vice-President shall assist the President in such a manner as the President may determine. In the absence of the President, or he/she is temporarily unable to perform this (the) duties of his/her office, the Vice-President shall perform all duties of the President.

Section 3: Secretary/Treasurer

The Secretary/Treasurer shall have custody of all documents, records, books, and papers belonging to the Local, except as may otherwise be provided by this Constitution and By-Laws. He/she shall keep an accurate record of 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/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. He/she shall receive all money due the Local, from whatever source, and shall discharge the same only by check. He/she shall maintain and keep current a record of members with their dues payments, assessments and all financial transactions promptly and accurately entered and give a financial statement at each regular meeting and meeting of the Executive Board. He/she shall deposit all funds in a bank that is recommended by the Executive Board of the Local, and shall pay all bills that are authorized. The Secretary/Treasurer shall submit his/her books to the Trustees for audit and approval whenever called upon to do so. He/she shall not keep more than fifty dollars (\$50.00) in possession to meet the immediate demands of this Local and at the expiration of his/her term in office, shall deliver to the successor all money, books, and property of this Local. In the absence of the President and/or Vice-President, or they are temporarily unable to perform the duties of their office, the Secretary/Treasurer shall perform all the duties of President and/or Vice-President.

The term "Secretary" or "Treasurer" used in this Constitution and By-Laws shall mean the same as "Secretary/Treasurer". Secretary/Treasurer shall discharge on behalf of this Local such duties as may be imposed by applicable laws including the execution and filing of any reports to Federal, State, or International Association and shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it.

Section 4: Guardians

The Guardians shall have charge of the door and shall assist in preserving order when called upon to do so. He shall check passes of members before permitting them to enter and shall prevent anyone from leaving the meeting if they have not received permission from the chair.

Section 5: Trustees

The Trustees are representatives of the Local and shall be responsible for Local funds and property. The general duties of the Trustees will be to provide estimates for expenditures, to prepare items and reports and to make recommendations regarding expenditures in accordance with the applicable provisions of governing laws and the Constitution and By-Laws of the International and of the Local Constitution and By-Laws.

It shall be the duty of the Trustees to audit the books and accounts of this Local annually and to report their findings at the next regular meeting. The report of the audit shall be forwarded to the International General Secretary/Treasurer over the Seal of this Local not later than the first (1st) of April annually.

The Trustees shall attend to the bonding of any Local members or employees who handle funds and property of this Local, in such amounts as may be required by the Trustees and the International General Secretary/Treasurer, in compliance with applicable law. The International shall bear the expense of the first \$5000 the expense of any additional bonding shall be borne by the local Association.

Section 6: Stewards

It shall be the duty of the Steward to handle all complaints and/or grievances resulting from matters or action taken, arising from misunderstandings or disputes which can be settled promptly and satisfactorily on an informal basis at the immediate supervisory level. Each Steward will investigate a grievance to the fullest extent and require that each complaint and/or grievance be placed upon the standard grievance form and signed by the person making same. For the purpose of the informal process, the grievance worksheet will be used only to state the facts of the complaint and/or grievance and will be signed by the person making the complaint and/or grievance. The Steward will hold this form through the informal process.

The immediate supervisor or aggrieved employee may request any member of the Executive Board, with the Steward, be present. If at any time the grievance cannot be handled at the informal level, all evidence will be referred to the Chair of the Executive Board. Stewards will investigate all grievances to the fullest extent possible before referring all documents, papers, etc. to the Executive Board.

Stewards will make known to all members information, correspondence or other Union related information for the good and welfare of the members subject to the provisions of this Constitution and By- Laws.

Section 7: Executive Board

The officers, President, Vice-President, and Secretary/Treasurer, three (3) Trustees and two (2) Guardians to be elected bi-annually shall constitute the Executive Board chaired by the Vice President. The general duties of the Executive Board of this Local are to take charge of affairs of this Local. It shall be the duty of the Executive Board to exercise general supervision and control 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 meeting of the Local. It shall meet at the call of the Vice-President prior to each regular membership meeting to approve the agenda of the membership meeting and shall meet not less than once every quarter to conduct the regular business of this Local. Quarterly meetings of the Executive Board shall be set by the Board at its first meeting after election. The Executive Board may request Chair of Standing Committees and Special Committees to present reports to the Executive Board as to the progress and recommendations of its committees. Except as otherwise specified by this Constitution and By-Laws and that of the International Constitution and By-Laws, the Executive Board of this Local shall not authorize directly or indirectly any funds, to any officer or employee of this Local which results in a total indebtedness on the part of such officer or employee to the Local in excess of one-thousand dollars (\$1000.00). It shall be their duty to consider the advisability of a matter

referred to it by a steward of this Local. Any dispute, complaint or violation of any law or that of the negotiated contract of this Local are examples of matters to be handled. After gathering all information and facts will investigate the matter further as needed. The President of this Local shall handle all grievances formally and shall be the spokesperson for this Local pertaining to grievances. No grievance beyond the informal process will be presented at the next stop of the grievance procedure without the President of this Local or his/her designee being present.

The Executive Board will handle all grievances, as directed in this ARTICLE, for a person under the jurisdiction of this Local whether he/she is a Union or Non-Union member.

A majority of members present at the meeting of the Executive Board shall constitute a quorum.

ARTICLE XVI - BONDING OF LOCAL UNION OFFICERS AND REPRESENTATIVES

The Trustees, as provided for in this Constitution and By-Laws shall see that all officers, representatives, and employees who handle funds or property shall be bonded in such amounts as may be required by the International General Secretary/Treasurer, 'in compliance with applicable law, the expense of which bond shall be borne by the International for the first \$5,000. The cost of any additional bond that may be necessary is borne by the Local.

ARTICLE XVII - MISCONDUCT TRIALS AND APPEALS

Section 1: Misconduct

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

Section 2: Appeals

Appeals may be made in accordance with ARTICLE XVIII of the International Constitution and By-Laws. Such appeals must be filed with the President of the Association within thirty (30) days of the action to be appealed.

ARTICLE XVIII - STANDING RULES OF ORDER

1. The motion to adjourn is not in order until the completion of the agenda.
2. A (2/3) vote is required for adjournment.
3. The following is the order of business for all regular meetings of this Local.
 - a. Opening the meeting.
 - b. Reading and adopting the minutes
 - c. Financial Statement by Treasurer.
 - d. Reports of Standing Committees.
 - e. Reports of Special Committees.
 - f. Special Orders.
 - g. Unfinished Business.
 - h. New Business.
 - i. Adjournment.
4. The presiding officer shall have the right to call a recess not more than fifteen (15) minutes when, in the judgment of the presiding officer, such a recess is needed. Only one (1) such recess may be called during a meeting.
5. The reading of the minutes may be dispensed with and the minutes approved when a motion to this effect is carried by a (2/3) vote. This motion shall only apply during special meetings.
6. Chairs of standing committees shall report, in writing, on the activities of their committees at each regular meeting.

7. The Treasurer's report, financial statement, is not accepted at any time. The Trustees whose report is submitted annually is the report to accept. A financial statement will be read at each regular meeting of the members of this local.
8. The use of profane and ungentlemanly language is prohibited as being against the dignity and decorum of the assembly.
9. No member shall be allowed in the meeting in the intoxicated condition.
10. No member shall interrupt debate except in a question of personal privilege.
11. No member shall engage in conversation during the meeting without first having permission from the Chair.
12. Any member violating the standing rules of order, shall be deemed guilty of disorder and the penalty imposed on such member shall not be remitted except by two-thirds (2/3) vote of the members present.
13. Should any officer of this Local absent himself from three (3) consecutive, regular, special, executive, or trustee meetings as directed by the title of his/her office without a reasonable and lawful excuse; his/her office shall be declared vacant and he/she shall be notified in writing. This vacant post will be filled as required in ARTICLE XI of this Constitution and By-Laws.
14. A Standing Rule may be suspended by (2/3) vote at any regular meeting.
15. These rules may be amended by (2/3) vote at any regular meeting.

ARTICLE XIX - AMENDMENTS

This Constitution and By-Laws made under its provision, may be amended by a two-thirds (2/3) vote, 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. A proposed amendment to this Constitution, or any By-Laws made under its provisions, shall be submitted for approval to the International General President after it has been adopted by the membership but prior to its printing or issuance. The By-Laws of this Local should be reviewed every 5 years.

Revised and adopted 10/1 8/99