

Baltimore County
Professional Fire Fighters Association
IAFF Local 1311
AFL-CIO-CLC
Chartered September 1958



CONSTITUTION

As Approved by the IAFF in November 2005

ARTICLE 1
NAME

SECTION 1. NAME

This organization shall be known as "Baltimore County Professional Fire Fighters Association, Local 1311, AFL-CIO-CLC."

SECTION 2. REFERENCES

References made in this Constitution and By-Laws to the 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. IAFF CONSTITUTION & BY-LAWS

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 directions 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 13 of the Constitution and By-Laws of the Association is recognized as providing the basic rules governing this Local.

SECTION 4. GENERAL PROCEEDINGS

The general proceedings of this Local shall be governed by the Manual of Common Procedure of the International Association of Fire Fighters and Atwood's Rules of Order.

ARTICLE 2
OBJECTS

SECTION 1. OBJECT OF THIS LOCAL

The object of this Local shall be to organize all bargaining unit members as defined in the Baltimore County Labor Relations Act of the Baltimore County Fire Department, to secure and maintain proper remuneration for duties performed, to foster a higher degree of skill and efficiency in the performance of departmental duties, to support the maintenance of discipline in the Fire Department, the protection of the joint and individual rights of the members of the Local in the prosecution of their vocations, the enforcement of good faith and fair dealing by and between the members, the elevation and improvement of the moral, intellectual, social and economic conditions of the members, the collection and payment of funds for the sick, disabled or distressed members, and the securing of benefits to the families of deceased members.

SECTION 2. MEMBERS SHALL NOT STRIKE

The members of this Local shall not strike or take active part in any sympathetic strike, since the work of Fire Fighters is different from that performed by other workers, as we are employed to perform the duties of protecting the lives and property of communities in case of fire or other serious hazards.

A. In the event of a serious breakdown in cooperation and communication with the Administration, this Local reserves the right to formulate an authorized work action. Legal counsel will be the deciding factor as to the type and duration of any action taken. No action will be considered authorized without the consent of 2/3 of the Local's membership. It shall require 2/3 of the Local's membership voting in the affirmative at either a regularly scheduled monthly meeting or a special meeting to authorize such action.

SECTION 3. POLITICAL ACTION COMMITTEE

This Local shall maintain a Political Action Committee (PAC). The President, or his/her designee, shall be the Chairman and the Secretary-Treasurer, or his/her designee, shall be the Treasurer. PAC members shall have the vote as to the distribution of the fund, and no regular membership dues shall be used in the operation of this Committee.

ARTICLE 3 **MEMBERSHIP**

SECTION 1. UNIFORMED MERIT BARGAINING UNIT MEMBERS

Membership in this Local shall be limited to uniformed merit bargaining unit members as defined in the Baltimore County Labor Relations Act. Members shall include active employees and pensioned bargaining unit members of the Baltimore County Fire Department who are on the Fire Department payroll, Employees Retirement System, or receiving pension from the Baltimore County Fire Department. There will be no non-Fire Department persons without the expressed permission of the membership.

SECTION 2. DISMISSAL & PROMOTIONS

No member of this Local will be permitted to retain membership in same if he or she leaves the Fire Department by reason of dismissal, unless the dismissal is a result of the member engaging in union activities. Members promoted out of the bargaining unit may request to become Associate Members of the Local; subject however, to the approval of the membership upon written request to continue his or her membership. Members promoted out of the bargaining unit will be given sixty (60) days in order to notify the Secretary-Treasurer of his or her intention as to his or her standing in the Local. If a promoted member does not notify the Secretary-Treasurer within the sixty (60) day period, he/she shall relinquish all rights as to remain an active associate member of said Local, and shall not have the right to be reinstated in said Local. As per the IAFF's Constitution and By-laws Article XIII, Section 5, withdrawal cards may be issued upon request within sixty (60) days when a member in good standing is promoted out of the bargaining unit or is dismissed for engaging in union activities.

SECTION 3. ASSOCIATE MEMBERS

Members promoted out of the bargaining unit as defined by the Baltimore County Labor Relations Act, can apply for Associate Membership. Associate members will receive the same survivors benefits and union services as bargaining unit members. Dues will be one half (1/2) regular membership dues. Associate members may attend all local social functions. Associate members may not attend any monthly union meetings, special meetings, or ratification meetings, unless personally invited by a majority vote of the Executive Board. Associate members will not vote or

receive ballots on any Union matters, including ratification.

SECTION 4. ACTIVE MEMBERS

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 Section 1., Article 3, will be eligible for active membership.

SECTION 5. HONORARY MEMBERS

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.

SECTION 6. EMERITUS MEMBERS

Former principle officers of the local, which shall be defined as President, Secretary-Treasurer, Vice Presidents and Recording Secretaries, shall be eligible for election as Emeritus Officers. Beginning in October 1997, a principle officer must have served at least ten years in any capacity on the Executive Board for consideration as an Emeritus Officer and hold active, retired or associate membership in Local 1311 as defined by the Article 3 of this Constitution. Eligible candidates for Emeritus Officer shall be nominated and elected by a two-thirds (2/3) majority at a regular monthly union meeting.

SECTION 7. MAINTENANCE OF GOOD STANDING

Membership in good standing includes any person who has fulfilled the requirements of 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 and By-Laws of this Local.

SECTION 8. SEPARATION

When any member in good standing becomes separated from the Fire Service, the local union may allow said member to retain active membership or, in lieu thereof, upon request of said members 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 active membership in this Local.

SECTION 9. DELINQUENT MEMBERS

Members who fail to pay their dues or assessments within the periods prescribed by the International Association Constitution or By-Laws shall be notified by the proper Local officer that they are delinquent and will be automatically be suspended and lose their good standing if payment is not made within sixty (60) days following such notification. Suspended members are not entitled to voice or vote in the Local Union or, in the affairs of the Association. (Also, see Section 3., Article 1 of the By-Laws.)

SECTION 10. APPLICATION

Application for membership shall be made to the Secretary-Treasurer and shall be accompanied with the specified initiation fees and signed dues deduction card or one months dues in advance; provided however, that Honorary membership in this Local may be conferred upon any person as per Section 5 of this Article. All applications for membership in this Local shall be approved or disapproved in the manner specified in the By-Laws. Any member who may withdraw or be expelled from the

Local shall forfeit all rights and title to the funds and property of the Local.

ARTICLE 4 **OFFICERS**

SECTION 1. EXECUTIVE BOARD

The Officers of this Local shall be a President, First Vice President, Second Vice-President, Third Vice-President, Secretary-Treasurer, Recording Secretary, Sergeant-At-Arms, Chairman of the Trustees, First Trustee, and Second Trustee. The Executive Board shall have the authority to fill the Office/Building Manager position as needed. All the above officers shall serve for a period of three (3) years and shall sit on the Executive Board of this Local, each having one vote. All elected officers shall serve until their successors in office are elected and qualified.

SECTION 2. STATION DIRECTORS

There shall be a Station Director from each house and each division in the Baltimore County Fire Department and these men shall be appointed by the President with the Executive Board approval.

A. Should a Station Director vacancy occur, the President shall appoint a representative to said office for the balance of the unexpired term, subject to the approval of the Executive Board. The term for Station Directors shall be a period of two (2) years. They will also be required to attend a minimum of six (6) regular monthly meetings of Local 1311.

SECTION 3. ELIGIBILITY FOR NOMINATIONS

Any member of this Local to be eligible for nomination to any Executive Board position as defined in Section 1 of this Article must be an active member of the bargaining unit as defined in the Baltimore County Labor Relations Act, with the exception of the Sergeant-At-Arms who could be an active retired member. Members who hold or have held an elective or appointed position within eighteen months of nominations for union office in a Baltimore County Volunteer Fire Company or the Baltimore County Volunteer Fireman's Association shall be expressly prohibited from being nominated or holding elective office in the Association. To be eligible for nomination, members must have also attended five (5) regular monthly meetings and have signed attendance record book five (5) times in the twelve (12) months prior to the close of nominations. The twelve months prior shall not include the month in which nominations take place. Station Directors are not required to attend any specific number of regular meetings to be eligible for nomination or election to their positions. Committee and Executive Board meetings shall not be counted as a regular meeting. Regular meetings shall be defined as any of the two meetings held monthly open to the entire membership. Attendance at both sessions in any one month will count as only one meeting since both sessions are defined as one meetings. A suitable attendance record book shall be submitted to the membership in attendance at regular meetings by the Secretary-Treasurer. It shall be the responsibility of each member to sign in at each meeting to record attendance.

SECTION 4. RIGHTS OF CANDIDATES

Every candidate for office shall have the right to request distribution of campaign literature, by mail or otherwise, to all members in good standing, at the candidate's own personal expense. If this request is granted by the Local, all other candidates shall receive the same privilege. "A candidate

for office" includes a candidate for membership on the Executive Board or similar governing body. There shall be no discrimination in favor of or against any candidate with regard to the use of membership lists. Nothing in the above Section shall prohibit any candidate for office from circulating or distributing campaign literature on his own to any member of this Local.

SECTION 5. USE OF FUNDS PROHIBITED IN ELECTIONS

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

SECTION 6. ELECTION PROCESS

At least fifteen (15) days advance notice in writing shall be given of the date, time, and place at which nominations shall be made. Nominations of Officers of this Local shall be from the floor at the two (2) regular membership meetings of the Local commencing in the month of August 1991, and every third year thereafter. Elections shall be by secret ballot unless only one (1) candidate has been nominated for a particular office at which time the candidate is automatically elected to said office. Federal law mandates a minimum of fifteen (15) days from the date of mailing ballots to membership to the last date ballots must be returned to the Local. Each member of Local 1311, in good standing, shall be mailed a ballot on or before the first Tuesday of September to his/her last known address, as shown on the records of the Secretary-Treasurer of Local 1311, by first class U.S. Mail. If a ballot is marked with more crosses or x's than instructed on the ballot, then that portion of the ballot shall be declared void. A self-addressed return postage paid envelope shall be included with the ballot, said ballot must be in this envelope (after making choices) and mailed to the Union Office. The Office Secretary shall place returned ballots in a security locked box. Only the Secretary and the Election Committee Chairman shall have a key to this box. The ballots will be opened and counted on the first Tuesday of October at a time designated by the Election Committee Chairman. No member shall be permitted to run for more than one office. It shall be the responsibility of any candidate for any office to be at the meeting to accept or decline any nomination or to have a letter stating same delivered to the office at least one day prior to the opening of nominations advising the Elections Committee that the individual will consider accepting a nomination for office. If a candidate for office does not accept the nomination during the union meeting, they must advise the Election's Committee, in writing, within 72 hours of the close of nominations whether or not they will accept the nomination. The candidate receiving a plurality of votes shall be declared elected and shall be installed at the first regular monthly meeting of December following election. Write-in voting is not permitted.

SECTION 7. RUN-OFF ELECTIONS

In the event two or more candidates for one office shall receive the highest and an equal number of votes, the President shall declare that there is no election of that office, and another election shall be held at which only those persons who previously received the highest and an equal number of votes shall be candidates. Such a run-off election shall be held in the same manner as set forth in Article 4, Section 6.

SECTION 8. ELECTIONS COMMITTEE

The President shall appoint a non-partial Election 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 of ballots and attend the

meeting of the Election Committee at which time the votes are tabulated. The Election Committee shall be responsible for establishing such rules and procedures that they deem necessary to conduct the election that are not covered by the Constitution or By-Laws.

SECTION 9. BALLOTS PRESERVED

The ballots and all other records of election of officers shall be preserved by the Secretary-Treasurer for one (1) year.

SECTION 10. VACANCY OF PRESIDENT & SECRETARY-TREASURER

In case of death, resignation, or removal from office of the President or Secretary-Treasurer of this Local, said office shall be filled in accordance with Article 4, Section 6, the month following such vacancy. Executive Board Members are eligible to run for the office without resigning from an office they may currently hold. The previously held office will be declared vacant when and if the Executive Board Member is elected to the vacant position. At no time will any offices remain vacant for a period of more than 90 (ninety) days without a special election being conducted and the member elected taking the oath of office to complete the term of the office vacated.

SECTION 11. VACANCY OF OTHER POSITIONS ON BOARD

In the event a current Executive Board Member is elected to another position on the Executive Board, other than the President or Secretary-Treasurer, then the position that person vacates will be filled from the Executive Board by the next person in line for that position. This process will continue until the last position is left open, and that position will be filled in accordance with Article 4, Section 6, the month following the vacancy.

ARTICLE 5
DUTIES OF OFFICERS

SECTION 1. PRESIDENT

The duties of the President shall be to preside at all meetings of the Local and to enforce order and a strict compliance with the Constitution and By-Laws of this Local, to cast the deciding vote on all matters when a tie may occur, except in the nomination or election of officers; to act as Chairman of the Executive Board and to sign all warrants for the payment of bills for the expenses of this Local. He shall discharge on behalf of the Local Union 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 he shall cause to be maintained by the Local Union such records as the law requires to be kept in support of reports filed by it, and to perform all other duties that his office may require of him. He shall be the executive head of the Local. He shall have general supervision of the activities of the other officers and chairmen of committees. The Local shall provide for the expenses of the President, the sum unlimited, yearly, payable monthly by means of check. The President shall submit a written report to the Executive Board at the Monthly Executive Board Meeting detailing his daily activities. The President is required to work forty hours (40) per week on Local business and is granted the same amount of leave as an employee of the Department with the same seniority. In addition to the leave granted, the President shall be off on all County holidays.

SECTION 2. FIRST VICE PRESIDENT

The duties of the First Vice-President shall be to render such assistance to the President as may be

required of him, and in absence of the President, to preside at the meetings of the Local.

SECTION 3. SECOND VICE PRESIDENT

The duties of the Second Vice-President shall be to render such assistance to the President as may be required of him, and in the absence of both the President and the First Vice-President to preside at the meetings of the Local.

SECTION 4. THIRD VICE PRESIDENT

The duties of the Third Vice-President shall be to render such assistance to the President as may be required of him, and in the absence of the President and First and Second Vice-Presidents, to preside at the meetings of the Local.

SECTION 5. SECRETARY-TREASURER

The duties of the Secretary-Treasurer shall be to take charge of all books, papers and other effects and property of this Local, and to keep a record of amendments to this Constitution and By-Laws. He shall take care of the correspondence relative to his office and to this Local and shall perform such other duties as may relate to his office. The Secretary-Treasurer shall keep a true and accurate account of all dues paid into this Local, and shall credit the members with payments as made, on the books of this Local prepared for this purpose. He shall receive all monies that may be paid into this Local. At each regular meeting, the Secretary-Treasurer shall make a detailed report of all activities of the Local. He shall deposit all monies of the Local in a bank approved by the Executive Board. All checks drawn upon the account of the Local must be counter-signed by the President or First Vice-President and the Secretary-Treasurer, and he must read all papers, communications and bills to be acted upon, and promptly pay all bills that are approved by a majority of the members present at the meeting. The Secretary-Treasurer may withdraw from deposits by means of a check a sum not to exceed \$35 to be used for the current necessary expenses of the Local. He shall submit all books and receipts to the Trustees for audit when requested by the Trustees or President, and he shall perform all other duties pertaining to his office which may be assigned to him by the President. Upon request to the Secretary-Treasurer, the President with the approval of the Executive Board, shall appoint an assistant to aid the Secretary-Treasurer in the performance of his duties. He shall discharge on behalf of the Local Union 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 he shall cause to be maintained by the Local Union such records as law requires to be kept in support of reports filed by it. He must forward each year to the International Secretary-Treasurer, over the seal of the Local, a copy of the Trustees audit within 180 days of the close of the Local's fiscal year. The Local shall provide for the expenses of the Secretary-Treasurer, the sum unlimited yearly, payable monthly by means of check.

SECTION 6. RECORDING SECRETARY

The duties of the Recording Secretary shall be to keep a true and accurate record of the proceedings of the minutes, of all meetings, including the vote of each individual Executive Board member as "For," "Against," "Abstain," or "Absent" for each vote. If a vote is unanimous, it may be recorded as such without individual votes recorded. The Recording Secretaries shall also have copies of the same in the hands of the President, First, Second, and Third Vice-Presidents, and the Secretary-Treasurer. The Recording Secretary shall be responsible for all papers and property of the Local left in his/her possession at all times and upon expiration or termination of office to turn over same to their successors. The Local shall provide for expenses of the Recording-Secretary the sum unlimited monthly, payable by check. The Recording Secretary shall perform other duties assigned by the

President.

SECTION 7. SERGEANTS-AT-ARMS

The duties of the Sergeant-At-Arms shall be to assist the President in maintaining order at all official Union meetings, to sign-in, and keep accurate account of all members present at each meetings. He/she is responsible for setting-up the meeting rooms, halls, or conference rooms. He/she shall see that the rooms are cleaned after each meeting, including the emptying of trash and securing the doors and building. He/she shall perform all other duties pertaining to the office and any other duties assigned to him/her by the President, Secretary-Treasurer, or the Executive Board. The Sergeant-at-Arms will assist the Secretary-Treasurer and the Vice-Presidents at the Station level at the time of any membership benefit activity. The Sergeant-at- Arms shall perform other duties assigned by the President.

SECTION 8. TRUSTEES

The duties of the Trustees shall be to audit the books and accounts of the Secretary-Treasurer of the Local annually, immediately after the first of January and within 90 days make a complete and accurate account of their audit to the Local. The Trustees, upon approval of the Executive Board, may employ an auditor for the purpose of examining any books or records of the Local, and such auditor shall be paid from funds in the Treasury of the Local. All Trustees are to be present at times of the audits; special leave of absence requested if needed an all expenses incurred, to be paid by the Local. Trustees will assist the Secretary-Treasurer in collecting and depositing all funds collected or received from all fund raising activities conducted by the Local 1311. They will assist the Secretary-Treasurer and the Vice-Presidents at the Station level at the time of any membership benefit activity. The Trustees shall perform other duties as assigned by the President.

SECTION 9. BUILDING/OFFICE MANAGER

The duties of the Building/Office Manager shall be to conduct such business as necessary for the efficient operation of the Local's building, offices, and grounds. One of the elected Sergeants at Arms, Trustees, or Recording Secretaries will assume the duties of the Building Manager as appointed by the President.

SECTION 10. LEGAL 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, additional bond to cover officers who may require a greater amount of bond may be obtained at the Local's expense through the International's bonding company.

ARTICLE 6
DUTIES OF THE EXECUTIVE BOARD

SECTION 1. GENERAL DUTIES

The duties of the Executive Board, hereinbefore provided for, shall be to transact routine business of the Local which must be completed in the interim between regular meetings. The Executive Board shall conform to any action taken by the members of any previous meeting, and shall transact no business relating to policy.

Executive Board members must provide an itemized account of all money expended by them. The Secretary-Treasurer must disapprove any expenditure not authorized by this Constitution and By-

Laws or authorized by motions passed by the membership at regular or special meetings.

SECTION 2. BOARD MEETINGS AND OFFICE DUTIES

All members of the Executive Board shall be present for all meetings of the Executive Board unless specifically excused by the President. When a member is working or takes leave time to attend such Board Meetings he shall be bought off or paid in a manner consistent with Local policy or as provided for in the By-Laws. Any member of the Executive Board missing three (3) Board meetings per one year without good reason, may be removed from office by the President, subject to the approval of the Executive Board.

In addition to assigning various duties and committee assignments, the President shall have the authority to assign additional office duties to Executive Board members. In addition to their other responsibilities, Executive Board members shall be required to serve at least sixteen hours (16) per month, including one day per month working in the office (except Vice Presidents and Secretary-Treasurer), or as assigned by the President. The President, with the approval of the executive board, shall have the right to withhold or deny pay or deny expense account reimbursement to Executive Board members who are deficient or derelict in their duties; or, who fail to discharge their assigned office duty.

SECTION 3. WORK RULES

The Executive Board shall be responsible for establishing and monitoring work rules for all employees of the Local including the President while “on paid leave from his/her regularly assigned Fire Department duties, to conduct the business of the Local.” The Executive Board shall make the membership aware of any employees or elected officers of the Local who are not functioning satisfactorily.

ARTICLE 7 LEGISLATION

SECTION 1. VOTES AT MEETINGS

It shall require the combined vote tabulated from two (2) consecutive or successive regular membership meetings to make any action of the Local of full force and effect. No member who has previously voted on any question may vote again at a subsequent meeting on the same question, and the vote of one meeting shall not be disclosed until both meetings have voted.

ARTICLE 8 COMMITTEES

SECTION 1. APPOINTMENTS

The President shall appoint all committees not otherwise provided for. All committees shall have entire charge of all matters for which they are appointed, subject to the Executive Board. The President shall be ex-officio member of all committees.

SECTION 2. OFFICERS COMMITTEE

The President shall appoint an Officers Committee whose function will be to review specific and general areas of concern to the officers of Baltimore County Fire Department, who are members of this Local. The Chairman or one of the Co-chairman of this committee shall be on the Local's negotiations committee as well. The Chairman and/or Co-chairman of this Committee shall report to the President from time to time the areas of concern of said committee.

SECTION 3. EXECUTIVE BOARD

The Executive Board shall be composed of all elected officers of this organization, and shall have the following functions:

A. The Executive Board shall be governing body of this organization between meetings and is authorized and empowered to take such action and render such decisions as may be necessary to carry out fully the decisions and instructions of the International Association of Fire Fighters and as may be necessary and appropriate to safeguard and promote the best interest of the membership of this Local Union.

B. The Executive Board shall meet regularly at least once each month at such time and place as it may determine and it shall meet on call of the President when a special meeting is necessary.

C. A Quorum for transaction of the Executive Board shall consist of a majority of its members.

SECTION 4. BUDGET COMMITTEE

The President shall appoint a Budget Committee, whose function will be to develop an annual operating budget for Local 1311. Recommendations from the budget committee shall be presented to the Executive Board at their November meeting. The Executive Board shall be responsible for presenting the final budget proposal in the form of a motion, at the two regular December membership meetings of the Local, commencing in the month of December 1992, and every year thereafter. Any changes to the proposed budget as presented, must be made by amendments as provided for in "Atwood's Rules for Meetings."

The annual budget will be adopted by majority vote of those members present at the December membership meetings. No expenditures from the General Fund nor the Benefits Fund may exceed the appropriated amounts in expense accounts provided-for by the budget, unless approved by majority vote of the membership assembled and voting at two regularly scheduled monthly meetings, or specially called meetings. Executive Board salaries shall be provided-for in the By-Laws of the Association. Increments added to salary for each year of service on the Executive Board shall not exceed 10% above the base salary of each officer, as established in Article 6 of the By-Laws.

ARTICLE 9 **DELEGATES AND ALTERNATES**

SECTION 1. OFFICERS TO CONVENTIONS

The President, the Secretary-Treasurer, and the three Vice-Presidents of this Local shall be delegates to the Maryland State and District of Columbia AFL-CIO, International Association of Fire Fighters, Baltimore Metropolitan Council of Unions and Professional Fire Fighters of Maryland conventions,

and all conventions in the foreseeable future. If we are not entitled to five delegates, the third Vice-President will serve as an alternate. The remaining delegates or alternates may be nominated at the two meetings following receipt of convention calls and an election held as prescribed in this Constitution and By-Laws.

SECTION 2. MEMBERS TO CONVENTIONS

A member of this Local to be eligible for nomination as a delegate to the Maryland State and District of Columbia AFL-CIO, the International Association of Fire Fighters, Baltimore Metropolitan Council Unions, and/or the Professional Fire Fighters of Maryland conventions, must have attended five (5) regular meetings and have signed the attendance record book five times in the year prior to receipt of the convention call. Committee and/or Executive Board meetings are not to be counted as a regular meeting. A suitable attendance book shall be submitted to the membership in attendance at regular meetings by the Secretary-Treasurer for those desiring to become nominees at a future convention.

SECTION 3. DELEGATES ALLOWED

The full number of delegates as allowed by per capita tax may be sent to all conventions, with Executive Board approval.

SECTION 4. EXPENSES

All delegates of a Local to any convention shall be allowed the following expenses; hotel room rent at the standard rate; and that all delegates must reside at the official convention headquarters, whenever possible; transportation to be at the standard rates according to the standard public transportation; meals at the standard rates of hotels; and allowance of twenty-five dollars (\$25) per day (or part thereof), for delegates only, be set for incidentals; also the amount of registration fees where same is imposed.

SECTION 5. ALTERNATES

In the event a delegate is unable to attend a convention, the candidate elected as alternate delegate receiving the highest number of votes shall be entitled to go as the alternate in his place.

SECTION 6. DELEGATES TO OTHER MEETINGS

The President shall appoint delegates to any other meetings at which it is considered to be for the best interest of the Local, that the Local be represented.

ARTICLE 10

FINES, SUSPENSIONS, AND TRIALS

SECTION 1. LEGAL COUNSEL

Legal counsel may be retained for the purpose of furthering the objects and aims of the Local. No retainer or fee shall be paid legal counsel for an individual member, unless it is for the purpose of establishing a principle which directly related to the objects and aims of this local.

SECTION 2. VIOLATION OF CONSTITUTION & BY-LAWS

The Local shall have power to fine or suspend members for any violation of the Constitution and By-Laws, or for conduct that might bring reproach upon the Local, but no member shall be fined

or suspended without an impartial trial as provided in Articles 15, 16, and 17 of the International Constitution.

SECTION 3. DISCUSSION OF OFFICIAL BUSINESS FORBADE

No officer or member shall discuss with any person who is not a member, any official business or proposed plan of business of this Local, unless empowered to do so by virtue of duly delegated authority.

SECTION 4. INTOXICATION

Any member guilty of entering a meeting room or hall while under the influence of alcohol, shall be expelled from the meeting room or hall by the Sergeant-At-Arms. If the member will not leave the room, then the meeting is automatically adjourned until the member does leave.

SECTION 5. MISCONDUCT

Any member of this Local charged with misconduct as defined in Article 15 of the International Constitution & By-Laws shall be served with written specific charges as required in Article 16 of the International constitution and be given a reasonable time to prepare his defense and afford a hearing as provided in Article 17 of the International Constitution.

SECTION 6. APPEALS

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 International within thirty (30) days of the action to be appealed.

ARTICLE 11 **AMENDMENTS**

SECTION 1. VOTE TO AMEND BY-LAWS

By-laws may be enacted by this Local, but such laws shall not conflict with the provisions of this constitution. Such By-Laws may be amended by two-thirds (2/3) vote, of those members present at the meeting at which the amendment is presented for vote. By-Law changes must be submitted to the Local Secretary-Treasurer in writing in triplicate form fifteen (15) days prior to the 1st meeting in August of each year for review by the Constitution & By-Laws Committee. They must be read to the membership at two regular meetings following submission to the Secretary-Treasurer. Membership will be notified by U.S. Mail, Straight Stream, or electronic means no less than fifteen (15) days prior to the debate and voting at the September meeting. If said By-Law change passes by a vote of no less than two-thirds (2/3) present at the two meetings, the Secretary-Treasurer shall, within seventy-two (72) hours after the final vote, submit the change(s) to the International President for the approval or disapproval.

SECTION 2. VOTE TO AMEND CONSTITUTION

This Constitution may be amended by a two-thirds (2/3) majority of the votes cast, of the membership voting by referendum only. All proposed amendments to this Constitution shall be submitted in writing in triplicate form, (one for the International President, one for the Local Secretary-Treasurer and one for the Constitution and By-Laws Committee) and read to the members at the two regular meetings in August each year. Following the second reading, a true copy of the proposed amendment, with ballot attached, shall be mailed to each member as set forth in Article 4, Section 6.

SECTION 3. PROPOSED AMENDMENTS

The Amendments to the Constitution shall be submitted fifteen (15) days prior to the 1st meeting in August, of each year, for review by the Constitution and By-Laws Committee. By-Law changes shall be presented to the Constitution and By-Laws Committee immediately after submission to the Secretary-Treasurer, for review by the committee. After review by the Committee, Amendments shall be presented to the membership for vote as prescribed in Section 1 and 2 of this Article.

ARTICLE 12 **CONTRACT RATIFICATION**

SECTION 1. MAJORITY OF MEMBERSHIP

It shall take the majority of the membership assembled and voting at two (2) meetings (day and evening), plus absentee ballots [see Section 4 below] to ratify agreement with Baltimore County. No amendments may be added to a ratified agreement and no changes or addendums may be made to a ratified agreement without the vote of the membership. Any changes should be recommended by the Negotiations Committee to the membership.

SECTION 2. NOTIFICATION

The President shall mail an announcement of any Ratification meeting to each member, showing

the time, date, and place of any Ratification meeting. Four (4) copies of the Negotiations changes to the contract shall be mailed to each work area no less than fifteen (15) calendar days prior to the Ratification meeting. Changes to the contract will also be posted on the Union web site.

SECTION 3. ELIGIBILITY TO VOTE

No member of this Local shall be eligible to vote in any ratification meeting unless that member is a full dues paying member of the bargaining unit as defined in the Baltimore County Labor Relations Act.

SECTION 4. ABSENTEE BALLOTS

Any member who presents an acceptable excuse to the President ten (10) days and no less than five (5) days before the Contract Ratification shall be given an absentee ballot. The member shall go to the Union Office and request a ballot during normal business hours, complete and place the ballot in the ballot box. Absentee ballots shall only be counted if the number of absentee ballots exceeds the difference between FOR and AGAINST votes.

SECTION 5. FINAL TALLY

In any Contract Ratification vote, the winning vote either For or Against will be the side obtaining fifty-percent-plus-one (50%+1) or more of the final vote as tallied per Article 12, Section 4.

ARTICLE 13
POLITICAL ENDORSEMENTS

SECTION 1. SELECTION PROCESS

It shall take the majority of the membership assembled and voting at two regularly scheduled monthly meetings or a day and evening session of a specially called endorsement meeting to endorse any candidate for elected office. For the purpose of this Article, elective office shall be defined as any Federal, State, or Local office for which candidates must run, and/or any elected seat on a Baltimore County Board or Commission on which Baltimore County employees are eligible to serve. The membership must be notified fifteen (15) days prior to the meeting or meetings during which endorsements will be made.

SECTION 2. ELIGIBILITY TO VOTE

No member of this Local shall be eligible to vote on any endorsement unless that member is also a member of the bargaining unit as defined in the Baltimore County Labor Relations Act.

**Baltimore County
Professional Fire Fighters Association**

IAFF Local 1311

AFL-CIO-CLC

Chartered September 1958



BY-LAWS

As Approved by the IAFF in November 2005

ARTICLE 1
MEMBERSHIP

SECTION 1. FEES & INITIATION

- A. The initiation fees of this Local shall be \$5.00 plus dues deducted by payroll deductions.
- B. There will be an increase in monthly dues of one percent of all increases issued in the future.
- C. All new employees entering the Baltimore County Fire Department may apply to become members of the Local upon filing an application, \$5.00 initiation fee, and a signed payroll deduction card.
- D. Members upon being initiated are to be presented with a copy of these Constitution and By-Laws, a lapel button, and an automobile sticker.
- E. All affiliate per capita charges will be absorbed by membership dues adjustments.

SECTION 2. ASSESSMENTS

- A. Assessments may be levied on the general membership only when approved by a majority vote of the members present voting by secret ballot at a regular or special meeting in which membership had been previously notified that a vote was to be taken.
- B. Whenever increases in rates of initiation fees, reinstatement fees, dues, or assessments are proposed, a 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, and it shall take a majority vote of the members present voting by secret ballot at a regular or special membership meeting to pass said increase.

SECTION 3. REINSTATEMENT TO MEMBERSHIP

Any suspended member may be reinstated by action of the Executive Board. First suspension may be reinstated with a fee of \$10. Second suspension may be reinstated with a fee of \$20. Third suspension may be reinstated with a fee of \$50 thereafter.

SECTION 4. APPLICATIONS

All applications for membership shall be voted upon at the regular meeting of the Local.

SECTION 5. PROTECTION OF CARD

Any member lending or giving his Local card to a non-member may be fined, suspended, or expelled from the Local.

SECTION 6. DEATH OF A MEMBER

Upon the death of any member, flowers, an heirloom family bible, or a donation in lieu of the aforementioned, shall be sent to his/her family in the name of the Local, and the services of a suitable representative shall be offered to the family.

SECTION 7. USE OF FUNDS

The funds of this Local shall be used only to defray the expenses of the organization.

SECTION 8. REINSTATEMENT TO ACTIVE DUTY

Members suspended or delinquent from active duty for any reason shall, upon being reinstated to active duty with back compensation, pay the Local the total amount of Membership Dues, or Membership Service Fees, not held from said member. Suspended or delinquent members are not entitled to vote in the Local, or in the affairs of the International, or any benefits derived from said Local.

SECTION 9. ACTIVE-RETIRED MEMBERS

A. Any member of this Local who shall become permanently retired from the Department shall be eligible for a withdrawal card or he may continue as an active retired member. If he elects to remain an active retired member, his dues and assessments shall be \$5 per month, and upon attaining age seventy (70), shall become dues exempt and still be eligible to all benefits of this Local.

B. Any member of the Baltimore County Professional Fire Fighters Association, in order to remain an Active-Retired member of this Local, must be a member in good standing at least five (5) years prior to retirement. Active-Retired status will take effect immediately upon retirement, with regular dues of \$5.00 (plus any additional dues for PAC membership). Withdrawal cards or full termination of membership may be issued upon written request within sixty (60) days following retirement.

ARTICLE 2
MEETINGS

SECTION 1. UNIT/SHIFT

All members of this Local on duty during the same hours shall constitute a unit (shift) of this Local.

SECTION 2. MEETINGS

All meetings of this Local shall be in two (2) sessions which will enable the members of each shift to attend a session. The time and place of regular monthly union meetings shall be determined by a vote of the membership. Notices of all meetings shall be mailed to each engine house or section.

SECTION 3. ATTENDANCE

Members of the Local having irregular hours of duty or who are not on duty during the same hours as the two shifts, may attend either session of a meeting. Any member may attend any session of a meeting but may vote only once on each submission of a question.

SECTION 4. BUSINESS

All business, except that relating to and affecting only one shift, shall be considered by members attending a session of each shift of the Local. Each question shall be decided by a majority of the total votes cast at two sessions considering same.

SECTION 5. TWO SESSIONS/ONE MEETING

Both shift meetings shall be considered as part of one meeting. The total votes cast for or against a motion in all of the meetings determine whether it passes or fails. These meetings, although held separately, must work together. A motion passed by one meeting can be amended and sent back to the first meeting, but cannot be tabled. Action taken by one meeting must be referred to the other, except when a final vote is taken. The total number of votes for or against a motion at both meetings determines whether a motion fails or passes. A motion to indefinitely postpone shall not be in order during the second meeting on a specific issue.

SECTION 6. SPECIAL MEETINGS

A special meeting shall be called by the President upon the written request of twelve (12) members in good standing and be called by the President upon his notion. Where the meeting is called upon written request of twelve (12) members, the request shall set forth the purpose for which the meeting is called and no other business shall be in order. Seven (7) days notice in writing shall be give to all members.

SECTION 7. QUORUM

Fifteen (15) members shall constitute a quorum at any session of a regular meeting.

SECTION 8. PROFANITY

Profanity will not be permitted at any time during any meeting of this Local. Members who use profanity will be placed out of order by the President.

SECTION 9. PARLIAMENTARY PROCEDURE

Where questions relating to Parliamentary Procedure arises, which are not answered by the Constitution and By-Laws of this Local, reference shall be made to Atwood Rules of Order Revised.

ARTICLE 3
STATION DIRECTORS

SECTION 1. APPOINTMENT & DUTIES

There shall be a Station Director from each Station and each division or work place in the Baltimore County Fire Department. Station Directors shall be appointed by the President, with Executive Board input and approval. Station Directors duties shall include, and not be limited to: assisting the Secretary-Treasurer at the Station level; assisting the Vice-Presidents at the Station level; notifying the Secretary-Treasurer of members' change of address, extended sickness or illness of our members and their families, and the death of any member, or members' family member. Station Directors should be the first person contacted if one of the members in their work area has a grievance to file. They shall be responsible for posting, updating, and organizing official Union business on the Union Bulletin Boards.

ARTICLE 4

COMMITTEES

SECTION 1. ESTABLISHMENT & APPOINTMENT

The President shall, subject to the approval of the Executive Board, establish and appoint members to local committees.

SECTION 2. TERM OF DUTY

The members of such committees shall serve concurrently with the President making the appointment, or until their successors are appointed by the succeeding President.

SECTION 3. REMOVAL OF COMMITTEE MEMBERS

The President shall have the authority to remove any member from a committee subject to approval of the Executive Board.

SECTION 4. REFERRAL OF QUESTIONS

All questions which do not need immediate attention shall be referred to the proper committee for its consideration. A committee considering any question so submitted to it shall return a report at the next regular meetings.

ARTICLE 5 **ORDER OF BUSINESS**

SECTION 1.

- A. Call to Order.
- B. Signing of Attendance in Record Book.
- C. Roll Call of Officers.
- D. Obligation of New Members.
- E. Election of New Members.
- F. Reading and Adoption of Previous Minutes.
- G. Report of President and Communications.
- H. Reports of Officers and Committees.
- I. Report of the Secretary-Treasurer.
- J. Unfinished business.
- K. Good and Welfare.
- L. New Business.
- M. Adjournment.

ARTICLE 6 **SALARIES**

SECTION 1. SALARIES

That the following salaries be paid, based on the salary of a top paid Fire Fighter:

President	30% of a top paid Fire Fighter
Vice Presidents	5% of a top paid Fire Fighter
Secretary-Treasurer	20% of a top paid Fire Fighter
Recording Secretary	5% of a top paid Fire Fighter
Trustee	5% of a top paid Fire Fighter
Sergeant-At-Arms	5% of a top paid Fire Fighter
Retiree Representative	5% of a top paid Fire Fighter
Office Manager	5% of a top paid Fire Fighter

Also, an additional 1% increment will be added to this salary for each year of service on the Executive Board. Salaries to be effective October 1, 1985.

SECTION 2. MONTHLY REPORT FORM

Monthly salaries shall be paid by the Secretary-Treasurer based upon the total hours reported on the previous month's "Baltimore County Fire Fighter's Association Monthly Report Form" which has to be submitted to the Secretary-Treasurer by the 15th of the following month in order to be paid for the current month.

Hours for pay cannot be carried from one month to the next, nor made-up in the next month. The Secretary-Treasurer shall pay Executive Board member salaries, based upon hours worked, divided by the required number of hours, multiplied by the member's salary as provided for in the By-laws. Additional compensation will not be paid for hours worked over the minimum number required in Article 6 of the By-Laws.

APPENDAGE

PROPERTY

This book is the property of the Baltimore County Professional Fire Fighters Association, Inc., Local 1311, AFL-CIO-CLC, and must be returned upon termination of membership in same.

COST OF REPLACEMENT

It will be replaced to members only in case of wear due to usage or accidental damage or loss, upon request to the Secretary-Treasurer, stating reason, and upon the payment of three dollars (\$3.00) fee.

EFFECTIVE

These By-Laws become effective upon approval of the membership upon completion of the second reading, and the approval of the International Association of Fire Fighters.

Baltimore County Professional Fire Fighters Association
CONSTITUTION Effective November 2005
 Table of Contents

<u>ARTICLE 1</u>	<u>NAME</u>	
Section 1	Name	1
Section 2	References	1
Section 3	IAFF Constitution and By-Laws	1
Section 4	General Proceedings	1
<u>ARTICLE 2</u>	<u>OBJECTS</u>	
Section 1	Object of this Local	1
Section 2	Members Shall Not Strike	1
Section 3	Political Action Committee	2
<u>ARTICLE 3</u>	<u>MEMBERSHIP</u>	
Section 1	Uniformed Merit Bargaining Unit Members	2
Section 2	Dismissal, Promotion	2
Section 3	Associate Members	2
Section 4	Active Members	3
Section 5	Honorary Members	3
Section 6	Emeritus Members	3
Section 7	Maintenance of Good Standing	3
Section 8	Separation	3
Section 9	Delinquent Members	3
Section 10	Application	3
<u>ARTICLE 4</u>	<u>OFFICERS</u>	
Section 1	Executive Board	4
Section 2	Station Directors	4
Section 3	Eligibility for Nominations	4
Section 4	Rights of Candidates	5
Section 5	Use of Funds Prohibited in Elections	5
Section 6	Election Process	5
Section 7	Run-off Elections	5
Section 8	Elections Committee	6
Section 9	Ballots Preserved	6
Section 10	Vacancy of President & Secretary-Treasurer	6
Section 11	Vacancy of Other Positions on Board	6
<u>ARTICLE 5</u>	<u>DUTIES OF OFFICERS</u>	
Section 1	President	6
Section 2	First Vice President	7
Section 3	Second Vice President	7
Section 4	Third Vice President	7
Section 5	Secretary-Treasurer	7
Section 6	Recording Secretaries	8
Section 7	Sergeants-at-Arms	8
Section 8	Trustees	8
Section 9	Building/Office Manager	8

<u>ARTICLE 5</u>	<u>DUTIES OF OFFICERS, continued</u>	
Section 10	Legal Bonding	8
<u>ARTICLE 6</u>	<u>DUTIES OF THE EXECUTIVE BOARD</u>	
Section 1	General Duties	9
Section 2	Board Meetings and Office Duties	9
Section 3	Work Rules	9
<u>ARTICLE 7</u>	<u>LEGISLATION</u>	
Section 1	Votes at Meetings	9
<u>ARTICLE 8</u>	<u>COMMITTEES</u>	
Section 1	Appointment	10
Section 2	Officers Committee	10
Section 3	Executive Board	10
Section 4	Budget Committee	10
<u>ARTICLE 9</u>	<u>DELEGATES AND ALTERNATES</u>	
Section 1	Officers to Conventions	11
Section 2	Members to Conventions	11
Section 3	Delegates Allowed	11
Section 4	Expenses	11
Section 5	Alternates	11
Section 6	Delegates to Other Meetings	11
<u>ARTICLE 10</u>	<u>FINES, SUSPENSIONS, AND TRIALS</u>	
Section 1	Legal Counsel	12
Section 2	Violation of Constitution and By-Laws	12
Section 3	Discussion of Official Business Forbade	12
Section 4	Intoxication	12
Section 5	Misconduct	12
Section 6	Appeals	12
<u>ARTICLE 11</u>	<u>AMENDMENTS</u>	
Section 1	Vote to Amend By-Laws	12
Section 2	Vote to Amend Constitution	13
Section 3	Proposed Amendments	13
<u>ARTICLE 12</u>	<u>CONTRACT RATIFICATION</u>	
Section 1	Majority of Membership	13
Section 2	Notification	13
Section 3	Eligibility to Vote	13
Section 4	Absentee Ballots	14
Section 5	Final Tally	14
<u>ARTICLE 13</u>	<u>POLITICAL ENDORSEMENTS</u>	
Section 1	Selection Process	14
Section 2	Eligibility to Vote	14

Baltimore County Professional Fire Fighters Association
BY-LAWS Effective April 2005
 Table of Contents

<u>ARTICLE 1</u>	<u>MEMBERSHIP</u>	
Section 1	Fees & Initiation	1
Section 2	Assessments & Increases	1
Section 3	Reinstatement to Membership	1
Section 4	Applications for Membership	1
Section 5	Protection of Card	1
Section 6	Death of a Member	1
Section 7	Use of Funds	2
Section 8	Reinstatement to Active Duty	2
Section 9	Retired Membership	2
<u>ARTICLE 2</u>	<u>MEETINGS</u>	
Section 1	Unit/Shift	2
Section 2	Meetings	2
Section 3	Attendance	2
Section 4	Business	2
Section 5	Two Meetings/One Meeting	3
Section 6	Special Meetings	3
Section 7	Quorum	3
Section 8	Profanity	3
Section 9	Parliamentary Procedure	3
<u>ARTICLE 3</u>	<u>STATION DIRECTORS</u>	
Section 1	Appointment & Duties	3
<u>ARTICLE 4</u>	<u>COMMITTEES</u>	
Section 1	Establishment and Appointment	4
Section 2	Term of Duty	4
Section 3	Removal of Committee Members	4
Section 4	Referral of Questions	4
<u>ARTICLE 5</u>	<u>ORDER OF BUSINESS</u>	
Section 1	Order of Business	4
<u>ARTICLE 6</u>	<u>SALARIES</u>	
Section 1	Executive Board	5
Section 2	Monthly Report Form	5
	<u>APPENDAGE</u>	
	Property	5
	Cost of Replacement	5
	Effective	5