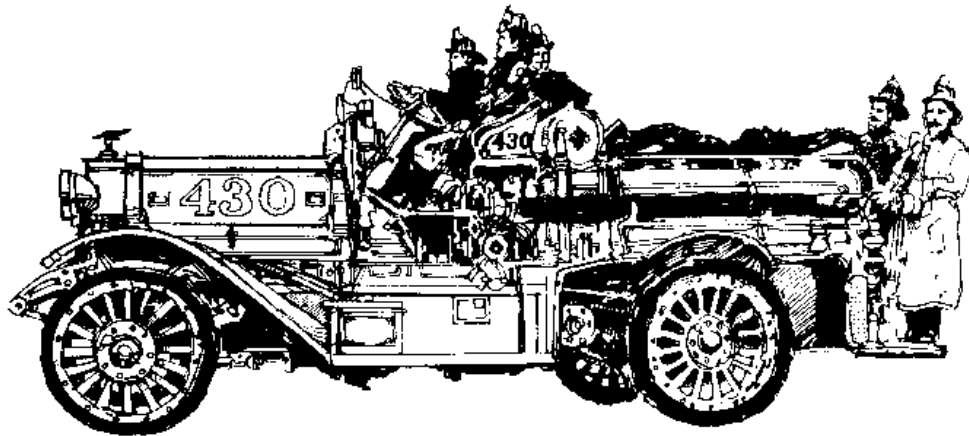


CONSTITUTION AND BY-LAWS



OF
CAMBRIDGE
LOCAL 910

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CONSTITUTION

ARTICLE 1 ORGANIZATION

Section 1. This organization shall be known as the International Association of Fire Fighters, Local 910, and shall be composed of the permanent members of the Cambridge Fire Department, such as; Assistant Chiefs, Captains, Engineers, Fire Fighters, and Fire Inspector.

Section 2. 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 General President, the resolutions, decisions, and directives of the Executive Board of Officers of the Association when made in conformity with the authority granted by the Constitution and 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.

ARTICLE 2 OBJECTIVES

Section 1. The objectives of this Local shall be the fostering and encouragement of a higher degree of skill and efficiency, the cultivation of friendship and fellowship among its members, and fellow workers. This organization shall be nonpartisan and shall not be used for the dissemination of partisan principles, nor for the promotion of the candidacy of any person seeking a public office or preferment except by the Political Action Committee's recommendation. Religious beliefs of all sects and denominations shall be respected in this organization, and no discussion advocating or attacking the creed, doctrines, or form of worship peculiar to any body of believers, shall be permitted at any meeting.

ARTICLE 3 MEMBERSHIP

Section 1. Candidates for membership shall be proposed by two (2) members of this Local who are in good standing and shall require a majority vote of all members present to elect such candidate to membership. Anyone eligible for membership in this Local shall not be refused membership or, upon acceptance, be discriminated against because of race, color, creed, national origin, sex, or by reason of disability.

Section 2. The newly elected members, before being admitted to full membership, shall subscribe to the following affirmation:

I _____, pledge my honor to faithfully observe the Constitution and laws of this Union; to comply with all rules and regulations of the government thereof; not to divulge or make public any of the private proceedings of this Association; to faithfully perform all the duties assigned to me, to the best of my ability and skill; to conduct myself at all times to bear true and faithful allegiance to the I.A.F.F.

Section 3. Active: Any person of good moral character who at the time of making application is

engaged in service within the jurisdiction of this Local, will be eligible for active membership.

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

Section 5. Separation: When a member in good standing, becomes separated from the fire service, or who is precluded by law or local ordinance or contractually from maintaining union membership by virtue of their fire department position, then local unions may allow said member, upon request, to be issued a withdrawal card, and that no reinstatement fee shall be charged upon reentry into the organization. However, a member who is duly elected as an officer of this Association, or elected or appointed as a representative of or to an affiliated labor organization, shall retain his/her active membership in said local union, provided further however, that any active member of a local union or other subordinate body of this association who is inducted into or activated with the Armed Forces of the United States may continue to be carried as an active member of said union with payment of his/her dues, assessments or other union charges waived until such member is relieved from active duty with the Armed Forces.

Section 6. Dues Deduction: Members shall sign a consent form with the City Auditor allowing monthly union dues to be deducted from their payroll check. In the event of being docked a pay check or somehow becoming delinquent, members will be required to pay their dues by the fifteenth (15) of the month.

Section 7. Delinquent Members: Members who fail to pay their monthly dues or assessments by the fifteenth (15) day following the month such dues are payable, shall be notified by the Local officer, whose duty it is, that they are delinquent and will be automatically suspended and lose their good standing if payment is not made within sixty (60) days following such notification. Delinquent and suspended members are not entitled to voice or vote in the Local or in affairs of the International.

Section 8. Initiation Fee: The initiation fee shall be ten dollars (\$10.00).

Section 9. Monthly Dues: The dues of this Association shall be nineteen dollars (\$19.00) a month or as set by the membership.

Section 10. Assessments: Assessments may be made only in the following manner. Each member in good standing shall be notified in writing at least thirty (30) days in advance of the date on which the vote for assessment is to occur. The proposed assessment shall become effective upon a majority vote of the members present, in good standing, by secret ballot at a regular or special meeting.

Section 11. Rate Increases: Increases in rates of initiation fees, monthly dues, or assessments

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

Section 12. Reinstatement Fees: No reinstatement fees shall be charged upon reentry into the organization. However, any delinquent dues owed shall be paid and it shall also require a majority vote by all members present to reinstate a member.

ARTICLE 4 **OFFICERS**

Section 1. The elective officers of this Association shall consist of; President, Vice President, Secretary, Treasurer, Guide, and three (3) Trustees to hold office for a three (3) year term.

Section 2. All members shall have at least fifteen (15) days advance notice, in writing, of the date, time, and place where nominations and elections shall be held. The nominations of officers shall be the first regular monthly meeting, after the Labor/Management Agreement has been signed and implemented by Local 910 and the City of Cambridge. The election of officers shall be the first regular monthly meeting following nominations, and shall be by secret ballot. The newly elected officers shall then be installed and assume office the next monthly meeting following the election.

Section 3. Members nominated for office in this Local have the right to distribute campaign material at their own expense. However, the funds that were raised by the Local (*dues, initiation fee, or assessments, etc.*) are prohibited from being used by any candidates campaigning for office.

Section 4. Only members who have been in good standing at least three (3) months shall be eligible for office in this Local.

Section 5. It shall require a majority of votes cast to elect. When there are more than two candidates for one office, none of which shall receive a majority on the first ballot, the one receiving the smallest number of votes shall be dropped, the balloting to continue in this manner until one received a majority of votes cast.

Section 6. Before a vote is taken, it shall be the duty of the President to appoint two (2) tellers to collect and count the ballots in the presence of the members of the Union, and the President shall announce the results of the ballot.

Section 7. Write-in voting shall not be permitted. If there is only one nominee for a given office, such nominee shall be declared elected.

Section 8. Before entering upon the duties of their respective offices, the newly elected officers

shall subscribe to the following affirmation:

I _____, pledge my honor to perform the duties of my office in compliance with the Constitution and By-Laws of the International Association of Fire Fighters and this Local Union. All properties and records of this Union will be turned over to my successor in office at the close of my official term.

I will dutifully abide by and promote the positions taken by the majority. I will dedicate my talents and energies to represent the mandates and directives of this Union, I will use my good office to promote unity and harmony, all of which I solemnly promise and swear to the best of my ability.

Section 9. Should any officer absent themselves from three (3) meetings without reasonable and lawful excuse, their office shall be declared vacant, and it shall be the duty of the President to order an election to fill such vacancy, the President will appoint an officer during the interim.

Section 10. Upon the death, resignation, or removal for just cause, of any officer, it shall be the duty of the President at the next regular meeting after such, to order an election to fill such vacancy.

ARTICLE 5

OFFICER'S DUTIES

Section 1. President: It shall be the duty of the President to preside at all meetings of this Local, to preserve order during its deliberations, to sign all orders of the Treasurer when ordered by the Local, to appoint all committees not otherwise ordered, to hold the secret work in his/her possession and not divulge it to any but members. The President, by virtue of his/her election, shall be a delegate of this Local to the convention of the International.

Section 2. Vice President: The Vice President shall perform the duties of the President in the absence of that officer, and in case of the resignation or death of the President shall perform the duties of President until such vacancy is filled by an election as provided by the Constitution. The Vice President shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge his/her duties.

Section 3. Secretary: The Secretary shall take charge of all books, papers, and effects other than the books, papers, and effects of the Treasurer. The Secretary shall maintain a current and accurate official list of all members in good standing, and shall keep a correct record of all proceedings, receipts, and disbursements and a record of all amendments to this Constitution in books specially provided for that purpose. The Secretary shall also conduct all correspondence pertaining to his/her office, and perform such other duties as the Local may from time to time delegate.

Section 4. Treasurer: The Treasurer shall keep a correct account between this Local and its

members. He/She shall collect all dues and mark the member's cards. Notify all members six weeks in arrears of the amount of their indebtedness and turn over the books for audit when called upon to do so. He/She shall receive all money from dues and other sources, announce receipts and all disbursements at each meeting. He/She shall deposit all money in a bank recommended by the Trustees. The Treasurer shall keep a record of all money received and expended, and pay all bills ordered by the Local.

Section 5. All funds shall be deposited in a bank in the name of the Local, and/or invested, upon approval of a majority vote of the members, subject to an order signed by the President and Treasurer.

Section 6. Guide: The Guide shall introduce all new members and visitors, and assist the President in preserving order when called upon to do so. He/She shall take charge of all property of this Local not otherwise provided for, and perform such other duties as may from time to time be assigned to him/her. He/She shall have charge of the door and prevent anyone from leaving without permission from the chair.

Section 7. Trustees: The Trustees shall audit the books yearly and report findings to the Local and General Secretary-Treasurer of the International Association.

Section 8. All officers and members of the Local who handle funds or property of the Local shall be bonded in such amounts as may be required by the Board of Trustees and the International, General Secretary-Treasurer, in compliance with applicable law. The expense of the first \$2,500.00 of bond shall be borne by the International. If an additional bond is necessary, the Local shall pay the additional premium.

ARTICLE 6 **COMMITTEES**

Section 1. All committees shall be appointed by the chair, and shall be composed of not less than two (2) members in good standing.

ARTICLE 7 **REVENUE**

Section 1. The revenues of this Union shall be derived from initiation fees, monthly dues, assessments, or such other activities as authorized by the membership.

ARTICLE 8 **EXPENDITURES**

Section 1. The funds of this Local shall be used in defraying necessary expenses and benefits hereinafter provided for.

MISCONDUCT, TRIALS & APPEALS

Section 1. Any member charged with misconduct as defined in Article 15 of the International Constitution and By-Laws shall be served with written specific charges as required in Article 16 of the Association Constitution and be given a reasonable time to prepare their defense and afforded a hearing as provided in Article 17 of the Association Constitution.

Section 2. Appeals may be made in accordance with Article 18 of the International Constitution and By-Laws, such appeal must be filed with the General President of the Association within 30 days of the action to be appealed.

ARTICLE 10

PENALTIES

Section 1. In the event of noncompliance by a member, with a final decision handed down by a trial board or appellate body, the Executive Board may suspend from such member all privileges of the Association until the provisions of the decision have been complied with.

ARTICLE 11

LEGAL REMEDIES

Section 1. This organization retains no counsel for the benefit of its members to adjudicate differences arising through infraction of rules of the Fire Department of Cambridge, Ohio or differences arising between officers of such department and members, or an individual member of said Fire Department except by vote of the membership. Counsel retained for such persons must be retained by the individual member their self in his/her private capacity as a citizen, and in no manner shall this organization be chargeable with such service, it being the purpose of this Local too in no way interfere with the discipline, organization, or good order of the Fire Department of the City of Cambridge, Ohio or its accredited officials. Any member using the name of this Local for any other purpose shall be charged and tried in accordance with the provisions in Article 9, "Misconduct, Trials, and Appeals."

Section 2. There shall be no discussion in any meeting of this Local as to the supposed demerits of any member of the City of Cambridge, Ohio.

Section 3. The executive committee may take up questions involving the private rights of members, when such members may request them to do so, or such member may be financially unable to retain counsel and by such difficulty be deprived of his/her rights.

Section 4. Any member of this Local against whom, any charge may be laid for gross infraction of the existing rules of the Fire Department of the City of Cambridge, may be amenable to charges to a like offense by the Local and may be disciplined if found guilty, it being the aim to aid the Fire Department of the City of Cambridge, Ohio and its officials in preserving good order, dignity and discipline in the ranks and raise, if possible, the personnel of said department.

ARTICLE 12

AUDIT

Section 1. The books and accounts of this Local shall be audited annually, and the last such report of audit shall be forwarded to the General Secretary-Treasurer, with the seal of the Local, not later than the first of June annually.

ARTICLE 13

DELEGATES & ALTERNATES TO INTERNATIONAL CONVENTIONS

Section 1. If, in accordance with Article 4, Section 2, of the International Constitution and By-Laws, this Local is entitled to delegates in addition to the President, they shall be elected by secret ballot of the members, in good standing.

Section 2. Alternates 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 14

AMENDMENTS

Section 1. The Constitution and By-Laws of this Local may be amended by a two-thirds (2/3) vote at any regular meeting of the Local, provided the amendment to be voted on has been presented in writing and filed with the General Secretary two weeks prior to the meeting at which the vote is taken and that the membership shall be notified at least fifteen (15) days in advance.

Section 2. A proposed amendment to this Constitution, or any By-Laws made under its provisions, shall be submitted to the International for approval of the General President prior to its printing, issuance, or effectiveness after it has first been adopted by the membership.

BY-LAWS

ARTICLE 1 MEETINGS

Section 1. Regular Meetings: This Local shall hold its regular meetings on the first Tuesday of each month, at 7:00 P.M. In case of unforeseen circumstances, (holidays, fires, etc.) the regular meetings will be held as close to that date as possible. A notice will be posted in the department notifying the members of any such meeting change, seven (7) days in advance.

Section 2. Special Meetings: Special meetings may be called by the Local President. A notice will be posted in the department, seventy-two (72) hours in advance, notifying members of special meetings. Only the order of business for which the meeting was called will be considered. Members will also be notified by pager.

Section 3. Rights of Members: Every member in good standing shall have the right to attend any meeting and to participate in such meetings in accordance with the recognized rules as set forth in the manual of parliamentary procedure adopted by this Local. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the International or of this Local.

Section 4. Confidentiality: No member shall discuss, outside of a meeting, anything of a confidential nature, concerning any union business or labor negotiations with any nonmember or member not in good standing.

Section 5. Rules of Meetings: The rules contained in Atwood's Rules of Order for meetings, shall govern all the meetings of this Local and in no case shall it conflict with the Constitution and By-Laws of the International, or interpretations of this document.

ARTICLE 2 QUORUM

Section 1. One-third (1/3) of the total membership shall constitute a quorum at any regular or special meeting.

ARTICLE 3 FUNDS

Section 1. The funds of this Local shall be derived from initiation fees, monthly dues, and assessments, or such other activities as authorized by the membership.

Section 2. An accounting of all money collected for any such fund raising activities will be turned over to the Treasurer within thirty (30) days after special events.

Section 3. Any money outstanding will be turned into the Treasurer upon receipt of same.

WITHDRAWAL CARD

Section 1. Any member of this Local leaving the Department, or who is precluded by law or contract from maintaining union membership by virtue of their fire department position, and is in good standing, wishing to withdraw, can do so by applying in person or otherwise in open meeting, for their withdrawal card, which shall be granted upon application for same, provided there are no charges against him/her on the books.

ARTICLE 5 CONDUCT

Section 1. Any member using abusive, indecent, or profane language or starting any religious or personal attack on a member shall be disciplined as the body may direct.

ARTICLE 6 GRAVE MARKER & FLAG

Section 1. Each member of the Local in good standing at the time of death shall receive a grave marker and flag.

Section 2. Each retired member of the Local in good standing at the time of death shall receive a grave marker and flag.

ARTICLE 7 MEMBERS DEATH

Section 1. Each member of the Local in good standing at the time of death shall receive flowers.

Section 2. Each retired member of the Local in good standing at the time of death shall receive flowers.

ARTICLE 8 FAMILY MEMBERS DEATH

Section 1. The immediate family of each member shall, upon the time of death, receive flowers, ordered by the Treasurer. The immediate family shall consist of: spouse, son, daughter, stepchild, parents, parents of spouse, brother, sister, grandparents, grandparents of spouse, son-in-law, and daughter-in-law.

Section 2. The member shall notify the Treasurer of an immediate family member's death.

ARTICLE 9 HONORARY CARD

Section 1. Honorary membership in this organization may be granted to individuals, for meritorious service to the Association or distinguished public service, as provided in Article 3, Section 2, of the International Constitution and By-Laws, by a majority vote of the membership at a regular meeting.

Rule 1. The use of profane and ungentlemanly language during the meeting is prohibited as being against the decorum and dignity of the meeting.

Rule 2. No member shall be allowed in the meeting in an intoxicated state.

Rule 3. No member shall interrupt a debate, except on a question of personal privilege or of information.

Rule 4. No member shall leave the room without first obtaining the consent of the chair.

Rule 5. No member shall engage in conversation during the progress of the meeting without having first obtaining the consent of the chair.

Rule 6. The Local shall have the power to declare further rules of order which will tend to increase the decorum and dignity of the meeting.

Rule 7. Any member violating any of the rules of order of this Local shall be deemed guilty of disorder, and no fine, properly imposed, can be remitted except upon a two-thirds (2/3) vote of the members present.

ORDER OF BUSINESS

1. Roll Call of Officers and Members
2. Reading and Adoption of Minutes
3. Report of Officers (Treasurer's Report)
4. Report of Trustees
5. Report of Committees
6. Unfinished Business
7. New Business
8. Good of the Local
9. Nomination/Elections/Installation of Officers
10. Adjournment