

PREAMBLE

This adhesion of State and Provincial Professional Fire Fighters Association of the United States and Canada is primarily formed to bring State and Provincial Associations principal officers a more precise understanding of current events as they affect fire fighters in the United States and Canada; to meet periodically in the United States and Canada as a format to exchange legislative action in states and provinces; to provide a means for a stronger relationship between state and provincial associations.

This federation shall in no way attempt to interfere with or usurp the authority of the International Association of Fire Fighters or its principal officers, it shall operate within the framework of the International Association of Fire Fighters Constitution and By-Laws; it shall submit this Preamble and Constitution and By-Laws to the International President for approval and shall seek that same approval for any future additions or deletions to this Constitution and By-Laws before adoption.

CONSTITUTION AND BY-LAWS

ARTICLE I ORGANIZATION

SECTION 1: NAME

This organization shall be known as the Federation of State and Provincial Professional Fire Fighters (AFL-CIO) CLC.

SECTION 2: CONSTITUENCY

The Federation shall consist of State and Provincial Professional Fire Fighters Associations and Joint Councils in the United States and Canada affiliated with the International Association of Fire Fighters (AFL-CIO) CLC.

SECTION 3: HEADQUARTERS

The headquarters of this Federation shall be located in the place designated by the Federation chairman.

SECTION 4: GOVERNMENT

The provisions of this Constitution and By-Laws shall only be subject to change by the vote of 2/3rds of its members present and voting in conference and shall not be printed until said changes are presented to the President of the International Association of Fire Fighters for his approval.

SECTION 5: FISCAL YEAR

The fiscal year of this Federation shall begin January 1st and end December 31st of the succeeding year.

ARTICLE II **JURISDICTION**

SECTION 1: JURISDICTION

This Federation shall have no jurisdiction other than that delegated by the International Association of Fire Fighters, and that which is encompassed within this Constitution and By-Laws.

ARTICLE III **MEMBERSHIP**

SECTION 1: ACTIVE

State or Provincial Professional Fire Fighters Association or Joint Councils affiliated with the International Association of Fire Fighters (AFL-CIO) CLC.

SECTION 2: MAINTENANCE OF GOOD STANDING

Membership in good standing in this Federation includes any State or Provincial Professional Fire Fighters Association or Joint Council affiliated with the International Association of Fire Fighters (AFL-CIO) CLC upon payment of dues as prescribed in ARTICLE VII, SECTION 1. Failure to pay dues within the period of time of the above ARTICLE will be subject to suspension of membership upon notification from the Federation Secretary/Treasurer.

ARTICLE IV **CONFERENCES**

SECTION 1: TIME AND PLACE

Conferences of the Federation shall be decided by majority vote from the conference floor as to time and place. Only the Federation Chairman may call for a special conference other than those arranged by Federation action, providing all Federation members are given thirty (30) days notice of such conference.

SECTION 2: REPRESENTATION AND VOTING

Each State/Provincial Association and Joint Council in attendance shall be entitled to one (1) vote for each representative in attendance with a maximum of two (2) votes at all conferences on issues covered in this Constitution and By-Laws.

SECTION 3: COMMITTEES

The Federation Chairman shall appoint all committees and designate the chairman.

ARTICLE V FEDERATION OFFICERS AND ELECTION

SECTION 1: NUMBER AND TITLES

The Officers of this Federation shall consist of a Chairman, a Vice-chairman and a Secretary/Treasurer.

SECTION 2: NOMINATION AND ELECTION

Nominations for chairman, vice-chairman and secretary/treasurer shall be conducted and come from the floor of the mid-winter conference immediately following the IAFF convention. Elections shall be conducted at this conference and shall be by secret ballot.

SECTION 3: TERM OF OFFICE

The terms of Chairman, Vice-Chairman and Secretary / Treasurer shall be for a period of two (2) years.

SECTION 4: SALARIES, ALLOWANCES, AND EXPENSES

The office of chairman, vice-chairman and secretary/treasurer shall be non-salaried. Any allowances and/or expenses shall be approved from the conference floor. The provisions herein shall also apply to all committees.

ARTICLE VI AUTHORITY AND DUTIES OF FEDERATION OFFICERS

SECTION 1: CHAIRMAN

The Chairman shall be the executive head of the Federation and shall preside at all conferences. He shall appoint committees as necessary. He shall enforce observance of the Constitution of the Federation and seek advice on any action he interprets as being contrary to the Constitution and By-Laws of the Federation and/or the International Association of Fire Fighters. In addition to these duties assigned from the member delegates by conference action only.

SECTION 2: VICE-CHAIRMAN

In the absence of, or upon authorization of the Chairman, the Vice-chairman shall assume the responsibilities of the chairman.

SECTION 3: SECRETARY/TREASURER

The Secretary/Treasurer shall receive all monies due the Federation from and shall be the custodian of all records pertaining to conferences held. He shall be responsible for an accurate journal and shall distribute to all members an account of the proceedings of conferences at the earliest possible date.

He shall establish an account for monies received in the name of "The Federation of State and Provincial Professional Fire Fighters (AFL-CIO) CLC at the banking institute of his choice. He shall only issue and sign such checks or payments as approved by the conference delegates or authorized by the Federation chairman in carrying out the functions of his office. He shall also prepare prior to all conferences, an itemized account for all receipts and expenditures. In addition, he shall perform such other duties as prescribed by the Federation chairman and/or the Federation delegates when in session.

SECTION 4: TRUSTEES

It shall be the responsibility of the trustees to conduct an annual audit of the books of the FSPPF as outlined in Article VII, Section 4 of these by-laws. There shall be two (2) trustees elected at each spring meeting by vote of the membership in attendance.

**ARTICLE VII
REVENUE AND FUNDS**

SECTION 1: SOURCES OF REVENUE

The revenue of this Federation shall be derived from an annual membership fee as follows:

500 or less	\$175
501 to 1000	\$250
1,001 to 3,000	\$450
3,001 to 6,000	\$575
6,001 or over	\$700

The membership fee shall not be raised unless all member State/Provincial and Joint Councils are notified of the intent. A vote must then be taken at a Federation Conference and will require a 2/3rds majority of all State/Provincial and Joint Councils present and voting affirmative for adoption.

Payment of annual fees shall be paid no later than thirty (30) days following the start of the fiscal year.

SECTION 2: ASSESSMENT

There shall be no special assessments by this Federation upon its members unless the provisions of Section 1 of this Article VII are adhered to.

SECTION 3: REMITTANCE OF REVENUE

All money due to the Federation by State/Provincial members and Joint Councils shall be remitted by check, money order, or electronic transfer and made payable to the Secretary/Treasurer of the Federation of State and Provincial Professional Fire Fighters.

SECTION 4: AUDIT

It shall be the duties of the Trustees to check the records and audit the financial books of the FSPPFF each year at the spring meeting. The Secretary/Treasurer shall provide to the Trustees, copies of all Association bank statements for the previous twelve months as well as a financial statement, with his signature, of the financial status of the funds of this Association. An IAFF Audit report shall be completed by the Trustees and submitted by the Secretary/Treasurer to the IAFF within thirty (30) days of the completion of the audit.

SECTION 5: BONDING OF OFFICERS

All officers of the FSPPFF who handle funds or property of the association shall be bonded in such amounts as may be required by the board of Trustees of the FSPPFF and the IAFF General Secretary/Treasurer in compliance with applicable law. Expenses for additional bonding outside the \$5000 provided by the IAFF shall be borne by the FSPPFF.

ARTICLE VIII **QUORUM**

SECTION 1: ATTENDANCE

Attendance of fifteen percent (15%) of State/Provincial Associations and/or Joint Councils of this Federation shall be needed for a conference to be in session.

SECTION 2: CANCELLATION OF CONFERENCE

If for any reason a conference is canceled it shall be the responsibility of the Chairman or Vice-chair and Secretary/Treasurer to set a new date and location and to notify all Federation members of the change.

SECTION 3: BY-LAW MODIFICATION

Suggested modifications to these By-Laws shall be taken at any meeting where a quorum of the membership is present. The suggested modification shall be referred to the By-law committee for review and the committee's recommendations shall be presented to each state and provincial association at least thirty (30) days prior to the next scheduled meeting of the FSPPFF. These By-Laws may be amended by a two-thirds (2/3rds) vote of the membership in attendance at said meeting.

POLICIES and GUIDELINES

Voluntary Financial Assistance Grants

This policy is to support and assist IAFF State and Provincial Associations that would like to participate in the semi-annual meetings of the FSPPFF, but feel they do not have the finances available to attend.

This policy creates an account funded by voluntary contributions from current members of the FSPPFF and/or other sources. Whenever the account reaches \$750, one State or Provincial Association would be considered for a financial assistance grant of \$750. The Officers of the FSPPFF may approve more than one request per meeting depending on the Financial Assistance Grant fund balance.

Financial Assistance Grant forms, developed by FSPPFF Officers, will be distributed to all Associations at least 90 days prior to each scheduled FSPPFF meeting. In order for an Association to be considered for the grant, they must submit the completed form to the Secretary-Treasurer of the FSPPFF at least 7 days prior to the FSPPFF meeting.

If more than one Association submits for assistance, a random drawing of those Associations who have submitted a written request will take place during the FSPPFF meeting.

An Association selected at the Fall meeting will receive the grant for attending the next Spring meeting and an Association selected at the Spring meeting will receive the grant for attending the next Fall meeting.

Only the President and/or the Secretary-Treasurer of the Association selected are eligible to receive the grant.

This policy is not restricted to those who are not presently members or those who have not attended. It includes all Associations who need assistance. If an Association is selected and attends, it cannot be reconsidered unless all others requesting assistance have been offered the same opportunity to attend.

Guidelines for FSPPFF Meetings

1. Meetings should be held at a unionized hotel if one is available in the city selected by the hosting Association.
2. Selection of the Host Association shall be made no earlier than two years before the meeting dates.
3. The Spring meeting shall be held between March 15th and May 15th and the Fall meeting shall be held between September 15th and November 15th.
4. There shall be at least 50 rooms blocked at the hotel for FSPPFF members by the host Association. The room block will be held until at least 60 days prior to the meeting date. The FSPPFF will not be responsible for any attrition charges assessed by the hotel for unused rooms.

5. The host Association will arrange for and pay for any meeting room and audio visual equipment charges and the cost of a daily pre-meeting continental breakfast (coffee and assorted beverages, muffins, bagels, etc.)
6. FSPPFF members planning on attending the meeting must RSVP to the FSPPFF Secretary-Treasurer no later than 14 days prior to the meeting date so the host association can provide a final count to the hotel.
7. At the conclusion of the meeting, the FSPPFF shall provide the host Association a check in the amount of \$4000 to assist with the expenses associated with hosting the meeting. Any other networking events, hospitality functions, dinners, or outings will be the sole responsibility of the host Association. Functions requiring a registration fee to be paid by attendees should be disclosed by the host Association prior to the event.
8. The State or Provincial Association hosting the FSPPFF meeting will be permitted to charge a registration fee of no more than \$50 for each person attending the meeting. Payment of the registration fee shall be made directly to the host association and it shall be the responsibility of the host association to collect the registration fee.

EXPENDITURES

Officer and Committee travel reimbursement:

- The officers of the FSPPFF shall be reimbursed up to \$1200 per scheduled meeting with receipted expenses.
- Committee members tasked with traveling specifically for FSPPFF business shall be reimbursed up to \$1000 per event, with receipted expenses.
- Additional travel requirements may be approved by the Chairman of the FSPPFF between meetings or the membership body at a regularly scheduled meeting.

Electronic Bill Pay:

Expenses shall be paid through accounts held by the FSPPFF. Payment may be made by check or by electronic transfer. Checks shall require the signature of the Chairman and Secretary/Treasurer. On line (electronic) payments may be made utilizing the following procedure.

- The Secretary / Treasurer shall inform the Chairman and request permission to process any electronic payments.
- Upon approval and processing, a copy of the bill / invoice and the notice of approval, from the Chairman's e-mail address on file shall be included with the monthly bank statement.
- Each electronic payment will be identified and verified by the trustees during their annual audit.

Receipts:

Electronic copies of receipts may be utilized in lieu of originals. Original receipts shall be maintained by the payee for a period of 7 (seven) years as per IAFF policy.