



Political Referendum Operations Partnership (PROP) Fund

POLICY GUIDE

I. Purpose and Scope of the PROP

The purpose of the Political Referendum Operations Partnership (PROP) Fund is to provide interest-free loans to assist state or provincial associations and local affiliates in campaigns related to referenda, ballot initiatives, and Constitutional or charter amendments.

II. Criteria for Loans

A majority vote of the Executive Board is necessary for the approval of any request for a PROP loan. No grants shall be issued from the PROP fund.

The only matters eligible for a PROP loan are requests for assistance to support or oppose a proposed statewide/provincial or local referendum, ballot initiative, or amendment to a state/provincial Constitution or local charter.

Loans may also be approved to assist in lobbying a local and/or state/provincial legislative body to authorize or oppose putting a measure on the ballot.

Loans may NOT be issued for the purpose of supporting lobbying efforts which are not directly related to the authorization, for or against, of a proposed referendum, ballot initiative, or amendment to a state Constitution or local charter.

III. Other Requirements for PROP Loans

A. Required Co-Payment and Minimum Dues Structure

1) State and Provincial Associations

Upon satisfying the other conditions set forth in this policy, a state and provincial association will be eligible for a PROP loan by providing a match of fifty percent (50%) of the value of the loan.

2) Local Affiliates

Upon satisfying the other conditions set forth in this policy, a local affiliate will be eligible to apply for a PROP loan by demonstrating that it has established a dues structure equivalent to at least one percent (1%) of entry-level wages for a full-time paid fire fighter, or comparable classification in the affiliate's membership, or can present proof of other means sufficient to re-pay the loan. The local affiliate must also provide a match equal to fifty percent (50%) of the value of the loan.

The Executive Board will make the final determination whether or not the local affiliate meets the financial qualifications set forth in this policy for a PROP loan. Their decision is not subject to appeal.

B. Cap on PROP Fund Loans and Re-payment Schedule

1) Loan Cap

Upon satisfying the other conditions set forth in this policy, an affiliate shall be eligible to receive up to \$50,000 in a PROP loan for any single issue. Upon a showing of extraordinary circumstances, the Executive Board may, by unanimous vote, approve assistance for a particular affiliate in an amount exceeding this cap.

2) Re-payment Schedule

All PROP loans must be repaid within three (3) years of the loan being issued.

C. Maximum Number of PROP Applications Per Affiliate

An affiliate is entitled to receive PROP loans for no more than two (2) separate matters within a five (5) year period, absent a showing of extraordinary circumstances and with unanimous approval of the Executive Board.

D. Budget and Strategic Plan

An affiliate shall only be entitled to a PROP loan if it develops and submits to the Executive Board, as part of its application, a detailed budget and strategic campaign plan indicating how the loan will be utilized.

IV. Procedure for Obtaining PROP Loans

A. Notification to District Vice President and Application Generation

Any state or provincial association or local affiliate contemplating applying for a PROP loan should notify the District Vice President in writing, or by email, as soon as possible. The District Vice President will forward the inquiry to the IAFF Political Department. The Political Department will notify, in writing, the respective state or provincial association or local affiliate that the District Vice President has forwarded the request and will provide the appropriate materials and/or links to submit the application.

B. Application Form

The Political Department will supply an application form that must be completed by the subordinate body requesting the PROP loan, along with a formal letter of request that shall include: (1) a description of the referendum, ballot initiative, charter and/or Constitutional amendment; (2) a proposed campaign plan illustrating the strategy to pass/defeat the same; and (3) a proposed detailed budget for the campaign. Such application will require the affiliate to provide information pertaining to the affiliate's dues structure and other information required by this policy and/or deemed pertinent by the Executive Board.

C. Consideration by the Executive Board

Any affiliate requesting a PROP loan will submit its finalized application to its District Vice President. The District Vice President may then sign the application and submit it to the International. No PROP loan

application will be considered by the Board unless it is submitted, in completed form, at least thirty days prior to the beginning of the Executive Board meeting. Applications not received prior to the thirty-day deadline will be considered at the next scheduled Executive Board meeting. However, the Board may waive the thirty-day requirement in cases of emergency by unanimous vote. For purposes of this section, “emergency” means a situation that could not possibly have been anticipated to arise by the affiliate prior to the thirty-day deadline.

Representatives of affiliates applying for PROP loans assistance are not permitted to appear before the Executive Board. Representation will be through the District Vice President. The Government and Political Affairs Committee will review the application and report its recommendation to the full Executive Board.

D. Notification of Action by Executive Board

The General President or his/her designee will notify all affiliates who file a completed application for a PROP loan of the action taken and the reasons thereof. This does not prohibit the District Vice President from notifying such affiliates. The amount of the loan and the repayment schedule will be presented to the affiliate membership at a regular or special meeting and approved by a majority of those present and voting. Following the approval of the membership, the affiliate’s president and secretary must sign an “Acceptance of Loan Form” prior to funds being distributed.

V. Loan Repayment and Continued Liability for PROP Loan Repayment

A. Loan Repayment

PROP loans will be granted on an interest-free basis with a maximum three-year repayment schedule, unless the schedule is extended by unanimous vote of the Executive Board. Regular payments of PROP loans will be paid in order to be seated at the IAFF Convention, using the same policy that applies to per capita payments.

B. Charter Forfeiture

Any affiliate with an outstanding loan balance that forfeits its charter must repay its loan in order to re-affiliate with the IAFF.

C. Mergers and Successor Organizations

If an affiliate with an outstanding loan balance merges with another affiliate, either voluntarily or involuntarily, the successor organization shall assume responsibility for repayment of the balance of the loan.

Questions or Need Assistance?

If you have any questions or need help with your campaign, please reach out to the IAFF Political Department and request assistance [online](#) or email politics@iaff.org.