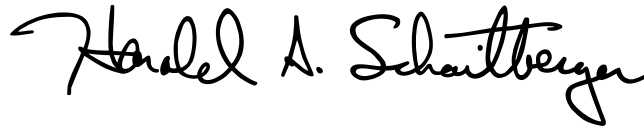


RENO FIRE FIGHTERS
ASSOCIATION INC.
I.A.F.F. LOCAL 731

Local Constitution and By-Laws

International Association of Fire Fighters
AFL-CIO, CLC
APPROVED



IAFF, General President 8/28/2020 Date

RENO FIRE FIGHTERS ASSOCIATION INC.

I.A.F.F. LOCAL 731

AFL-CIO

CONSTITUTION AND BY-LAWS

As Amended 12/01/2019

ARTICLE 1

Organization

Section 1.

The number and name of this organization shall be LOCAL 731, RENO FIRE FIGHTERS ASSOCIATION, INCORPORATED, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS.

Section 2.

References in the Constitution and By-laws to "local" or "local union" shall refer to the local as set forth in Section 1 above, and references to 11 Association 11 or "International" shall refer to the International Association of Fire Fighters.

Section 3.

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 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

Jurisdiction

All full-time, paid employees engaged in fire fighting, emergency medical or rescue service activities, or related services.

ARTICLE 3

Membership

Section 1. Active Member

Any person of good moral character, who at the time of making application, is engaged in service within a jurisdiction of this local as given in Article 2, will be eligible for active membership. Anyone eligible for membership in this local shall not be refused membership because of age, race, color, religion, creed, national origin, sex, gender identity or expression, sexual orientation, marital or family status, by reason of disability, or status as a military veteran. An active member shall have full voting rights within the Association and their respective bargaining unit.

Section 2. Honorary Member

For meritorious service to this local or for distinguished public service, persons may be elected honorary members. Nominations for honorary members can be made at any time. A minimum fifteen (15) day advance notice on the Local's website, in writing or by email will be sent to every eligible member in good standing and will declare the start and ending dates and times in which the ballots will be cast. Ballots will be cast by electronic voting on the union's website. 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 3. 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 been suspended or expelled as provided in the Constitution and By-Laws of the I.A.F.F. or the Constitution of this local.

Section 4. Separation/Active Retirees

When any member in good standing becomes separated from a member Fire Department, or promotes to a separate bargaining unit within a member Fire Department, the local union shall allow said member to retain their active membership as an Active Retiree or, in lieu thereof, upon request of said member, shall issue them 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 representative of or to an affiliated labor organization, shall retain their active membership in this local. Withdrawal cards may also be issued to any member in good standing, who are precluded by law or contract from maintaining membership. A former member holding a valid withdrawal card will not be charged a reinstatement fee upon reentry into the organization, with the exception of those who promote to a separate bargaining unit within a member Fire Department, who shall be charged all back dues and reinstatement fees under Article 8, Section 5 that were not paid during their employment with a member Fire Department.

Active retirees shall have full voting rights in all Association elections, assessments, convention delegate votes, constitution and bylaws changes, and General Membership meetings. Active Retirees shall not be considered a member of any specific bargaining unit.

Section 5. Delinquent Member

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 the affairs of the International.

ARTICLE 4

Meetings

Section 1. Regular Meetings

Regular General Membership meetings of this local shall be held at a location determined by the President and Executive Board after a minimum of nine (9) days notification to all members in good standing by email or posting such notification on the individual stations' union bulletin board or the local's website.

Section 2. Special Meetings

Special meetings shall be called upon written request to the President by five (5) members with a minimum of seven (7) days advance notice to all members in good standing stating the purpose of the meeting. Only the business stated in the notice of the special meeting may be discussed at the meeting. Emergency meetings may be called by the President with a minimum of twenty-four (24) hours advance notice to all members in good standing stating the purpose of the meeting.

Section 3. Quorum

The quorum for any meeting of this local, either regular or special, shall be fifteen (15) members in good standing.

Section 4. Rights of Members

Every member in good standing shall have the right to attend any meeting and to participate in such meeting 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 5. Rules for Meetings

The rules contained in Robert's Rules of Order shall govern the meetings of this local in all cases not in conflict with this Constitution and By-Laws, or the Constitution and By-Laws of the International, or the interpretations of these documents.

ARTICLE 5

Officers and Elections

Section 1. Officers

The officers of this local shall consist of a President, one (1) Vice-President per bargaining unit, Secretary, Treasurer, Past President, and up to seven (7) other elected members per bargaining unit, all of which shall comprise the Executive Board whose term of office will be in accordance with the second paragraph, but may be nominated for re-election. Each bargaining unit shall be entitled to one (1) Vice-President and one (1) automatic Executive Board member. Each bargaining unit shall be entitled to one (1) additional Executive Board member for every forty (40) bargaining unit members, up to seven (7) Executive Board members per bargaining unit as calculated on October 1 of every year. The offices of President, Secretary, and Treasurer shall be open to members of all bargaining units.

The office of President, Vice-President, Secretary, Treasurer, and Executive Board members shall hold office for a two (2) year term. Also, the office of President, Vice-President, and one half (1/2) of Executive Board members will be on alternate years of the Secretary, Treasurer and one half (1/2) of Executive Board members. If a new Executive Board position is created, the initial term of that position may be limited to one (1) year, at the Executive Board's direction, in order to maintain a balance in election cycles.

The Past President shall only serve one term on the Executive Board as Past President after serving his term as President. In the event that a member serves as President for two consecutive terms or more, the Past President's seat on the Executive Board shall be nominated by the President and confirmed by the Executive Board.

Section 2. Eligibility for Office

Any Member in good standing shall be eligible to be a candidate for office in this local. A Member in good standing may run for a maximum of one (1) office in this local in any election.

A Member in good standing may serve in one (1) office in this local at any one time.

Section 3. 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 candidates own personal expense. If this request is granted by the local, all other candidates for office shall receive the same privilege. A candidate for office includes a candidate for membership on the executive board. There shall be no discrimination in favor of or against any candidate with regard to the use of membership lists.

Section 4. Use of Funds Prohibited in Elections

No funds received by this local through initiation fees, dues or assessments, or otherwise, shall be contributed or applied to promote the candidacy of any person in election of officers. This section does not prevent the expenditure from local funds for notices, factual statements of issues and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

Section 5. Method of Nomination and Election

Any member in good standing may nominate eligible members for office. All nominations must be submitted in writing or by email to the Election/Online Voting Committee, no later than 30 days prior to the start of the election. A list of all candidates shall be posted on the Local's web site at least (fifteen) 15 days prior to the election of officers. A minimum fifteen (15) day advance notice of the election of officers will be sent in writing or by email to every eligible member in good standing and posted on the

Local's website. Ballots will be cast by secret electronic voting on the Local's website. Write-in voting shall not be permitted. If there is only one candidate for a given office, such candidate shall be declared elected. There shall be no voting by proxy in the election of local officers. The candidate receiving a "plurality vote" shall be declared elected.

If the final ballot of any officer election results in a tie between the candidates, the winning candidate for office shall be selected by conducting a run-off election between the tied candidates. The run-off election must be concluded within thirty (30) days of the close of officer elections. A list of run-off candidates shall be posted on the Local's web site at least fifteen (15) days prior to the run-off election. A minimum fifteen (15) day advance notice of the run-off election will be sent in writing or by email to every eligible member in good standing and posted on the Local's website. Ballots will be cast by secret electronic voting on the Local's website. The candidate receiving a majority vote shall be declared elected.

Section 6. Witnessing the Tabulation of Ballots

Each candidate for office shall be entitled to appoint one observer who shall be permitted to witness the meeting of the Elections/Online Voting Committee at which the votes are tabulated by the online voting system.

Section 7. Ballots Preserved

The ballots, electronic voting data, and all other records of an election shall be preserved by the Secretary for one year following such election.

Section 8. Vacancies in Office

When an office becomes vacant by reason of death, resignation, or removal of the incumbent, the President shall fill said vacancy by appointment with the approval of the Executive Board. In the event of a vacancy in the office of President, the position shall be filled according to the guidelines of Article 6, Section 2.

Section 9. Election of Officers

Election of officers shall be held in November of each year and the duly elected officers shall be seated in December of the same year.

ARTICLE 6

Duties of Officers

Section 1. President

The President shall be the executive head of the local. It shall be the duty of the President to preside at all meetings of the Executive Board. The President shall be a member ex officio of all committees. The President shall appoint such committees as may be provided for in this Constitution and By-laws and such special committees as may be authorized by the local. The President together with the Treasurer, shall sign all orders and checks lawfully and properly drawn. The President shall enforce strict observance of the Constitution and By-Laws of the International as this document relates to the local and the Constitution and By-Laws of the local. The President shall have general supervision of the activities of the other officers and chairmen of committees. The President shall discharge on behalf of the local 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 such records as the law requires to be kept in support of reports filed by it.

Section 2. Vice-Presidents

The Vice-Presidents shall assist the President in such a manner as the President shall determine. The Vice-Presidents shall act as the point person for their respective bargaining units. In the absence of the President, the senior most Vice-President shall preside at meetings of the local and of the Executive Board. If the office of President becomes vacant, the Executive Board shall appoint a Vice-President to assume the office of President & then fill the office of Vice-President according to Article 5, Section 8.

Section 3. Secretary

The Secretary shall have custody of all documents, records, books, and papers belonging to the local, except as may be otherwise provided by this Constitution and By-Laws. The Secretary shall keep an accurate record of the meetings of the local and of the Executive Board. The Secretary shall attest all official documents with his signature and the seal of the local. The Secretary shall conduct the correspondence of the local promptly. The Secretary shall maintain the official list of members in good standing which shall be kept accurately and on a current basis.

The Secretary shall discharge on behalf of the local such duties as may be imposed upon him/her by applicable law including the execution and filing of any reports to Federal or State authorities, and he/she shall cause to be maintained by the local such records as the law requires to be kept in support of reports filed by it.

Section 4. Treasurer

The Treasurer shall receive all money due the local, from whatsoever source, and shall disburse the same only by voucher signed by the President in conformity with a vote of the Executive Board. Such disbursement shall be by check which shall also be signed by the President, or Vice President. The Treasurer shall maintain and keep current a record of members with their dues, payments, assessments and all financial transactions promptly and accurately entered. The Treasurer shall be prepared to exhibit receipts and vouchers upon the audit of his the Local's books and shall forward the annual audit of the local to the International General Secretary-Treasurer in accordance with Article 10 of these bylaws. The Treasurer shall discharge on behalf of the local such duties as may be imposed upon him/her by applicable law including the execution and filing of any reports to Federal or State authorities, and he/ she shall cause to be maintained by the local such records as the law requires to be kept in support of reports filed by it.

In the event of a merger with another IAFF local, there shall be a one (1) year transitional period in which an elected Vice-President or Executive Board member of the incoming bargaining unit will maintain the separate accounts of the incoming bargaining unit. This one (1) year period may be shortened or extended by a majority Executive Board vote.

Section 5. Executive Board

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and members who are duly elected to office. It shall be the duty of the Executive Board to exercise general supervision and control of the invested funds, property, and general finances of the local including the authority to disburse funds. It shall have the authority to act in the name of the local during intervals between meetings, such acts being subject to confirmation by the membership at the next regular meeting of the local. It shall provide for an annual audit of the Treasurer's books. It shall meet at the call of the President. Five (5) members of the Executive Board present at a meeting shall constitute a quorum.

Section 6. Union Steward

The President with the approval of the Executive Board will assign a union station steward to each of the member Fire Department stations and one steward to represent all forty hour personnel, to serve in this position until replaced, transferred, or resigns this position.

The duties of the station steward shall be to:

- (a) Coordinate local business between the membership and the President and officers.
- (b) Notify all members of his assigned station of all regular and special meetings of this local, also, of any special events that pertain to the membership.
- (c) Be knowledgeable of the Constitution and By-Laws of this local, contracts, and/ or any other rules and regulations or written agreements affecting this local. Also, to notify the President of any matters brought to him that would pertain to all members of this local.

Section 7. Bonding Requirements

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 General Secretary-Treasurer, in compliance with applicable law. The expense of the first \$5,000.00 of Bond shall be borne by the International. If additional bond is necessary, the Local shall pay the additional premium. The local shall have sufficient bond to cover at least ten (10%) percent of its current liquid assets.

ARTICLE 7

Delegates and Alternates to International Convention

Section 1.

In accordance with Article 4, Section 2 of the International Constitution and Bylaws, this local is entitled to an allotment of delegates based on the current number of members of the local. These delegates and the alternate delegates shall be elected by secret ballot of the members in good standing. This vote will be in compliance with the International's Constitution and Bylaws secret ballot requirements. The credentials of delegates and alternates must certify to this method of election.

ARTICLE 8

Initiation Fees, Dues and Assessments

Section 1. Initiation Fees

Initiation fees shall be paid in the amount of ten (\$10.00) dollars.

Section 2. Dues

All active members shall pay all applicable per capita dues plus dues of 1.75% (1.75 per cent) of a top step Reno Fire Department fire fighters biweekly base salary per biweekly pay period. The dues payable to the local may be paid monthly by a payroll deduction, or one-half (1/2) of the annual dues to be paid

on or before January 10th and one-half (1/2) of the annual dues to be paid on or before July 10th. When a member retires from active service and/ or becomes a pensioner under the terms of Article 3, Section 4, the member may elect to remain as an active retired member. Active retired members shall pay all applicable per capita dues plus a \$2.00 service fee per month.

Section 3. Assessments

Assessments may be made only in the following manner: Any proposed assessment shall be posted on the Local's web site at least thirty (30) days prior to the vote on the proposed assessment. A minimum thirty (30) day advance notice of the vote on the proposed assessment will be sent in writing or by email to every eligible member in good standing and posted on the Local's website. Ballots will be cast by secret electronic voting on the Local's website. The proposed assessment shall become effective upon a majority vote. Active retirees shall only be required to pay one quarter (1/4) of any assessment effected by a majority vote unless specifically required otherwise in that assessment vote.

Section 4. Increases in Fees, Dues or Assessments

Increases in rates of initiation fees, reinstatement fees, dues or assessments may be made only in the following manner: A minimum thirty (30) day advance notice of the vote on the proposed increase in fees, dues or assessments will be sent in writing or by email to every eligible member in good standing and posted on the Local's website. Ballots will be cast by secret electronic voting on the Local's website. The proposed increase shall become effective upon a majority vote.

Section 5. Reinstatement Fees

Reinstatement fees shall be ten dollars (\$10.00), plus all back dues and assessments.

Section 6. Mergers

In the event of a merger, the incoming bargaining units' fees and dues shall remain the same as was in effect at the the time of merger in that units bylaws until such time as that specific bargaining unit votes to increase or decrease it per Article 8, Section 5. If a combining of accounts and expenses is approved by the membership per Article 13, Section 6, all members of the bargaining units combining accounts and expenses shall pay fees, dues, and assessments according to Article 8, Sections 1,2,3 and 5.

ARTICLE 9

Misconduct, Trials, and Appeals

Section 1. Misconduct & Trial

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 International Constitution and be given a reasonable time to prepare his defense and afforded a hearing as provided in Article 17 of the International Constitution.

Section 2. Appeals

Appeals may be made in accordance with Article 18 of the International Constitution and By-Laws: such appeal must be filed with the International General President within thirty (30) days of the action to be appealed.

ARTICLE 10

Audit

As required by Article XIII, Section 9 of the IAFF Constitution and By-Laws, this local shall have an inspection of all books and accounts performed annually. A financial report of this inspection, on a form provided by the IAFF General Secretary/Treasurer office, shall be prepared, signed and forwarded each year to the IAFF General Secretary/Treasurer office within 180 days of the close of the local's fiscal year.

ARTICLE 11

Amendments

Section 1. Amendments

This Constitution and Bylaws made under its provisions, may be amended by a two-thirds vote, (except for changes in dues and assessments, and initiation and reinstatement fees, which shall require a majority vote, as provided in Article 8). All proposed amendment(s) to the Constitution and Bylaws shall be posted on the Local's web site at least fifteen (15) days prior to the vote on the proposed amendment(s). A minimum fifteen (15) day advance notice of the vote on the proposed amendment(s) to the Constitution and Bylaws will be sent in writing or by email to every eligible member in good standing and posted on the Local's website. Ballots will be cast by secret electronic voting on the Local's website.

Section 2. International Approval of Amendments

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

ARTICLE 12

Retiring Members

Section 1.

All retiring members of a member Fire Department who are members in good standing in this local shall be given a dinner banquet in their honor, to be paid at the direction of the Executive Board. Active retirees that promoted to a separate bargaining unit within a member Fire Department and retained their active status will be honored after their separation from the member Fire Department.

Section 2.

The local shall sponsor one (1) dinner banquet bi-annually. The primary purpose of which shall be to honor members who have retired in the past two (2) years. Although the primary purpose of the banquet is as stated, there can also be local awards or honors such as for honorary membership or distinguished service, etc.

ARTICLE 13

Expenses

Section 1. Travel Expenses

Travel expenses, including transportation, meals and lodging shall be authorized by the Executive Board. Reimbursement shall be set at a minimum of the current allowable U.S. General Services Administration (GSA) rate while on local business. In no case will a member receive a higher reimbursement for transportation and lodging than the actual cost for such expenses, regardless of GSA allowable rate.

Section 2. Per Diem

Members on authorized local business shall be authorized the GSA per diem rate for the locale that such member is traveling to, not including travel expenses.

Section 3. Executive Board Approval

Members and the amount of money that they spend to a maximum defined in Sections 1 and 2 shall be governed by the Executive Board.

Section 4. Submission of Bill or Expenses

All committee members, negotiation team, and members on all expense paid official business must submit to the Treasurer of this local a detailed bill of salary or expenses. All bills of the preceding month shall be submitted by the tenth (10th) of the following month. These bills will be presented to the Executive Board at their next meeting for their review and approval.

Section 5. Hourly Rate of Pay

All committees as set out in Article 6, Section 1, shall be paid at the hourly rate of twenty-five dollars (\$25.00) per hour upon submission of a bill and approval by a quorum of the Executive Board.

Section 6. Mergers

In the event of a merger, separate accounts will be maintained for the different bargaining units to pay for administration of those bargaining units' respective collective bargaining agreements. All other Association expenses shall be divided proportionally based upon bargaining unit membership numbers. Combining of accounts and expenses may occur with a majority vote of the entire membership.

ARTICLE 14

Labor Agreement Ratification Procedure

All contractual labor agreement changes/modifications shall be made in the following manner: All tentative agreements shall be posted on the Local's web site at least thirty-three (33) days prior to the Labor Agreement Ratification Vote.

A minimum thirty-three (33) day advance notice of the Labor Agreement Ratification Vote will be sent in writing or by email to every eligible member in good standing and posted on the Local's website. Ballots will be cast by secret electronic voting on the Local's website. All Labor Agreement Ratifications will be passed by a majority vote.

Only members of a specific bargaining unit shall vote on amendments to that units' Collective Bargaining Agreement.

ARTICLE 15

Elections/Online Voting Committee

Section 1.

The President shall appoint an Elections/Online Voting Committee which shall consist of four (4) members. No member running for office can hold a position on this Committee.

The Election/Online Voting Committee shall:

- Ensure a proper and accurate vote count
- Maintain a list which will authenticate the eligibility of each voter
- Limit a member to one vote cast
- Protect against the interception or alteration of votes
- Instruct members on how to vote electronically
- Ensure that a process is available to conduct a recount of the ballots if necessary

The Committee shall be responsible for overseeing the voting and elections of the following:

- Honorary Member, Article 3 Section 2
- Method of Nomination and Election, Article 5 Section 5
- Delegates and Alternates to International Convention, Article 7
- Assessments, Article 8 Section 3

- Increases in Fees, Dues or Assessment, Article 8 Section 4
- Amendments, Article 11 Section 1
- Labor Agreement Ratification Vote, Article 14 or
- Any vote to be submitted for consideration by the Membership via electronic/on- line voting only where confirmed by the Executive Board.

Section 2.

The online voting system shall, at a minimum, contain the following elements:

- Guarantee secrecy
- Ensure a proper and accurate vote count
- Authenticate the eligibility of each voter
- Safeguard against potential hackers
- Limit a member to one vote cast
- Protect against computer viruses
- Make the internet or email accessible to its members
- Protect against the interception for alteration of votes
- Instruct members on how to vote electronically
- Ensure that the web server does not crash during the voting period and
- Ensure that a process is available to conduct a recount of the ballots if necessary.