



Professional Fire Fighters of Maine Constitution and By-Laws

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AFL-CIO-CLC**

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PREAMBLE

**PROFESSIONAL FIRE FIGHTERS OF MAINE
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Strength through united action, guided by intelligence is the hallmark of trade union organization. Believing such unity essential for the mutual protection and advancement of the interests and general welfare of fire fighters, fire officers, fire inspectors, EMTs, Paramedics, dispatchers and other emergency services personnel throughout the State of Maine, we have formed the "Professional Fire Fighters of Maine [PFFM], the objectives of which shall be:

- To organize all fire fighters, fire officers, fire inspectors, EMTs, Paramedics, Dispatchers and other emergency service personnel;
- To secure just compensation for their services and equitable settlement of their grievances;
- To promote as safe and healthy a working environment as is possible through modern technology;
- To promote the establishment of just and reasonable working conditions;
- To place the members of the PFFM on a higher plane of skill and efficiency;
- To promote harmonious relations between fire fighters, fire officers, fire inspectors, EMTs, Paramedics, Dispatchers and other emergency service personnel and their employers;
- To encourage the formation of sick and death benefit funds;
- To promote the research and treatment of burns and other related health problems common to fire fighters, fire officers, fire inspectors, EMTs, Paramedics, Dispatchers and emergency service personnel;
- To encourage the establishment of schools of instruction for imparting knowledge of modern and improved methods of fire fighting and prevention and emergency medical and rescue technology; and to cultivate friendship and fellowship among our members.

To provide laws for the government of the PFFM we adopt this Constitution and By-Laws which shall govern the officers, staff, subordinate bodies and members of the PFFM in the exercise of their rights and discharge of their duties and obligations in accordance with the high standards of responsibility and conduct therein set forth.

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**ARTICLE 1
Name and Objectives**

Section 1: Organization Name - This Association shall be known as the Professional Fire Fighters of Maine (PFFM). The PFFM shall recognize, observe and be bound by the provisions of this Constitution and By-laws and interpretations by the PFFM's President as well as the International Association of Fire Fighters (IAFF) Constitution and By-laws and interpretations thereof rendered by the General President, the decisions and directive of the IAFF Executive Board and the resolutions adopted and policies established by the delegates at the International Convention. Article XIV of the Constitution and By-Laws of the Association is recognized as providing the basic rules governing this State Association.

Section 2: Objectives - The objectives of the PFFM shall be: To organize all full-time, paid employees engaged in fire fighting, emergency medical or rescue service activities, or related services; provided, however, the Association may allow other categories of employees as required; to encourage the formation of Local Unions affiliated with the International Association of Fire Fighters; to promote public safety through education and awareness; to continually seek the passage of laws that would improve the working environment of the PFFM members; to assist affiliated locals in all labor related matters; to place the PFFM members on a higher plane of skill and efficiency through continued educational and practical training in all areas of fire fighting, EMS, Hazmat, Weapons of Mass Destruction and other related types of emergency response and administration for all departments affiliated with the Professional Fire Fighters of Maine.

Section 3: Government - The delegates assembled at the annual meetings as defined in Article 4, shall be the Supreme authority and judicial body of the PFFM. They have sole authority to make, amend, revise, or modify the laws governing the PFFM, except as such laws may be superseded by applicable law.

Between annual meetings of the PFFM, all administrative, executive and judicial powers of the Association shall be vested in the Executive Board, except as otherwise provided in this constitution and By-Laws. To this end, the PFFM's Executive Board shall establish and maintain a policy book and line item budget for administering the day-to-day operations of the PFFM and outlining/delivering the programs and services that the PFFM may provide to all PFFM locals.

This Constitution shall be supplementary to the IAFF's Constitution and By-laws to establish procedures for the conduct of this State Union's internal affairs and business.

In the case of conflict between provisions of the State and International's Constitution and By-laws or where the State Constitutions and By-laws are silent, the International Constitutions and By-laws will govern.

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**ARTICLE 2
Jurisdiction**

Section 1: The jurisdiction of the PFFM shall be all persons engaged in full-time firefighting, fire prevention, fire administration, fire/EMS dispatch, EMS services and other emergency related services of a Fire Department in the State of Maine.

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**ARTICLE 3
Membership**

Section 1: The membership of the PFFM shall be composed of such Local Unions in the State of Maine as are chartered and affiliated with the IAFF.

The Executive Board of the PFFM shall review all new local union applications and vote on acceptance or rejection of a new local into the PFFM.

Section 2: Active Membership - Any person of good moral character who at the time of making application is engaged in service within the jurisdiction of the PFFM as set forth in Article 2 of this Constitution and By-Laws will be eligible for active membership in the PFFM through its chartered IAFF local. Anyone eligible for membership in the PFFM shall not be refused membership or, upon acceptance, be discriminated against because of race, color, creed, national origin, gender, sexual orientation, or by reason of disability.

Section 3: Retired Active Membership - IAFF/PFFM Locals who have provisions for their members to retain their IAFF/PFFM membership who have retired from their respective Fire Departments will be eligible for retired active membership in the PFFM through its chartered IAFF local.

Section 4: PFFM Alumni Group - Former members who retired in good standing where their local union does not have retiree membership shall be eligible for membership in the PFFM Alumni Group with the approval of the Local from which they retired. Membership in the PFFM Alumni Group shall only be entitled to access the PFFM Website, PFFM E-mail address and will allow those members that are interested to attend PFFM activities and meetings. Membership in the PFFM Alumni Group does not convey any rights or privileges with the International Association of Fire Fighters.

Section 5: Honorary Membership - For meritorious service to the PFFM or distinguished public service persons may be elected to honorary membership by majority vote of the Executive Board or PFFM Locals/Delegates gathered at a quarterly meeting or the PFFM's annual meeting. Such membership shall entail no payment of initiation fees, dues or other charges, and shall convey no voice or vote in the affairs of the Association or any of its subordinate unions. Such memberships are subject to revocation for good cause.

Section 6: Lifetime Members - Select members of the PFFM shall be eligible for designation as Lifetime Members. To be eligible, a member must have served a minimum of six [6] years in an elected position of the PFFM, he/she must have left office in good standing and remain in good standing with his/her Local, and must have been out of office a minimum of two years, and must exhibit a continued interest in the betterment of the PFFM and its members. Exceptions shall be allowed as determined by the PFFM's Executive Board. Lifetime members shall be entitled to all the rights and privileges of regular members but such persons will have no voting rights.

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Section 7: Maintenance in Good Standing - Membership in good standing in the PFFM includes any Local that has fulfilled the requirement for membership in the IAFF and PFFM which has not voluntarily withdrawn, becomes ineligible for continued membership, or has been suspended or expelled as provided for in the Constitution and By-Laws of the IAFF and PFFM. PFFM Members shall at all times conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the PFFM or the IAFF.

Section 8: Delinquent Members - Any local that has not paid its dues or assessments to the PFFM as outlined in Article 7 of this Constitution and By-Laws shall be considered delinquent and therefore forfeit their right to vote at all PFFM meetings and will not be entitled to access any of the programs and/or services of the PFFM until such time as their dues and assessments are paid. Any Local that fails to pay its per capita tax as outlined in Article 7 of this Constitution and By-Laws shall be suspended and lose their good standing in the PFFM.

Section 9: Death Benefits - A death benefit in the amount of five-hundred (500.00) dollars shall be paid as soon as possible to the widow or beneficiary of any fire fighter or fire officer, including Chief officers, who is a member in good standing with both the International Association of Fire Fighters and the Professional Fire Fighters of Maine, and provided such occurrence was during the line of duty. Such benefit shall be paid through the involved Local Union. It shall be the responsibility of the Local Union to provide the deceased members I.A.F.F. membership card number for verification which shall be kept on file as a permanent record.

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**ARTICLE 4
PFFM Meetings**

Section 1: Representation at PFFM Meetings - Representation at any PFFM meeting shall be as provided for in the IAFF Constitution and By-laws, Article IV; Section 2. Locals with memberships of one hundred or less shall be entitled to one [1] delegate. Locals with memberships exceeding 100 shall be entitled to Delegates as follows:

Number of Members	Number of Delegates
101 to 250	2
251 to 500	3
501 to 750	4

Each PFFM local is entitled to have one [1] Alternate for each Delegate Authorized. Alternates will only be permitted to participate in PFFM Meetings/Elections in the absence of their authorized delegate(s). The PFFM shall establish a policy where Delegates and Alternates can exchange positions and or participate in PFFM meetings.

All official business between the Association and the Locals shall be accomplished by and between the Officers of the Association and the Delegates or alternates of those organizations.

Section 2: Rules of Order - The rules contained in “ATWOODS RULES FOR MEETINGS” shall govern the meetings of the Professional Fire Fighters of Maine.

Section 3: Executive Board Meetings - Regular meetings of the Executive Board will be held at least four times per calendar year. A majority of the Executive Board members shall constitute a quorum for Executive Board meetings. Additional meetings may be held more often either at the discretion of the President or upon request of a majority of the Executive Board.

Section 4: Regular Meetings of the PFFM - Regular meetings of the PFFM shall be held quarterly in the months of January, March, June and September at 1000 hours at a location determined by the President. Regular meetings of the PFFM shall be held on the 3rd Tuesday of these months unless otherwise notified by the President. The Secretary-Treasurer shall cause notice to be issued to the Delegate(s) and Alternate(s) of each Local Union at least twenty one (21) days prior to the regular meetings.

Unless otherwise stated in this Constitution and By-laws, the January meeting shall be the primary meeting for the following:

- Election of officers.
- Voting on all Constitution and By-laws amendments.
- Other issue brought forward by the Executive Board or the Affiliates.

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Section 5: Special Meetings of the PFFM - Special meetings of the PFFM may be called by the President or by a vote of the majority of the Executive Board or shall be called when a petition is presented to the President, signed by at least twenty-five percent (25%) of Presidents of Local Unions affiliated with the PFFM that states the purpose of such special meeting. All locals in good standing shall be notified in writing of any special meetings normally ten (10) calendar days prior to the scheduled meeting date unless the President or Executive Board determines the matter to be urgent. In the case of a petitioned special meeting such meeting shall be held not sooner than ten (10) or more than fifteen (15) days after the President receives such petition. All notices shall state the purpose, date, time, and place of the special meeting and no other business shall be in order at such meetings.

Section 6: Quorums for Regular/Special PFFM Meetings - Twenty-five (25) per cent of the member Locals assembled at the regular/special meetings shall constitute a quorum for such meeting. If less the twenty-five (25) per cent are present, a round table discussion may be held.

Section 7: District Meetings - District Vice Presidents shall hold District Meetings with the PFFM Locals within their respective districts at least twice per calendar year.

The PFFM Executive Board may establish a Political Action Advisory Caucus within each district. The caucus shall report to the District VP on the issues of interest that affects the district as well as information about candidates for office from within the district. The district caucus may meet during the regularly scheduled District Meetings. The PFFM may also call upon the Political Action Caucuses to assist in pursuing the Association's legislative and political initiatives.

Section 8: Standing Committee Meetings - All PFFM standing committees shall meet at the call of the President. All committee meetings will be held at the PFFM's Office unless otherwise approved by the PFFM President.

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**ARTICLE 5
Officers and Elections**

Section 1: Composition of Executive Board – The Executive Board of the PFFM shall consist of the following officers; the President, the Secretary/Treasurer, four District Vice Presidents and one at-large member representing the Alumni Group. Together they shall constitute the Executive Board, each whom is a member of a Local affiliated with the PFFM and of the International Association of Fire Fighters. Each shall be entitled to voice and vote with full participation at Association meetings. . The President, District 1 Vice President and District 3 Vice President and the at-large retiree member of the Alumni group will be elected for a two year term on even years. The Secretary/Treasurer, District 2 Vice President and District 4 Vice President will be elected for a two year term on odd years.

Section 2: PFFM Districts:

District 1 : Kittery Shipyard, Ogunquit, Saco, Sanford, Wells and York

District 2 : Gorham/Windham/Raymond, Portland, South Portland, Scarborough and Old Orchard Beach

District 3 : Auburn, Augusta, Bath, Brunswick, Gardiner, Lewiston, Rockland and Rumford

District 4 : Bangor, Brewer, Bar Harbor, Ellsworth, Hampden, Lincoln, Old Town and Orono/Veazie

The Executive Board shall assign the location of any new affiliated City or Town to one of the districts in this section. They shall take into consideration any geographical location when assigning a new City or Town.

Alumni Group Executive Board Representative - This is an “At-Large” position on the Executive Board that will be elected from and by the Alumni group members from the four Districts of the PFFM.

Section 3: Trustees – There shall be two (2) Trustees elected and serving two year terms that will handle the annual audit of the Association. District 1 and District 3 shall elect 1 Trustee on even years and District 2 and District 4 shall elect 1 Trustee on odd years.

Section 4: Eligibility of Office - Any person who is a member of a Local Union affiliated with the PFFM and the International Association of Fire Fighters, or as otherwise specified within these By-laws and in good standing shall be eligible to be a candidate for any office within the Association. No member of the PFFM shall be nominated or elected to more then one office at the same time, nor shall any member’s name appear more then once on any ballot for elected office.

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Section 5: 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 expense. There shall be no discrimination in favor of or against any candidate with regard to use of the membership list.

Section 6: Use of Funds Prohibited in Elections - No funds received by the PFFM shall be contributed to promote the candidacy of any person in the election of Officers. This does not prevent the expenditure from Association funds for notices, factual statements of issue and other necessary expenses to conduct Association elections so long as they do not involve the promotion of any one candidate.

Section 7: Method of Nomination and Election - The President shall appoint a Nomination/Election Committee at the beginning of the regular monthly meeting in September. It shall be the responsibility of the committee at the meeting to compile a list of all members who wish to be a candidate for office and the office they seek. Nominations shall be accepted from the floor. A person who is not present and is nominated from the floor must have their intentions pre-registered in writing with the Secretary for such nomination to be considered in order and legal.

It shall be the responsibility of the Nomination/Election Committee to print ballots using the list compiled at the regular monthly meeting in September. Further, the committee shall be charged with the distribution and tabulating said ballot. Elections will be held at the regular January meeting of the Association. Elections shall be by secret ballot. Write-in voting shall not be permitted. If there is only one candidate for office, such candidate shall be declared elected. There shall be no voting by proxy in the election of Officers. The candidate receiving a majority of the ballots cast will be declared elected. If no candidate receives a majority of the ballots, there shall be a run off election between the two (2) candidates who receive the most votes. In the event of a tie then straws will be drawn to determine to winner.

Only PFFM Executive Board Members and Delegates of the PFFM will be permitted to vote for PFFM Officers and Trustees. Those authorized to vote will be notified in writing of the date, time and place at which the elections will be held thirty (30) days prior to the meeting. The Nomination/Election Committee will attach to each notification a ballot marked SAMPLE.

Section 8: Ballots Preserved - The Secretary shall preserve the ballots and other records of an election for one year following the election.

Section 9: Vacancies in Office - When an office becomes vacant for any reason, the Executive Board shall appoint a successor no later than thirty (30) days from the date the office was vacated.

If the office of the President becomes vacant, the most senior District Vice President, as determined by Article 6, Section 3 shall be acting President until the office of President is filled by election by the Executive Board according to this section.

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**ARTICLE 6
Duties of Officers**

Section 1: President - The President's duties, shall include but not be limited to, presiding over all meetings, appointing all committees and being a member of all committees. The President shall also have the ability to appoint members to non-organizational committees with advice and consent of the Executive Board to include but not be limited to task force committees, political action committees and advisory boards, etc. He/she shall submit at each meeting a report of all of his/hers official acts during the period since the preceding meeting. Unless otherwise addressed by this Constitution and By-laws, all organizational correspondence shall be approved by the President. He/she shall assist the District Vice-presidents, Secretary-Treasurer, as well as all designated committees in Association work throughout the State. He/she shall countersign all vouchers and checks issued by the Secretary-Treasurer and perform such other duties as may be required of him. The President shall have the power to call special meetings of the Association upon notifying the Executive Board of the Association and the Delegate and Alternate of each Local at least ten (10) days prior to such meeting.

Section 2: Secretary-Treasurer - It shall be the duty of the Secretary-Treasurer to keep all records of the Association as well as to record all the proceedings of all meetings of the Association. He/she shall report all correspondence at regular meetings and he/she shall type the minutes of meetings and cause copies of such meetings to be sent or emailed to all Delegates, Alternates and Executive Board members. He/she shall send notices of all meetings of the Association to all designated persons. He/she shall be the custodian of the official seal and shall issue all memberships. He/she shall keep a record of all memberships of each Local Union and the name, address and email of the President, Secretary-Treasurer, Delegate and Alternate of each Local. He/she shall also maintain current records of all PFFM officers.

The Secretary-Treasurer shall receive and deposit all money from Local Unions and be the official custodian of all money of the Association. The Secretary-Treasurer shall disperse all money by check, countersigned by the President. The Secretary-Treasurer shall maintain a detailed report of all income and expenditures as required by the President and or the Association and make such report available at all Executive Board and general meetings of the Association. The Secretary-Treasurer shall meet with the Auditor Trustees of the Association as needed.

Section 3: District Vice Presidents - The four District Vice Presidents shall be representatives of their respective districts and shall work within their own districts in an attempt to solve Local issues and problems as they arise. The District Vice President shall be notified prior to any IAFF/PFFM representative performing a service or attending a function within his/her district. When possible, the affiliate will notify their District Vice President of any IAFF/PFFM representative performing a service or attending a function within his/her district. They shall be elected by Delegates of their own district under the terms of Article 5: Section 7.

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In the absence of the President, the most senior District Vice President, as determined by time in office, will preside at meetings of the PFFM and Executive Board. Should the time in office be equal between two or more Vice Presidents, then the entry date into the IAFF will be the determining fact for seniority. Each District Vice President shall be required to report on their district at all Executive Board and general meeting of the Association.

Section 4: Alumni Group Executive Board Representative - The Alumni group At-Large Executive Board member shall be responsible for representing the alumni state members on all legislative and PFFM issues. He/she will assist the PFFM as necessary in pursuing all legislative and political activities as directed by the President and or Executive Board.

Section 5: Duties of the Executive Board - The Executive Board as defined in Article 5, Section 1 shall have full and complete charge of all business of the PFFM in the interval between regular meetings. The decisions of the Executive Board shall represent the final judgment of the PFFM. General supervisory responsibility for the conduct of the PFFM's affairs shall be vested in the Executive Board, unless otherwise provided in this Constitution and By-laws.

The PFFM Executive Board may engage the services of a General Counsel [Attorney], Lobbyist or other employees/staff members that are necessary to fulfill the mission, objectives and/or business of the PFFM.

Section 6: Trustees - The responsibilities of the Trustees are:

- a. To have full access to all books and records of the Secretary-Treasurer pertaining to financial matters of the PFFM and audit the account of the Secretary-Treasurer at least annually for each calendar year.
- b. To provide a statement of the accuracy of the records of receipts, expenditures, and money currently available to the full body or Executive Board as required.
- c. To attend the regular and Executive Board meetings as necessary in performing his/her duties.

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Section 7: Standing Committees of the PFFM - The following PFFM Standing Committees shall be established but not limited to those committees addressed in this section.

- a. Budget/Finance Committee** - The Budget and Finance Committee will normally be comprised of a member from each district that will be appointed by the PFFM's President. The Committee will normally be chaired by an Executive Board member.

The Committee is charged with reviewing, considering and making recommendations to the Executive Board on fiscal and funding issues of the PFFM. The committee's jurisdiction includes:

1. Review, evaluate and make recommendations to the Executive Board on the annual fiscal budget submitted by the President and Secretary-Treasurer.
2. Review the investments and disbursements of the PFFM's various funds and accounts administered, in accordance with the Constitution and By-Laws, by the Secretary-Treasurer.
3. Review the budget expenditures, as authorized by the Constitution and By-Laws.
4. Evaluate internal and external procedures that will assist the Principle Officers in efficiently and effectively overseeing the PFFM's financial affairs.

- b. Communications and Public Affairs Committee** - The Communications and Public Affairs Committee will normally be comprised of a member from each district that will be appointed by the PFFM's President. The Committee will normally be chaired by an Executive Board member.

The Committee is charged with reviewing, considering and making recommendations to the Executive Board concerning policies, programs and services offered, including proposals from the PFFM's principle officers, related to internal and external public relations, media relations, general circulations of PFFM publications, use of the PFFM logo and related services to affiliates. The committee's jurisdiction includes:

1. Develop and maintain public relations policies, practices, programs and services to PFFM affiliates and advise the President on internal public relations and methods of communicating the PFFM message to affiliates and the membership.
2. Assist in developing, maintaining and advising the President on the PFFM's current public relations activities and messages aimed at the public and other outside audiences and make recommendations on strengthening or improving such outside PR activities.
3. Review and advise on the PFFM's effort to garner positive media coverage for fire fighters, fire officers, paramedics, EMT's, fire inspectors, dispatchers and other emergency service personnel and use of the media to put a "face" on the PFFM to promote the PFFM's issues, goals and agenda.

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4. Develop and maintain a logo policy and recommend improvements to protect the PFFM's interests; review and make recommendations on any/all requests to use the PFFM logo; and insure that authorized users of the logo meet their financial commitments to the PFFM.

- c. Constitution and By-Laws Committee** - The Constitution and By-Laws Committee will normally be comprised of a member from each district that will be appointed by the PFFM's President. The Committee will normally be chaired by an Executive Board member.

The Committee is charged with reviewing, considering and making recommendations to the Executive Board and PFFM Affiliates on additions and/or revisions to the PFFM's constitution and by-laws.

The PFFM President shall convene this committee as needed to permit proper consideration of the proposed amendments referred to it and in order that it may prepare its report and recommendations for submission to the PFFM Membership at annual meeting.

This committee shall consider all proposed amendments to the Constitution and By-Laws properly submitted as prescribed in this Constitution and By-Laws.

After such consideration, it shall prepare a report of its recommendations of approval, rejection or modification of the proposed amendments and shall present such report to the PFFM delegates for consideration and action.

In preparing its report, this committee shall also have the authority to initiate and recommend proposed amendments.

- d. Education/Training Committee** - The Education and Training Committee will normally be comprised of a member from each district that will be appointed by the PFFM's President. The Committee will normally be chaired by an Executive Board member.

The mission of the Education and Training Committee is to review policies, programs, proposals and services and to make recommendations to the Executive Board as necessary. The primary goals of the education/training effort include preparing members to be effective union leaders and to operate safely as emergency response professionals. The committee's jurisdiction includes:

1. Overview the responsibility for education and training goals and objectives. The committee will review proposals by the PFFM President on program and delivery systems which are designed to bring more educational opportunities to our affiliate leaders.

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2. Consider existing and proposed program changes which may incorporate the use of technology to broaden the exposure of the PFFM and IAFF's training modules to all affiliates.
 3. Significant affiliate issues arising out of the implementation of the education and training effort will be brought before the committee.
 4. Review and evaluate suggested development, changes and modifications to the PFFM educational program.
- e. Government and Political Affairs Committee** - The Government and Political Affairs Committee will normally be comprised of a member from each district that will be appointed by the PFFM's President. The Committee will normally be chaired by an Executive Board member. Committee members must be registered voters in the State of Maine.

The Government and Political Affairs Committee is charged with reviewing, evaluating and making recommendations to the Executive Board concerning policies, programs and services offered, including proposals from the PFFM President, related to the legislative, regulatory and political interests of PFFM members before the governments of and within the State of Maine. The committee's jurisdiction includes:

1. Review programs that are designed to educate and activate members in the legislative, political and regulatory process.
 2. Review and recommend programs that will give members the tools and resources necessary to be more effective in the political and legislative arena of federal, provincial, state, local and municipal governments.
 3. Review and evaluate PAC projects and programs that are used to raise political funds and contribute to candidates for local, state and federal office and PFFM members running for public office.
 4. Review and recommend a legislative agenda for the PFFM that will improve and protect the living and working conditions of the members of the Association.
- f. Occupational Health and Safety Committee** - The Occupational Health and Safety Committee will normally be comprised of a member from each district that will be appointed by the PFFM's President. The Committee will normally be chaired by an Executive Board member.

The Occupational Health and Safety Committee's mission is to review policies, programs, proposals and services and to make recommendations to the Executive Board as necessary. The committee shall work to insure that all goals and objectives are consistent with the policies and programs of the IAFF. The primary goal of the health and safety effort is to prepare members to operate safely as emergency response professionals and to insure their health by employing proactive risk reduction strategies. The committee's jurisdiction includes:

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1. Overview goals and objectives that will enhance the safety and well-being of PFFM members.
2. Review health and safety program development, as well as evaluate current programs and services.
3. Review changes in the scope of the safety and health effort. This could include fundamental changes in areas of emphasis or newly identified risks to fire fighters, fire officers, fire inspectors, EMTs, Paramedics, Dispatchers and other emergency service personnel, as well as the PFFM response to them.
4. Address affiliates' concerns on issues arising out of the implementation of the PFFM's health and safety effort including those which occur in the field.

- g. Policy Committee** - The Policy Committee will normally be comprised of a member from each district that will be appointed by the PFFM's President. The Committee will normally be chaired by an Executive Board member.

The Policy Committee has the charge of reviewing policies that do not fall under the auspices of any specific committee or are of a nature that requires additional review prior to being submitted to the Executive Board. The committee will also review administrative and/or operational policy issues that are put forth by the General Officers. Recommend all policy changes to the Executive Board as warranted. The committee's jurisdiction will include:

1. Develop and maintain a policy manual outlining those process and procedures developed by the PFFM's Executive Board.
2. Review policy proposals put forth by the Principal Officers (President/Secretary-Treasurer) and Executive Board members for additions, corrections or changes to the current PFFM policy book.
3. Evaluate policies for planning that will assist in the thinking, decisions and actions of management toward the achievement of the PFFM's organizational objectives.
4. Periodically review the PFFM Policy Manual for deletions, modifications and development of Executive Board policies.

- h. Organizing & Field Services Committee** is charged with reviewing, considering and making recommendations to the Executive Board concerning policies, programs, and services offered, including proposals from the participating PFFM Affiliates, related to organizing and on-site affiliate labor-management services. The committee's jurisdiction includes:

1. Review current policies, practices, programs, services and publications pertaining to organizing and field services, including the IAFF's organizing and field service materials, programs and services available and/or provided to IAFF affiliates.

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2. Evaluate standard operating procedures for onsite field services, including issues that qualify, method of deployment, expertise of personnel to be deployed, notification of assignments and deployment, PFFM's representative's preparation, record keeping and reporting.
3. Evaluate the opportunities for future organizing efforts in two areas – new locals and existing locals without 100% membership. Review and recommend updates for operating procedures for organizing new locals, including first contract assistance and providing other labor-management services to affiliates.

Section 8: Bonding - All Officers of the Professional Fire Fighters of Maine, who handle funds of the PFFM, 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 five thousand (\$5,000.00) dollars or as amended shall be borne by the International. If additional bonding in necessary, the State Association shall pay the additional premium. The Professional Fire Fighters of Maine shall have sufficient bond to cover at least ten (10) per cent of its current assets.

Section 9: IAFF Convention Representation - The two principal officers of the PFFM shall be considered Delegates at Large at all International Association of Fire Fighter annual meetings by virtue of their office. If less than two Delegates are authorized, Delegate #1 shall be the President and Delegate #2 shall be the Secretary/Treasurer.

Alternates to annual meetings shall be elected by secret ballot of the members in good standing during the regular March meeting after proper notification.

Section 10: PFFM Responsibilities - It shall be the responsibility of the PFFM to provide any new or re-affiliating local with, but not limited to, the following normally within thirty (30) calendar days of official affiliation or re-affiliation:

- a. PFFM Certificate of Affiliation
- b. PFFM Constitution & by-laws and current policies
- c. Per capita and membership forms
- d. Data base survey form
- e. Minutes of the most recent PFFM Executive Board meetings
- f. PFFM Directory of Officers of all affiliate locals
- g. Current calendar of PFFM events

The PFFM shall establish a training program for local affiliates that will provide each Local President with the education and tools needed to effectively perform the duties that they were elected to carry out. Each Local President and Secretary/Treasurer will be given an Orientation Package to do his/her job.

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The PFFM shall make contact by telephone with all new Local Presidents within one week of notification to the PFFM of the new Local President and the PFFM will arrange a one day training session for the new President whenever such training is deemed to be necessary by the PFFM President.

The PFFM encourages locals to waive the dues of members during deployment for active military duty.

The PFFM shall encourage all locals to join and participate in the AFL-CIO Central Labor Council in their area.

The PFFM shall encourage all locals to join and participate in the Maine AFL-CIO labor programs and political events.

The PFFM shall try to hold an annual political action/education seminar. The seminar will be designed to assist all local affiliates in political activity regardless of whether or not the local union has an established political action fund.

The PFFM encourages all members to contribute to the PFFM FIRE PAC to whatever level their personal finances will allow.

The PFFM strongly encourages all locals to have a financial analysis of their community done by the IAFF on an annual basis and that a copy of the financial analysis to be sent to the PFFM for posting in the members only section of the PFFM's Website.

Section 11: Local Affiliate Responsibilities - It is the responsibility of each local to make sure the PFFM is notified, in writing, normally within thirty (30) days of any change of the following:

- a. Change of any local union officer's address, phone number(s) and fax numbers, etc.
- b. Change of any local union member's address, phone number(s), and fax numbers, etc.
- c. Deployment of any PFFM member into the active military.

A member Local desiring assistance of the PFFM in resolving disputes or grievances shall submit all documentation concerning the grievance or dispute to the District Vice-President of the PFFM.

All locals shall submit copies of any contract/grievance arbitration decisions to the PFFM as soon as they become available.

All Locals must submit copies of their current Collective Bargaining Agreements, memorandums or reopeners to the PFFM as soon as possible, but not less than thirty [30] days after the agreement has been executed.

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Every Local Union executive board member should review the IAFF and PFFM websites on a regular basis and all Local Union Presidents should strongly encourage each member of their local to register with the IAFF/PFFM websites.

Local Union Presidents should take the time to explain the importance of political action to their members.

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**ARTICLE 7
Revenue and Expenses**

Section 1: Fiscal Year and Line Item Budget - The fiscal year of the PFFM shall be from January 1st to December 31st. The PFFM shall maintain its finances with a line item budget. The President and the Secretary-Treasurer shall submit the proposed line item budget to the Executive Board for their review and approval. After the line-item budget is approved, changes shall only be made with Executive Board approval.

Section 2: Sources of Revenue - The revenue of the PFFM shall be derived from per capita taxes, Local Application Fees, Full Service Fees, Member Initiation Fees, penalty fees, special assessments and other non-per capita revenue and as provided for in this Constitution and By-laws.

Section 3: Definition[s] of Revenue:

- a. **Local Application Fee[s]:** Each New IAFF Local applying for membership into the PFFM shall pay a one hundred fifty (150.00) dollar application fee.
- b. **Member Initiation Fee[s]:** Effective April 1, 2008, Local Unions shall forward to the PFFM a ten dollar (\$10) initiation fee that should be collected from each new member of their respective local union. When a member of the PFFM transfers from one IAFF local to another, it shall be the responsibility of the new local to inform the PFFM's Secretary-Treasurer that their new member is a transfer from another PFFM/IAFF local. It is not the intent to collect an initiation fee more than once for any PFFM member.
- c. **PFFM Per Capita Taxes:** The PFFM shall establish and collect sufficient fees and dues from each individual admitted to membership. Each local affiliate shall forward new member initiation fees and per capita tax payments to the Secretary/Treasurer of the PFFM by the fifteenth (15th) day of each month. Payment shall be based on the number of active/active retiree members in the local on the first day of each month. The PFFM shall waive per capita tax payments for members serving active duty in the military. The following schedule for Per Capita Tax increases has been reviewed and approved by the PFFM on April 11, 2012.

1) The per capita tax for PFFM members will be increased from \$3.00 per member/per month to \$ 7.70 and will be phased-in over three [3] years as follows:

July 1, 2012	\$5.35 per member/per month
January 1, 2013	\$6.25 per member/per month
January 1, 2014	\$7.70 per member per month

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2) Per capita rate shall be adjusted annually based on the U.S. National Consumer Price Index (CPI) as issued by the U.S. Department of Labor for the 12-month period not to exceed 4.5 percent starting January 1, 2015.

- d. **PFFM Political Educational Fund:** This fund will be created to educate Association members on political and legislative issues. A \$1.00 per member per month will be assessed and added to the regular per capita rate. The (CPI) adjustment for the regular per capita rate shall not apply to this assessment.
- e. **Active Retired Members:** The per capita tax for active retired members shall be one-half of the per capita tax for active members as described above.
- f. **Special Assessments:** Special assessments shall be adopted as follows:
- By majority vote of the delegates voting at a regular meeting of the PFFM, or at a special meeting held not less than thirty (30) days, upon written notice to each local union affiliated with said Association; or
 - By majority vote of all members in good standing of the PFFM voting in a membership referendum conducted by secret ballot; or
 - By majority vote of the members of the Executive Board of the PFFM and provided that such increase by the Executive Board shall be effective only until the next regular annual meeting of the PFFM.

Section 4: Delinquent Per Capita Taxes and Reinstatement - Delinquent per capita taxes for a period of three months shall result in suspension from the PFFM. Any local suspended for more than three months shall be deemed to have involuntarily forfeited its membership in the PFFM. Any local suspended from membership in the PFFM for failure to pay per capita tax as aforesaid may be reinstated to membership upon payment of all per capita and fees that remain unpaid.

Section 5: Funds and Property - The funds and property of the PFFM shall be used solely for the benefit of the PFFM and its affiliated locals. The funds are not to be used as loans to any officer or member of the Association. The PFFM officers, members and staff who handle the funds or property shall be held to this standard of conduct and accountable for any breach thereof under this Constitution and By-laws and as provided by law.

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Section 6: Expenses and Reimbursements - The PFFM shall pay necessary and legitimate expenses incurred by the officers, executive representatives and staff of the PFFM, while engaged in official PFFM business. Such expenses include, but are not limited to, lodging, transportation, and loss of time from work, not otherwise reimbursed. Mileage reimbursement shall be paid at the rate established by the Internal Revenue Service. Claims for reimbursement of expenses shall be itemized on the proper Expense Voucher/Forms and presented to the President for approval. The President shall forward the approved expenses for payment to the Secretary-Treasurer. Each Officer's annual report shall contain a detailed accounting of expenses incurred in pursuit of PFFM business.

Section 7: Salaries and Compensation - As part of the line item budget, the Executive Board shall include and recommend salary and compensation amounts for all PFFM officers, members and staff that are working for the PFFM. Such recommendations shall become effective once passed at a regular meeting.

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**ARTICLE 8
Amendments**

Section 1: The Delegates assembled at the annual January meeting may amend this Constitution and By-laws. The Constitution and By-laws Committee shall receive and review all suggestions and recommendations in the form of written resolution for changes in the by-laws no later than the September meeting and such proposed changes shall be forwarded to each Affiliate Delegate and Alternate at least forty five (45) days prior to the announced date of the January meeting. Such amendments shall require a majority vote in the affirmative of the members present for adoption. It shall be the duty of the By-laws committee to have any changes printed and distributed to the Affiliate Presidents, Delegates and Alternates upon final approval from the International Association of Fire Fighters.

Section 2: This Constitution and By-laws may be amended by the Executive Board only if it becomes necessary to remove any conflict between its provisions and those of any applicable federal or state law. Only those provision of the Constitution and By-laws that are directly impacted by such federal or state laws may be amended.

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**ARTICLE 9
Misconduct, Trials and Appeals**

Section 1: Any member charged with misconduct as defined in Article XV of the International's Constitution and By-Laws shall be served with written specific charges as required by Article XVI of the International Constitution and be given a reasonable time to prepare his/her defense and afforded a hearing as provided in Article XVII of the International Constitution.

Section 2: Appeals may be made in accordance with Article XVIII of the International's Constitution and By-Laws. Such appeal must be filed with the International General President of the PFFM within thirty (30) days of the action to be appealed.

These By-laws were initially approved and accepted by a vote of the membership on January 15, 2008. The 2012 revision to the PFFM's By-Laws have been reviewed and approved by a vote of the affiliates/membership on June 19, 2012.

Dated:

John Martell, President

Dave Bickford, Secretary-Treasurer