



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

EXECUTIVE BOARD

Edward A. Kelly
General President

Frank V. Lima
General Secretary-Treasurer

James Slevin
1st District Vice President

Mark Woolbright
2nd District Vice President

Jay Colbert
3rd District Vice President

Andrew Pantelis
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6th District Vice President

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7th District Vice President

Mark Sanders
8th District Vice President

Michael Frainier
9th District Vice President

Stephen Gilman
10th District Vice President

Roy L. "Sandy" McGhee
11th District Vice President

Walter (Walt) Dix
12th District Vice President

Fred LeBlanc
13th District Vice President

Danny Todd
14th District Vice President

David Burry
15th District Vice President

James B. Johnson
16th District Vice President

TRUSTEES

Alex Forrest

Anthony Mejia

Mark S. Oullette

February 29, 2024

VIA ELECTRONIC DELIVERY ONLY

Michael Crouse, Secretary
IAFF A-18 – Professional Fire Fighters of Maine
P.O. Box H
Etna, ME 04434
mcrouse@iaff.org

Dear Brother Crouse:

I have completed my review of your Constitution and By-Laws to determine its compliance with the IAFF Constitution and By-Laws. I am pleased to inform you that your Constitution and By-Laws is **APPROVED**.

Enclosed is your **approved** Constitution and By-Laws. An electronic copy has been retained for our records on your local.

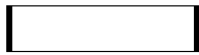
Sincerely and fraternally,

Edward A. Kelly
General President

Enclosure

EAK/PJL:hrm

Cc: Jay Colbert, Vice President, IAFF District #3



IAFF, General President
2/29/24

Professional Fire Fighters of Maine International Association of Fire Fighters

Constitution and By-Laws

Approved by the

International Association of Fire Fighters
Edward A. Kelly, General President

As Adopted by the Membership
January 16th, 2024



Michael R. Scott
President

Michael J. Crouse
Secretary

David R. Bickford
Treasurer

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PREAMBLE

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, Emergency Medical Technicians (EMTs), Paramedics, Dispatchers, and other Emergency Services Personnel throughout the State of Maine, we have formed the “Professional Fire Fighters of Maine” (PFFMaine), the objectives of which shall be:

- To organize all Fire Fighters, Fire Officers, Fire Inspectors, Emergency Medical Technicians (EMTs), Paramedics, Dispatchers, and other Emergency Services 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 PFFMaine on a higher plane of skill and efficiency;
- To promote harmonious relations between Fire Fighters, Fire Officers, Fire Inspectors, Emergency Medical Technicians (EMTs), Paramedics, Dispatchers, and other Emergency Services 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, Emergency Medical Technicians (EMTs), Paramedics, Dispatchers, and other Emergency Services;
- To encourage the establishment of schools of instruction for imparting knowledge of modern and improved methods of firefighting 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 PFFMaine we adopt this Constitution and By-Laws which shall govern the officers, staff, subordinate bodies, and members of the PFFMaine 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.

ARTICLE 1 - Name and Objectives

Section 1: Organization Name - This Association shall be known as the Professional Fire Fighters of Maine (PFFMaine). The PFFMaine shall recognize, observe, and be bound by the provisions of this Constitution and By-laws and interpretations by the PFFMaine'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 PFFMaine shall be: To organize all full-time, paid employees engaged in firefighting, emergency medical or rescue service activities, or related services; provided, however, the Association may allow other categories of employees as required; by applicable law, and subject to appropriate documentation and the approval of the IAFF General President. 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 PFFMaine members; to assist affiliated locals in all labor related matters; to place the PFFMaine members on a higher plane of skill and efficiency through continued educational and practical training in all areas of firefighting, 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 PFFMaine. They have sole authority to make, amend, revise, or modify the laws governing the PFFMaine, except as such laws may be superseded by applicable law.

Between annual meetings of the PFFMaine, 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 PFFMaine's Executive Board shall establish and maintain a policy book and line-item budget for administering the day-to-day operations of the PFFMaine and outlining/delivering the programs and services that the PFFMaine may provide to all PFFMaine 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.

ARTICLE 2 - Jurisdiction

Section 1: The jurisdiction of the PFFMaine 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/Rescue Department in the State of Maine.

ARTICLE 3 - Membership

Section 1: The membership of the PFFMaine 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 PFFMaine shall review and vote on all new local union charter applications for membership into the PFFMaine.

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 PFFMaine as set forth in Article 2 of this Constitution and By-Laws will be eligible for active membership in the PFFMaine through its chartered IAFF local. Anyone eligible for membership in the Association shall not be refused membership or upon acceptance, be discriminated against 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 military veteran.

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

Section 4: IAFF 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 IAFF Alumni Group. Membership in the IAFF Alumni Group shall only be entitled to access the IAFF/PFFMaine Website, PFFMaine E-mail address and will allow those members that are interested to attend PFFMaine activities and meetings. Member Benefits in the IAFF Alumni Group are outline on the IAFF's Website.

Section 5: Honorary Membership - For meritorious service to the PFFMaine or distinguished public service persons may be elected to honorary membership by majority vote of the Executive Board or PFFMaine Locals/Delegates gathered at a quarterly meeting or the PFFMaine'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 PFFMaine 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 PFFMaine, they must have left office in good standing and remain in good standing with their Local and must have been out of office a minimum of two years and must exhibit a continued interest in the betterment of the PFFMaine and its members. Exceptions shall be allowed as determined by the PFFMaine'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.

Any PFFMaine Officer that is bestowed Emeritus status will carry with it ex-officio “lifetime membership” in the Professional Fire Fighters of Maine. This position will also bring with it the duty on part of the Emeriti Officer to advise and consult with the PFFMaine President and/or the Executive Board upon request by its officers and members, when such service is desired and in the best interest of the Professional Fire Fighters of Maine.

Section 7: Maintenance in Good Standing - Membership in good standing in the PFFMaine includes any Local that has fulfilled the requirement for membership in the IAFF and PFFMaine 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 PFFMaine. PFFMaine Members shall at all times conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the PFFMaine or the IAFF.

Section 8: Delinquent Members - Any local that has not paid its dues or assessments to the PFFMaine as outlined in Article 7 of this Constitution and By-Laws shall be considered delinquent and therefore forfeit their right to vote at all PFFMaine meetings and will not be entitled to access any of the programs and/or services of the PFFMaine 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 PFFMaine.

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 IAFF membership card number for verification which shall be kept on file as a permanent record.

ARTICLE 4 - PFFMaine Meetings

Section 1: Representation at PFFMaine Meetings - Representation at any PFFMaine 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 PFFMaine local is entitled to have one (1) Alternate for each Delegate Authorized. Alternates will only be permitted to participate in PFFMaine Meetings/Elections in the absence of their authorized delegate(s). The PFFMaine shall establish a policy where Delegates and Alternates can exchange positions and or participate in PFFMaine 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 PFFMaine - Regular meetings of the PFFMaine 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 PFFMaine 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 thirty (30) days prior to the regular meetings.

- a. Every member in good standing of the Association shall have the right to attend any such meeting and to participate in its deliberations and voting subject, however, to such reasonable rules as the Association shall establish pertaining to the conduct of its meetings.
- b. Meetings may be conducted through use of internet meeting platforms designated by the Executive Board and found in appendix A, that identify participants and those seeking recognition to speak, allow display of the text of pending motions, and show the result of votes. Alternative means for participation for members who cannot participate in the meeting virtually will be provided. Electronic meetings shall be subject to rules adopted by the Association, which shall supersede any conflicting rules in the parliamentary authority and not be in conflict with any provision of the International or Associations Constitutions and By-laws.

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.
- PFFMaine Convention shall be held in January even years in line with the IAFF Convention.
- Educational Seminars every January of the odd years.

Section 5: Special Meetings of the PFFMaine - Special meetings of the PFFMaine 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 PFFMaine 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 PFFMaine Meetings - A quorum for voting purposes at any meeting of the Delegates, Alternates or members shall be all those present at the call of the meeting; however, lesser interest may adjourn the meeting. Meeting will be governed by the majority vote of all those Delegates, Alternates or members present unless otherwise specified.

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

The PFFMaine 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 PFFMaine 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 PFFMaine standing committees shall meet at the call of the President. All committee meetings will be held at the PFFMaine's Office unless otherwise approved by the PFFMaine President.

ARTICLE 5 - Officers and Elections

Section 1: Composition of Executive Board – The Executive Board of the PFFMaine shall consist of the following officers: the President, the Secretary/Treasurer, Six (6) District(s) Vice Presidents with one representing the Retired IAFF Members. Together they shall constitute the Executive Board, each whom is a member of a Local affiliated with the PFFMaine and of the International Association of Fire Fighters. Each shall be entitled to voice and vote with full participation at Association meetings. The President, 1st District Vice President, 3rd District Vice President and 5th District Vice President will be elected for a two-year term on odd years. The Secretary/Treasurer, 2nd District Vice President, 4th District Vice President and the 6th District Vice President (Retiree Group) will be elected for a two-year term on even years.

Section 2: PFFMaine Districts:

District 1: Biddeford, Buxton, Kennebunk, Saco, Sanford, Ogunquit, Wells and York and Kittery

District 2: Gray, Windham, Raymond, Portland, South Portland, Scarborough, Old Orchard Beach and Falmouth

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

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

District 5: Portsmouth Naval Shipyard, Bath Iron Works and NCTAMS Cutler

District 6: All PFFMaine Retirees

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

Section 3: Trustees – There shall be two (2) Trustees elected and serving two-year (2) terms that will handle the annual audit of the Association. Districts 1, 3 and 5 shall elect 1 Trustee on odd years and Districts 2 and 4 shall elect 1 Trustee on even years.

Section 4: Eligibility of Office - Any person who is a member of a Local Union affiliated with the PFFMaine 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 PFFMaine shall be nominated or elected to more than one office at the same time, nor shall any member's name appear more than once on any ballot for elected office.

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 PFFMaine 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 PFFMaine Executive Board Members and Delegates of the PFFMaine will be permitted to vote for PFFMaine 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 Secretary of the PFFMaine 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. In absents of both the President and the Secretary the most senior Vice President shall be in charge.

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. They shall submit at each meeting a report of all of their 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. They shall assist the District Vice-presidents, Secretary/Treasurer, as well as all designated committees in Association work throughout the State. They shall countersign all vouchers and checks issued by the Secretary/Treasurer and perform such other duties as may be required of them. 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: Treasurer - The 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 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 Treasurer shall meet with the Auditor Trustees of the Association as needed.

Section 3: Secretary - It shall be the duty of the Secretary to keep all records of the Association as well as to record all the proceedings of all meetings of the Association. They shall report all correspondence at regular meetings, and they 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. They shall send notices of all meetings of the Association to all designated persons. They shall be the custodian of the official seal and shall issue all memberships. They shall keep a record of all memberships of each Local Union and the name, address and email of the President, Secretary-Delegate and Alternate of each Local. They shall also maintain current records of all PFFMaine officers.

In addition to the foregoing, the Secretary will administer the PFFMaine's Behavioral Health Response Program and the Organizing & Field Services Program to ensure that all PFFMaine Affiliates and members have access to these resources and will provide status reports to the Executive Board on a Monthly basis and/or as required by the President.

Section 4: District Vice Presidents - The six (6) 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/PFFMaine representative performing a service or attending a function within their district. When possible, the affiliate will notify their District Vice President of any IAFF/PFFMaine representative performing a service or attending a function within their district. They shall be elected by Delegates of their own district under the terms of Article 5, Section 7. In the absence of the President, the Secretary/Treasurer will preside at meetings of the PFFMaine and the Executive Board. In the absence of the President and Secretary/Treasurer the most senior District Vice President, as determined by time in office, will preside at meetings of the PFFMaine 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 provide a written report on their district at all Executive Board and general meetings of the Association.

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 PFFMaine in the interval between regular meetings. The decisions of the Executive Board shall represent the final judgment of the PFFMaine. General supervisory responsibility for the conduct of the PFFMaine's affairs shall be vested in the Executive Board, unless otherwise provided in this Constitution and By-laws. The PFFMaine 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 PFFMaine

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 PFFMaine 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 their duties.

Section 7: Standing Committees of the PFFMaine - The following PFFMaine Standing Committees shall be established but not limited to those committees addressed in Appendix B.

Section 8: Bonding - All Officers of the Professional Fire Fighters of Maine, who handle funds of the PFFMaine, 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 is 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 PFFMaine 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: PFFMaine Responsibilities - It shall be the responsibility of the PFFMaine 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. PFFMaine Certificate of Affiliation
 - b. PFFMaine Constitution & by-laws and current policies
 - c. Per capita and membership forms
 - d. Data base survey form
 - e. Minutes of the most recent PFFMaine Executive Board meetings
 - f. PFFMaine Directory of Officers of all affiliate locals
 - g. Current calendar of PFFMaine events
- The PFFMaine 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 their job.
 - The PFFMaine shall make contact by telephone with all new Local Presidents within one week of notification to the PFFMaine of the new Local President and the PFFMaine will arrange a one-day training session for the new President whenever such training is deemed to be necessary by the PFFMaine President.

- The PFFMaine encourages locals to waive the dues of members during deployment for active military duty.
- The PFFMaine shall encourage all locals to join and participate in the AFL-CIO Central Labor Council in their area.
- The PFFMaine shall encourage all locals to join and participate in the Maine AFL-CIO labor programs and political events.
- The PFFMaine 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 PFFMaine encourages all members to contribute to the PFFMaine FIRE PAC to whatever level their personal finances will allow.
- The PFFMaine 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 PFFMaine for posting in the “Members Only” section of the PFFMaine’s Website.

Section 11: Local Affiliate Responsibilities - It is the responsibility of each local to make sure the PFFMaine 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 email address etc.
- b. Change of any local union member’s address, phone number(s) and email address etc.
- c. Deployment of any PFFMaine member into the active military.

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

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

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

Every Local Union executive board member should review the IAFF and PFFMaine websites, on a regular basis and all Local Union Presidents should strongly encourage each member of their local to register with the IAFF/PFFMaine websites, Facebook, Twitter, Instagram, and other social media platforms.

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

ARTICLE 7 - Revenue and Expenses

Section 1: Fiscal Year and Line-Item Budget - The fiscal year of the PFFMaine shall be from January 1st to December 31st. The PFFMaine 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 PFFMaine 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 Bylaws.

Section 3: Definition(s) of Revenue:

- A. Local Application Fee(s):** Each New IAFF Local applying for membership into the PFFMaine shall pay two hundred & fifty (\$250.00) dollars for their application fee.

- B. Member Initiation Fee(s):** Local Unions shall forward to the PFFMaine a ten-dollar (\$10) initiation fee that should be collected from each new member of their respective local union. When a member of the PFFMaine transfers from one IAFF local to another, it shall be the responsibility of the new local to inform the PFFMaine's Secretary/Treasurer that their new member is a transfer from another PFFMaine/IAFF local. It is not the intent to collect an initiation fee more than once for any PFFMaine member.

- C. PFFMaine Per Capita Taxes:** The PFFMaine shall establish and collect, via electronic payment methods, sufficient fees and dues from each individual admitted to membership. The per capita tax rate will be established by the affiliates gathered at a regular schedule PFFMaine Quarterly meeting by a 2/3rds vote of the affiliates present at the meeting. Each local affiliate shall forward new member initiation fees and per capita tax payments to the Secretary/Treasurer of the PFFMaine 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 PFFMaine shall waive per capita tax payments for members serving active duty in the military.

- C. All the per capita taxes of the PFFMaine will be adjusted annually (January 1st of each year) based on the U.S. National Consumer Price Index (CPI) (Northeast Region) as issued by the U.S. Department of Labor for the 12-month period.**

- D. PFFMaine Legislative & Political Action & Education Fund:** This portion of the per capita tax collected from PFFMaine affiliate's will be utilized to help defray the cost associated with maintaining the PFFMaine's Government & Political Affairs Operation. This fund is designed to help defray the costs of representing the legislative/political

interests of the IAFF/PFFMaine and its members that is also designed to educate Association members on legislative & Political issues. To this end, a \$2.40 per member per month will be assessed and added to the PFFMaine's regular monthly per capita rate.

- E. Disaster Relief Fund:** Effective February Pt, 2018 the monthly per capita rate will be increased by \$.10 for the purposes of funding the PFFMaine's Disaster Relief Program as outlined in Article 3 of the By-Laws.
- F. Organizing & Field Services Revenue:** The Organizing & Field Services Policy will be funded by service fees collected by PFFMaine affiliates as outlined in the Organizing & Field Services Policy. These service fees are not considered per capita, and these service fees will only be utilized to support the Organizing & Field Service program and not for any other purpose.
- G. Per Capita Increases and/or Special Assessments:** Per Capita Tax increases and/or Special assessments shall be adopted as follows:
- By majority vote of the delegates voting at a regular meeting of the PFFMaine, 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 PFFMaine voting in a membership referendum conducted by secret ballot; or
 - By majority vote of the members of the Executive Board of the PFFMaine and provided that such increase by the Executive Board shall be effective only until the next regular annual meeting of the PFFMaine.
- I. PFFMaine 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.
- J. 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.

Section 4: Delinquent Per Capita Taxes and Reinstatement Delinquent per capita taxes for a period of three months shall result in suspension from the PFFMaine. Any local suspended for more than three months shall be deemed to have involuntarily forfeited its membership in the PFFMaine. Any local suspended from membership in the PFFMaine 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 and two hundred and fifty (\$250.00) dollar reinstatement fee.

Section 5: Funds and Property - The funds and property of the PFFMaine shall be used solely for the benefit of the PFFMaine and its affiliated locals. The funds are not to be used as loans to any officer or member of the Association. The PFFMaine 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.

Section 6: Expenses and Reimbursements - The PFFMaine shall pay necessary and legitimate expenses incurred by the officers, executive representatives, and staff of the PFFMaine, while engaged in official PFFMaine 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 PFFMaine 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 PFFMaine officers, members and staff that are working for the PFFMaine. Such recommendations shall become effective once passed at a regular meeting.

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.

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 their defense and afforded a hearing as provided in Article XVII of the International Constitution. Appeals may be made in accordance with Article XVIII of the International's Constitution and By-Laws.

Appendix A - Best Practices for Conducting Virtual Meetings

The following are best practices for conducting virtual meetings. The Local or Affiliate should consider adopting applicable best practices as model rules for conducting virtual meetings in order to ensuring the conduct of an orderly meeting on a videoconferencing platform:

1. The Local Executive Board shall select a videoconference platform (e.g., Zoom, Microsoft Teams) that allows for the identification of participants and those seeking recognition to speak, allows display of the text of pending motions, and shows the result of votes.
2. The Local Executive Board shall designate an alternative means for participation in the virtual meetings (e.g., telephone conference, in-person at the union hall) for members who are unable to participate in the meeting virtually.
3. The Secretary (or Secretary/Treasurer) shall circulate the link and other information to participate in the virtual meeting (and a dial-in number or other alternative) at least ten (10) calendar days prior to the meeting. The Secretary (or Secretary/Treasurer) shall circulate a reminder of the meeting, along with the link and other information to participate in the virtual meeting (and a dial-in number or other alternative), twenty-four (24) hours prior to the starting time of the meeting.
4. The Local shall designate an officer or member other than the President to host the virtual meeting and be responsible for technical support during the meeting. If a waiting room is used, the host will monitor the waiting room and admit members to the meeting. The Local shall inform members how to contact that officer or member prior to and during the meeting.
5. Members shall be able to join the virtual meeting platform ten (10) minutes before the meeting officially begins.
6. Members shall identify themselves upon joining the virtual meeting by entering their name as their screen name for other participants to view.
7. The Local shall conduct an audible roll call at the beginning of the meeting to establish a quorum.
8. Members shall remain on mute during the meeting, and the Local officer or individual designated as the host of the meeting will unmute speakers when recognized by the President (or officer running the meeting).
9. Members who seek the floor to speak shall use the hand raising function in the virtual meeting platform, and the President (or officer running the meeting) shall recognize speakers in order.
10. All speakers should have their video camera on, if possible.

11. Members are permitted to use the chat function if they wish to communicate something to the members in attendance at the virtual meeting.
12. If possible, the text of motions shall be provided to members sufficiently in advance of the meeting that they can be printed and reviewed by members prior to the start of the meeting. During the meeting, the text of motions must be displayed on the virtual meeting platform using the share screen function prior to opening the floor for discussion on the motion.
13. If possible, documents to be addressed or voted upon at the virtual meeting (such as collective bargaining agreements or constitution and bylaws amendments) shall be provided to members sufficiently in advance of the meeting that they can be printed and reviewed by members prior to the start of the meeting.
14. Locals and Affiliates should consider conducting in-person meetings to discuss sensitive matters or criticisms of management.
15. Members who disconnect from a virtual meeting due to technical reasons shall be re-admitted by the Local officer or individual designated as the host of the meeting.
16. The President (or another officer) is empowered, if necessary, to remove a member from the virtual meeting based on their conduct that violates these rules or the meeting rules of the Local; engages in disruptive, offensive, threatening, or other problematic speech or conduct; or otherwise makes the conduct of a virtual meeting difficult.
17. If the Local has an attendance policy, attendance at a virtual meeting shall count for attendance purposes for any of the Local's attendance requirements.
18. Members shall not record the meeting whether by audio, video, digital or other means.
19. Members shall take precautions to ensure that non-members (spouses, management) do not hear the proceedings of the virtual meeting.
20. If practical given the size of the meeting, a Local or Affiliate may use voice voting, roll call vote, and unanimous consent votes for non-secret ballot votes. For virtual meetings with large participation that are not well suited for voice voting, roll call vote, or unanimous consent votes, the Local or Affiliate should consider adopting an appropriate electronic voting platform for non-secret ballot elections.
21. If adopting an electronic voting platform for non-secret ballot elections, the IAFF Legal Department recommends the following model language for Local Constitution and By-laws on electronic voting for matters where a secret ballot is **not** required by applicable law or the IAFF Constitution:

Except for voting on any matter which requires a secret ballot, electronic voting may be used and shall contain (1) sufficient encryption to ensure security and authenticity of the vote; (2) a mechanism to ensure each member votes only once on each vote;(3) maintaining

the secrecy of a member's vote; (4) password protection; and (5) the ability to calculate total votes. Electronic voting shall only be accessible to members of the Local, and an alternative way to vote shall be made available for members who chose not to use electronic voting.

22. For matters requiring a secret ballot under applicable law or the IAFF Constitution, such as delegate elections, officer elections or adjustments to dues rates, the Local or Affiliate will use in-person or mail ballot voting. Before using electronic voting for secret ballot votes, the Local or Affiliate will obtain approval for the electronic voting platform and the procedures being used from the IAFF Legal Department.

Appendix B – Standing Committees

Budget/Finance Committee - The Budget and Finance Committee will normally be comprised of a member from each district that will be appointed by the PFFMaine'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 PFFMaine. 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 PFFMaine'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 PFFMaine's financial affairs.

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 PFFMaine'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 PFFMaine's Principle Officers, related to internal and external public relations, media relations, general circulations of PFFMaine publications, use of the PFFMaine logo and related services to affiliates. The committee's jurisdiction includes:

1. Develop and maintain public relations policies, practices, programs, and services to PFFMaine affiliates and advise the President on internal public relations and methods of communicating the PFFMaine message to affiliates and the membership.
2. Assist in developing, maintaining and advising the President on the PFFMaine'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 PFFMaine'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 PFFMaine to promote the PFFMaine's issues, goals, and agenda.

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

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 PFFMaine'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 PFFMaine Affiliates on additions and/or revisions to the PFFMaine's constitution and by-laws.

The PFFMaine 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 PFFMaine 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 PFFMaine delegates for consideration and action.

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

Education/Training Committee - The Education and Training Committee will normally be comprised of a member from each district that will be appointed by the PFFMaine'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 PFFMaine President on program and delivery systems which are designed to bring more educational opportunities to our affiliate leaders.
2. Consider existing and proposed program changes which may incorporate the use of technology to broaden the exposure of the PFFMaine 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 PFFMaine educational program.

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 PFFMaine'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 PFFMaine President, related to the legislative, regulatory, and political interests of PFFMaine 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 PFFMaine members running for public office.
4. Review and recommend a legislative agenda for the PFFMaine that will improve and protect the living and working conditions of the members of the Association.

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 PFFMaine 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 ensure 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 ensure their health by employing proactive risk reduction strategies. The committee's jurisdiction includes:

1. Overview goals and objectives that will enhance the safety and well-being of PFFMaine 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 PFFMaine response to them.
4. Address affiliates' concerns on issues arising out of the implementation of the PFFMaine's health and safety effort including those which occur in the field.

Policy Committee - The Policy Committee will normally be comprised of a member from each district that will be appointed by the PFFMaine'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 PFFMaine'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 PFFMaine policy book.
3. Evaluate policies for planning that will assist in the thinking, decisions, and actions of management toward the achievement of the PFFMaine's organizational objectives.
4. Periodically review the PFFMaine Policy Manual for deletions, modifications, and development of Executive Board policies.

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 PFFMaine 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.
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, PFFMaine'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.

Appendix C – Officers

Principal Officers

<u>President</u>	<u>Secretary</u>
Carl P. Johnson 1949-1975	Louis P. Malo 1949-1975
Francis Richardson 1975-1984	Marcel Lessard 1975-1984
Jerry Marlatt 1984-1985	Terry Kloppenberg 1984-1985
Robert Duplessie 1985-1997	Harold Russell 1985-1989
Harold Russell 1997-1998	Lorin LeCleire 1989-1992
John A. Cannon 1998-2005	Lawrence Brann 1992-1993
Gerald P. Gay 2005-2008	David R. Bickford 1993-2020
John R. Martell* 2008-2020	Michael R. Scott 2020-
Michael J. Crouse 2020-	

*Emeritus Status

District Vice Presidents:

District 1

Chip Howarth, 2006-2008
 Michael J. Crouse, 2004-2014
 Gerry P. Gay, 2014-2024

District 2

John Martell, 2006-2008
 Michael O. Williams, 2008-2018
 Stephen Simonson, 2018-2020
 Shane Taylor, 2020-2023
 Thomas A. Lafferty, 2023-

District 3

Michael R. Scott, 2006-2020
 Carl Anderson, 2020-

District 4

Ronald P. Green Jr., 2006-

District 5

Kyle C. Moser, 2020-

District 6

Trustees (District 1 and 3):

Michael Melhorn, 2015-2020

Michael T. Drake, 2020-2021

Matt Barnes, 2021-2023

Trustees (Districts 2 and 4):

Rob Hendrik, 2014-2020

David P. Petruccelli 2020-2020

Rob Lepari 2022-

