

# FEDERATION OF STATE AND PROVINCIAL PROFESSIONAL FIRE FIGHTERS



Constitution and By-Laws



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# **PREAMBLE**

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

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

# **CONSTITUTION AND BY-LAWS**

## **ARTICLE I: ORGANIZATION**

### **Section 1: Name**

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

### **Section 2: Constituency**

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

### **Section 3: Headquarters**

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

### **Section 4: Government**

The provisions of this Constitution and By-Laws shall only be subject to change by the vote of 2/3rds of its members present and voting in

conference and shall not be printed until said changes are presented to the President of the International Association of Fire Fighters for his approval.

**Section 5: Fiscal Year**

The fiscal year of this Federation shall begin April 1<sup>st</sup> and end March 31<sup>st</sup> of the succeeding year.

**ARTICLE II:  
JURISDICTION**

**Section 1: Jurisdiction**

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

**ARTICLE III:  
MEMBERSHIP**

**Section 1: Active**

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

**Section 2: Maintenance of Good Standing**

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

**ARTICLE IV:  
CONFERENCES**

**Section 1: Time and Place**

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

**Section 2: Representation and Voting**

Each State/Provincial Association and Joint Council in attendance shall be entitled to two (2) votes at all conferences on issues covered in this Constitution and By-Laws.

**Section 3: Committees**

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

**ARTICLE V:  
FEDERATION OFFICERS AND ELECTION**

**Section 1: Number and Titles**

The Officers of this Federation shall consist of a chairman, a vice-chairman and a secretary/treasurer.

**Section 2: Nomination and Election**

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

**Section 3: Term of Office**

The term of elected officers shall be for a period of two (2) years.

**Section 4: Salaries, Allowances, and Expenses**

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

**ARTICLE VI:  
AUTHORITY AND DUTIES OF  
FEDERATION OFFICERS**

**Section 1: Chairman**

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

**Section 2: Vice-Chairman**

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

**Section 3: Secretary/Treasurer**

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

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

**ARTICLE VII:  
REVENUE AND FUNDS**

**Section 1: Sources of Revenue**

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

1,000 or under	\$ 75
1,001 to 3,000	\$225
3,001 to 6,000	\$300
6,001 or over	\$375

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

Payment of annual fees shall be paid no later than thirty (30) days following the start of the fiscal year (April 1st).

**Section 2: Assessment**

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

**Section 3: Remittance of Revenue**

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

**ARTICLE VIII:  
QUORUM**

**Section 1: Attendance**

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

**Section 2: Cancellation of Conference**

If for any reason a conference is canceled it shall be the responsibility of the chairman or vice-chair and secretary/treasurer to set a new date and location and to notify all Federation members of the change.

**VOLUNTARY FINANCIAL  
ASSISTANCE GRANT POLICY**

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

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

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

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

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

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

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

## **POLICY AND GUIDELINES FOR FSPPPFA MEETINGS**

1. Meetings should be held at a unionized hotel if one is available in the hosting city.
2. Selection of the Host City shall be made no earlier than two years before the meeting dates.
3. The Spring meeting shall be held between March 15th and May 15th.
4. The Fall meeting shall be held between September 15th and November 15th.
5. There shall be at least 75 rooms blocked at the hotel for FSPPPFA members. The room block will be held until at least 60 days prior to the meeting date.
6. The FSPPPFA will pay the cost of any meeting room and audio visual equipment charges and the cost of a daily pre-meeting continental breakfast (Coffee, juice, soft drinks, muffins, pastries, etc.) Normally, this cost should not exceed \$2500.
7. FSPPPFA members planning on attending the meeting must RSVP by telephone to the Secretary-Treasurer of the FSPPPFA no later than 14 days prior to the meeting date.
8. The Secretary-Treasurer of the FSPPPFA shall provide the final guaranteed count to the hotel for the continental breakfast.
9. Any other events' hospitality functions, dinners, or outings will be the sole responsibility of the host State/Province.

# FEDERATION OF STATE AND PROVINCIAL PROFESSIONAL FIRE FIGHTERS ASSOCIATION

## *Financial Assistance Grant Application*

The FSPPFFA has established a Financial Assistance Grant Program to support and assist IAFF State and Provincial Associations that would like to attend the semi-annual meetings of the FSPPFFA, but feel that they do not have the finances available to attend.

The program is funded by voluntary contributions from current members of the FSPPFFA as well as external supporters of the FSPPFFA.

The program will provide a \$750 grant, as funds permit, to those State and Provincial Associations submitting this form at least seven (7) days in advance of any scheduled Fall or Spring FSPPFFA meeting. If more than one Association submits an application, a random drawing will take place during the meeting. The Association selected will receive the grant to attend the next meeting of the FSPPFFA.

Only the President and/or the Secretary-Treasurer of the Association selected are eligible to receive the grant. This program is open to any State or Provincial Association recognized by the IAFF.

If you would like your organization to be considered for a grant, please complete the following information and submit this form to the following address:

FSPPFFA  
9397 Haggerty Rd.  
Plymouth, MI 48170

Date \_\_\_\_\_ Name of Association \_\_\_\_\_

We hereby request that, due to financial hardship, the above named Association be considered for a grant of \$750. If selected, we agree that either the current President and/or the Secretary of the named Association will attend the next FSPPFFA meeting or the money will be refunded back to the FSPPFFA.

Signature of Association President

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(Seal)

Signature of Association Secretary

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**FEDERATION OF STATE AND PROVINCIAL  
PROFESSIONAL FIRE FIGHTERS**

November 2000