

CONSTITUTION & BYLAWS



**HAWAII FIRE FIGHTERS ASSOCIATION
IAFF Local 1463**

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Reprinted 01/2015

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CONSTITUTION AND BYLAWS

ARTICLE I. ORGANIZATION

Section 1. Name.

This organization shall be known as “HAWAII FIRE FIGHTERS ASSOCIATION, Local No. 1463, International Association of Fire Fighters.”

Section 2. References.

References in this Constitution and Bylaws to “Local” or “Local Union” shall refer to the Local as set forth in Section 1 above, and references to “Association” or “International” shall refer to the International Association of Fire Fighters.

Section 3. Relationship of the Local to IAFF.

This Local Union, its officers, representatives and members, shall recognize, observe and be bound by the provisions of the Constitution and Bylaws of the International Association and the interpretations rendered by the International President, the resolutions, decisions and directives of the Executive Board or officers of the Association when made in conformity with the authority granted by the Constitution and Bylaws of the Association, and the resolutions adopted and policies established by the delegates at conventions. Article 13 of the Constitution and Bylaws of the Association is recognized as providing the basic rules governing this Local.

ARTICLE II. OBJECTS

The primary object of this Local shall be to organize all members of the Fire Service in the State of Hawaii and the political subdivisions thereof; to deal with their employers concerning the just and equitable settlement of grievances and labor disputes, to secure just wages, hours and other terms and conditions of employment.

The object of this Local shall also be to place the members of the Association on a higher plane of skill and efficiency; the protection of the joint and individual rights of the members of the Local; the enforcement of good faith and fair dealing by and between the members; the elevation and improvement of the moral, intellectual, social and economic conditions of the members; the collection and payment of funds for the sick, disabled or distressed members; the security of benefits to the families of deceased members.

ARTICLE III. MEMBERSHIP

Section 1. Active Members.

Any person of good moral character who is engaged in the fire fighting or related services within the State of Hawaii is eligible to become an active member, provided that the employee belongs to bargaining unit 11. Any active member or retiree who has retained active membership of the Local shall be eligible to vote, hold office, and otherwise participate in the governance of the Local. Active members shall also be eligible to participate in such membership programs and activities as prescribed by the board.

Anyone eligible for membership in this Local 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 2. Associate Members.

a. Excluded employees. Employees who are in fire service or related services in State or county government that are excluded from bargaining unit 11 shall be eligible to participate in programs and activities of the Local as determined by the Executive Board. They will not be eligible to vote for officers and members of the Executive Board or hold Local office.

b. Staff members. Staff members of the Local shall be eligible to participate in programs and activities of the Local as determined by the Executive Board. They will not be eligible to vote for officers and members of the Executive Board or hold Local office.

Section 3. Honorary Membership.

For meritorious service to this Local or for distinguished public service, persons may be elected Honorary Members by the membership. Honorary Members shall not pay initiation fees, dues or other charges and shall have no voice or vote in the Local. Such membership may be revoked for cause.

Section 4. Maintenance of Good Standing.

Membership in good standing includes any person who has fulfilled the requirements for membership in this Local Union and who has not voluntarily withdrawn, become ineligible for continued membership, or been suspended or expelled as provided in the Constitution and Bylaws of the International Association of Fire Fighters or the Constitution and Bylaws of this Local.

Section 5. Retention of Membership – Upon Separation.

When any member in good standing is separated from the fire service, the local union may allow said member to retain active membership or in lieu thereof, upon request of said member, shall issue a withdrawal card. This local union may issue withdrawal cards only to those members who leave the fire service or EMS in good standing or who are precluded by law or local ordinance or contractually from maintaining union membership by virtue of their fire department position. A former member holding a valid withdrawal card will not be charged a reinstatement fee upon reentry into the organization. A member who is duly elected as an officer of the International Association of Fire Fighters, or elected or appointed as a representative of or to an affiliated labor organization, shall retain his/her active membership in this local.

Section 6. Delinquent Members.

Members who fail to pay their dues or assessments within the periods prescribed by the International Association of Fire Fighters Constitution and Bylaws, or as required by this Constitution and Bylaws, shall be notified by the proper Local officer that they are delinquent and will be automatically suspended and lose their good standing if payment is not made within sixty (60) calendar days following such notification. Delinquent and suspended members are not entitled to voice or vote in the Local Union or in the affairs of the Association.

Section 7. Other Conditions.

Applications for membership shall be accompanied with the specified initiation fees and signed dues deduction card or one month's dues in advance; provided however, that Honorary Membership in this Local may be conferred upon any person per Section 3 of this Article. All applications for membership in this Local shall be approved or disapproved in the manner specified in this Constitution and

Bylaws. Any member who may withdraw or be expelled from the Local shall forfeit all rights and title to the funds and property of the Local.

ARTICLE IV. LOCAL UNION DIVISIONS

Section 1. Divisions Established.

Four Divisions are hereby established as integral parts of this Local Union as follows: 1. the Oahu Division consisting of all members employed in the City and County of Honolulu; 2. the Hawaii Division consisting of all members employed in the County of Hawaii; 3. the Maui Division consisting of all members employed in the County of Maui; 4. the Kauai Division consisting of all members employed in the County of Kauai. A retiree who has retained active membership shall be a member of the division where the retiree has permanent residence.

When a member establishes residence outside the State of Hawaii, he shall be a member of the Division in which membership was last established.

Section 2. Division Titles.

The Divisions shall be known as Divisions of the Hawaii Fire Fighters Association, Local 1463, International Association of Fire Fighters.

Section 3. Relationship of Divisions to the Local.

The Divisions derive their authority from the Hawaii Fire Fighters Association, Local 1463, International Association of Fire Fighters and are subject to its policies and authorities and to this Constitution and Bylaws.

ARTICLE V. OFFICERS AND DIRECTORS

Section 1. Local Union Officers.

The officers of this Local shall consist of a President and a Secretary-Treasurer who shall be elected by secret ballot of the members of the Local.

Section 2. Division Officers.

The officers of the Divisions of this Local shall consist of a Chairman and a Recorder who shall be elected by secret ballot of the members of each Division.

Section 3. Executive Board.

a. The Executive Board shall consist of: 1. President, 2. Secretary-Treasurer, 3. Chairman of each Division, 4. Recorder of each Division having at least 201 members shall also be a director of the Executive Board, and 5. Based on the established membership therein, each Division shall be entitled to additional directors on the Executive Board as set out in the following schedule:

401 to 600 members:	1 additional Executive Board Director
601 to 800 members:	2 additional Executive Board Directors
801 to 1000 members:	3 additional Executive Board Directors
1001 to 1200 members:	4 additional Executive Board Directors

One additional Executive Board director for each additional 400 members above 1200.

Additional Executive Board directors to which a Division is hereby entitled shall be elected by secret ballot of the members of that Division.

b. The Executive Board shall appoint an airport representative who shall advise the board on airport related matters. The airport representative shall have voice and no vote.

Section 4. Term of Office.

All officers and directors shall hold office for a two (2) year period (January 1st to December 31st) unless removed from office as provided in the Constitution and Bylaws of the International or this Constitution and Bylaws. All officers and directors shall be sworn in accordance with the officer's oath prior to conducting official business on behalf of the local.

Section 5. President and Secretary-Treasurer Emeritus.

The position of President Emeritus is hereby established, such position to be held in the name of Richard "Black" Perry.

The position of President Emeritus is hereby established, such position to be held in the name of Francis J. Kennedy, Jr.

The position of Secretary-Treasurer Emeritus is hereby established, such position to be occupied by Gordon K.K. Tom effective upon his retirement as Secretary-Treasurer of this Local on April 1, 1999.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. President.

It shall be the duty of the President to preside at all meetings of the Local and at meetings of the Executive Board. He shall be the governing head of the Local. He shall exercise supervision over the activities and affairs of the Local, the other officers and chairmen of committees. He shall be a member ex-officio of all committees. He shall appoint such committees as may be provided for in this Constitution and Bylaws and such special committees as may be authorized by the Executive Board. He shall sign all orders and checks lawfully and properly drawn. He shall enforce strict observance of the Constitution and Bylaws of the International as this document relates to the Local, and the Constitution and Bylaws of the Local.

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

The President, by virtue of his election, shall be a delegate to conventions of the International unless such is declined by the President who shall then be an alternate delegate.

The President may delegate to the Business Manager the execution of such of his duties as he may in his discretion decide, subject to limitations set forth in this Constitution and Bylaws.

Section 2. Secretary-Treasurer.

The Secretary-Treasurer shall have custody of all documents, records, books and papers belonging to the Local except as may be otherwise provided by this Constitution and Bylaws. He shall receive all money due the Local, from whatsoever source, and shall disburse the same only by voucher signed by the President in conformity with a vote of the Local. Such disbursement shall be by check, which shall also be signed by the President. He shall keep an accurate record of the meetings of the Local and of the Executive Board, of which he shall be the Secretary. He shall attest all official documents with his signature and the seal of the Local.

He shall conduct the correspondence of the Local promptly. He shall maintain

the official list of members in good standing, which shall be kept accurately and on a current basis.

He shall maintain and keep current a record of members with their dues payments, assessments and all financial transactions promptly and accurately entered. He shall be prepared to exhibit receipts and voucher upon the audit of his books. He shall forward the annual audit of the Local to the International General Secretary-Treasurer, over the seal of the Local, not later than June 1st of each year.

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

The Secretary-Treasurer may delegate to the Business Manager the execution of such of his duties as he may in his discretion decide, subject to limitations set forth in this Constitution and Bylaws.

Section 3. Division Chairman.

It shall be the duty of the Division Chairman to preside at all meetings of the Division and to attend all meetings of the Executive Board. He shall be a member ex-officio of all Division Committees. He shall appoint such committees as may be provided for in this Constitution and Bylaws and such special committees as may be authorized by the Division pursuant to this Constitution and Bylaws. He shall be the executive head of the Division. He shall assist the President and the Business Manager in such manner as the President or Business Manager may determine.

Section 4. Division Recorder.

The Division Recorder shall have custody of all documents, records, books and papers belonging to the Division except as may be otherwise provided by this Constitution and Bylaws. He shall keep an accurate record of the meetings of the Division. He shall conduct the correspondence of the Division promptly. He shall maintain the official list of the Division members in good standing, which shall be kept accurately and on a current basis. In the absence of the Chairman, he shall preside at Division meetings and attend meetings of the Executive Board and shall be accorded full authority of the Division Chairman while acting in that capacity. If the office of Chairman becomes vacant, the Division Recorder shall be acting Chairman until the office of Chairman is filled by election by the Executive Board. He shall assist the Secretary-Treasurer and the Business Manager in such manner as the Secretary-Treasurer or Business Manager may determine.

Section 5. Executive Board.

The Executive Board, consisting of the officers and elected members set forth in Section 3 of Article V, shall be responsible to manage, invest and expend the funds and property of the Local only in accordance with the applicable provisions of this Constitution and Bylaws and any resolutions adopted thereunder or any policies, rules or procedures approved by the membership.

It shall provide for an annual audit of the Secretary-Treasurer's books and shall make available to the membership, within sixty (60) calendar days after the annual audit is completed, a detailed written financial report of the Local's financial transactions in the form of a balance sheet and an operating statement, certified as to accuracy by a certified public accountant.

It shall meet at the call of the President or on call signed by a majority of its directors. A majority of its directors, representing a majority of the Divisions, shall

constitute a quorum. All Executive Board directors shall be present at all Executive Board meetings. Any member of the Executive Board missing three (3) meetings of the Executive Board within one year without good excuse, may be removed by the President, subject to the approval of the Executive Board.

Each Executive Board director, by virtue of his election, shall be either a delegate or alternate delegate to conventions of the International.

Section 6. Officers & Employees to be Bonded.

All officers and employees of the Local who handle funds and property of the Local shall be bonded in such amounts as may be required by the Board of Trustees and the International General Secretary-Treasurer in compliance with applicable law. The expense for the first \$5000 of bond shall be borne by the International.

All officers and employees of the Local who handle funds or property of the Local shall be bonded in such additional amounts as may be recommended by the International General Secretary-Treasurer and the Executive Board subject to membership approval. The expense of such additional bonds shall be borne by the Local.

ARTICLE VII. INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS' CONVENTIONS

Section 1. Qualifications and Election of Delegates and Alternates.

All delegates and alternates representing the Local Union to International conventions must be elected by secret ballot vote of the members in good standing of the Local.

Section 2. Number of IAFF Convention Delegates.

The full number of delegates to which the Local is entitled as set forth in the Constitution and Bylaws of the International shall be sent to all conventions of the International if finances permit. Total convention expenses shall not exceed 35% of gross monthly dues income unless the Executive Board determines, by 2/3 of its members present and voting, that it would be in the interest of the Local to do so.

Section 3. Delegate Allowances.

All delegates and/or alternates of the Local attending any convention shall be allowed the following: hotel room rent (at the official convention headquarters whenever possible); air transportation at economy class; surface transportation; the amount of registration fees where same is imposed; and an allowance equal to the applicable per diem provided in the collective bargaining agreement covering members of the Local.

Section 4. Alternate Delegates.

In the event a delegate is unable to attend a convention, the alternate delegate next in line shall be entitled to attend as the delegate in his place.

ARTICLE VIII. OFFICERS' COMPENSATION AND EXPENSE ALLOWANCES

The officers of this Local and of its Divisions may be compensated and allowed expenses in such amounts as may be established by the membership.

Compensation and expense allowances are to be paid only when these officers are serving in their respective capacities. Vouchers, supported by receipts whenever possible, must be presented to the Secretary-Treasurer to justify expenses.

ARTICLE IX. ELECTIONS

Section 1. Eligibility.

Except as may be otherwise provided by this Constitution and Bylaws, any active member in good standing shall be eligible to be a candidate for office in this Local. No member shall be permitted to run for more than one office in the same election.

Section 2. Nominations.

Nominations of all Local Union officers, Division officers and Executive Board Directors shall be made from the floor at one of two membership meetings in each Division which shall be held in the month of November. At least twenty (20) calendar days advance notice in writing shall be given of the dates, times and places of such meetings. Such notice shall include a reproduction or copy of this Article.

Any member in good standing may nominate eligible members for office. It shall be the responsibility of the one making the nomination to notify the nominee immediately. A nominee must be present to accept the nomination or have a written statement in the hands of the Division Recorder or the Secretary-Treasurer not later than seventy-two (72) hours after nominations have been concluded, stating that he will accept same. Failure to respond within the specified period shall mean the nomination is declined.

Division Recorders shall submit a report of all nominations duly made and accepted, including letters of acceptance, to the Secretary-Treasurer immediately after all nominations are accepted or declined.

Section 3. Election Procedures.

Election shall be by secret ballot, even though only one candidate is nominated for a given office, in an election which shall be completed in the month of December unless a run-off election is required as provided in Article IX, Section 5.

At least 20 calendar days before the voting deadline, each member of the Local in good standing shall have a ballot mailed to his last known address as shown on the records of the Secretary-Treasurer. It shall be the responsibility of the individual member to notify the Local Union office where the records of the Secretary-Treasurer are maintained, either in person or by U.S. mail, of any change of address.

Each ballot shall be accompanied by specific instructions for voting and shall include notification of the date, time, and place at which ballots are to be tallied. Voting instructions shall also include notification of the voting deadline which is the latest date and time at which ballots will be received. Ballots received after the voting deadline shall not be counted.

Each ballot shall also be accompanied by: (1) a ballot envelope into which the marked ballot is to be placed after voting and (2) a pre-addressed, postage-paid return envelope, which shall contain the voter's name and address, into which the ballot envelope is to be inserted. Ballot secrecy shall be maintained by the Elections Committee.

The candidate receiving a majority of valid votes cast for that office shall be declared elected. Write-in votes shall not be permitted.

Section 4. Elections Committee.

The President shall appoint an impartial Elections Committee which shall be responsible for conducting the election. The Elections Committee shall prepare a schedule of its meetings at which the various mail balloting procedures will take

place. Such schedule shall be made available to all candidates for office and their designated observers at least ten (10) calendar days before ballots are to be mailed.

Section 5. Run-Off Elections.

In the event two or more candidates for one office shall receive the highest and an equal number of votes, the President shall declare that there is no election for that office and another election for that office shall be held at which only those persons who previously received the highest and equal number of votes shall be candidates. Such run-off election shall be held in the same manner set forth in Article IX, Section 3.

Section 6. 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 candidate's own personal expense. Reasonable requests shall be granted by the Local under conditions established by the Executive Board which shall apply equally to all candidates for office. A "candidate for office" includes a candidate for membership on the Executive Board or similar governing body. There shall be no discrimination in favor of or against any candidate with respect to the use of membership lists. Nothing in this Section shall prohibit any candidate for office from circulating or distributing campaign literature on his own to any member of the Local.

Each candidate for office shall be entitled to appoint an observer who shall be permitted to witness all of the mail balloting procedures. Observers shall be members of the Local in good standing. The candidate for office shall give written notice to the Chairman of the Elections Committee of the appointment of his observer.

Section 7. Use of Funds Prohibited in Elections.

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

Section 8. Ballots Preserved.

The ballots and all other records of an election of officers shall be preserved by the Secretary-Treasurer for one (1) year.

Section 9. Vacancies in Office.

When an office becomes vacant by reason of the death, resignation or removal of the incumbent, including a vacancy which exists when a Division is initially entitled to an additional Executive Board director, the Executive Board shall elect a successor by majority vote, no later than ninety (90) calendar days from the date the office is vacated. In the event the office of President becomes vacant, the Secretary-Treasurer shall be acting President until the office of President is filled by election by the Executive Board.

ARTICLE X. COMMITTEES

Section 1. Committees.

The President, in consultation with the Executive Board, shall appoint all committee members, unless specified differently within these Constitution and Bylaws.

All standing and special committees shall submit timely reports to the Executive Board on its programs and activities. Each committee shall also submit a recommendation to the Executive Board for their review and approval prior to the implementation of any new programs.

Section 2. Standing Committees.

The Local's standing committees are the committees on political action, elections, and recreation. The chairperson for each standing committee shall be a director on the Executive Board, except for the committee on elections. The term of committee members commences upon their appointment and confirmation by the Executive Board. All appointments shall terminate on December 31 of odd-numbered years, unless terminated by the Executive Board for cause. The composition of each committee shall be determined by the Executive Board, in consultation with the Business Manager.

Section 3. Political Action.

The committee on political action shall evaluate, develop, recommend and implement a political action program including political endorsements. The committee shall also promote and evaluate the local's legislative program.

Section 4. Elections.

The committee on elections shall conduct the nominations and balloting procedures of the Executive Board's elections.

Section 5. Recreation.

The committee on recreation shall promote fellowship among members through recreational activities.

Section 6. Negotiations Committee; Negotiating Team

The Negotiations Committee shall consist of all members of the Executive Board. The President, Secretary-Treasurer and the Business Manager shall serve as the Negotiating Team.

Section 7. Special Committees.

The President, in consultation with the approval of the Executive Board, may appoint special committees to consider and report on special activities of the Local. There shall be a Special Committee on Constitution and Bylaws that may be convened at the discretion of the Executive Board. The committee shall remove provisions which have become outdated or meaningless because of current circumstances or practices, and to ensure that the constitution and bylaws are written in clear and simple language for everyone's understanding.

Section 8. Division Committees.

The Division Chairman with the approval of the President shall have the authority to create division committees and appoint its members.

ARTICLE XI. MEMBERSHIP MEETINGS

Section 1. Regular Meetings.

All members in good standing shall be notified of regular meetings of the Division of this Local; time and place to be specified by the appropriate Division Chairman or the President. Division meetings shall be held at least once in each calendar quarter.

Section 2. Special Meetings.

Special meetings may be called by vote of a majority of the Executive Board. All members in good standing shall be notified of such special meetings at least ten (10) calendar days prior to the meeting. The notice shall state the business to be considered at such meetings, and no other business than that stated shall be in order at such meetings.

Section 3. Quorum.

The quorum for any membership meeting, either regular or special, shall be five (5) members of good standing.

Section 4. Rights of Members.

Every member in good standing shall have the right to attend any regular or special membership meeting and to participate in such meeting in accordance with the recognized rules set forth in the manual of parliamentary procedure adopted by this Local. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the International or of this Local.

Section 5. Rules for Meetings.

The rules contained in Atwood's Rules for Meetings shall govern the meetings of this Local in all cases not in conflict with this Constitution and Bylaws, or the Constitution and Bylaws of the International or interpretations of these documents.

Section 6. Executive Board Action.

Any proposal which may involve or concern the Local shall be referred to the Executive Board.

The Executive Board shall report and keep the membership informed of important matters concerning the Local. Matters include, but are not limited to, budget, audited financials, negotiations, legislation and endorsements.

ARTICLE XII. INITIATION FEES, DUES, ASSESSMENTS AND GENERAL PROVISIONS

Section 1. Initiation Fees.

The initiation fees of this Local shall be \$280.00

Section 2. Newly Qualified Members.

Any person qualifying for membership in this Local in accordance with this Constitution and Bylaws may become a member by paying an initiation fee that is the equivalent of one (1) month's dues if application for membership is made within sixty (60) calendar days of being informed of the provisions of this Section by an authorized representative of the Local. After sixty (60) calendar days, the initiation fee becomes the amount established by Section 1 of this Article. Members upon being initiated are to be presented with a copy of this Constitution and Bylaws, a lapel button and two (2) automobile decal. Provisions of this Section may be waived in whole or in part for a period of not more than thirty (30) calendar days in any one instance by approval of 2/3 members present of the Executive Board.

Section 3. Membership Dues.

The monthly dues of this Local must be an adequate sum to enable the Local to operate in an efficient, proper and solvent manner in the service and best interest of its membership. The monthly dues of this Local shall be an amount, rounded to the nearest half-dollar, that is 1.25% of the second salary step of Fire Fighters

represented by this Local plus monthly per capita taxes (which include labor organization per capital taxes).

Section 4. Suspended Member.

Any suspended member may be reinstated by action of the Executive Board; he must also pay all back dues plus reinstatement fee of ten dollars (\$10).

Section 5. Procedure—Rate Increases.

Whenever increases in the rates of initiation fees, reinstatement fees, dues, or assessments of local unions are proposed, notice of such proposal shall be given to the members and a date set for submission of the proposed increase which shall be at least thirty (30) calendar days after such notice is given. On the date set, local unions shall submit the proposal for approval in either of two ways at the option of the Local Union:

1. by combined majority vote of the members in good standing voting by secret ballot at two membership meetings (general or special) in each Division, or
2. by majority vote of the members in good standing in a referendum conducted by secret ballot. If the proposed increase receives approval of a majority of the members in good standing voting by either of the two procedures aforesaid, it shall be adopted; otherwise it shall stand rejected.

Section 6. Approval of Membership Application.

All applications for membership must be approved by the Executive Board.

Section 7. Retired Members.

Any member of this Local who shall become permanently retired shall be eligible for a Withdrawal Card. If he elects to remain an active member, his dues shall be the amount established for such members by the Executive Board. Said dues shall not exceed one-half (1/2) that of regular members, provided that all members who are age sixty-five (65) and over on or before July 1, 2010 shall be dues exempt.

Section 8. Unrepresented Members.

Any member who shall, pursuant to the Hawaii Public Employment Relations Act, become ineligible for active participation thereunder as a public employee within an appropriate bargaining unit for which this Local receives certification as the exclusive bargaining representative shall be eligible for a Withdrawal Card or, if he wishes to become an associate member, his dues shall be one-half (1/2) that of regular active members.

Section 9. Retention of Union Membership Card.

Any member lending or giving his Union Card to a non-member, may be fined, suspended or expelled from this Local.

Section 10. Death of Member.

Upon the death of any member, a suitable offering of condolence shall be sent to the family of the deceased in the name of the Local and the services of a suitable representation shall be offered to the family.

Section 11. Personal Gain Prohibited.

The money and property of this Local shall be used solely for the benefit of the Local and its membership and not for the personal gain or profit of any officer or member.

Section 12. Donations Investigated.

The Executive Board must investigate each proposed donation involving a sum greater than five dollars (\$5).

ARTICLE XIII. AUDITS AND FINANCIAL REPORTS

Section. 1 Annual Audit.

The Executive Board shall provide for an annual audit of the Secretary-Treasurer's books and shall make available to the membership, within sixty (60) calendar days after the completion of the annual audit, a detailed written financial report of the Local's financial transactions in the form of a balance sheet and an operating statement, certified as to accuracy by a certified public accountant.

Section 2. Report of Audit to IAFF.

The last annual report of audit of the books and accounts of this Local shall be forwarded to the International General Secretary-Treasurer over the seal of the Local not later than the first of June annually and shall include an accurate accounting of all employees within the local union's fire departments.

Section 3. Fiscal Year.

The fiscal year of this Local shall begin January first (1st) and end December thirty-first (31st) of the same year.

ARTICLE XIV. MISCONDUCT, TRIALS AND APPEALS

Section 1. Charges; Due Process.

Any member of this Local charged with misconduct as defined in Article XV of the International Constitution and Bylaws shall be served with written specific charges as required in Article XVI of the International Constitution and be given a reasonable time to prepare his defense and afforded a hearing as provided in Article XVII of the International Constitution. A current copy of the International Constitution shall be made available upon request by a member charged with misconduct.

Section 2. Appeals.

Appeals may be made in accordance with Article XVIII of the International Constitution and Bylaws, such appeals must be filed with the President of the International within thirty (30) calendar days of the action to be appealed.

ARTICLE XV. AMENDMENTS

Section 1. Procedure-Amendments.

This Constitution and Bylaws made under its provisions may be amended by a combined two-thirds (2/3) vote of the members in good standing voting at two membership meetings (general or special) in each Division provided that each member in good standing is notified in writing of the proposed amendment at least fifteen days in advance of the meeting at which the vote will be taken.

Section 2. IAFF Approval Required.

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