



**CONSTITUTION AND BY-LAWS
ELK GROVE FIRE FIGHTERS
LOCAL 2340**

CONSTITUTION AND BY-LAWS

OF THE

VILLAGE OF ELK GROVE VILLAGE FIRE FIGHTERS ASSOCIATION, LOCAL 2340

ARTICLE I

SECTION 1. NAME AND NUMBER.

The name and number of this organization shall be The Village of Elk Grove Village Fire Fighters Association, Local 2340 of the International Association of Fire Fighters.

SECTION 2. PURPOSE.

The purpose of this organization is to provide a Unified voice for the firefighters of the Village of Elk Grove Village in their relations with the general community and with the administration of the Village, to foster and endeavor to attain a high degree of skill and complete and thorough coordination by and between the many firefighters of the Village of Elk Grove Village Fire Department; to enhance and promote the general welfare of its members by honorable and legislative means and to create and maintain a high degree of rapport with the general public.

SECTION 3. AFFILIATION.

The Village of Elk Grove Village Fire Fighters Association, Local 2340 is, and shall remain, members of the International Association of Fire Fighters and the Associated Fire Fighters of Illinois.

SECTION 4. REFERENCE TO ORGANIZATION.

References in this Constitution and By-Laws to Local 2340, or organization, or Association, shall refer to the Local as set forth in SECTION 1, above, and references to "International" shall refer to the International Association of Fire fighters, or references to "Associated" shall refer

to the Associated Fire Fighters of Illinois.

SECTION 5. GOVERNMENT.

This Association shall recognize, observe, and be bound by provisions of the International Constitution and By-Laws and interpretations thereof rendered by the International President, decisions and directives of the Executive Board of Officers of the International Association of Fire Fighters, and resolutions adopted and policies established by the delegates at International Conventions This Constitution and By-Laws shall be supplementary to the International's Constitution and By-Laws and hereby procedures for the conduct of this organization subject to the governing features of all applicable provisions of the International Constitution and particularly governing local unions as set forth in ARTICLE XIII. None of the provisions of this organization's Constitution and By-Laws shall be in conflict with any of the provisions of the International Constitution.

SECTION 6. ORGANIZATION IS NON-PARTISAN.

This organization shall be nonpartisan and shall not be used for the dissemination of partisan principles but shall be used for the dissemination of information about those candidates for the political office who have expressed themselves or declared themselves favorable or have demonstrated their support by their voting record. Information disseminated pursuant to the article shall be solely devoted to furthering the best interest of the Village of Elk Grove Village Fire Fighters Association, Local 2340.

SECTION 7. GENDER.

The use of the masculine gender herein includes, where applicable, the female gender.

ARTICLE II

Membership

SECTION 1. JURISDICTION.

The membership of his organization shall be composed of all full-time paid employees of the Village of Elk Grove Village holding a job classification, within the Fire Department, of company officer, fire inspector, lieutenant, apparatus operator, engineer, paramedic, firefighter, and probationary firefighter.

SECTION 2. ACTIVE.

Any person of good moral character who is at the time of making application is engaged in service within the jurisdiction of Local 2340, as given in ARTICLE II, Section 1, above, will be eligible or active membership.

SECTION 3. HONORARY.

For meritorious service to Local 2340 or for distinguished public service, persons may be elected honorary members by majority vote. Honorary members shall not pay initiation fees, dues or other charges and shall have no voice or vote in Local 2340. Such membership may be revoked for cause.

SECTION 4. APPLICATION FOR MEMBERSHIP.

Application for both active and honorary membership in Local 2340 shall be made in writing to the Secretary of Local 2340 and on forms supplied by the Secretary.

SECTION 5. MAINTENANCE AND GOOD STANDING.

Membership in good standing includes any person who has fulfilled the requirements for membership in Local 2340 and who has not voluntarily withdrawn, become ineligible for continued membership, or been suspended or expelled as provided in the Constitution and By-Laws of the International Association of Fire Fighters or the Constitution of Local 2340.

SECTION 6. SEPARATION.

When any member in good standing becomes separated from the Village of Elk Grove Village Fire Department, Local 2340 may allow said member to retain his active member or, in lieu thereof, upon request of said member, shall issue him a withdrawal card; provided, however, that member who is duly elected as an officer of Local 2340, or of the International Association of Fire Fighters, or elected as a representative of or to an affiliated labor organization, shall retain his active membership in this Local.

SECTION 7. DELINQUENT MEMBERS.

Members who fail to pay their monthly dues or assessments by the fifteenth (15th) day following the month such dues are payable, shall be notified by the Treasurer that they are delinquent and will be automatically suspended if payment is not made within sixty (60) days following such notification. Delinquent and suspended members are not entitled to voice or vote in Local 2340 or in the affairs of the International. By a majority vote of the executive board, special arrangements may be made for payment of dues by an active member who can demonstrate extenuating financial burden(s).

SECTION 8. REINSTATEMENT.

Upon written request signed by a suspended member and filed with the Secretary, said member shall be returned to active membership provided that the member meets all the terms as set forth in the Constitution and By-Laws of Local 2340, specifically, ARTICLE IX, Section 5, below.

ARTICLE III
Meeting of Members

SECTION 1. ANNUAL MEETING.

An annual meeting of the members shall be held on the fourth Monday in April of each year at a location selected by the Executive Board for the purpose of electing officers and for the transaction of other business as may come before the meeting.

SECTION 2. REGULAR MEETINGS.

Regular meetings of the members shall be held on the fourth Monday in the months of January, July and October of each year and at a location selected by the Executive Board.

SECTION 3. SPECIAL MEETINGS.

Special meetings may be called by vote of a majority of the Executive Board. All members in good standing shall be notified in writing of such special meeting at least seven days prior to the same.

The notice shall state the business to be considered at such meeting, and no other business than that stated shall be in order at such meeting.

SECTION 4. NOTICE OF MEETINGS.

Members shall receive a written notice stating the place, date and hour of any meeting of the membership.

SECTION 5. RULES FOR MEETINGS.

The rules contained in Atwood's Rules for Meetings shall govern the meetings of Local 2340 in all cases not in conflict with this Constitution and By-Laws, or the Constitution and By-Laws of the International, or interpretations of these documents.

SECTION 6. RIGHTS OF MEMBERS.

Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules as set fourth in the manual of parliamentary procedure adopted by Local 2340. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the International or Local 2340.

SECTION 7. VOTING RIGHTS.

Each active member shall be entitled to one vote on each matter submitted to a vote of the members.

SECTION 8. QUORUM.

A quorum shall consist of 1/10th. of the membership in good standing at the time of the meeting. If a quorum is not present the meeting shall be adjourned to a later date. No motion other than adjournment to a later date may be made should the number of members fall below 1/10th. of total membership at any time during a meeting.

SECTION 9. PROXIES.

Each member entitled to a vote at a meeting of members of Local 2340 may authorize another person or persons to vote for him by proxy on a stated issue, but no such proxy shall be voted or acted upon after adjournment of said issue.

ARTICLE IV

Officers and Elections

SECTION 1. OFFICERS.

The officers of Local 2340 shall consist of a President, Vice President, Secretary, Treasurer and four Trustees of the Executive Board, who shall hold office for two (2) years, and until the election and installation of their successors unless removed from office as provided in the Constitution and By-Laws of the International or this Constitution and By-Laws. The election of Vice President, Treasurer, and two Trustees will be held on even-numbered calendar years. The election of President, Secretary, and two Trustees will be held on odd numbered calendar years. The offices of Secretary and Treasurer may be held by the same individual.

SECTION 2. ELIGIBILITY FOR OFFICE.

Any member in good standing shall be eligible to be a candidate for office in Local 2340. No firefighter on probationary period should be eligible to hold any office of the Association.

SECTION 3. RIGHTS OF CANDIDATES.

Every candidate for office shall have the right to request distribution of campaign literature, by mail or otherwise, to all members in good standing, at the candidates' own personal expense. A "candidate for office" includes a candidate for membership on the Executive Board. There shall be no discrimination in favor or against any candidate with regard to the use of membership lists.

SECTION 4. USE OF FUNDS PROHIBITED IN ELECTIONS.

No funds received by Local 2340 through initiation fees, dues or assessments or otherwise, shall be contributed or applied to promote the candidacy of any person in election of officers within Local 2340. This section does not prevent the expenditure from Local funds for notices, factual statements of issues and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

SECTION 5. METHOD OF NOMINATION AND ELECTION.

At a special meeting of Local 2340 on the fourth Monday in March, any member in good standing may nominate eligible members for office. Nominees must indicate in writing or verbally, their acceptance at the time of nomination. All members in good standing shall be given 15 days advanced notice in writing, of this meeting. Elections will be held at the annual meeting, the fourth Monday in April. All members in good standing shall be given 15 days advance notice, in writing, of the date, time and place at which the election shall be held. Elections shall be by secret ballot. Write-in voting shall not be permitted. If there is only one candidate for a given office, such candidate shall be declared elected. There shall be no voting by proxy in the election of Local officers. The candidate receiving a majority of the ballots cast shall be elected. If no candidate receives a majority of the ballots cast, there shall be a run-of election between the two candidates who received the most votes.

SECTION 6. ABSENTEE BALLOTS.

Any active member unable to attend the Annual Meeting can exercise a right to vote by obtaining from and returning to the Secretary, an absentee ballot. The absentee ballot must be returned prior to the start of the Annual Meeting.

SECTION 7. ELECTIONS COMMITTEE.

The President shall appoint an Elections Committee which shall be responsible for distributing and tabulating the ballots. Each candidate for office shall be entitled to appoint one observer who shall be permitted to witness the manner of distribution, casting, and tabulation of ballots.

SECTION 8. RESULTS OF ELECTIONS.

The result of the election for the officers of this organization shall be announced at the Annual Meeting, and each officer elected shall thereupon immediately qualify and assume the office to which he or they have been elected, except Treasurer who shall assume the duties of his office until his bond has been approved by the Executive Board.

SECTION 9. BALLOTS PRESERVED.

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

SECTION 10. REMOVAL FROM OFFICE.

The officers of this Association may be suspended, removed or expelled from office for incompetency, inattention to the duties of their office, or for conduct unbecoming their standing in this Association, by a two-thirds (2/3) vote of the membership.

SECTION 11. VACANCIES IN OFFICE.

When an office is not filled by election or becomes vacant by reason of the death, resignation, or removal of the incumbent, the Executive Board shall elect a successor by majority vote, no later than thirty days from the date the office is vacated

SECTION 12. RETURN OF ASSOCIATION PROPERTY.

All officers shall, upon the expiration of their office, deliver up to successors, all books, funds, property or documents or papers belonging to the Association. Deposed and suspended members shall deliver the property in their possession belonging to Local 2340 on demand to the President or Executive Board.

ARTICLE V

Duties of Officers

SECTION 1. PRESIDENT.

It shall be the duty of the President to preside at all meetings of the Executive Board. He shall be the executive head of the Local. He shall be a member ex-officio of all committees. He shall appoint such committees as may be provided for in this Constitution and By-Laws and such special committees as may be authorized by the Local. Together with the Treasurer, he shall sign all orders and checks lawfully and properly drawn. He shall enforce strict observance of the Constitution and By-Laws of Local 2340. He shall have general supervision of the activities of the other officers and chairmen of committees.

The President shall discharge on behalf of the Local such duties as may be imposed upon him by applicable including the execution and filling 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 of Local 2340 to the convention of the International Association of Fire Fighters, and the convention of the Associated Fire Fighters of Illinois.

SECTION 2. VICE PRESIDENT.

The Vice President shall assist the President in such a manner as the President may determine. In the absence of the President, he shall preside at meetings of Local 2340 and of the Executive Board, and while so presiding, shall have the full power of the President. If the office of the President becomes vacant, the Vice President shall be acting President until the office of President is filled by election by the Executive Board.

SECTION 3. SECRETARY.

The Secretary shall have custody of all documents, records, books, and papers belonging to the Local, except as may be otherwise provided by this Constitution and By-Laws. 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 document with his signature and seal of Local 2340. He shall conduct the correspondence of Local 2340 promptly.

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

The Secretary shall discharge on behalf of Local 3398 such duties as may be imposed upon him by applicable law including the execution and filling of any reports to Federal or State authorities, and he shall cause to be maintained by Local 2340 such records as the law requires to be kept in support of reports filed by it.

SECTION 4. TREASURER.

The Treasurer shall receive all money due to Local 2340, from whatsoever source, and shall disburse the same only by voucher signed by the President in conformity with a vote of the Executive Board. Such disbursements shall be by check which shall also be signed by the President. He shall have the authority to endorse on behalf of the Organization, all checks or evidence of indebtedness for the purpose only of transfer and deposit in the banking institution designated by the Organization, and for no other purpose. He deposits all funds coming into his possession in the name of the Organization, and for no other purpose. He deposits all funds coming into his possession in the name of the Organization in such banking institution or institutions, as the Executive Board may from time to time direct. 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 vouchers upon the audit of his books. He shall forward the annual audit of Local 2340 to the International Secretary-Treasurer, over the seal of Local 2340.

SECTION 5. EXECUTIVE BOARD.

The Executive Board Shall consist of the President, Vice President, Secretary, Treasurer, and four (4) Trustees who are regularly elected to the Executive Board. It shall adopt such rules as it deems necessary for the proper conduct of the Organization, and examine and order paid, all bills against the Organization. The payment of all bills shall be submitted to the Board and shall be approved for payment by a majority vote of the members present. It shall recommend all amendments to the Constitution and By-Laws, and make such other recommendations as it may deem best in the interest of the Organization. The Board shall hold regular Monthly Meetings. Five(5) members of the Executive Board shall constitute a quorum, and any business that may be transacted by the said Executive Board with such quorum, or more, shall be considered as having been with the approval of the full Executive Board. The Executive Board shall designate and approve the amount and form of surety bond for the Treasurer.

SECTION 6. BONDING.

All officers and employees of Local 2340 who handle funds or property of Local 2340 shall be bonded in such amounts as may be required by the required by the Board and the International Secretary-Treasurer, in compliance with applicable law. The expense of the first \$2,500 of bond shall be borne by the International. If additional bond is necessary, Local 2340 shall pay the additional premium.

SECTION 7. SALARIES, ALLOWANCES AND EXPENSES OF OFFICERS.

Salaries, allowances and expenses of Local 2340 officers shall be determined and established by the Executive Board with approval by a majority vote of the membership.

ARTICLE VI

Station Representatives

SECTION 1. APPOINTMENT.

It shall be the responsibility of the Executive Board to appoint one active member from each fire station to the position of Station Representative. The Station Representative shall act as liaison between the Executive Board and the active members at each given fire station.

SECTION 2. REMOVAL.

When it is felt that it is in the best interest of the Association, a Station Representative may be removed from said position by a majority vote of the Executive Board.

ARTICLE VII

Committees

SECTION 1. STANDING COMMITTEES.

The President, with the approval of the Executive Board, shall appoint a minimum of three(3) active members to each Standing Committee. The President shall appoint one (1) committee member to act as a chairman for the committee. Each Standing Committee shall remain intact for the duration of the term of the President.

SECTION 2. SPECIAL COMMITTEES.

The President, with the approval of the Executive Board, shall appoint a minimum of three(3) active members to each Special Committee. The President shall appoint one (1) committee member to act as a chairman for the committee. Each Special Committee shall remain intact until it accomplishes or completes the task for which it was appointed.

SECTION 3. POWER OF COMMITTEES.

Each Standing Committee or Special Committee shall have the power of the Executive Board to make decisions or commitments in the areas designated to them by the Executive Board. The chairman of each committee shall immediately report any monetary decisions and/or commitments to the Executive Board.

SECTION 4. REMOVAL FROM COMMITTEE.

When it is felt it is in the best interest of the Association, a committee member may be removed from said position by a majority vote of the Executive Board.

ARTICLE VIII

Delegates and Alternates to Conventions

SECTION 1. A.F.F.I. CONVENTION.

If, in accordance with ARTICLE IV, Section 2, of the Associated Constitution and By-Laws, Local 2340 is entitled to delegates in addition to the President, they shall be elected by secret ballot of the members in good standing.

SECTION 2. I.A.F.F..CONVENTION.

If, in accordance with Article IV, Section 2, of the International Constitution and By-Laws, Local 3398 is entitled to delegates in addition to the President, they shall be elected by secret ballot of the members in good standing.

SECTION 3. ALTERNATES.

Alternates to conventions shall be elected by secret ballot of the members in good standing. The credentials of delegates and alternates must certify to this method of election.

ARTICLE IX

Initiation Fees, Dues and Assessments

SECTION 1. INITIATION FEES.

Initiation fees shall be paid in the amount of \$50.00

SECTION 2. DUES.

Dues shall be \$35.00 Bi-Weekly. (\$910.00 Annually)

SECTION 3. ASSESSMENTS.

Assessments may be made only in the following manner: Each member in good standing shall be notified in writing at least thirty(30) days in advance of the date on which the vote for an assessments is to occur. The proposed assessments shall become effective upon a majority vote of the members in good standing, by secret ballot, at a regular or special meeting.

SECTION 4. RATE INCREASES.

Increases in rates of initiation fees, reinstatements fees, dues or assessments shall require notice of such proposed increase to be given to the members in good standing at least thirty(30) days in advance of the date on which the vote for such increase is to occur. The proposed increase shall become effective upon a majority vote of the members in good standing, by secret ballot, at a regular or special meeting.

SECTION 5. REINSTATEMENTS.

Reinstatement fees shall be \$25.00 plus all back dues and assessments.

ARTICLE X

Misconduct, Trials and Appeals

SECTION 1. MISCONDUCT AND TRIALS.

Any member charged with misconduct as defined in Article XV of the International Constitution and By-Laws 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.

SECTION 2. APPEALS.

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

ARTICLE XI

Legal Defense

SECTION 1. FINANCIAL SUPPORT.

Any active member who is in good standing and who, because of an act or omission is charged with misconduct, or any active member or other such person who is exclusively represented by Local 2340 in collective bargaining agreement and who, files a grievance under the terms of the collective bargaining agreement, is entitled to sum of \$100.00 (One Hundred Dollars) to be applied towards supplying said person with competent legal representation.

SECTION 2. NOTICE OF REQUEST.

Any person who desires such monetary assistance must apply in writing to the Executive Board within thirty (30) days of the date the charge is placed against the member or thirty (30) days from the date the person files the said grievance.

SECTION 3. ADDITIONAL ASSISTANCE.

Additional monetary assistance for the legal counsel of said person may be obtained by the person if such written request is made to the Executive Board and is approved by majority vote of the Executive Board. Assistance over and beyond the above-stated \$100.00 is not a matter of right and shall be awarded by the Executive Board only if said board feels the additional assistance would be in the best interest of the Association as a whole.

ARTICLE XII

Audit

SECTION 1. AUDIT.

The books and accounts of this Local shall be audited annually, and the last such report of audit shall be forwarded to the International Secretary-Treasurer over the seal of Local 2340.

SECTION 2. RELEASE OF AUDIT.

The annual audit of this Local shall be made available to members in good standing upon presenting a written request to the Treasurer and upon approval of the Executive Board by a majority vote by secret ballot.

ARTICLE XIII

Amendments

SECTION 1. PROCESS OF AMENDING.

This Constitution and By-Laws made under its provisions, may be amended by a two-thirds (2/3) vote (except for changes in dues and assessments, and initiation and reinstatement fees, which shall require a majority vote, as provided in ARTICLE IX, page 11), at a regular meeting, provided that each member in good standing is notified in writing of the proposed amendment at least fifteen (15) days in advance of the meeting at which the vote will be taken.

SECTION 2.

Ammendments will be submitted to the International following adoption by the local for approval by the General President prior to printing or issuance in accordance with I.A.F.F. Constitution & By-Laws Article XIII, Sec. 3.