



## CONSTITUTION AND BY-LAWS

# PROFESSIONAL FIRE FIGHTER ASSOCIATION OF CLACKAMAS COUNTY

LOCAL 1159

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

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# CONSTITUTION AND BY LAWS

## LOCAL 1159 - IAFF

### ARTICLE 1 NAME

Section 1. The name of this organization shall be Professional Fire Fighters Association of Clackamas County, Local 1159, International Association of Fire Fighters. The organization may affiliate with the AFL-CIO, Oregon State Fire Fighters Council and other such organizations as directed.

Section 2. References in this Constitution and Bylaws to "Local" or "Local Union" shall refer to the Local as set forth in Section 1 above. References to "Association" or "International" shall refer to the International Association of Fire Fighters. References to majority shall mean fifty-one (51%) percent.

Section 3. Local 1159, its officers, representatives and members shall recognize, observe and be bound by the provisions of the Constitution and Bylaws of the International Association of Fire Fighters. Any interpretations rendered by the International General President, resolutions, decisions and directives of the Executive Board or officers of the Association, shall be adhered to by the local when made in conformity with the resolutions adopted and policies established by the delegates at conventions. Article 13 of the Constitution of the Association is recognized as providing the basic rules governing this Local.

### ARTICLE 2 JURISDICTION

Section 1. The jurisdiction of Local 1159 shall include all seasonal and full-time paid fire service personnel including emergency medical, fire prevention, training and all other fire department related services within Clackamas County, Oregon.

### ARTICLE 3 MEMBERSHIP

Section 1. Active – Any person of good moral character who, at the time of making application, is engaged in service within the jurisdiction of Local 1159, as given in Article 2, will be eligible for active membership. 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 2. Honorary - Persons may be elected as honorary members by a majority vote of the

membership for meritorious service to Local 1159 or for distinguished public service. Honorary members shall not pay Initiation fees, dues, or other charges and shall have no voice or vote in the local. Each membership may be revoked by a majority vote of the membership.

Section 3. Maintenance of good standing - Membership in good standing includes any person who has fulfilled the requirements for membership in Local 1159, who has not voluntarily withdrawn, become ineligible for continued membership, or been suspended or expelled as provided in the constitution of this Local.

Section 4. Separation - When any member in good standing separates from the fire service, or after written application to and approval of the Executive Board, the Local Union may allow said member to retain his or her active membership or, in lieu thereof, upon request of said member shall issue him or her a withdrawal card; provided however, that a member who is duly elected as an officer of the International, or elected or appointed as a representative of, or to an affiliated labor organization, shall retain their active membership in this Local.

Section 5. Retiring Members - Members retiring by reason of service shall be given an honorary membership provided they have been a member in good standing for five (5) years prior to retirement.

Section 6. Active Retired - Requires only payment of half of IAFF per-capita cost and allows the member to have the same rights as an active member. Retired members may return within 180 days of their retirement date to apply for status as an Active Retired Member.

## ARTICLE 4 MEETINGS

Section 1. Two (2) regular meetings of Local 1159 shall be held annually in September and on the first Tuesday in November. Time and place will be decided upon by the membership at the previous meeting, subject to change by a majority vote of the Executive Board. Business meetings of Local 1159 may be held at any other time including call of the President, majority vote of the Executive Board or voice call to the Secretary or Treasurer of 10% or more of the general membership. Members shall be notified of called meetings in writing or personal contact via the Executive Board prior to the meeting.

Section 2. Special meetings may be called by the President or by vote of the majority of the Executive Board. All members in good standing shall be notified in writing, or personal contact by the Executive Board of such special meetings at least three (3) days prior to the meeting. The notice or personal contact shall state the business to be considered at such meeting. No other business shall be on order at the special meeting.

Section 3. Quorum - The quorum for any meeting of Local 1159, either regular or special, shall be the number of members in good standing that attend the meeting.

Section 4. 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 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 the "Manual of Common Procedures" for the use of Local Unions of the International Association of Fire Fighters A.F.L. - C.I.O., revised and Atwood's Rules for Meeting revised, shall govern the meetings of this Local in all cases not in conflict with the Constitution and By-Laws of the International, or interpretations of the document.

## ARTICLE 5 OFFICERS AND ELECTIONS

Section 1. Elected Officers- The Principal Officers of Local 1159, elected by the general membership, shall consist of a President, Vice President(s), Secretary and Treasurer. The positions of Secretary and Treasurer may be combined by a majority vote of the Executive Board or the general membership. The terms of office shall be two (2) years and conclude upon election and installation of their successors. Terms may be shorter if an officer is removed from office as provided in the Constitution and Bylaws of the International or this Constitution and Bylaws. The President, Treasurer and 2<sup>nd</sup> Vice President will be elected on odd numbered years, and the Secretary, 1<sup>st</sup> Vice President and 3<sup>rd</sup> Vice President will be elected on even numbered years. If the positions of Secretary/Treasurer have been combined, then the combined position will be elected on even numbered years.

There shall also be an Executive Board consisting of one (1) member per unit having fifty one percent (51%) or greater union membership. Executive Board members (unit representatives/shop stewards) shall be elected by majority vote of the membership of their respective unit. Terms of office shall be two (2) years in length. Molalla, Estacada and Clackamas BC shop stewards will be elected on odd numbered years, and Clackamas, Lake Oswego, Aurora and Canby shop stewards will be elected on even numbered years. Executive Board members may choose to have a representative or assistant shop steward attend meetings in their place, speak on matters of the Local and cast votes.

Units may choose to elect assistant shop stewards. The number of assistant shop stewards and terms of office shall be determined by the respective unit members. Assistant shop stewards shall not be eligible to vote on matters of the executive board unless they are acting as the representative of the shop steward.

Section 2. Eligibility of Office - 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' personal expense. A candidate for office includes a candidate for membership on the Executive Board. There shall be no discrimination in favor of or against any candidate for office

with regard to the use of membership lists.

Section 3. Use of funds prohibited in elections - No funds received by Local 1159 through initiation fees, dues or assessments shall be contributed or applied to promote a candidate or anyone else in election of officers. This section does not prevent the expenditures from Local funds for notices, factual statements of issue and other necessary expenses to conduct elections so long as they do not involve promotion of any candidate.

Section 4. Method of nomination and election - All members in good standing shall be given at least fifteen (15) days advanced written or electronic notice of the date, time and place at which nominations and elections shall be held. Nominations shall be held at the regular September meeting and elections shall be held at the regular November meeting each year. Any member in good standing may nominate themselves or other eligible members for office. Officer elections shall be by secret electronic on-line voting with the exception of delegates for IAFF and OSFFC Convention, in which case, paper balloting will be utilized. There shall be no voting by proxy in the election of Local Officers. The candidate receiving a majority of the ballots cast shall be declared elected. If there is only one (1) candidate for a given office, such candidate shall be declared elected.

If no candidate receives a majority of votes cast, there shall be a runoff election between the (2) candidates who received the most votes. The run-off election will take place within 72-hours after the original election closed and remain open for six (6) calendar days. If the result of any election results in a tie between two (2) candidates, the winning candidate for office shall be chosen through a drawing of lots by the candidates in the presence of the Executive Board. No candidate shall run for more than one (1) office. If nominated for more than one (1) office, the candidate shall within five (5) days of being nominated notify the Secretary in writing or electronically as to the single office they will seek. The exception is when the nominee declines in the presence of the membership immediately on nomination at the regular meeting. If the nominee fails to comply, they will forfeit the right to run for any office for which their name appears. It is the responsibility of the nominee to notify the Secretary in writing or electronically within five (5) days after nomination of their intent to be or not be considered for election. Failure to do so will mean that the nominee must run for the office in which they were nominated.

Section 5. Voting – Voting is required for all changes in the Constitution and Bylaws, election of Principal Officers and Shop Stewards, contract ratification, special assessments, and any unit-determined vote.

Section 5.1 Elections Committee - The President shall appoint three (3) members to the Elections Committee, one (1) of which will be a Principal Officer who is not running for a position. The Elections Committee shall be responsible for distributing and tabulating the secret paper ballots and establishing an accurate on-line vote via the Local's online voting service. Each candidate for office shall be entitled to appoint one (1) observer. The observer will witness the manner of

distribution, casting of ballots and attend the Elections Committee meeting at which the votes are tabulated.

Section 5.2 Membership Voting - All members in good standing will be eligible to cast a single vote either electronically within the designated time frame or in person at meetings via secret paper ballot. Voting will begin no sooner than 4 days after a motion for a vote is made at an informational, special, unit or general business meeting. The voting period will begin with electronic polls open for six (6) days from day one (1) until one (1) hour prior to the meeting where the vote will be announced. In the case of no meeting, polls will be open for a max of 144 hours, the results will be sent electronically.

Section 5.2.1. Electronic Voting - The Local may choose to use electronic voting on any matter requiring a secret ballot vote, except for delegates for the IAFF convention. The electronic vote must comply with the following:

- Access code (and dial-in information) and voting instructions must be mailed or emailed out with sufficient time for members to request a replacement before the vote.
- Locals must have written policies on voter requests for a replacement access code and voting instructions and for challenging and resolving voter eligibility prior to the vote.
- The electronic voting system must not generate any hidden markers that would link a voter to their ballot.
- Any objections to eligibility must be lodged and resolved by the election committee (or committee overseeing the vote) prior to the vote.
- Once a ballot is submitted electronically, it cannot be changed or voided.
- Entry of the voter's name must not be required in the voting system's login credentialing process.
- The voter's login credentials must not be displayed on the same screen as the voter's ballot or ballot selections.
- Other than the voter, nobody - including the union and election vendor – can have access to components of the login credentials (e.g., email address, telephone number, PIN, member identification number) required by the voting system to access the voter's ballot. Voting credentials must be randomly assigned to each eligible voter.

- The electronic voting system must: (1) use a secure platform with industry standard safeguards to prevent unauthorized access or malware attacks; (2) use encryption technology that obscures the ballot elections before they are sent to the Local union, the platform and/or the vendor's server; (3) use hash chains on the activity logs and the electronic ballot box; (4) be periodically audited by an independent party and the vendor has a written security policy for all systems that come into contact with the voter or vote information; and (5) provide for the ability for voters to vote by telephone as an alternative.
- The vendor shall provide the union with a digital and paper copy of the count and/or tabulation results at the conclusion of the election and must retain the voting system and all digital records (e.g., voting system, credentials, log files, time stamped software codes, tally results) related to the election for at least one (1) year.

Section 5.2.2 Observers - Official observers designated by the candidates in any election conducted with electronic voting must be entitled to view the preparation and mailing of voter access code/dial-in information and instructions, any replacement access code/dial-in information and instructions, and the count and/or tabulation of electronic votes either in person or by video.

Section 6. Ballot Records - A tally sheet, signed by the Elections Committee, will be kept on file by the Secretary for one (1) year. This tally sheet will have the same wording as is on the ballot and show the number of votes.

Section 7. Vacancies in Office - When an office becomes vacant by reason of death, resignation or removal of the incumbent, the Executive Board shall elect a successor by Executive Board majority vote, no later than thirty days from the date the office is vacated.

Section 8. Absentee ballots shall be allowed for any paper vote that elects delegates for IAFF Convention. Members on duty or on authorized fire agency leave shall be eligible to vote absentee.

Section 9. It is the responsibility of the individual member to request an absentee ballot from the Election's Committee of the Local. A ballot shall be mailed to the individual, no sooner than ten (10) days prior to the vote. Ballots must be returned to the Election's committee by mail, in a sealed and signed envelope, postmarked no later than two (2) days prior to the meeting date. If an absentee ballot is returned in person, it must be in a sealed and signed envelope and given to the Election's Committee prior to the start of the meeting where the vote is to take place.

## ARTICLE 6 DUTIES OF OFFICERS

Section 1. President- It shall be the duty of the President to preside at all meetings of Local 1159, including meetings of the Executive Board. The President shall be the executive head of



Local 1159. The President shall be a member ex officio of all committees. The President shall appoint such committees as may be provided for in this Constitution and Bylaws and such special committees as may be authorized by Local 1159. Together with the Treasurer, The President may sign all orders and checks lawfully and properly drawn. The President shall enforce strict observance of the Constitution and Bylaws of the International as the document relates to Local 1159 and the Constitution and By Laws of the Local. The President shall have general supervision of the activities of the principal officers and chairperson of committees. In the event of a tie vote by the members of the Executive Board, the President shall act singly to determine the outcome. The President shall discharge on behalf of the Local such duties as may be imposed upon the President by applicable law including the execution and filing of any reports to Federal or State authorities and the President shall maintain such records as the law requires to be kept in support of the reports filed. The President will also have the responsibility to certify a vote and swear in the ensuing officers.

Section 2. Vice Presidents- The Vice President(s) shall assist the President in such a manner as the President may determine. In the absence of the President, the 1<sup>st</sup> Vice President shall preside at meetings of the Local and of the Executive Board. If the office of the President becomes vacant the 1<sup>st</sup> Vice President shall be acting President until the office of the President is filled by majority vote of the Executive Board. The Executive Board may determine the number of Vice Presidents by majority vote at an Executive Board meeting.

Section 3. Secretary/Treasurer- Functioning as both the Secretary and Treasurer both job descriptions are listed below separately for the flexibility of splitting the position if so, decided by the Executive board.

Secretary- The Secretary shall keep custody of all documents, records, books, and papers belonging to the Local except as otherwise provided by this Constitution and Bylaws. The Secretary shall keep an accurate record of the meetings of the Local and Executive Board, of which they shall be the Secretary. The Secretary shall attest all official documents with their signature and the seal of the Local. The Secretary shall conduct the correspondence of the Local promptly. The Secretary shall assist the President in such a manner as the President may determine.

Treasurer - The Treasurer shall receive all money due to the Local from whatever source and shall disburse the same only by voucher signed by the President or the Executive Board in conformity with a vote of the Local. Such disbursement shall be by check signed by at least two (2) Executive Board Officers. The Treasurer shall maintain and keep current a record of the members with their due's payments, assessments and all financial transactions promptly and accurately enter such information. The Treasurer shall be prepared to show receipts and vouchers upon the audit of the Treasurers books. The Treasurer shall forward the annual audit of the Local to the International General Secretary-Treasurer over the seal of the Local, not later than June first of each year. The Treasurer shall maintain the official list of members in good standing,

which shall be kept accurate and current. The Treasurer shall maintain proper filing with various federal and state agencies to ensure all relevant reporting and taxes are paid in full. The Treasurer will also maintain and ensure proper insurances are maintained at a level dictated by the Executive Board. The Treasurer will maintain reasonable access to the Local's books to any Local 1159 member in good standing. The Treasurer shall assist the President in such a manner as the President may determine.

Section 4. Executive Board- The Executive Board shall consist of the President, Vice President(s), Secretary/Treasurer and one (1) member of each unit having fifty-one (51%) percent or greater Union membership at the time of the annual election meeting. It shall be the duty of the Executive Board to exercise general supervision and control of the invested funds and property of the Local. It shall have the authority to act in the name of the Local during intervals between meetings such acts will be subject to confirmation by the membership at the next regular meeting of the Local. It shall meet at the call of the President or on call signed by a majority of its members.

Section 5. All officers and employees of the Local who handle funds or property of the Local shall be bonded in such amount as may be required by the International General Secretary-Treasurer and in compliance with applicable law. The expense of the first \$5,000 of bond shall be borne by the International. If additional bond is necessary, the Local shall pay the additional premium. The Local shall have sufficient bond to cover at least 10% of its current liquid assets.

Section 6. Unit Representative/Shop Steward - The members of this Local in the individual units in Clackamas County, Oregon, and associated fire fighters with Local 1159, shall elect unit representatives to represent the Local association members of the unit so electing. No representation shall be made by any unit representative that conflicts with established policy of this Local or the International. No unit representative will enter into any binding agreement with the agency they represent except by instrument counter signed by the President of Local 1159. The general officers of this Local Association shall not, except upon request of the individual unit representative or Executive Board member, make any public representation on behalf of the Association members in any Fire Agency within Clackamas County, Oregon, and associated fire fighters of Local 1159. Any Bargaining Unit member can call for removal of a Steward. Requests for a vote to remove the Steward will be sent to the Principal Officers, it will contain specific pertinent information regarding the reasoning to remove the Steward. Notification to the Steward is required within 10 days of receipt of such request. The reasoning for removal will be provided to the Steward. A Unit meeting will be held within 30 days of the original complaint, to discuss all sides of the matter, at least two (2) Principal Officers will mediate this meeting. At the conclusion of the Unit meeting the original complainant can resend the request for removal. Removal of a Unit Representative/Shop Steward requires a 51% majority vote from the Bargaining unit. An electronic vote will be conducted following Article 5, Section 5 of this CBL.

Section 7. Emeritus Status - The Emeritus position shall carry with it ex-officio lifetime membership with the Professional Fire Fighters of Clackamas County, Local 1159. The Emeritus

position shall also carry with it the duty to advise and consult with the President and/or the Executive Board upon request when such service is desired in the best interests of Local 1159.

In order to be considered for Emeritus status, the individual must have served in an elected office for no less than 7 years. Emeritus status will be granted upon majority vote at an Executive Board Meeting.

Section 8. Appointed Positions – The Executive Board may appoint members or non-members to positions that support the Local and membership. These positions may include, but are not limited to, administrative assistants, communications director, or 1159 Store manager, as needed.

All appointments must be approved at an Executive Board meeting. If the position includes compensation, a job description will be created outlining the duties and areas of responsibility for the role.

Appointed positions do not carry Executive Board voting rights.

## ARTICLE 7 DELEGATES

Section 1. When delegates or alternates are sent to the IAFF or OSFFC conventions, they shall be elected by secret paper ballot of the membership at a General Business Meeting. All candidates for delegate positions may make their desires known with an electronic or handwritten notice to the Executive Board. The Executive Board may report to the membership in the form of recommendations of the names of those candidates that the Executive Board finds qualified to attend as delegates and alternates. Qualified candidates would include, in this order, Principal Officers, Shop Stewards or other active members who have participated in Local 1159 committees. If the number of nominations is equal to the number of Delegates determined by IAFF and OSFFC, they shall be declared elected by acclamation.

Section 2. Delegates and alternates to conventions shall be entitled to per diem and travel expense. The Executive Board will determine appropriate per diem and travel expense based upon planned dinners, meetings, and events within the convention time frame.

## ARTICLE 8 INITIATION FEES, DUES AND ASSESSMENTS AND REINSTATEMENTS FEES

Section 1. The Treasurer shall adjust the dues of Local 1159 annually on Jan 1. Each member shall pay all dues, per capita and assessments monthly. If they fail to make payment by the fifteenth (15) day following the month such dues are payable, the member shall be notified by

the Treasurer that they are delinquent and will lose his or her good standing, if payment is not made within sixty (60) days following such notification. This notification shall be written with a copy going to the Executive Board.

Section 1.1. Starting January 1, 2026, monthly dues shall be 1% of Top Step Fire Fighter (TSFF) EMT annual base wage of the Clackamas Fire District unit CBA, without incentives. Dues shall be adjusted on January 1 of odd numbered years following OSFFC and IAFF conventions. Dues shall be calculated, and Per Capita will be added to create a pass-through method to account for changes to Per Capita. Dues shall not be retroactive due to unsettled contracts or unforeseen delays in contract ratification. Dues will go into effect once the successor agreement is ratified. Any member approved assessments allowed below will be added to the final dues amount.

For example, as of January 1, 2026

Per Capita

- IAFF – \$19.58
- OSFFC – \$13.11
- Oregon AFL-CIO - \$1.15
- NWOLC - \$.48

Total Per Capita – \$34.32

Clackamas TSFF EMT as of January 1, 2026 = \$99,031.46.

$99,031.46 / 12 = \$8,252.62$  month

$\$8,252.62 * 1\% = \$82.52$

$\$82.52 + \$34.32 = \$116.84$  month

Bi-monthly = \$58.42

Section 2. Assessments may be made only in the following manner: Each member in good standing shall be notified in writing at least thirty days in advance of the date on which the vote for an assessment is to occur. The proposed assessment shall become effective upon a majority vote of the members in good standing by electronic ballot at a regular or special meeting.

Section 3. Changes in rate of initiation fees, reinstatement fees, dues or assessments shall require notice of such changes to be given to the members in good standing at least thirty days in advance of the date on which the vote of such changes is to occur. The proposed change shall become effective upon a majority vote of the members in good standing, by electronic and/or secret ballot, at a regular or special meeting.

Section 4. Reinstatement fees shall be \$500.00. There shall be no provision for waiving the reinstatement fees. All persons desiring reinstatement shall present a written appeal recommendation to the Executive Board for the Board's action. Upon recommendation of the

Executive Board, reinstatement shall be approved by the vote of a majority of the members at a regular business meeting. The fee for reinstatement shall be \$500.00 and will double each time a member drops out and then asks for reinstatement.

Section 5. Firefighters and those represented by any Local 1159 Collective Bargaining Agreement may voluntarily pay dues but not be a member of the unit of which they are employed. In any event, the IAFF (International Association of Fire Fighters) does not collect per capita or any other monies from affiliates on behalf of nonmembers.

Section 6. Relief from dues for reason of absence from a member's agency shall be provided upon majority vote of the membership at a regular business meeting. In any event, per capita paid by the Local shall not be subject to such relief.

## **ARTICLE 9 MISCONDUCT TRIALS APPEALS CHARGES**

Section 1. Misconduct and Hearings - Any members charged with misconduct as defined in Article 15 of the International Constitution and By-Laws shall be served with written specific charges as required in Article 16 of the International Constitution and be given reasonable time to prepare their defense and afforded a hearing as provided in Article 17 of the International Constitution.

Section 2. Appeals - Appeals may be made in accordance with Article 18 of the International Constitution and By-Laws, such appeals must be filed with the President of the Association within thirty (30) days of the action to be appealed.

## **ARTICLE 10 AUDIT**

Section 1. The books and accounts of this Local shall be audited by an audit committee bi-annually or when a new Treasurer takes office. The annual report of the audit shall be forwarded to the International General Secretary-Treasurer over the seal of the Local no later than the first of June by the President.

Section 2. The audit committee shall be comprised of three (3) members in good standing of Local 1159. The audit committee shall be appointed by the Executive Board. They shall have full authority to review the accounts of this Local. If no members participate in the audit committee, the Executive Board will serve in that capacity.

## **ARTICLE 11 AMENDMENTS**

Section 1. This Constitution and Bylaws made under its provisions may be amended by a two-

thirds vote 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. Whenever increases in rates of initiation fees, reinstatement fees, dues, or assessments of this Local are proposed, they shall be governed by Article 8.

Section 3. Any proposed amendment to this Constitution or Bylaws made under its provisions shall be submitted for approval to the General President prior to its printing or issuance, after first being adopted by the membership.

## **ARTICLE 12 MISCELLANEOUS**

Section 1. No member of this Local shall sign any petition that has any bearing on or connection with any Fire Agency of this jurisdiction until it has been favorably acted upon by this Local. Members shall file all information upon matters of material interest to the members of this Local at a meeting before furthering a change of conditions.

Section 2. No loans shall be made from the organization funds.

Section 3. References to be in this constitution shall be construed to be he/she applicable.

Section 4. References in this constitution to members "being notified in writing" shall mean either: a personal letter mailed to their address of record, electronic notice or a notice mailed out for posting on the Union Board of each fire house

## **ARTICLE 13 LEGAL FUND**

Section 1. When all sections of this article have been complied with, the Legal Fund will be used to pay fees for only those persons who are members in good standing of the Local or under the terms outlined in Article 8, Section 6.

Section 2. Expenditures over \$5,000 from the Legal Fund shall be approved by a majority vote of the Executive Board.

Section 3. Any requests for legal expense denied by the Executive Board may be approved by a referendum vote of the membership at a General or special meeting. The membership shall be notified fifteen (15) days in advance of the vote.

Section 4. Any member or unit desiring assistance from the Legal Fund shall make such a

request directly to the Executive Board. Such requests may be made directly to the Executive Board in person or in writing.

Section 5. The President or their designee(s) shall be charged with investigating requests for legal funds and making a report and recommendation to the Executive Board.

## **ARTICLE 14 COMMITTEES**

Section 1. All committees appointed by the President shall be allowed expenses incurred in the legitimate pursuit and discharge of their appointed task.

Section 2. All committee reports shall be submitted in writing when presented to the Local. A copy of this report shall be furnished to the Secretary and become a part of the official record.

Section 3. Committee Chairs will report as requested by the President during normally scheduled Executive Board meetings.

## **ARTICLE 15 BUDGET**

Section 1. The financial operation of this Local shall be governed by a budget. The Treasurer shall prepare a preliminary budget and submit to the Budget Committee. Upon approval from the Budget Committee, the Treasurer shall submit the proposed budget to the Executive Board and general membership for their review/recommendations at the September General Business Meeting. The budget shall be approved by a majority vote of the membership prior to January of each year.

Section 2. Budget changes during the fiscal year shall require a majority vote of the Executive Board.

## **ARTICLE 16 CONTRACT REVIEW**

Section 1. The purpose of this article shall be to review all contracts and memorandums of understanding/agreement language prior to signing by the parties involved. All shop bargaining committees shall submit proposed contracts or agreements to the Principal Officers for review prior to signing. Any Collective Bargaining Agreement (CBA) or Memorandum of Understanding (MOU) shall be signed by the President and the respective Shop Steward. Other Officers and members, such as the bargaining team, may also sign to memorialize the collective effort.