

**PROFESSIONAL
FIRE FIGHTERS
AND
PARAMEDICS
OF
NORTH CAROLINA**



**Constitution and By-Laws
Policies and Directory**

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CONSTITUTION and BY-LAWS
of the
Professional Fire Fighters and Paramedics of North Carolina

ARTICLE I

NAME

This organization shall be known as the *Professional Fire Fighters and Paramedics of North Carolina*. This may, henceforth, be abbreviated in this Constitution and By-Laws as PFFPNC.

The State Association, its Officers, Representatives, and Members shall recognize, observe, and be bound by the provisions of the Constitution and By-Laws of the International Association of Fire Fighters (IAFF), and the interpretations rendered by the IAFF General President, the Resolutions, decisions and directives of the Executive Board Officers, when made in conformity with the authority granted by the Constitution and By-Laws of the Association, and the Resolutions adopted and policies established by the Delegates at Conventions. Article XIV of the IAFF's Constitution and By-Laws is recognized as providing the basic rules governing this body.

ARTICLE II

JURISDICTION

The jurisdiction of the PFFPNC is all full-time, paid public employees engaged in firefighting and emergency medical service and retired public union fire and EMS personnel within the State of North Carolina.

ARTICLE III

OBJECTIVES

The objectives of the PFFPNC shall be the promotion of a closer organization of professional Union fire fighters and professional medical personnel throughout the State of North Carolina, to organize all paid professional fire fighters and professional emergency medical personnel, to place the members of the PFFPNC on a higher level of skill and efficiency, to encourage establishment of educational opportunities for its members, and the cultivation of friendship and fellowship among its members.

The PFFPNC shall work to sponsor, promote, and protect legislation advancing the interests and welfare of professional fire fighters and professional emergency medical personnel. This Association shall be involved politically so as to improve the status of the fire and emergency medical services and all its paid professional members. Furthermore, the PFFPNC shall offer to teach, instruct, and assist its members in advancing their profession by political involvement at all levels of government.

ARTICLE IV

MEMBERSHIP

Section 1. *Membership Application*

Any Local engaged in service within the jurisdiction of the PFFPNC, as given in Article II above, will be eligible for active membership. Locals eligible for membership may not be refused membership or be discriminated against.

Section 2. *Admission of Individual to Membership of PFFPNC*

In addition to membership of affiliated Local Unions within North Carolina, the PFFPNC may admit to membership only individuals from cities, towns, counties and political subdivisions, wherein statutes prohibit the formation of a Local Union, or wherein no Local Union exists, provided that such applicants otherwise meet the qualifications for membership in the IAFF.

Section 3. *Individual Fees and Per Capita Taxes*

The PFFPNC shall establish and collect sufficient fees and dues from each individual admitted to membership. These Fees and dues shall be used to pay the per capita tax for membership to the IAFF and other affiliated organizations, or as determined by the PFFPNC Executive Board.

Section 4. *Maintenance of Good Standing*

Membership in good standing includes any Local which has fulfilled the requirements for membership in the PFFPNC, which has not voluntarily withdrawn, become ineligible for continued membership, or been suspended or expelled as provided in the Constitution and By-Laws of the PFFPNC.

Section 6. *Delinquent Members*

Locals who fail to pay per capita tax of assessments by the fifteenth (15th) day of the month shall be notified by the PFFPNC Secretary/Treasurer, that they are delinquent. Locals will be suspended and lose their good standing if payment is not made within sixty (60) days following such notification.

Section 7. *Honorary Membership*

For meritorious service to the PFFPNC, or for distinguished public services, persons may be elected Honorary Members by majority vote of

the PFFPNC Executive Board, based on the recommendation of the sponsor Local(s). Honorary Members shall not pay initiation fees, dues, or other charges, and shall have no voice or vote in the PFFPNC. Such membership may be revoked for cause by majority vote of the PFFPNC Executive Board, based on the recommendation of the sponsor Local(s).

Section 8. *Lifetime Membership*

Lifetime membership in the PFFPNC may be granted to deserving PFFPNC members or former members by a majority vote of the Convention body acting on a properly filed Resolution. PFFPNC Lifetime members are:

- Glenn Holbert - Asheville Local 332 – (2015)
- Joey McIntyre - Greensboro Local 947 – (2015)

Section 9. *Emeritus Positions*

For Emeritus status within the PFFPNC, the President, Secretary/Treasurer, District Vice-Presidents, or Trustees may have the title of Emeritus bestowed upon them by a majority vote of the Convention body acting on a properly filed Resolution. To be eligible for Emeritus status, the individual must have served for ten (10) years as an officer, which does not have to be consecutive. Additionally, for those not meeting the ten (10) year requirement the convention body may take into consideration convention work, committee work, appointments made by PFFPNC officers and IAFF work representing the PFFPNC to count towards ten (10) years of seniority as fulfilling Emeritus requirements. The convention body may consider three (3) years of non-elected work to equal one (1) year of elected work, not to exceed two (2) years credited toward elected work. The Emeritus position will be a Delegate-at-Large at all PFFPNC conventions and shall have their convention expenses reimbursed by the PFFPNC. Expenses covered for Convention will include lodging, travel, and per-diem. PFFPNC Emeritus members are:

PFFPNC President

- David A. Anders - Asheville Local 332, (2002)

PFFPNC Secretary/Treasurer

- Richard L. O'Brien – Greensboro Local 947 - (2015)

PFFPNC District Vice-President

- Jerry Wiggins Kinston Local 3015 – (2009)
- Jeff Smith – Davidson Paramedics Local 3096 – (2011)

PFFPNC Trustee

- Joey McIntyre – Greensboro Local 947 – (2016)

ARTICLE V

MEETINGS

Section 1. *Executive Board Meetings*

Meetings of the Executive Board may be called by the PFFPNC President, or at the request of a majority of the Executive Board.

Section 2. *Special Meetings*

Special meetings shall be called by the President or by vote of a majority of the Executive Board. All Locals in good standing shall be notified: in writing, by voice communication, or by any electronic means at least seven (7) 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. Other Meetings

Regular meetings of the PFFPNC shall be held as required by the Executive Board.

Section 4. Quorum

The quorum for an Executive Board meeting shall be a majority of Executive Board members which shall include at least 1 principal officer, specifically the President or Treasurer.

Section 5. Rights of Locals

Every Local in good standing shall have the right to attend any special meeting, and to participate in such meeting in accordance with the recognized rules as set forth in "Atwood's Rules of Meetings". Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the PFFPNC.

ARTICLE VI
CONVENTIONS

Section 1. Biennial PFFPNC Conventions

Pursuant to the adoption of Resolution 3 at PFFPNC Convention 2016 in Wilmington, NC the PFFPNC will hold its final annual convention in 2017 (in Jacksonville, NC). The PFFPNC will not hold a convention in 2018 and will its first biennial convention in year 2019 (in Greensboro, NC) and on all odd numbered years thereafter.

Section 2. Local Representation in Convention

Any Local entitled to representation in Convention shall have all required per capita tax paid current, to the PFFPNC, on their full membership no less than sixty (60) days prior to Convention. Additionally, all per capita in arrears must be paid current prior to having a Local's Delegates seated.

Section 3. Representation in Convention

Each Local shall be allowed Delegates in accordance with the following scale, with approval of the President and Secretary/Treasurer:

Membership of Local	Number of Votes (Delegates)
3-40	2
41-150	3
151-300	4
301-500	5
501-1000	6

No Local is allowed more than six (6) Delegates and no less than two (2) Delegates in Convention. The Officers of the PFFPNC are Delegates-at-Large to the Convention and should not be counted as Delegates of their respective Locals. No member of the PFFPNC, other than duly accredited Delegates to the Convention, shall be entitled to vote in Convention. Each Delegate is entitled to one (1) vote in Convention.

Section 4. Registration Fee

Registration fee for voting Delegates shall be set by the majority vote of the Executive Board.

Section 5. *Number of Delegates*

Membership of each Local, to determine number of Delegates, shall be the average per capita paid to the PFFPNC Secretary/Treasurer between July 1 to the following June 30th of each year. New Locals that join after June 30th of the previous Convention year shall be averaged over their months of membership through the month prior to the month of Convention and divided by twelve (12). Number of Delegates shall be completed prior to Convention.

Section 6. *Alternate Delegates*

Alternate Delegates may be seated in the absence of regular Delegates upon presentation of proper credentials.

Section 7. *Convention Site*

The PFFPNC Delegates assembled at Convention shall choose by majority vote the future convention site.

Section 8. *Method of Selection of Convention Site*

The site receiving the highest number of votes shall be the Convention site. The site receiving the second (2nd) highest number of votes shall be the alternate site for the Convention.

Section 9. *Lack of an Appeal for Convention Site*

In the event that no Local makes an appeal for the Convention, the selection of such site shall be selected by majority vote of the Executive Board.

Section 10. *Convention Date*

The PFFPNC Convention shall be held on or before December 15 of the calendar year.

Section 11. *Roll Call*

A roll call vote may be called for on Convention Resolutions, by twenty percent (20%) of the Delegates present. Upon such roll call, each Local Union is entitled to one (1) vote for each member of the Local Union for whom full per capita tax has been paid, and one-half (1/2) vote for each retired-active member for whom one-half (1/2) of per capita tax has been paid.

Section 12. *Quorum*

The Delegates from 40 percent (40%) of the total number of local unions or other subordinate bodies of the Association, provided such unions are representative of at least three (3) Districts, shall constitute a quorum at conventions. A majority of such delegates present and voting shall legalize action on all questions except as may otherwise be expressly provided in this Constitution and By-Laws.

ARTICLE VII

OFFICERS, COMMITTEES, ELECTIONS, SALARIES

Section 1. *PFFPNC Officers*

The Officers of the PFFPNC shall consist of a President, a Secretary/Treasurer, four (4) District Vice-Presidents, and may consist of Local Vice-Presidents from Locals who maintain five-hundred (500) or more members, who shall hold office for two (2) years, three (3) Trustees, elected for two (2) year terms or until the election and instillation of their

successors, unless removed from office as provided in the Constitution and By-Laws of the IAFF.

Section 2. *Eligibility for Office*

Any member in good standing shall be eligible to be a candidate for office in the PFFPNC. No member shall be entitled to hold more than one (1) office in the PFFPNC at any one time.

Section 3. *Rights of Candidates*

Every candidate for office may have a right to request distribution of campaign literature, by mail or otherwise, to all Locals at the candidate's own expense. A "candidate for office" includes a candidate for membership on the Executive Board. There shall be no favoritism nor discrimination against any candidate with regard to the use of membership lists.

Section 4. *Method of Nomination and Election*

All member Locals in good standing shall be given thirty (30) days advance notice in writing, by mail, email or other electronic means, of the date, time, and place at which nominations shall be held. Any Delegate may nominate eligible Delegates for office. Local Vice-Presidents shall be elected by the Delegates of their Local only, at the PFFPNC Convention.

Section 5. *Election Voting*

In voting for Officers, each Local Union shall have the same number of votes to which it is entitled to on a roll call vote. If a Local votes in bloc, the ballot shall be cast by the Chairman of the delegation and shall reflect the full voting strength to which the Local Union is entitled. If the ballot is cast by individual Delegates, it shall carry the voting strength of the particular Delegate as allocated by the Secretary/Treasurer of the

PFFPNC on an equal basis with the Chairman of the delegation casting the odd vote.

Section 6. *Method of Tie Breaking*

In the event of a tie in an election, each candidate for office shall be given three (3) minutes to address the Delegates, after which Locals will be given fifteen (15) minutes to caucus. At the conclusion of the caucuses, a second election will be held for the office(s) involved. If there is a second tie, the most neutral mechanism for resolving a tie vote is to select the winning candidate by the drawing of lots, and this approach has been endorsed but not specifically mandated by the U.S. Department of Labor.

The method of drawing lots will be to open a new deck of cards, place them in an opaque container, and use the fifty-two (52) playing cards, minus the jokers, for the two candidates to draw from. The first candidate to draw will be determined by the flip of a coin. The candidate drawing the highest card on Convention floor will be determined the winner of the election. If there is a tie on the first draw, both cards will be put back into the container and the candidates' order of draw will be reversed. This method will be repeated until a winner is determined.

Section 7. *Proxy Voting*

Local Unions of one-hundred (100) or less members, who do not send a Delegate to Convention, may be represented by a joint Delegate by giving its proxy vote to another Local Union Delegate, provided the following conditions are observed:

- A proxy may be authorized only after nomination and election by secret ballot among the members of the Local Union granting the proxy.
- Nominees must be named Delegate of another Local Union in the same District which has already elected such Delegates to go to the Convention.

- Nominations may be made at any meeting of the Local Union, but a notice of when nominations will be held must be given, and notice of the date, time and place of election must be given to the membership at least fifteen (15) days in advance of such election.
- Nominations and election may be held at the same meeting, provided the notice has been sent.
- The election must be conducted by secret ballot, but if only one (1) Delegate is nominated to carry the proxy, it is not necessary to conduct the election.
- The Local President must send the PFFPNC Secretary/Treasurer verification of the vote and the Delegate of the Local, carrying them on the Local's letterhead.
- No Delegate may accept proxies to represent Locals with membership in excess of one-hundred (100) members.
- No Local shall carry in excess of two-hundred (200) proxy votes.

Proxy voting at the Convention shall be permitted only in a roll call vote and in the election of Officers, and shall be cast by the Delegates carrying the proxy.

Section 8. *District and Local Vice-Presidents*

Each District/Local Vice-President shall be elected in Convention with votes cast only by Delegates from the respective District or Local. If this person is separated from this office, the replacement shall be by special ballot in the District or Local within sixty (60) days. In the event there is no candidate from the District/Local for the position, the PFFPNC President shall appoint an interim District/Local Vice-President from the District/Local or contiguous District/Local, to serve until the next scheduled election at Convention.

Section 9. *Elections Committee*

The President shall appoint an Elections Committee and Committee Chair who shall be responsible for distributing and tabulating the ballots. The Committee Chair shall, on the first day of Convention, accept nominations from the Delegates for all positions up for election, announce to the Delegates the time and location the election will be held and read the election rules which will be followed. Each candidate for office shall be entitled to appoint one (1) observer who shall be permitted to witness the manner of distribution and casting of ballots and attend the tabulation of votes.

Section 10. *Ballots Preserved*

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

Section 11. *Vacancies in Principal Office*

When a principal office becomes vacant by reason of death, resignation or removal of the incumbent, the Executive Board shall elect a successor by majority vote no later than thirty (30) days from the date the office is vacated, to fill the remainder of the vacated term.

Section 12. *Furnishing Ballots*

The Secretary/Treasurer shall furnish the Election Committee a list of eligible voting Delegates with their voting strength. The Election Committee shall: prepare ballots with assistance from the Secretary/Treasurer, furnish a ballot to each Delegate and check the member Local's eligibility as the ballots are received. The Delegate should not leave the polling place after receiving the ballot and until their vote is cast. This process must be followed in the event a District Vice-President needs to be replaced by their District.

Section 13. *Salary*

All salaries paid by the PFFPNC shall be determined by Convention action.

Section 14. *Separation*

Should any Officer of this Association become separated from the fire or EMS service, they must maintain active membership in their Local and the IAFF, in order to continue holding office in the PFFPNC.

Section 15. *Board of Trustees*

PFFPNC Delegates shall elect by secret ballot three (3) Trustees at each PFFPNC biennial Convention.

The Board of Trustees shall have a Chairman's position. The Chairman shall be elected by a majority vote of the three (3) Trustees, following each PFFPNC biennial Convention. If the three (3) Trustees are unable to elect from among themselves a Chairman, the PFFPNC President shall appoint a Chairman.

The Chairman's position shall rotate at the conclusion of each PFFPNC biennial Convention and on December 1st during even numbered years.

Section 16. *Date of Office*

All newly elected Officers of the PFFPNC shall officially assume their position at the close of the Convention where they are elected.

Section 17. *Bonding*

All Officers and employees of the PFFPNC who handle funds or property of the PFFPNC shall be bonded in such amounts as may be required by the Board of Trustees and the IAFF General Secretary/Treasurer, in compliance with acceptable law. The expense of the first five-thousand dollars (\$5,000) of Bond shall be borne by the IAFF. Additional bond may be obtained at the

PFFPNC's expense through the IAFF's bonding company.

ARTICLE VIII

AUTHORITY AND DUTIES OF PFFPNC OFFICERS

PRESIDENT

Section 1. *Authority*

The PFFPNC President shall be the Executive Head of the Association and shall preside at all Executive Board Meetings, Special Meetings and Conventions held by the PFFPNC.

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 By-Laws and such special committees as may be authorized by the PFFPNC. Together with the Secretary/Treasurer, the President shall sign all orders and checks lawfully and properly drawn. The President shall have general supervision of the activities of the other Officers and Chairmen of committees. The President shall enforce strict observance of the Constitution and By-Laws of the PFFPNC and the IAFF.

Section 2. *Filing Reports*

The President shall discharge on behalf of the PFFPNC such duties as may be imposed by applicable law including the execution and filing of any reports to Federal and State authorities. The President shall ensure maintenance of all reports and supporting documents as required by applicable law.

Section 3. *Delegate*

The President, by virtue of his office, shall be a Delegate of the PFFPNC to the Convention of the IAFF and all approved affiliated organization conferences.

Section 4. *Reports of Expenses*

The President shall, at the end of each month ensure a report is provided to the Secretary/Treasurer with reports of all expenses applicable to the PFFPNC's business.

Section 5. *Power to Call Meetings*

The President shall have the power to call meetings of the Executive Board and special meetings of the PFFPNC with ample notice given in accordance with ARTICLE V of the Constitution and By-Laws.

Section 6. *Retain General Counsel*

The President shall retain, with approval of the Executive Board, a General Counsel for the Association and employ such legal service as necessary for the protection or advancement of the Association. With approval from the Executive Board, the President shall have the authority, to employ such clerical and other assistance as may be necessary for the efficient discharge of duties of office, and pay such salaries as necessary.

Section 7. *Appoint Parliamentarian*

The President shall appoint a Parliamentarian to serve at Executive Board meetings and Conventions.

Section 8. *Representation*

The President will represent, or delegate a representative for the PFFPNC:

- In all legislative matters
- When organizing priorities of the PFFPNC

The President or representative shall report all official acts to the Executive Board at each meeting, and make recommendations of suggestions for improvement or change in the conduct of the affairs of the PFFPNC.

DISTRICT and LOCAL VICE-PRESIDENTS

Section 1. *Assist President*

The District and Local Vice-Presidents shall:

- Assist the President in any manner as may be deemed necessary.
- In the absence of the President and by appointment of the Secretary/Treasurer, perform such duties as are deemed necessary.
- Assist all Locals in their respective District as needed, and report immediately to the President or ask for assistance from the President if needed.
- Forward all information from the PFFPNC to their District/Locals to help expedite communications.
- Serve as members of the Executive Board of the PFFPNC.
- Service their respective District only, unless otherwise directed by the PFFPNC President.

Section 2. *District Boundaries*

There shall be four districts to be referred to as Districts 1, 2, 3, & 4, and the Locals within each District will be serviced by the District Vice-President duly elected for that District.

- District 1 shall consist of counties from the western border of the State and all counties in between to the eastern county lines of Alleghany, Wilkes, Iredell, Cabarrus, Stanly and Union.
- District 2 shall consist of counties from the western county lines of Surry, Yadkin, Davie, Rowan, Montgomery and Anson and all counties in between to the eastern county lines of Caswell, Alamance, Randolph, Montgomery, Richmond and Scotland.
- District 3 shall consist of counties from the western county lines of Person, Orange, Chatham, Moore, Hoke and Robeson and all

counties in between to the eastern county lines of Halifax, Edgecombe, Wilson, Johnston, Sampson, Bladen and Columbus.

- District 4 shall consist of the counties from the western county lines of Northampton, Bertie, Martin, Pitt, Greene, Wayne, Duplin, Pender and Brunswick and all counties in between to the Atlantic Ocean.

Section 3. *Advise Local Unions*

The District and Local Vice-Presidents shall advise Local Unions in their respective District/Local regarding the policies and procedures of the PFFPNC.

Section 4. *Representative*

The District/Local Vice-Presidents shall serve as representatives of the PFFPNC in their respective Districts/Locals.

Section 5. *Make Available Their Skills*

The District and Local Vice-Presidents shall make available their professional-technical skills and experience for the internal development and growth of Local Unions as approved by the President, in their respective District/Local.

Section 6. *Report Official Acts*

The District/Local Vice-Presidents shall report on their official acts to each Convention of the Association and shall be entitled to a voice, vote, and full participation.

Section 7. *Chairman of Convention Committees*

The District/Local Vice-Presidents shall serve as Chairmen of Convention Committees whenever possible and practical.

The presiding Officer of the PFFPNC shall retain authority to appoint each Convention Committee Chairman.

SECRETARY/TREASURER

Section 1. *Association Records*

The Secretary/Treasurer shall have custody of the official seal, all documents, records, books and papers belonging to the PFFPNC, in accordance with the Constitution and By-Laws. The Secretary/Treasurer shall keep an accurate record of the meetings of the PFFPNC and of the Executive Board of which the person shall be the Secretary. The Secretary/Treasurer shall attest to all official documents with the Secretary/Treasurer's signature and the seal of the PFFPNC. The Secretary/Treasurer shall handle the correspondence of the PFFPNC promptly. The Secretary/Treasurer shall maintain the official list of members in good standing, which shall be accurate and current.

Section 2. *Filing Reports*

The Secretary/Treasurer shall discharge on behalf of the PFFPNC such duties as may be imposed by applicable law including the execution and filing of any reports to Federal and State authorities. The Secretary/Treasurer shall ensure maintenance of all reports and supporting documents as required by applicable law.

Section 3. *Collect and Disburse Money*

The Secretary/Treasurer shall:

- Receive all money due the PFFPNC from whatsoever source and shall disburse monies owed by check, or electronic means

- Maintain and keep current record of dues payment, assessments, and all financial transactions promptly and accurately entered.
- Be prepared to exhibit receipts and vouchers upon the audit of the Secretary/Treasurer's books.
- Forward the annual audit of the PFFPNC to the IAFF General Secretary/Treasurer, no later than one-hundred eighty (180) days after the close of the PFFPNC fiscal year.
- Receive and hold all monies and deposit same within five (5) working days after receipt in a secure financial institution, in the name of the PFFPNC.

Section 4. *Employ Help*

The Secretary/Treasurer, with the consent of the Executive Board, shall employ any help necessary to conduct the business of this office.

Section 5. *Purchase Supplies*

The Secretary/Treasurer shall purchase any supplies necessary to conduct the business of the Association.

Section 6. *Prepare Line Item Budget*

The Secretary/Treasurer shall prepare a line item budget prior to the beginning of the fiscal year. The Secretary/Treasurer will provide to the President of each affiliated Local a copy by mail or electronic means. The Secretary/Treasurer will also prepare a quarterly financial statement to be distributed to the Executive Board and President of each affiliated Local.

Section 7. *Delinquent Per Capita*

See ARTICLE IV Section 6. The Secretary/Treasurer shall notify, within 15 days, the respective District/Local Vice-President of any Local whose per capita tax is over two (2) months in arrears.

Section 8. *Maintain Current Records*

The Secretary/Treasurer shall maintain current records of all Local Union Presidents' and Treasurers' phone numbers and addresses.

Section 9. *Delegate*

The Secretary/Treasurer, by virtue of office, shall be a Delegate of the PFFPNC to the Convention of the IAFF and all approved affiliated organization conferences.

Section 10. *Convention Resolutions*

The Secretary/Treasurer shall make available to all Locals, in writing, all pre-filed resolutions fifteen (15) days prior to Convention by mail or electronic means.

EXECUTIVE BOARD

Section 1. *Members*

The Executive Board shall consist of the President as Chairman, the Secretary/Treasurer, four (4) District Vice-Presidents and Local Vice-Presidents.

Section 2. *General Supervision*

The Executive Board shall have the responsibility to exercise general supervision and control of the invested funds and property. It shall have the authority to act in the name of the PFFPNC during intervals between

meetings, such acts being subject to confirmation by the membership at the next meeting or Convention of the PFFPNC.

Section 3. *Expense Reports*

The Executive Board shall furnish the Secretary/Treasurer, paper or electronic forms provided by the Secretary/Treasurer, itemized accounts of their expenses while in the actual performance of their duties.

Section 4. *Expenses and Wages*

The Executive Board shall be allowed the same expenses and wages as if on PFFPNC business while attending Conventions, Board Meetings, and meetings of the PFFPNC.

Section 5. *Duty, Responsibility and Eligibility*

The Executive Board shall have the duty and responsibility of carrying out the objectives of the PFFPNC. No Local shall have more than one (1) member hold Executive Board Office in the PFFPNC at one time.

BOARD OF TRUSTEES

Section 1. *Duties*

The Board of Trustees shall:

- Review and make recommendations regarding the annual budget
- Check the books of the PFFPNC at least once a year and at other times as they deem necessary
- Have the authority to retain a certified public accountant, who shall be independent from any person or firm performing auditing service for the PFFPNC
- Audit accounts of the Secretary/Treasurer if and whenever they deem appropriate

- Make available, all accounts, books and records pertaining to the PFFPNC
- Have the Chairman of the Board of Trustees give a report of its findings to the Delegates at each Convention.

Section 2. *Vacancy*

In the event a vacancy occurs on the PFFPNC Board of Trustees, the President shall notify each member of the Executive Board to submit the name of one (1) qualified member for the vacancy. The President shall select three (3) members from the names submitted who are qualified by being members in good standing. The three (3) names shall be submitted by the President to the Executive Board, which shall by majority vote elect one (1) of the three (3) to fill the vacancy. In the event none of the three (3) receives a majority of the votes, then the member with the fewest votes shall be dropped, and the Board shall vote on the remaining two (2) members.

Section 3. *Expense Allowance*

Trustees shall be allowed expenses and allowances as authorized by the Executive Board.

Section 4. *Meetings*

Trustees shall attend meetings of the Executive Board when deemed appropriate.

TRANSFERENCE OF ELECTED OFFICE

Within 14 days of vacating office all PFFPNC outgoing officers with PFFPNC fund dispersal signature authority shall ensure notification is made to all PFFPNC affiliated financial institutions.

All elected officials of the PFFPNC shall keep accurate and up to date records thereby ensuring they are prepared to handover all necessary items to their successor within 30 days of vacating office. Necessary items shall include, but not be limited to: PFFPNC issued office tools, furnishings and electronic equipment, checkbooks, check registers, bank statements, credit cards, credit card statements, hardcopy documents, electronic files (folders) and passwords to all accounts and PFFPNC owned equipment.

A period of 30 days to complete this change over may be awarded to the outgoing PFFPNC officer by the PFFPNC Convention Delegates. For mid-term vacancies the PFFPNC Executive Board may award 30 days to the outgoing PFFPNC officer.

ARTICLE IX
LOCAL UNIONS

It shall be the responsibility of the Local Unions to:

- Notify the Secretary/Treasurer of changes in Union Officers within thirty (30) days of such change.
- Bear the cost of reproduction of any materials requested and supplied to them by the Association, which are not normally published and distributed.

ARTICLE X
FISCAL YEAR

The fiscal year of the PFFPNC shall begin February 1 and end January 31 of the succeeding year.

ARTICLE XI

REVENUES

Section 1. *Revenue*

The revenues of the PFFPNC shall be derived from per capita tax and other sources to be set by a majority vote at Convention or a majority vote at a duly called meeting as defined in ARTICLE V Sections 1-3.

Section 2. *Compliance with Reporting of Membership*

Any Local Union accepting members into its organization shall report same to all applicable organizations. Failure to report membership in accordance with the PFFPNC Constitution and By-Laws shall be deemed a violation of their charter agreement, and may result in expulsion from the PFFPNC.

Section 3. *Per Capita Payments*

All payments shall be made payable to the PFFPNC and sent to the Secretary/Treasurer. The payments of per capita shall be received by the Secretary/Treasurer from the Local by the fifteenth (15th) day of the month due, unless the Executive Board suspends time of due assessment. All per capita increases to the Locals shall commence at the beginning of the following fiscal year (February 1) unless the Delegates at the Convention approve Resolution language that specifies a different starting date.

Section 4. *Investments*

The Executive Board and the Trustees shall have the option of investing a maximum of twenty percent (20%) of the Organization's savings into uninsured (non-FDIC) investments. The investment(s) shall be managed by the Executive Board and the Trustees with the advice and guidance of the investment professionals with the company where the account is

placed. A review of the investment(s) by the Executive Board and Trustees shall be conducted every three (3) months.

ARTICLE XII

INITIATION FEES, DUES AND ASSESSMENTS

Initiation fees, reinstatement fees and monthly dues shall be established by the membership of the PFFPNC. Whenever increases in the established rates of initiation fees, reinstatement fees, dues or assessment of the PFFPNC are proposed, they shall be adopted only after approval in accordance with the following procedures:

- By majority vote of the Delegates voting at a regular Convention of the PFFPNC, or at a Special Meeting called in accordance with ARTICLE V Section 2, or
- By majority vote of the members of the Executive Board, provided that such increase by the Executive Board shall be effective only until the next regular Convention of the PFFPNC.

ARTICLE XIII

ASSISTANCE

Section 1. *Assistance in Disputes and Grievances*

All Local Unions holding membership with the PFFPNC desiring the assistance of the PFFPNC in disputes and grievances of any nature shall submit to the President written copies of all grievances causing disputes. The President shall immediately submit a copy to each member of the Executive Board for consideration to render assistance.

Section 2. Decisions

Rendering Assistance: The Executive Board shall notify the Local within thirty (30) days of their intent.

Internal Disputes: Upon request and with PFFPNC Executive Board approval the PFFPNC President or designee will conduct appropriate discovery by way of requests for document submission, interviews, etc. The PFFPNC President or designee will render an opinion, or if requested a decision.

External Grievances: Upon request and with PFFPNC Executive Board approval the PFFPNC President or designee will render assistance, advice, and opinion.

ARTICLE XIV

MISCONDUCT, TRIALS, AND APPEALS

Misconduct and Trials

Any member charged with misconduct as defined in Article XV of the IAFF's Constitution and By-Laws shall be served with written specific charges as required by Article XVI of the IAFF Constitution and By-Laws, be given reasonable time to prepare their defense, not to exceed sixty (60) days and be afforded a hearing/trial as provided in Article XVII of the IAFF Constitution and By-Laws.

Appeals

Appeals may be made in accordance with Article XVIII of the IAFF's Constitution and By-Laws. Such appeals must be filed with the IAFF General President within thirty (30) days of the action that is being appealed.

ARTICLE XV
GOVERNMENT

The Delegates assembled at Convention shall be the supreme authority and judicial body of this Association. They have sole authority to make, amend, revise, or modify the laws governing this Association, except as such laws may be superseded by applicable law. Between Conventions of the Association, all administered, executive and judicial powers of the Association shall be vested in the Executive Board, except where provided for in this Constitution and By-Laws. This Association, its Officers, representatives and members shall recognize, observe, and be bound by:

- The provisions of this Constitution and By-Laws and interpretations thereof rendered by the President as provided therein
- The Resolutions, decisions, and directives of the Executive Board, when made in conformance with the Resolutions adopted
- Policies established by the Delegates at Convention.

This Association, its Officers, representatives and members shall recognize, observe, and be bound by the provisions of the Constitution and By-Laws of the IAFF and the interpretations rendered by the IAFF General President.

ARTICLE XVI
AMENDMENTS AND RESOLUTIONS TO AMMEND THIS
CONSTITUTION & BY-LAWS

Section 1. *Amendment of Constitution and By-Laws*

The Constitution and By-Laws shall not be amended except by two-thirds (2/3) of Delegates present during voting at Convention, or by referendum of the whole membership, the majority of votes cast to decide. Any resolution to amend the Constitution and By-Laws shall be submitted to each Local fifteen (15) days prior to Convention.

Section 2. *Proposed Amendments to the Constitution and By-Laws*

A proposed amendment to this Constitution and By-Laws made under its provisions, shall be submitted for approval to the IAFF General President prior to its printing or issuance, after it has first been adopted by the membership.

Section 3. *Pre-filed Resolutions*

Pre-filed Resolutions must be received by the Secretary/Treasurer at least thirty (30) days prior to the opening of Convention. Pre-filed Resolutions not proposing amendments to the Constitutions and By-Laws shall require a majority vote of the Delegates present. Pre-filed Resolutions proposing amendments to the Constitution and By-Laws shall require two-thirds (2/3) vote for adoption.

Section 4. *Resolutions from the Floor*

Resolutions from the floor must have two-thirds (2/3) vote of Delegates to be brought to the body.

Section 5. Resolutions Committee Appointment

The PFFPNC President shall appoint a Resolutions Committee which shall be a standing committee, responsible for reviewing Resolutions prior to the Convention business session. The Resolutions Committee shall have the authority to amend Resolutions and make recommendations to the Convention Delegates. The President shall appoint a District/Local Vice-President to serve as the Committee Chair. The President shall consider recommendations from the District/Local Vice-Presidents and appoint committee members to represent each District equally. Committee members may serve until they are replaced by recommendation of their District/Local Vice-President, with final approval by the President, or until the committee member is no longer willing, or able to serve.

The Resolutions Committee shall be a closed committee. All Delegates appointed to the Resolution Committee shall adhere to the Resolution Committee Rules and General Guidelines located in the Current Policies section of the PFFPNC Constitution and By-Laws.

ARTICLE XVII

RULES OF ORDER

In the absence of other authority, deliberations of this Association shall be governed by "Atwood's Rules of Order".

End of Constitution and By-Laws

Last Date of Amendment by Convention Delegates:

November 30, 2016 – Comprehensive Review and Rewrite (Wilmington)

November 15, 2017 – PFFPNC Convention 2017 (Carolina Beach)

**CURRENT POLICIES OF THE PROFESSIONAL FIRE FIGHTERS AND
PARAMEDICS OF NORTH CAROLINA**

November 30, 2016 – Comprehensive Review and Rewrite (Wilmington)

UPDATED: November 15, 2017 – Carolina Beach, NC

By PFFPNC Convention 2017 Delegates

AFFILIATION

All North Carolina IAFF Locals shall be encouraged to join the N.C. AFL-CIO and become active members of the Central Labor Council whose jurisdiction they are in. '90

All North Carolina IAFF Locals shall be encouraged to join and become an active member of the PFFPNC.

The PFFPNC shall be a member of the Federation of State and Provincial Professional Fire Fighters, IAFF, AFL-CIO. '8The PFFPNC shall be a member of the Southern Federation of Professional Fire Fighters. '95

FINANCIAL ASSISTANCE

The PFFPNC shall encourage all Locals to assess their members one percent (1%) of entry level pay, as recommended by the IAFF, in order to remain solvent on the Local level. '03

For financial aid to Convention, Locals must confirm to the PFFPNC Secretary/Treasurer that their dues are at or above one percent (1%) of base (starting) pay in their department. '09

A benevolent fund is established to reimburse and assist seriously injured or sick IAFF members who have traveled away from their home city or state, and will be made available to reimburse Locals who financially help these members. The PFFPNC Executive Board will set the boundaries, limits and rules for the fund. '09

PER CAPITA TAX/VOTING

Total Per Capita Tax shall be one dollar seventy-five cents (\$1.75) per month per member, as of February 1, 2000. '99

Total Per Capita Tax shall be one dollar ninety cents (\$1.90) per month per member, as of February 1, 2002. '01

Total Per Capita Tax shall be two dollars twenty cents (\$2.20) per month per active member, and one dollar ten cents (\$1.10) per month per active retired member as of February 1, 2004. The retiree per capita, who is not paying full Union dues, is set at one-half (1/2) of that of a full-time employee member and establishes the voting strength to one-half (1/2) of the full-time employee member. '03.

Total Per Capita Tax shall be increased fifty cents (\$.50) per month per active member and twenty-five cents (\$.25) per month per active retired member each February 1st for the next six years beginning February 1, 2005. '04

All Resolutions submitted for consideration by Convention Delegates shall require a fair and accurate per capita increase estimate. All Resolutions shall be held by the Resolution's Committee until their costs are submitted by the PFFPNC Secretary/Treasurer, and the per capita increase to the Locals shall become effective at the beginning of the PFFPNC fiscal year. '96

The PFFPNC shall charge a reinstatement fee of one-half (1/2) of one month's per capita tax at the going rate to returning Locals, who were in good standing with the PFFPNC when they dropped out. Locals who drop out of the PFFPNC while owing per capita shall be charged a reinstatement fee of one-half (1/2) of the monthly per capita, plus up to three (3) months per capita at the going rate. '10

REIMBURSEMENT POLICY

Mileage rate for authorized travel shall be set at the current rate authorized by the Federal Internal Revenue Service. '90; revised '16 All authorized travel expenses for hotels and related expenses will be reimbursed by the PFFPNC. Verifications of expenses must be received by the Secretary/Treasurer before reimbursements are made. (unknown)

Per Diem expenses shall be established at one hundred twenty-five dollars (\$125) per day. Per Diem includes meals, and are not reimbursed separately. '06; revised '13

All Officers, committee members and IAFF members receiving assignments from the PFFPNC President must submit to the PFFPNC Secretary/Treasurer all claims for per diem, receipts for lodging, travel and other expenses incurred while on assignment for the PFFPNC. '93

All claims for reimbursement of expenses must be submitted no later than sixty (60) days after the end of the month in which the individual received written invoice that such expenses were incurred, or forfeit all claims for per diem or reimbursement of expenses. The PFFPNC President and Secretary/Treasurer have the authority to make exception in mitigating circumstances when an individual was unable to meet these requirements. '93

SALARIES AND REIMBURSEMENT OF PRINCIPLE OFFICERS

The President's salary shall be established at one thousand dollars (\$1,050) per month plus per diem for all travel. revised '93

The Secretary/Treasurer's salary shall be established at seven hundred dollars (\$735) per month plus per diem for all travel. revised '93

ORGANIZING

All North Carolina IAFF Locals support, through the PFFPNC, a program to organize all unorganized public employees into an AFL-CIO affiliated Union. '82

The PFFPNC President shall establish a file of unorganized departments with names, addresses and phone numbers of sympathetic contacts in unorganized departments in North Carolina and update quarterly. District Vice-Presidents are responsible for contacting the unorganized in their District and report activities to the President. '87

All IAFF Locals in North Carolina will make a concerted effort to develop an ongoing internal organizing program in their Local. Upon request, their District Vice-President will assist the Locals in establishing this program and update as needed. '90 and '01

The next nearest IAFF Local shall be notified of all the organizing meeting dates with potential new Locals in order that they might be used to help members of the PFFPNC Executive Board organize new Locals. '00

A one hundred percent (100%) affiliation policy is adopted to reach out to all IAFF Locals in North Carolina to recruit Locals who may not be affiliated with the PFFPNC. '09

PROTOCOL

All Locals should contact their District Vice-President when seeking assistance from the PFFPNC. In event of an emergency and contact cannot be made with the District Vice-President, the Local should contact the President or the Secretary/Treasurer. '90

When the President or Secretary/Treasurer of the PFFPNC are in any Local's home town overnight, the Local President shall be notified so that Local may conduct needed business and prevent unnecessary trips. '00

CONVENTION POLICIES

Debate by each speaker on all Resolutions and amendments on the Convention floor are limited to three (3) speakers for and three (3) speakers against for motions or amendments, and this policy can be suspended by a majority vote of the delegates present but only for Resolutions under consideration. Each speaker shall be recognized for a maximum of three (3) minutes to address the delegates. '09, '16

Note: add 3 people for and against

CONVENTION BID

The Convention bids shall be two (2) years in advance to give ample time for preparation. '11

The PFFPNC shall hold an Executive Board meeting within sixty (60) days after each Convention at the site of the next Convention, and use this opportunity to assist the host Local with selection of the Convention Hotel. '01

The order of Convention business and workshops are at the discretion of the PFFPNC Executive Board. '01

Time should be scheduled at each PFFPNC Convention for the Local Delegates from each PFFPNC District to hold District meetings prior to business sessions. '01

EDUCATION

The PFFPNC shall encourage all Locals to take advantage of the benefits offered by the IAFF and PFFPNC's training opportunities. '87

TRAVEL

The PFFPNC will make efforts to consolidate travel expense with Locals when possible. '89

TOBACCO USE RULES

The PFFPNC shall follow all rules of the establishment at all duly called meetings. All tobacco products including vaporizers are banned on Convention and Conference floors of the PFFPNC. '91; revised '16

POLITICAL

When necessary, the PFFPNC shall register all District Vice-Presidents as lobbyists with the North Carolina Secretary of State. '93

The PFFPNC Executive Board shall determine the legislative agenda each year. '99

PFFPNC District Vice-Presidents shall attempt to lobby legislators within their District by assisting Locals in their lobbying efforts. '93

PFFPNC District Vice-Presidents shall attempt to assist, train and advise Locals with their local council or county commission elections where requested. '93.

All Officers of the PFFPNC and Officers of IAFF affiliates in North Carolina will be encouraged to become members of the IAFF FIREPAC and NCFIREPAC. '94

FIRE AND EMS CONSOLIDATION

The PFFPNC shall encourage and assist in the consolidation of EMS departments into fire departments whenever and wherever it is necessary within the state. Any attempt to consolidate fire and EMS must be with the permission of all IAFF Locals affected, and to protect EMS jobs by absorbing them into the department. Fire Chiefs will be encouraged to grandfather all personnel affected by allowing them to cross-train on a voluntary basis and cross-train all new personnel. '94

ENDORSEMENTS

The PFFPNC endorses any phone company with CWA members and encourages all affiliated Locals to adopt policies of endorsing CWA represented workforces for all Union related business and fund-raising functions. '95

PRESIDENT'S JOB DESCRIPTION

1. Representational Responsibilities
 - a. International Association of Fire Fighters (IAFF)
 - i. Biennial Conventions
 - ii. Biennial Redmond Symposiums
 - iii. Annual Legislative Conferences
 - iv. Special Meetings; Ad-Hoc Service Committee
 - v. Biannual State & Provincial President's Meetings
 - b. Professional Fire Fighters of North Carolina
 - i. PFFPNC Biennial Convention
 - ii. Quarterly Executive Board Meetings
 - iii. Appoint and serve as *ex-officio* member of all standing and special PFFPNC committees
2. Chief Executive Responsibilities

- a. Employ office personnel and professional services necessary to conduct PFFPNC business and carry out goals
 - b. Sign and approve all legal documents, all contracts, etc. on behalf of the PFFPNC
 - c. Enforce Constitution and By-Laws, Policies & Procedures of the PFFPNC
 - d. Management/up-keep, etc. (computers/office machines and equipment)
 - e. Oversight of all arrangements for meetings and special events sponsored by the PFFPNC:
 - i. Executive Board Meetings
 - ii. Biennial Convention
 - iii. Committee Meetings, etc.
3. Responsibilities as Principal Officer
- a. Prepare long range and short range plans/goals for the Organization
 - b. Prepare annual operating, capital outlay, and PAC budgets jointly with Secretary/Treasurer
 - c. Authorize and approve reimbursable expenditures
 - d. Approve all payments (general, payroll, PAC)
4. Legislative Responsibilities
- a. Represent the PFFPNC and work to protect all fire fighter benefits gained in previous years, as well as work to achieve future goals of the PFFPNC Legislative Program during all
 - i. Regular Legislative Sessions
 - ii. Short Legislative Sessions
 - iii. Interim Committee Meetings
 - iv. Special Committee Meetings
 - b. Research and drafting of proposed fire fighter legislation
 - c. Represent the PFFPNC in the administrative rule making process of all state agencies dealing with fire fighter/paramedics
5. Political Responsibilities
- a. Coordinate state-wide strategies (with help of District/Local Presidents) to achieve PFFPNC goals through:
 - i. Political Campaigns to elect endorsed candidates; support or oppose issues
 - ii. Relationships with political parties and party leaders
 - iii. Relationship with elected officials (Legislators, Cabinet Members, etc.)
6. Presidential Duties
- a. Report to membership
 - i. Quarterly Updates

- ii. Convention Publication
- b. Recommend to membership
 - i. Organizational goals/plans, long and short range
 - ii. Serve as a resource/advisor to Local Union Officers and District/Local Vice-Presidents
 - iii. Work with IAFF Officers and staff
 - iv. Attend functions of Local Union when invited '13

SECRETARY/TREASURER'S JOB DESCRIPTION

1. Representational Responsibilities
 - a. International Association of Fire Fighters (IAFF)
 - i. Biennial Convention
 - ii. Annual Legislative Conference
 - iii. Biannual State & Provincial Meetings
 - b. Professional Fire Fighters and Paramedics of North Carolina
 - i. PFFPNC Biennial Convention
 - ii. Executive Board Meetings
2. Legislative Responsibilities
 - a. May serve as a full-time Lobbyist to work at the direction of the President on a year-around basis
3. Responsibilities as a Principal Officer
 - a. Assist in preparation of long range and short range plans/goals
 - b. Preparation of annual Operating, Capital Out-Lay
 - c. Authorize and approve all reimbursable expenditures
 - d. Approve all payments (General, Payroll, PAC)
4. Secretary/Treasurer Responsibilities
 - a. (General) Oversee and Supervise
 - i. Receipt, deposit and disbursement for expenditures, for all monies
 - ii. Preparation and distribution to affiliate of all financial statements (quarterly, Conventions)
 - iii. Maintenance of membership records and directory of Officers of all affiliates
 - iv. Attend and serve as Secretary for Executive Board, and Convention Meetings
 - v. Recording and transcribing of all minutes
 - vi. Long and short term investment planning for Organization
 - vii. Assist the President or act as his designee, as directed by the President

- viii. Deliver of all Association property and records to successor
 - b. (Convention) Oversee and Supervise
 - i. Maintenance of *per capita* tax status records for all affiliates and determination of voting strength of all affiliates
 - ii. Issuance of Convention Credentials
 - iii. Receipt, Publication and Assignment of cost factor on all Convention Resolutions
 - iv. Refer to ARTICLE VIII - Secretary/Treasurer Section 10
- 5. Secretary/Treasurer Duties
 - a. Report to membership
 - i. Convention publications
 - ii. PFFPNC fiscal soundness
 - b. Recommend to membership
 - i. Attend function of Local Union when invited
 - ii. Serve as a resource advisor with Local Secretary/Treasurer '13

DISTRICT/LOCAL VICE-PRESIDENT'S JOB DESCRIPTION

- Lobby at the “grassroots” level the legislators within their respective Districts/Local concerning the PFFPNC’s legislative goals prior to each legislative session and shall also attempt to motivate members in their District/Local in such “grassroots” lobbying efforts.
- Attend Local Union meetings when invited.
- Attend funeral/line of duty deaths within their District/Local, and state-wide when approved by the President.
- Attend political functions and award banquets as approved by the President.
- Assist the President in obtaining necessary research on surveys.
- Attend PFFPNC committees, both special and standing, as assigned.
- Attend all biennial PFFPNC Conventions, Legislative Conferences and Executive Board meetings.
- Help in long range and short range goal planning with the President and Secretary/Treasurer.
- Represent their District/Local to the Executive Board, referencing such needs as political, financial aid and other needs of the Locals of their District/Local.

- Represent the PFFPNC in their District/Local and/or in Raleigh to protect all fire fighters' benefits gained in previous years, as well as work to achieve future goals of the PFFPNC legislative program.
- Advise Locals regarding the policy and procedures of the PFFPNC.
- Make available their professional and technical skill and experience for internal development and growth of Locals.
- Assist Locals in establishment of fire fighter political activity committees and give guidance to Locals with elections of city or council governing bodies.
- Assist the PFFPNC President in all business pertaining to the Association as needed. '13; revised '16

BOARD OF TRUSTEES' JOB DESCRIPTION

- Shall check the books of the Association at least once each year and at such other times as deemed advisable.
- Shall have the authority to retain a certified public accountant, who shall be independent from any person or firm performing auditing services for the Association, and to make an audit of the accounts of the Secretary/Treasurer if and whenever they deem necessary.
- Shall make a report of its findings to the Delegates at each Convention in accordance with Association policy.
- Assist the President in all business pertaining to the Association, as directed by the President.
- Each Board of Trustee member, by virtue of office, shall be a Delegate-at-Large to each Convention of the Association, and shall be entitled to a voice, full participation and a vote.
- Review and make recommendations on:
 1. Cash accounts
 2. Investment accounts
 3. Per Capita dues
 4. Revenue sharing funds
 5. Expenses
 6. Payroll
 7. Property and Equipment
 8. Fixed assets
 9. Debts
 10. Annual budget
 11. Minutes
 12. CPA's recommendations, etc.

EXECUTIVE BOARD INTERPRETATION

Should a situation arise where there is no clear direction found in the PFFPNC Constitution and By-Laws and Policies and an interpretation of the Constitution and By-Laws or Policies is required, the PFFPNC Executive Board shall collectively make an interpretation and have full authority over this matter to rule as a body by simple majority on the question at hand. '13

PROPOSED LEGISLATIVE POLICIES & OBJECTIVES

- Shall have a Political Action Committee and will be involved politically so as to improve the professional status of the fire and EMS services and all their paid professional members.
- Shall offer to teach, instruct and assist its members in advancing their profession by political involvement at all levels of government.
- Protect and improve workers' compensation laws.
- Protect and improve laws relating to emergency medical technicians and paramedics.
- Work to establish, maintain and strengthen the OSHA standards for fire and rescue departments as adopted by the State of North Carolina Department of Labor.
- Protect, enhance and seek enforcement of North Carolina Right-To-Know law.
- Protect and recommend improvements and/or changes to North Carolina's political activities laws.
- Review and recommend improvements and/or changes to North Carolina's open meeting law.
- Oppose the concept of Public Safety Officers and privatization.
- Seek legislation or state regulation which would require certification of fire fighters and paramedics.
- Work with the N.C. AFL-CIO to remove G.S. 95-98 from the North Carolina General Statutes, which prohibits written agreements between employee groups and local governments.
- Work to improve the pension laws for the members as approved by the members.

- The PFFPNC shall hold an annual Legislative Conference in Raleigh beginning in 2005, and the cost factor of the Conference shall be offset through a registration fee. '04; revised '16

RESOLUTION COMMITTEE RULES AND GENERAL GUIDELINES

RULES

1. The Resolution Committee proceedings shall be held in closed session. '14
2. The content and conversation of all Resolution Committee discussions shall be protected and appointees shall not disclose information about the Committee proceedings to any other Delegate or PFFPNC member, during or after the PFFPNC Convention that could be considered or construed as inflammatory. '14
3. The Resolution Committee Chairman shall have the authority to call any Convention Delegate before the Committee for the purpose of research and discovery. '14
4. The Resolution Committee Chairman shall call the PFFPNC Secretary/Treasurer before the Committee for consultation if a Resolution requires a per cap increase or has any associated cost. '14
5. When the Committee is considering a rewrite or substitute Resolution for any filed Resolution that would alter the original Resolution's intent, the Chairman shall call a representative of the submitting Local(s) before the Committee for prior consultation. '14
6. The Chairman shall give reasonable notice to any delegate or submitting Local representative that is summoned before the Committee. If the Delegate or representative does not respond within a reasonable timeframe, the Committee is authorized to dispose of its work based on the information at hand. '14

GENERAL GUIDELINES

1. The Committee Chairman shall read through all Resolutions and place them in a sensible order. '14
2. When similar Resolutions are submitted, the Chairman should call a representative from both submitting Locals to appear before the Committee. The Chairman should work toward compromise. One Local may elect to withdraw their Resolution, or both may

withdraw their Resolutions and agree to work together to craft a single Resolution. '14

3. If a Resolution contains two (2) distinct points, the Committee should consider dividing the Resolution in to two (2) separate Resolutions. '14
4. The Committee should examine all Resolutions for any conflict with the existing PFFPNC Constitution and By-Laws and Current Policies. When necessary, the Committee should also consult the IAFF Constitution and By-Laws and Atwood's Rules of Order. '14
5. The Committee should examine all assertions, statistics, allegations, and assumptions contained in a Resolution, including the preamble, and it should make every effort to investigate the validity of such claims. It should modify or delete statements that are speculative, unverifiable, doubtful, or irrefutably false. '14
6. The Committee should make all necessary grammatical changes that are needed for readability and clarity, so long as the changes do not affect or alter the Resolutions original intent. '14
7. The Resolution Committee should consider legal implications of all Resolutions. '14

**PFFPNC 501(c)3 - Professional Fire Fighters of North Carolina
Charitable Fund - Board and Elections**

Pursuant to Resolution 1 at PFFPNC Convention 2017, in Carolina Beach:

1. The Professional Fire Fighters of North Carolina Charitable Fund (PFFNCCF) board will be made up of 5 PFFPNC members, 4 board members and 1 chairman.
2. PFFNCCF board members will be elected at each PFFPNC biennial convention and if unable to complete their term they shall be replaced in accordance with PFFPNC C&B ARTICLE VIII Section 1.
3. Each of the PFFPNC's 4 geographic districts will elect from their district 1 member to serve the 2 year term.
4. The elected president at each PFFPNC biennial convention shall appoint the chairman of the board.
5. The PFFNCCF board shall work autonomously, but under the guidance of the PFFPNC Executive Board.

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**Joshua J Smith
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**David Pollard
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**Keith Wilder
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