

# KMFFA By-Laws

(revision 10-5-2014)

## Article I

### Name and Organizational Structure

The name of the organization shall be Knox Metro Fire Fighters Association, hereinafter referred to as "KMFFA

A Board of Directions, hereinafter referred to as "Executive Board", which includes the defined executive board members in **Article IV**, shall govern the KMFFA. A member of the KMFFA in good standing, as defined in **Article III, section 1, subsection "a"** will be referred to as members. ~~An individual meeting the criteria defined in Article II, section 1, subsection "b", will be referred to as a "probationary member". An individual meeting the criteria defined in Article III, section 1, subsection "c" will be referred to as a "prospective member".~~

The KMFFA is a non-profit, non-stock corporation incorporated in the state of Tennessee and shall retain all the rights and privileges of corporations pursuant to the Tennessee Code Annotated.

## Article II

### Objective

The purpose of the KMFFA is to be a collective bargaining Unit and an integral part of the budgetary process to provide fair wages, benefits, and other working conditions to the members of the association, as it pertains to the member's employment with, and limited to, Rural Metro Corporation in Knox County, Tennessee.

## Article III

### Members

#### A. Classes of Membership

##### 1. Active Membership

- a. ~~Senior Member: Members who have successfully served in the probationary class of membership shall be allowed all the rights and activities concerning the KMFFA except where noted.~~ **A member is any full time employee as defined in Article III, Section 2, sub section "a", who has signed a "Rural/Metro Corporation, Knox Metro Firefighters Association: Membership Enrollment form and had it processed with a Member of the Executive Board.** These members will act as the voting body of the KMFFA.
- b. ~~**Probationary:** This is a provisional status. Article III, Section B, regulates admittance to this class. A probationary member shall serve a minimum of six weeks to a maximum of twelve weeks, during which time all responsibilities for membership as defined in Article III, Section C, must be fulfilled. Probationary members do not have voting privileges, nor are they eligible to receive any fringe benefits of union membership.~~
- c. ~~**Prospective:** This provisional status is granted to new employees who fail to meet the requirements of Article II, Section B. A prospective member shall serve a minimum of six months to a maximum of twelve months, during which time all responsibilities for membership as defined in Article II, Section C must be fulfilled. Prospective members do not have voting priveledges, nor are they eligible to receive any fringe benefits od union membership~~

## **B. Qualifications and Eligibility**

1. ~~Senior~~ members will include all full-time hourly Fire Division employees, including Captains, Lieutenants, and Fire Prevention Specialists. Excluded employees include communications center, administration, billing, ambulance division, part time, fleet service and Chief Officers.
2. ~~Senior~~ Members shall be required to pay bi-weekly dues.
3. ~~All new full time employees meeting the criteria in #1 above have one week from the date said employee is contacted by the membership committee to apply to the KMFFA for probationary membership status.~~
4. ~~Probationary members shall be required to pay bi-weekly dues.~~
5. ~~New full time employees who fail to make application within one week of being contacted, and any other member meeting the criteria in #1 above, may apply to the KMFFA for prospective membership status.~~
6. ~~Prospective members shall be required to pay bi-weekly dues.~~
7. ~~Transfer between and within classes of membership:~~
  - a. ~~Probationary to Senior Member: Upon fulfilling the requirements for members as stated in Article III, section A and B, probationary members shall be afforded the title of senior member, with all the rights and privileges.~~
  - b. ~~Prospective to Senior member: Upon fulfilling the requirements for members as stated in Article III, section A and B, prospective members shall be afforded the title of senior member, with all the rights and privileges.~~

## **C. Responsibilities**

### **1. Conduct of Members**

- a. KMFFA members shall serve without compensation **from KMFFA** and shall not use the Organizations name or any title hereof for his/her personal use or benefit.
- b. All members shall conduct themselves in such a manner to deserve the respect of the public and the Executive board.
  - i. **A member may be deemed “Not in Good Standing” for a period of three months by a majority vote of the Executive Board. In the event of this censoring the status shall be reviewed at the end of the three-month period.**

### **2. Meetings**

- a. All active members are expected to attend all regular and specially called general assembly meetings of the KMFFA.
- b. Active members shall not miss more than two consecutive general assembly meetings without being excused by the Vice President.

### **3. Purchases and Transactions**

- a. All purchases and Financial Transactions shall be conducted in Accordance with the KMFFA’s Accounting Systems Procedure Manual.

#### **4. Dues**

- a. All Members are required to pay bi-weekly dues.
- b. Any member who defaults in dues payment for two consecutive pay periods will lose membership status.
- c. In the event of default of dues payment due to payroll deduction errors originating from Rural Metro Corporation, “b” above shall not apply, so long as the member is made aware of the problem and ensures that the dues payment stays current, either through making payments directly to the treasurer or payments made in arrears by Rural Metro Corporation.
- d. A prior member of the KMFFA shall retain the right to return to senior member status at anytime, as long as the member’s dues are brought current from the last date of payment.
- e. The amount of bi-weekly dues shall be voted on at the first general assembly of each KMFFA fiscal year, by a majority of senior members present.

#### **5. Voting**

- a. All members are expected to participate in the voting process.
- b. Only ~~senior~~ members in good standing shall be allowed to cast a vote on any matter before the KMFFA, including election of officers and ratification of labor contracts.
- c. All matters before the KMFFA requiring a vote shall be decided by a majority of the ~~senior~~ members present, with the exception of ratification of labor contracts, which shall require a two-thirds majority of all ~~senior~~ members on the roll.

## Article IV

### Officers

#### A. Elected Officers

1. Requirements: Only senior members in good standing with the KMFFA shall be eligible for election or appointment to any KMFFA Executive Board or standing committee.

#### B. Officers and Executive Board

1. **Executive Board:** The Executive Board Members of the KMFFA shall be composed of a President, Vice-President, Secretary, Treasurer and three Stewards. These Executive Board Members shall perform the duties and exercise the authorities prescribed by these by-laws. The Executive Board shall carry out the policies duly adopted by the General Assembly, but in no case shall any adopted policy or vote of the Executive Board or General Assembly affect the duties and authorities granted to the Executive Board and its members by these by-laws. The Executive Board shall have general supervision of the KMFFA and other specific authority and duties as specified by these by-laws.
2. **President:** The President shall be the chief executive officer of the KMFFA and preside over meetings of the Executive Board and the General Assemblies. The President is charged with the duty of supervising all KMFFA functions, including the duties and authorities granted to other officers of the KMFFA by these by-laws. The President has the authority to establish all committees of the Executive Board and non-Executive Board committees, and appoint committee members and chairpersons, subject to Executive Board approval.

3. **Vice-President:** The Vice-President shall assume the responsibilities of the President when the President is absent. He/She shall act as the public information/relations officer. He/She shall be the chairperson of the Publicity Committee and a member of the Executive Board.
4. **Treasurer:** The Treasurer shall be responsible for the KMFFA's financial activities. He/She is responsible for insuring that all authorized spending agents receive a copy of and abide by all rules and regulations as noted in the Accounting System Procedures Manual. He/She shall collect all membership dues and other contributions, make disbursements, maintain custody of all KMFFA funds and prepare financial reports. He/She shall submit appropriate monthly financial reports summarizing the transactions of the KMFFA from the previous month. These monthly reports shall be forwarded to the Executive Board for approval. Said reports shall be public documents. He/She shall submit quarterly reports to the members for approval. Said reports shall be public documents. He/She shall be the chairperson of the Finance Committee as well as a member of the Executive Board.
5. **Secretary:** The Secretary shall be responsible for posting and keeping permanent records of the minutes of all general assembly meetings, Executive Board meetings, and special called meetings of the KMFFA. In the absence of the President and Vice-President, the Secretary shall chair any general assembly. He/She shall be responsible for handling other general correspondences as requested by any officer, or Ad Hoc Committee chairperson. The Secretary shall be a member of the Executive Board.
6. **Stewards:** There shall be three stewards, representing the numbering of Rural Metro Fire Stations. A west-end steward shall represent all members assigned to stations that begin with one **and four**. The north-end steward shall represent all members assigned to stations that begin with a three. The east/south-end steward shall represent all members assigned to stations that begin with a two. The steward's duties will include handling questions, problems and concerns from the

members of the KMFFA. Stewards shall also be responsible for disseminating minutes of all meetings, financial reports, and news received from the Secretary or the Executive Board. The steward shall act on behalf of a member in the case of any contract disputes arising between the member and Rural Metro Corporation. The stewards shall be members of the Executive Board.

### **C. Terms**

1. All executive Board Members shall serve two-year terms.
2. The President and Secretary shall be elected in Odd numbered years. The Vice-President, Treasurer and Stewards shall be Elected in Even numbered Years.

### **D. Elections**

1. All elected officials of the KMFFA shall be elected by a majority vote of the senior members present.
- ~~2. Elected officers shall not serve more than two consecutive full terms in the same office.~~
3. Elected officers shall not hold more than one office simultaneously during a term unless the second office is a temporary appointment.
4. During the last general assembly of the year, the Nomination Committee shall present a list of persons interested in holding an elected officer's position. Nominations may also be made from the floor during that time. All nominees must accept their nomination prior to the election of any officer.
5. No member may be nominated, elected or hold an elected office of the KMFFA unless he/she has been a senior member for at least six month, unless no one meeting these requirements is willing to run for a specific office.



6. No member may be nominated for more than one office.
7. Voting shall be held from 1800 until 2100 on the second Monday in December.
8. Voting shall be accomplished by secret preprinted ballot under the direction of the stewards and at least one senior member. **See the current Election Directive**
9. Absentee ballots may be acquired from and returned to a steward. To be counted, absentee ballots must be in the stewards' possession before the start of the election. **See the Current Election Directive**
10. For an office that becomes vacant during the term, nominations will be accepted and posted for at least two weeks and the election will be held at the next general assembly following the nomination being posted.

## **E. Removal of Officers**

1. Any member of the Executive Board may be removed from office by a majority vote of the ~~senior~~ members present.
2. Prior to any vote to remove a member of the Executive Board, the member bringing forth the action must show due cause or dereliction of duty by said officer.

## **Article V**

### **A. Maintenance and Distribution**

1. Contributions, grants and bequeaths or any other form of revenues may be accepted by the KMFFA without respect to the membership status of the donor or grantor.
2. Contributions, grants and bequeaths designated to specific purposes may be accepted as long as the purposes are consistent with Article II.

3. The Treasurer, or other officer acting on behalf of the Treasurer, shall be responsible for depositing all funds into an insured bank, securities account, or Investment account as approved by the finance committee.
4. The Treasurer shall present a budget for each fiscal year for approval by the general membership.
5. No expenditure shall be allowed until such time as a budget has been presented and approved.
6. All expenditures shall follow the guidelines set forth in the Accounting System Procedures Manual.

## **Article VI**

### **A. Contract Ratification**

1. Upon reaching a tentative agreement between Rural Metro Corporation and the KMFFA's contract committee, said document shall be made available for review by the general membership for a minimum of two weeks prior to voting.
2. Upon meeting #1 above, any labor contract brought before the general assembly must be ratified by a two-thirds majority vote of ~~senior~~ members.

## Article VII

### A. Meetings

1. The KMFFA shall conduct a general assembly and an Executive Board meeting at least once a quarter.
2. The Executive Board shall fix the time, date, and location of the regular meetings and post them at least 12 days in advance.
3. Special meetings may be called at the discretion of the President or any member of the Executive Board, giving consideration to the urgency of the business. #2 above shall not apply in the event of a special called meeting.
4. General Assembly meetings shall be opened with the Pledge of Allegiance.
5. All business and committee meetings shall be conducted in accordance with "The Modern Edition, Robert's Rules of Order."
6. Committees shall provide at least 12 days posted notice before their meetings.
7. All meetings are open to the members of the KMFFA, but only committee members may participate.
8. A quorum of membership shall not be required for any action of the KMFFA, but decisions shall be made by those members present and voting, unless otherwise noted in these by-laws.

## Article VIII

### A. Committees

1. **Executive Board:** Under the Chairmanship of the President, this board shall coordinate the operations and administration of the KMFFA.
2. **Public Relations:** This committee shall consist of the Vice-President as chairperson and at least two other senior members. It shall be responsible for publicity of KMFFA activities, events, and public relations.
3. **Membership:** This committee shall consist of one of the stewards as chairperson and at least two other senior members. This committee shall be charged with contacting new employees and informing them about the KMFFA and soliciting new members.
4. **Finance:** This committee shall consist of the Treasurer as chairperson and at least three other members with two alternates. Functioning under the guidelines of the Accounting System Procedures Manual, it shall screen all proposed expenditures in excess of \$250.00 to help insure that spontaneous, unnecessary spending is minimized.
5. **Program:** This committee shall consist of three senior members, with one appointed as chairperson. It shall plan and coordinate all social functions and special programs of the KMFFA and maintain the KMFFA's scrapbook.
6. **Nominating:** This committee shall consist of one of the stewards as chairperson and at least two other senior members. During the last general assembly, it shall present a list of persons interested in holding an elected office for the upcoming year.

7. **Ad Hoc:** These committees shall be created by the President of accomplish specific goals of the KMFFA.

## **Article IX**

### **A. Parliamentary Procedure**

1. The President shall appoint a Parliamentarian each fiscal year.
2. The Parliamentarian shall ensure that all business of the KMFFA is conducted in accordance with the by-laws and "Robert's Rules of Order". He/She shall have the authority to stop and correct procedures as necessary.

## **Article X**

### **A. Amendment of By-Laws**

1. Proposed amendments to these by-laws shall be brought before the Executive Board and General Assembly for review.
2. The proposed amendments shall be posted and disseminated to the members for a period of not less than two weeks prior to being voted on.
3. The by-laws may be amended by a two-thirds majority vote of those members present, and a majority vote of the Executive Board.

## Article XI

### A. Dissolution

1. Upon recommendation by the Executive Board and a two-thirds majority vote of ~~senior~~ members on the roll, the KMFFA may be dissolved at any time.
2. Any assets remaining in the treasury at the time of dissolution shall be disbursed in accordance with the Tennessee Code Annotated with preference and benefit to the ~~senior~~ members of the KMFFA, as the law may allow.