As amended by the delegates attending the 40th Convention held at the Resort & Conference Center, Hyannis, MA, June 2013.
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<td>Web Administrator</td>
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<td>Political Education &amp; Communications Director</td>
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<td>Executive Board, Assumption of Duties</td>
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ARTICLE I
ORGANIZATION

Section 1 - Name

Effective January 1, 1976 this organization shall be known as the Professional Fire Fighters of Massachusetts. This organization shall recognize, observe and be bound by the provisions of the International Association of Fire Fighters Constitution and By-Laws and interpretations thereof, rendered by the International Association of Fire Fighters Executive Board or Officers of the International Association of Fire Fighters; and the resolutions adopted and policies established by the delegates of the International Association of Fire Fighters Conventions. Article 14 of the International Association of Fire Fighters Constitution and By-Laws, is recognized as providing the basic rules governing this state organization.

Section 2 - Objectives

The objective of this organization shall be to organize all paid Professional Fire Fighters within the Commonwealth of Massachusetts, to encourage the formation of Local unions affiliated with the International Association of Fire Fighters, and this organization; to place the fire fighters of this Commonwealth on a higher plane of skill and efficiency; to promote unionism among its members; to assist in the promotion and protection of legislation favorable to the interest of fire fighters; to act as a clearing house for all legislation introduced by any Local; to aid and assist its members in securing adequate compensation and just and sound pension plans by the laws of the Commonwealth of Massachusetts and the political subdivisions thereof. It shall render to its affiliates, service in any area that is beneficial to the Professional Fire Fighters of Massachusetts.
ARTICLE II
MEMBERSHIP

Section 1 – Active Membership

The membership of this Organization shall be composed of such Local unions in the Commonwealth of Massachusetts as are chartered and affiliated with the International Association of Fire Fighters, AFL-CIO- CLC

Section 2 – Retired Membership

Retired fire fighters who were dues paying members of affiliated Local unions of the Professional Fire Fighters of Massachusetts for the purpose of political education and political action.
ARTICLE III
PFFM OFFICERS & ELECTIONS

Section 1 – Executive Board Officers

The officers of this organization shall consist of a President, eight (8) Vice Presidents, each of whom shall be an active member of a Local in the district that they represent, a Secretary-Treasurer, two (2) Legislative Agents, three (3) Trustees, and an Information Officer.

Section 2 – Executive Board Elections

All PFFM officers shall be elected by the duly accredited delegates assembled in convention. Except, that the vote for Vice Presidents shall be restricted in each case to the delegates from the district each Vice President is to represent. Said officers shall be elected biennially, and they shall hold office for a period of two years or until there successors are elected and qualified.

All officers shall be permitted to be candidates for reelection.

Officers of the PFFM Executive Board as outlined in Section 1 of Article 3 of the PFFM Constitution and By-Laws may not hold another Executive Board officer position concurrently.

Section 3 – Elections, Vacancy

When a vacancy occurs in any position that a person is elected to by a statewide vote (President, Secretary-Treasurer, Legislative-Agents, Trustees and Information Officer), nominations shall be held for the vacated positions at the next state meeting, and an election shall take place at the following state meeting or special meeting of the delegates. If a vacancy occurs in a statewide position within six months prior to the election of said position, the Executive Board shall fill the vacancy by majority vote until their respective biennial or legislative convention.

Whenever a vacancy occurs in the office of Vice President, it shall be filled in the same manner as for a vacancy for a statewide office except that vot-
ing shall be limited to members of the affected district.

Delegates-at-Large shall be allowed to vote at all special elections in his district.

Where there is no opposition, the chairman of the election committee may be instructed to cast one ballot to fill the vacancy.

The Executive Board shall fill the vacancy for the office of President and/or Secretary-Treasurer until the election, as provided above, is held.

Only members of the Executive Board shall be eligible to fill a vacancy in the Office of President or Secretary-Treasurer.

The Executive Board shall fill the vacancy for the office of Legislative Agent until the election, as provided above, is held.

**Section 4 – Legislative-Agent Elections**

Legislative-Agents shall be elected in such a manner that our organization will always have an experienced Legislative-Agent, in the event one desires not to seek reelection. That one Legislative-Agent was elected at the 22nd Convention for a term of two years and a second Legislative-Agent for a term of one year. A further election shall be held at every biennial Legislative Convention for the office of Legislative-Agent for a term of two years and further provided that the second Legislative-Agent shall be elected at the biennial State Convention for a period of two years.

**Section 5 – Trustee, Term of Office**

Starting at the 2011 biennial convention Trustees shall be elected in accordance with Article 3, Section 2 of the Constitution and By-laws. A Trustee shall be elected at the 2009 Biennial Convention and shall serve a term of two (2) years and a Trustee shall be elected at the 2010 Legislative Convention and serve a term of one (1) year.
Section 6 – Election, Ballots

The election of officers, except for the position of Trustee, shall be by majority vote through secret ballot. The election for the position of Trustee at the Biennial Convention shall be by plurality vote.

If three or more candidates are nominated for the same office, none of who receives a majority of the vote on the first ballot, there shall be a run-off election of all candidates except the candidate who received the least number of votes on the previous ballot.

This process shall continue until one candidate receives majority vote. The election of all officers of this organization shall be by Australian ballot.

Section 7 – Nominations of Office

Any delegate who plans to run for an office within the Professional Fire Fighters of Massachusetts shall be properly nominated and only one second shall be allowed per candidate.

Section 7A – Nominations

Nominations for statewide office elections to be held at the PFFM’s biennial and legislative convention shall be held at the state meeting immediately preceding said conventions.

Nominations for District Vice President shall be held at a District Caucus prior to Convention.

Section 8 – Elections, Run-off Ballot

In the case of a tie vote for any office, including Vice President, the tie vote shall be broken by a vote of all delegates assembled, through a run-off election ballot.
Section 9 – Election, District Vice Presidents

For the election of Vice President, the Commonwealth of Massachusetts shall be divided into eight (8) districts, each represented by one (1) Vice President.

Section 10 – Local’s Assignment by District

Listing of Locals by assignment:

District 1 – 32 Locals
District 2 – 22 Locals
District 3 – 16 Locals
District 4 – 21 Locals*
District 5 – 23 Locals
District 6 – 16 Locals*
District 7 – 40 Locals
District 8 – 38 Locals

Total 208 AFFILIATED IAFF LOCAL’S.

* Includes Local(s) that have been voted into the PFFM & temporarily assigned to this district at the time of this printing. They will receive a permanent PFFM District assignment after a proper resolution is filed and passed during the 2015 Biennial Convention of the Professional Fire Fighters of Massachusetts.
DISTRICT 1

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22 Locals

1. Boston – 718
2. Boxborough – 4601
3. Brookline – 950
4. Dedham – 1735
5. Framingham – 1652
6. Lincoln – 2796
7. Littleton – 4599
8. Medfield – 4478
9. Medway – 4602
10. Millis – 4704
11. Needham – 1706
12. Newton – 863
13. Norfolk – 4134
14. Norwood – 1631
15. Plainville – 3415
16. Walpole – 2464
17. Waltham – 866
18. Watertown – 1347
19. Wellesley – 1795
20. Weston – 3660
22. Wrentham - 2579
DISTRICT 3

1. Beverly – 1669
2. Danvers – 2038
3. Gloucester – 762
4. Ipswich – 1913
5. Lynn – 739
6. Lynnfield – 2472
7. Manchester – 2912
8. Marblehead – 2043
9. Massachusetts Port Authority - S-2
10. Nahant – 2718
11. Peabody – 925
12. Salem – 172
13. Saugus – 1003
14. Swampscott – 1459
15. Topsfield / Boxford / Hamilton – 3250
16. Wakefield - 1478
DISTRICT 4

1. Amesbury – 1783
2. Andover – 1658
3. Billerica – 1495
4. Burlington – 2313
5. Chelmsford – 1839
6. Dracut – 2586
7. Groton - 4879
8. Haverhill – 1011
9. Hubbardston – 4957*
10. Lawrence - 146
11. Lowell – 853
12. Methuen – 1691
13. Middleton – 3097
15. North Reading – 1857
16. Newburyport – 827
17. Salisbury – 4694
18. Tewksbury – 1647
19. Townsend - 4926
20. Westford – 3126
21. Wilmington – 1370
22. Woburn – 971

* Local has been voted into the PFFM & temporarily assigned to this district until a proper resolution is filed and passed during the 2015 Biennial Convention of the Professional Fire Fighters of Massachusetts.
DISTRICT 5

23 Locals

1. 104th Fighter Wing – S-29
2. Agawam – 1973
3. Amherst – 1764
4. Chicopee – 1710
5. E Longmeadow – 2426
6. Easthampton – 1876
7. Granby – 4172
8. Greenfield – 2548
9. Holyoke – 1693
10. Lenox – 2785
11. Longmeadow – 1903
12. Ludlow – 1840
15. Orange – 4569
16. Pittsfield – 2647
17. Springfield – 648
18. Southwick - 4919
19. Turner Falls – 2452
20. West Springfield – 2212
21. Ware – 1851
22. Westfield – 1111
23. Wilbraham – 1847
DISTRICT 6

1. Arlington – 1297
2. Bedford – 2310
3. Belmont – 1637
4. Cambridge – 30
5. Chelsea – 937
6. Everett – 143
7. Hanscom AFB - F-78
8. Lexington – 1491
9. Malden – 902
10. Medford – 1032
11. Melrose – 1617*
12. Revere – 926
13. Somerville – 76
14. Stoneham – 2116
15. Winchester – 1564
16. Winthrop – 1070

* Local has been voted into the PFFM & temporarily assigned to this district until a proper resolution is filed and passed during the 2015 Biennial Convention of the Professional Fire Fighters of Massachusetts.
<table>
<thead>
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<th>District 7</th>
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<td>1. Acton - 1904</td>
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<td>2. Ashland - 1893</td>
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<td>3. Athol - 1751</td>
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<td>4. Auburn - 4157</td>
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<td>5. Ayer - 2544</td>
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<td>6. Bellingham - 2071</td>
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<td>8. Charlton - 4023</td>
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<td>9. Clinton - 3189</td>
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<td>10. Concord - 1942</td>
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<td>11. Devens - S-19</td>
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<tr>
<td>34. Sudbury - 2023</td>
<td></td>
</tr>
<tr>
<td>35. Uxbridge - 4149</td>
<td></td>
</tr>
<tr>
<td>36. Wayland - 1978</td>
<td></td>
</tr>
<tr>
<td>37. Westminster - 4911</td>
<td></td>
</tr>
<tr>
<td>38. Westboro - 3070</td>
<td></td>
</tr>
<tr>
<td>39. Winchenden - 4542</td>
<td></td>
</tr>
<tr>
<td>40. Worcester - 1009</td>
<td></td>
</tr>
</tbody>
</table>
DISTRICT 8

38 Locals

1. Acushnet – 3281
2. Attleboro – 848
3. Barnstable – 3276
4. Bourne – 1717
5. Brewster – 3763
6. Centerville/Osterville/Marston Mills (COMM) – 2346
7. Chatham – 2712
8. Cotuit – 3642
9. Dennis – 2583
10. Dighton – 4332
11. Eastham – 2975
12. Fairhaven – 1555
13. Fall River – 1314
14. Falmouth – 1397
15. Foxborough – 2252
16. Freetown – 3213
17. Harwich – 2124
18. Hyannis – 2172
19. Lakeville – 3188
20. Mansfield – 1820
21. Mashpee – 2519
22. Massachusetts Military Reservation – S-28
24. Nantucket – 2509
25. New Bedford – 841
27. Orleans – 2675
28. Raynham – 2894
29. Sandwich – 2196
30. Seekonk – 1931
31. Somerset – 2649
32. Taunton – 1391
33. Wareham EMT – 2895
34. Wareham Fire Dist. – 2810
35. Wellfleet – 4342
36. Westport – 1802
37. West Barnstable - 4938
38. Yarmouth – 2122
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Section 11 – New Local Assignment

As new Locals are admitted, the President shall designate the district to which each is assigned. The convention following this assignment shall approve or disapprove the designation.

Section 12 – Procedure for District Change

In the event that a Local wishes to change from one district to another, said Local shall petition the information committee at least one (1) year prior to a biennial State Convention to allow the committee time to confer with the Locals in both affected districts, to study the impact and to make a recommendation to the following convention of the Professional Fire Fighters of Massachusetts.

Section 13 – Maximum Assigned Locals

During the period between Biennial Conventions if any District exceeds forty (40) assigned Locals, the Executive Board shall submit to the next Biennial Convention, a resolution reassigning Locals among the Districts so that no District exceeds forty (40) permanently assigned Locals.

Any affected Local would be notified in writing upon action of the Executive Board to submit a resolution.
ARTICLE IV  
STRUCTURE, OFFICERS, DUTIES  

Section 1 – Executive Board Structure  
The Executive Board shall consist of the President, eight (8) Vice Presidents, Secretary-Treasurer, two (2) Legislative-Agents, three (3) Trustees and an Information Officer, who in the interval between meetings shall have full and complete charge of all business as may be referred to them by the membership of this union.  

All votes of the Executive Board shall be recorded by name and made available upon request of a delegate at meetings.  

Section 2 – President, Duties of  
The President of the Professional Fire Fighters of Massachusetts shall be the Chief Executive Officer of the organization.  

The President shall preside at all meetings of the organization and conventions.  

The President shall have the authority to appoint or assign any member of this organization to act as an official representative of the Professional Fire Fighters of Massachusetts for a limited period of time between state meetings.  

Together with the Secretary-Treasurer, the President shall sign all vouchers and checks drawn on this organization, which are lawful and proper.  

The President shall submit at each convention a written report of all official acts during the period intervening since the preceding convention.  

The President or designee shall assist the International Vice President of this district in organizational work throughout the state.  

The President shall be a member ex-officio of all committees.
Section 3 – Senior Vice President, Duties of

The Senior Vice President shall officiate in the absence of the President and Secretary-Treasurer for any cause whatsoever.

It shall be the duty of any Vice President to assist the International Vice President in organizational work throughout the state; and to promote the objectives of our organization and carry out other assigned duties as directed by the President.

Section 4 – Secretary/Treasurer, Duties of

It shall be the duty of the Secretary-Treasurer to keep a record of all proceedings and all other records of this organization.

The Secretary/Treasurer shall be the custodian of the official seal and shall issue all memberships.

The Secretary/Treasurer shall keep a record of all memberships of each Local union and the names and addresses of the President and Secretary-Treasurer of each Local.

The Secretary/Treasurer shall submit a written report to the biennial state convention of all official acts during their term of office.

The Secretary/Treasurer shall receive and deposit all monies and shall be the custodian of all monies received.

All checks shall be signed by both the President and Secretary/Treasurer.

The Secretary/Treasurer shall send all affiliated Locals a financial report semi-annually, and also give an oral report at each monthly state meeting.

The Secretary/Treasurer shall annually report in writing to each Local union, the salary and expenses of each office, committee, and employee of this organization. The annual report will be as of the fiscal year and the report be sent to all Locals no later than October 1st.

The Secretary/Treasurer shall submit, at biennial State Convention, a
written report of all receipts and disbursements.

Bonds for the Secretary/Treasurer will be $250,000; expense of which shall be borne by this organization and the financial accounts of the organization shall be audited annually by a certified public accountant.

The office of the Secretary/Treasurer shall not be vacated until the expiration of a thirty (30) day period; and, a financial audit shall be made before the Secretary-Treasurer relinquishes the office to his successor and also sixty (60) days after the close of the convention.

In the absence or unavailability of the President, the Secretary/Treasurer shall carry out the policy of this Union.

**Section 5 – Legislative/Agent, Duties of**

It shall be the duty of the Legislative/Agents to assist the Legislative-Chairman in all legislative matters and to have the Legislative Chairman and/or Legislative/Agent in constant attendance at the State House during the legislative session of the General Court of the Commonwealth of Massachusetts.

The Legislative/Agents shall be the custodians of all legislative bills filed; and laws enacted concerning fire fighters and other public service issues.

**Section 6 – Trustee, Duties of**

It shall be the duty of the three (3) Trustees to review the financial records of the Secretary-Treasurer and the accounts of this organization periodically.

They shall approve with the President, the bond of the Secretary/Treasurer.

The Trustees shall select the outside auditors that conduct the annual audit.
Section 7 – Information Officer, Duties of

It shall be the duty of the Information Officer to obtain and update all contract information, as furnished by each Local union.

The Information Officer shall gather the data and be provided with expenses to have a copy made for each Local union.

The Information Officer shall perform other related duties that may be prescribed by the Executive Board.

Section 8 – Office Manager, Duties of

The Secretary/Treasurer of this organization shall be the office manager and shall execute the duties thereof.

The hiring and the discharging of employees, consultants, or others who are to be compensated by this union shall be under the control of the President, Secretary/Treasurer and the entire Executive Board, acting in concert.

This Executive Committee shall determine the salaries and/or gratuities for such persons.
ARTICLE V
ELIGIBILITY FOR OFFICE

Section 1 - Membership

Excluding the incumbent President and the incumbent Secretary/Treasurer (who both may be retired), only active members of an IAFF Local who are dues paying members of a Local that is affiliated with this organization shall be eligible to hold office in this organization. No President or Secretary/Treasurer shall be allowed to run for office after their sixty-fifth birthday, the current mandatory retirement age of active employees.

Section 2 – Delegates-At-Large

With the exception of the incumbent President, the incumbent Secretary/Treasurer, and Emeriti, all officers of this organization, so long as they are active members of an IAFF Local, shall be considered Delegates-At-Large to the convention and monthly meetings of this organization by virtue of their office.

Section 3 – Re-Election

An officer of this organization shall not be ineligible for reelection in the event that circumstances or conditions prevent their presence at the State Convention.

Any candidate, who is an accredited delegate to the convention and is unable to attend, may be nominated for office, provided, that a letter of consent and acceptance is tendered with said nomination.
ARTICLE VI
SALARIES / EXPENDITURES

Section 1 – Committee & Executive Board Expenditures

The Legislative Committee, Executive Board or any special committee assigned by the President, shall be allowed all ordinary and actual expenses while in the performance of any business of this organization. Such expenses shall be approved by the President and Secretary/Treasurer.

All extraordinary expenses greater than or equal to $1,000 shall have the prior approval of the Executive Board.

Effective July 1, 2013, The Executive Board shall be limited to a Five Thousand Dollars ($5,000) expenditure of funds without a vote of the general membership at a meeting and have the authority to increase the stipend for extraordinary and/or time sensitive circumstances with a two-thirds (2/3) majority vote of the Executive Board.

The Secretary/Treasurer, with the approval of the President and the Executive Board would be allowed to replace office equipment, from previously approved line item funds, when it is determined that the malfunctioning of such equipment would disrupt the successful operation of the organization.
Section 2 – Executive Board Salaries

Effective July 1, 2013, the following officers of the Professional Fire Fighters of Massachusetts shall receive an annual salary of:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT</td>
<td>$54,129.16</td>
</tr>
<tr>
<td>SECRETARY/TREASURER</td>
<td>$54,129.16</td>
</tr>
<tr>
<td>VICE PRESIDENTS</td>
<td>$20,551.11</td>
</tr>
<tr>
<td>LEGISLATIVE/AGENTS</td>
<td>$22,584.43</td>
</tr>
<tr>
<td>INFORMATION OFFICER</td>
<td>$27,904.43</td>
</tr>
<tr>
<td>TRUSTEE</td>
<td>$12,605.46</td>
</tr>
</tbody>
</table>

Effective July 1, 2014, the following officers of the Professional Fire Fighters of Massachusetts shall receive an annual salary of:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT</td>
<td>$55,753.03</td>
</tr>
<tr>
<td>SECRETARY/TREASURER</td>
<td>$55,753.03</td>
</tr>
<tr>
<td>VICE PRESIDENTS</td>
<td>$21,167.56</td>
</tr>
<tr>
<td>LEGISLATIVE/AGENTS</td>
<td>$23,224.88</td>
</tr>
<tr>
<td>INFORMATION OFFICER</td>
<td>$28,741.56</td>
</tr>
<tr>
<td>TRUSTEES</td>
<td>$12,983.62</td>
</tr>
</tbody>
</table>

Section 2A – President’s Supplementary Salary

When a President retires during his/her term in office from his/her respective fire department; the PFFM will supplement his/her yearly salary by a sum equal to the substitute time off that the President of the PFFM is receiving at that time. Upon the close of the President’s term of office the supplement pay will revert back to the substitute time off line item.

The Secretary/Treasurer will calculate the Presidents salary in two line items, one being the current salary and the other titled, Supplemental Salary, for the purposes of calculating all increases and cost of living allowances.

PRESIDENT SUPPLEMENTARY SALARY
Effective July 1, 2008 $24,836.25
Section 2A ½ - Secretary/Treasurer Supplementary Salary

When a Secretary-Treasurer retires during his/her term in office from his/her respective fire department; the PFFM will supplement his/her yearly salary by a sum equal to the supplement salary that the President of the PFFM is receiving at that time. Upon the close of the Secretary/Treasurer’s term of office the supplement pay will revert back to the substitute time off line item.

The Secretary-Treasurer will calculate the Secretary/Treasurer’s salary in two line items, one being the current salary and the other titled, *Supplemental Salary*, for the purposes of calculating all increases and cost of living allowances.

**SECRETARY/TREASURER SUPPLEMENTARY SALARY**

Effective July 1, 2008 $24,836.25
Section 2B - EMS Director & Regional Coordinators

The EMS Director of this organization, appointed by the President, to the Emergency Medical Care Advisory Board, as our representative, shall receive;

- Effective July 1, 2011………………………………………….$4,000.00/yr.
- Effective July 1, 2012………………………………………….$4,120.00/yr.

The five (5) EMS Regional Coordinators of this organization, appointed by the President, shall receive;
- Effective July 1, 2011………………………………………….$2,000.00/yr.
- Effective July 1, 2012………………………………………….$2,060.00/yr.

Section 2C - Web Administrator

The Web Administrator of this organization, appointed by the President, shall receive;
- Effective July 1, 2013………………………………………….$12,795.41/year
- Effective July 1, 2014………………………………………….$13,179.27/year

Material posted on the PFFM’s Web page shall have the prior approval of the President and/or Secretary–Treasurer.

Section 2D - Political Education & Communications Director

The Political Education and Communications Director, appointed by the President, shall coordinate the efforts of the Committee on Political Education and to work with the Legislative Committee of the PFFM to promote favorable legislation for the members of our organization. The Political Education and Communications Director shall receive a stipend of;

- Effective July 1, 2013………………………………………….$18,000.00/year
- Effective July 1, 2014………………………………………….$18,540.00/year
Section 3 – Executive Board, Assumption of Duties

All officers officially assume the duties of their respective office on July 1st following the convention.

Section 4 – Salary Payment Schedule

Payment of salaries will start the month following the election to office.

When a member is elected by special election to fill a vacancy, their salary shall begin immediately upon their election, on a prorated basis.

Section 5 – Monthly Expenses

All officials must submit monthly expenses to the Secretary-Treasurer on proper forms.

All vouchers for lost time must have the prior approval of the President.

Lost time shall be paid for official union business only.

Section 6 – Automobile, President

The Professional Fire Fighters of Massachusetts shall provide an automobile for the President of the PFFM.

All reasonable costs for maintaining and operating this automobile and mobile telephone for the President, will be borne by this organization.
ARTICLE VII
REPORT OF OFFICERS

Section 1 – Deadline for Filing

Reports of the President, Secretary/Treasurer, Legislative/Agents and the Trustees shall be ready and in the hands of the Secretary/Treasurer sixty (60) days prior to the opening of the Biennial state convention of this organization.

The Secretary/Treasurer shall have sufficient copies printed in time to place them in the hands of delegates on the opening of each State Convention.
ARTICLE VIII
REPRESENTATIONS AT MEETINGS & CONVENTIONS

Section 1 – State Meeting

State meetings shall be held eight (8) times a year within different districts of our organization, and that state meetings be held during the months of September, October, November, January, February, March, April, and May of each year and within a different district of our organization; and further, that each district Vice President shall conduct meetings in their districts as needed or requested.

Only information pertaining directly to the Professional Fire Fighters of Massachusetts be reported at the next scheduled state meeting.

The President of the Professional Fire Fighters of Massachusetts, may at any time, call a meeting during the unscheduled months.

Section 2 - Call for District Caucus

A district caucus shall be called upon the request of twenty five percent (25%) of the respective Local Presidents, by an accepted communication method, within fourteen (14) days, the District Vice President shall arrange and conduct a District Caucus.

Section 3 – State Meeting Notice & Representation

The President shall issue notices to the Secretary of each Local at least seven (7) days before the state meeting day.

Representation at these meetings shall be as follows:
Two (2) delegates for membership in this association.
One (1) additional delegate for each hundred (100) members or fraction thereof.

No Local shall be represented by more than six (6) delegates.
Such delegate voting shall be restricted to delegate voting for roll call votes and/or elections.

Section 4 – Representation at Convention

Representation at the convention shall be double that allowed at regular monthly meetings.

It shall be determined by the twelve (12) month average per capita membership from January 1st to December 31st prior to said convention.

In order to avoid a late fee, Locals must submit delegate credentials to the Secretary/Treasurer no later than (60) days prior to the opening of the convention.

Section 5 – Alternate Delegates

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

Section 6 – Per Capita Balance Prior to Convention

Any Local union entitled to representation at convention must have its per capita account balance, and luncheon assessment, paid in full, one month previous to the date of the convening of the convention.

Section 7 – IAFF Executive Board Officer(s), Delegate-At-Large

Any elected officer of the International Association of Fire Fighters, who is a member in good standing of the Professional Fire Fighters of Massachusetts, shall be a Delegate-at-Large at all conventions, monthly meetings and special meetings of this organization with voice and vote.
Section 8 – Office of Emeritus

The title of President Emeritus is hereby established and shall be occupied by:

Archie Cuervals (Posthumous) July 1, 2011
T. Dusty Alward (Posthumous) July 1, 2011
Robert B. McCarthy effective June 15, 2011

The title of Secretary/Treasurer Emeritus is hereby established and shall be occupied by:

Paul M. Lestage effective June 16, 1993
Kenneth J. Donnelly effective June 15, 2009
Bradford P. Tenney effective July 1, 2011

The title of Vice President Emeritus is hereby established and shall be occupied by:

J. Joseph Small effective July 1, 1991
Arthur W Corey effective July 1, 1997
Thomas A Welch effective July 1, 1999
Michael W. Hennessy effective July 1, 1999
Merrill Marshall effective July 1, 1999
Darrell Rollins effective July 1, 2003
John “Spike” Lawless effective July 1, 2005
Ronald Armstrong effective June 15, 2011
John Sciara effective July 1, 2011
James Allen effective July 1, 2011
Richard Gillford (Posthumous) July 1, 2011
Daniel Lawler (Posthumous) July 1, 2013
James Cuticchia effective June 10, 2013
William MacDonald effective June 10, 2013
David Coleman effective June 10, 2013

The title of Legislative/Agent Emeritus is hereby established and shall be occupied by:

Robert Kilduff (Posthumous) July 1, 2011
John W. Fallon, Jr. effective July 1, 2007
The title of **Historian Emeritus** is hereby established and shall be occupied by:

Joseph J. Cantalupa    effective    July 1, 1999

The title of **Information Officer Emeritus** is hereby established and shall be occupied by:


The title of **Trustee Emeritus** is hereby established and shall be occupied by:

John Rocca    effective    July 1, 1997
Cornelius Sullivan    effective    July 1, 1997
Harold S Brunelle    effective    July 1, 1999
Rosario Sacco    effective    July 1, 1999
Thomas Shea    effective    July 1, 1999
Michael Aries    effective    June 15, 2011
Robert Johnson    (Posthumous)    July 1, 2011
Antonio Gomes, Jr.    effective    June 10, 2013

Said title shall carry with it ex-officio life–time membership in the organization, and Delegate–At–Large status at conventions and monthly meetings.

It shall be their duty to advise and consult with the President and/or Executive Board members upon request, when such service is desired in the best interest of the Professional Fire Fighters of Massachusetts.

**Section 9 – Emeritus, Qualifications for**

The title of Emeritus be reserved for the office of President and Secretary/Treasurer. To qualify for title of Emeritus, such officer must serve five (5) terms or ten (10) years as an officer of the Professional Fire Fighters of Massachusetts, with three (3) of those terms as a principal officer.

The title of Vice President Emeritus, Legislative/Agent Emeritus, Historian Emeritus and Trustee Emeritus is established for such officer who shall have served (5) terms or ten (10) years or more as a member of the executive board of this organization.
Section 9A – Exemplary Service

The Professional Fire Fighters of Massachusetts as an action of the 39th Biennial Convention hereby recognizes the unstinting, dedicated and loyal service of Bradford P. Tenney by granting emeritus status to him immediately upon conclusion of this convention.

Section 9B - Posthumous Emeritus Status

The Professional Fire Fighters of Massachusetts as an action of the 39th Biennial Convention hereby bestows the title of Emeritus upon all PFFM Executive Board Members whose untimely death occurs while in office.

Section 10 – IAFF Convention Delegates

The President and Secretary/Treasurer by virtue of their office shall be this organization’s delegates to the biennial convention of the International Association of Fire Fighters.

Section 11 – PFFM Biennial Convention/PFFM Legislative Convention

This organization shall convene biennially in the odd numbered years prior to July 15th, in such city or town as shall be decided by vote of the delegates, and, that in the even numbered years a Legislative Convention shall be held, prior to the filing date of legislative bills for the Massachusetts Great and General Court.

Section 12 – PFFM Convention Committee Assignment & Notification

All delegates attending a convention of the Professional Fire Fighters of Massachusetts, who are assigned to a committee shall be notified of their committee assignment not less than seven days prior to said convention. The Constitution and By Law Committee shall be appointed no less than twenty one days (21) prior to convention and shall meet at least one time no less than seven (7) days prior to said convention to review the consti-
tution and by-laws as a whole as well as resolutions to change the constitution and by-laws by the membership.

**Section 13 – Seeking Committee Appointment**

Any member of this organization who wishes to serve on a committee during the interim two-year period between conventions shall make his intention known to their district Vice President, who will then inform the President of the Professional Fire Fighters of Massachusetts.

**Section 14 – Committee Structure**

All committees shall consist of one member of the Executive Board, and the remainder from the rank and file.

Each committee shall consist of at least eight (8) members, one from each district.

An additional member of the Executive Board may be appointed for each additional eight (8) members or part thereof.

A quorum of fifty per cent (50%) of committee members must be present in order for the business of the committee to be official.

If less than fifty percent (50%) of the committee members are present, a table discussion may be held.

**Section 15 – PFFM Biennial Convention, Hosting of**

Any Local with intention to host the next biennial convention of this organization, will make such proposal at the preceding biennial convention.

The Secretary/Treasurer and Trustees, will then visit the proposed site(s) and report their findings to the PFFM Executive Board. The PFFM Executive Board will make their recommendations at the next monthly meeting of the organization.

In the event that no city, town or district makes an appeal to host the convention, the selection of such city, town or district shall be left to the Exec-
utive Board with the approval of the membership.

**Section 16 – PFFM Convention Business**
The Executive Board shall streamline the order of business of the convention to ensure that all business receives appropriate action and time, as needed.

**Section 17 – PFFM Convention Resolutions & Report of Officers**
All convention delegates shall receive a copy of the resolutions. Provided, however, that only one booklet, containing the schedule, rules and reports for the convention, be made available for each Local, and one for each member of the Committees on Rules of Order, Credentials and Executive Officers Report.
ARTICLE IX
HONORARY MEMBERSHIP

Section 1 - Qualifications

Honorary membership shall be composed of past members of this organization and such other citizens who have shown interest in the aims or objectives of this organization.

Members shall have all privileges, except the right to vote or hold office.

Section 2 - Term

Honorary membership shall be for one (1) year for civilians and lifetime for past members.

Effective June 4, 1987, all past officers, excluding those with emeritus titles, are hereby made honorary members.

All such honorary members may be extended an invitation to attend the convention banquet; cost may be borne by the organization.

Section 3 – Required Vote

It shall require a vote of two-thirds of the delegates assembled in convention to bestow such honorary membership.

Section 4 – Proclamation Certificate

The President will have suitable proclamation certificates printed and shall be presented to a person or organization for their outstanding support to the Professional Fire Fighters of Massachusetts.
ARTICLE X
REVENUES

Section 1 - Per Capita Rate

A per capita tax of Twelve Dollars and Eighty Cents ($12.80) per member, per month shall take effect on July 1, 2013.

A per capita tax of Thirteen Dollars and Twenty Cents ($13.20) per member per month shall take effect on July 1, 2014.

Section 2 – Rounding of Per Capita Rate

The per capita tax of the Professional Fire Fighters of Massachusetts shall be rounded off to the nearest Five Cents ($0.05).

Section 3 – Luncheon Assessment

That PFFM Annual State Meeting Luncheon Assessment for each Local shall be calculated with the following formula: State Meeting Luncheon budget line item divided by averaged number of state meeting delegates times each Locals entitled state meeting delegates. The “averaged number of delegates” shall be calculated as printed in Article X, Section 3, of the current Constitution & Bylaws. The PFFM Annual State Meeting Luncheon Assessment will be rounded to the nearest five dollars.

3 delegates = $195
4 delegates = $260
5 delegates = $325
6 delegates = $390

Up to Three-Thousand Five Hundred Dollars ($3,500.00) maximum, payable upon submission of vouchers and/or receipts for the expense of hosting a PFFM monthly meeting and providing lunch to the attending delegates.
Section 4 – Initiation Fee, New Local

The initiation fee for each new affiliated Local union shall be Fifty Dollars ($50.00). The initiation fee for each re-affiliated union Local shall be fifty ($50.00).

Section 5 – Per Capita Assessment, membership limit

No Local union shall be required to pay a per capita tax on more than four hundred (400) members.

Section 5b – Massachusetts AFL-CIO Per Capita Tax

Locals who have elected to pay their Massachusetts AFL-CIO per capita tax through the PFFM, shall pay said per capita tax on all members; at the rate and frequency set forth by the AFL-CIO.

Section 6 – New Member reporting & Per Capita payment

Any Local union accepting new members into its organization shall report name’s to the Secretary-Treasurer of this organization and pay a per capita tax on same.

Locals violating the membership agreement of this organization shall be subject to suspension from this organization.

Section 7 – Local Suspension & Forfeiture

Any Local affiliated with the Professional Fire Fighters of Massachusetts, which fails to pay its per capita tax for a period of three (3) months shall be suspended from membership.

Any Local remaining suspended for an additional three (3) months, shall automatically forfeit its affiliation and privileges in this organization.
Section 8 – PFFM Fiscal Year

The fiscal year shall be from July 1st to June 30th of the succeeding year.

Section 9 – (Stricken)


Section 10- Line Item Budget

The Executive Board shall draft a line item budget, and be allowed, if necessary, to make transfers from one line item to another, by a majority vote of the Executive Board, to become effective with the opening of the 28th convention of this organization.

Section 11– Local Reinstatement

In order for any Local union to be reinstated as an affiliate with this organization, after either a voluntary withdrawal, or an involuntary suspension, such Local must request to seek reinstatement with their PFFM District Vice President, who will then make their recommendation to the PFFM Executive Board. Such recommendation of the Executive Board will then be brought to the full delegate body at either the next convention or legislative convention, whichever comes first. If the delegate body votes to accept the request, the reinstatement will become effective at the close of the convention.

After either a voluntary withdrawal, or an involuntary suspension, such Local may be reinstated in this association upon payment of all arrearages.
Section 12– Health Insurance Specialist Fund

The PFFM establish a Health Insurance Specialist Fund, and this fund shall be used as directed by the Executive Board of the PFFM in assisting Locals with the following: Health maintenance Organizations (HMO), Group Insurance Commission (GIC), look alike GIC Plans, national Health Care – The Affordable Care Act, Health Reimbursement Accounts (HRA), Flexible Spending Accounts (FSA) Prescription Drug Benefits, Mental Health Benefits and coverage for retirees and any other issue associated with Health Care, H.S. A’s (Health Savings Accounts) and that any Local looking for assistance must notify their District Vice President; and that the cost of using such specialist may be shared 50%-50% between the fund and the Local and beginning July 1, 2013, the per capita tax per member per month shall be increased by sixteen cents ($0.16) for this fund.
ARTICLE XI
COMMITTEES

Section 1 – Legislative Committee

The Legislative Committee shall consist of the President, Vice Presidents, Secretary-Treasurer, two (2) Legislative-Agents, three (3) Trustees and the Information Officer. The President shall be the Chairman of the Legislative Committee.

It shall be the duty of the Legislative Committee to develop and process all legislation proposed; to notify all Locals of this organization of hearings proposed for bills affecting fire fighters of Massachusetts and to have a representative appear before the Legislature on all bills affecting fire fighters of Massachusetts.

If the time situation is of immediate attention, pertaining to legislative matters, the President and/or the available Legislative-Agent(s) shall have the authority and the right to make decisions for the good and welfare of this organization and the members thereof.

With the approval of a majority of the Executive Board, the President and/or Legislative-Agent(s) may file legislation which creates, changes, or dissolves any public agency, commission, council, committee, or other entity, in order to promote and protect the best interests of this organization and it’s members.

Section 2 - Legislation

Each year at the September meeting of this organization, legislation proposed for the Legislative Convention shall be presented, in true copy, to the delegates for approval.

Section 3 – Notification of “Intent Not To File”

The Legislative Committee shall, if it does not intend to file a resolution adopted by the delegates assembled in convention, or at regularly scheduled state meetings, shall so notify the filing Local and/or member and Lo-
...cal, of its action, and the reasons thereof, fifteen (15) days prior to the Legislative Convention of this organization, or next regularly scheduled state meeting, of this organization.

**Section 4 – Financial Assistance Committee**

The Financial Assistance Committee of the Professional Fire Fighters of Massachusetts shall consist of the President, Secretary-Treasurer, and the three (3) Trustees of this organization.

**Section 5 – Information Committee**

An Information Committee shall be appointed by the President, with the advice of the Information Officer, and shall have such duties as may be assigned to it by the President.

**Section 6 – Joint Labor Management Committee**

The fire members of the Joint Labor Management Committee (JLMC) of the Commonwealth of Massachusetts shall consist of three (3) members from the Executive Board and three (3) members from the rank and file, to be appointed by the President.

Effective July 1, 2013, the six (6) fire members serving on this committee shall receive, as reimbursement for their general expenses, the sum of Two Thousand five hundred Dollars ($2,500) per year, paid semi-annually. In addition, the member serving as the fire chairman shall receive an additional sum of two thousand five hundred dollars ($2,500) per year paid semi-annually for general expenses.

Alternate members may receive, as reimbursement for their general expenses, the sum of Two Thousand Five Hundred Dollars ($2,500) per year, paid semi-annually as recommended by the Fire Chairman and authorized by the President of the PFFM.

In order to be eligible for this stipend, the member must attend scheduled meetings of the JLMC and if a member is absent three consecutive meetings without cause, the chairman shall notify the President of the PFFM.
Section 7 – Policy Committee

A Policy Committee is hereby established.

The committee shall be named by the President as one of the convention committees.

It shall perform such duties as may be assigned to it by the President and/or the assembled convention.

Section 8 – Massachusetts Fire Training Council

The two (2) representatives of this organization, appointed by the President, to serve on the Massachusetts Fire Training Council, shall receive Seven Hundred and Fifty Dollars ($750), per year, for their general expenses, reimbursed semi-annually.

Members currently serving in this position, as of June 1999, shall be allowed to remain there until the next Biennial State Convention.

Section 9 - EMS Director

The President shall appoint an EMS Director, who shall serve as the PFFM designee to the Commonwealth’s Emergency Medical Care Advisory Board (EMCAB), and also serve as the chairman of the PFFM EMS Committee. The EMS Director shall report to the Executive Board and the membership on all EMS issues impacting the PFFM. The President, after consulting with the EMS Director, shall appoint five (5) EMS Regional coordinators, one from each EMS Regions as identified by OEMS. These coordinators shall be from the geographic communities within that Region, and preferably serve on that EMS Region’s Board of Directors. There shall be an additional eight members of the Committee, one from each PFFM District, who has been recommended for appointment by the respective district vice president. Other interested PFFM members, both BLS and ALS, shall be appointed to the EMS Committee as recommended by the PFFM District Vice Presidents.
The EMS Director through the IAFF Third District Vice President will work with the IAFF’s EMS department advising the affiliate Locals as to the services available to them.

Section 10 - People’s Political Action Committee & Rate

A People’s Political Action Committee is hereby established, and officially registered with the Commonwealth of Massachusetts, Office of Campaign and Political Finance.

Beginning July 1, 2005, forty-five cents ($0.45), per member, per month, of the per capita tax, shall be escrowed for the PAC Fund.

Beginning July 1, 2006, fifty cents ($0.50), per member, per month, of the per capita tax, shall be escrowed for the PAC Fund.

Section 10a – People’s Political Action Committee’s Donation Reporting

A Quarterly PAC report on contributions will be sent out to every Local by the Secretary–Treasurer and/or the PFFM.

Section 11 - Pension Information Committee

A Pension Information Committee is hereby established.

A pension officer from each district shall be appointed by the President upon the recommendation of the respective Vice President.

This committee will meet not less than four (4) times annually, to review changes in our retirement laws and to propose necessary legislative changes; and, to discuss recent Contributory Retirement Appeals Board (CRAB) and court decisions, which address retirement issues.

The Chairman, appointed by the President, shall receive Seven Hundred and Fifty Dollars ($750) per year for general expenses.
Section 12 – MA Hazardous Materials (HAZMAT) Mitigation
Emergency Response Advisory Board

The Representatives of our organization to the Massachusetts Hazardous
Materials Mitigation Emergency Response Advisory Board, not to exceed 2
members, shall receive Seven Hundred and Fifty Dollars ($750.00) each, per year, reimbursed semi-annually.

Section 13 – Members Assistance Program Committee

The PFFM shall establish a state-wide Members Assistance Program (MAP) for assessment and referral, with two members from each district to serve on said committee.

Each member of said committee shall be trained and supplied with the equipment necessary to provide an assessment and referral program within their respective districts.

This program shall have an annual budget of $5,000.

Section 14 – Massachusetts Fire Service Commission

The representative of this organization appointed by the Governor, who serves on the Massachusetts Fire Service Commission shall receive Seven Hundred and Fifty Dollars ($750) per year for general expenses.

Section 15 – Public Relations Fund

The Professional Fire Fighters of Massachusetts shall establish a Public Relations Fund. It’s purpose is to present a positive image of the professional fire fighter in Massachusetts to the public through any media necessary and available.

Effective July 1, 2013, two cents ($0.02) from the per capita tax per member per month assigned to the Article X Section 9 be reassigned to the Public Relations Fund.
Effective July 1, 2013, six cents ($0.06) from the per capita tax per member per month assigned to the Article XV Section 2 be reassigned to the Public Relations Fund.

Effective July 1, 2013, twenty-five cents ($0.25) from the per capita tax per member per month shall be escrowed to be used for the operation of this fund; and

Effective July 1, 2014, twenty-five cents ($0.25) from the per capita tax per member per month shall be escrowed to be used for the operation of this fund.

**Section 16 – Human Relations Committee**

The PFFM shall establish a Human Relations Committee (HRC). This committee shall consist of a chairperson and ten (10) additional members, all of which are appointed by the President of the PFFM.

The make-up of the HRC shall be: Two (2) Black, Two (2) Caucasian Male, Two (2) Hispanic, Two (2) Women and Two (2) other than represented.

The mission of the HRC is to promote understanding between all PFFM members.

The HRC shall meet quarterly and will be available to assist the President on issues relating to human relations.

The PFFM HRC shall adopt existing IAFF, HRC policies and procedures as their own guidelines.

**Section 17 – Committee on Political Education (COPE)**

The Committee On Political Education (COPE), is established as a PFFM standing committee.

The COPE Committee, appointed by the President, shall promote grassroots political action within our organization. The PFFM will establish a COPE Fund. This fund shall be used to combat the multidimensional problems we may face. As of July 1, 2011 one dollar
($1.00) from per capita tax per member per month shall be escrowed for the operation of this fund.

**Section 18 – Staffing Committee**

The PFFM appoint a staffing committee with representation from every district whose charge will be to examine the staffing issue and issue a multi directional report that would suggest solution to this problem.

**Section 19 - Legal Defense Fund**

The PFFM establish a legal defense fund to defend against cases with broad application and possible precedent setting effects.

As of July 1, 2011 fifty cents ($0.50) from the per capita tax per member per month shall be escrowed for the use of the operation of this fund.

**Section 20 – Funeral Committee**

As of July 1, 2013, the PFFM shall establish a Funeral Committee. Said committee shall establish a set of protocols & guidelines for a Line of Duty Death (LODD), Active, and Retired member funerals.

The President shall appoint a chairperson of said committee, a communications director, and two (2) members from each District to serve on the committee.

The Funeral Committee, upon request of any Local within the PFFM shall make themselves available to assist with any aspects related to a Line of Duty Death (LODD), Active or Retired member funeral.
ARTICLE XII
CONSTITUTIONAL BY-LAWS & RESOLUTIONS

Section 1 – Amending of Constitution & By-laws

The Constitution and By–Laws shall only be amended by the delegates assembled at a biennial convention of the Professional Fire Fighters of Massachusetts.

Section 2 – Convention Resolution Filing Deadline

Proposed changes in the Constitution and By-Laws or any resolutions to be considered by any convention of this union must be received by the Secretary–Treasurer no later than sixty (60) days immediately preceding the opening of the convention.

Any late file resolution shall require a ninety percent (90%) vote for admission by the delegates.

Section 3 – Convention Resolution, Forwarding prior to Convention

Proposed changes in the Constitution and By-Laws or any resolution that has been submitted for consideration before the deadline, shall be forwarded to all Locals within our organization, no later than seven days (7) prior to the biennial convention of the Professional Fire Fighters of Massachusetts.
ARTICLE XIII
QUORUMS

Section 1 - Quorum

Twenty-five percent (25%) of the Locals shall be present and assembled at any regular monthly meeting, special meeting, Biennial or Legislative Convention to constitute a quorum for such meeting.

If less than twenty-five percent (25%) is represented then a round table discussion may be held.

Section 2 – Executive Board Meetings, annual number

The President of the Professional Fire Fighters of Massachusetts shall cause to be held not less than three (3) Executive Board meetings annually.

Special meetings of the Executive Board shall be called by the President upon receipt of a petition signed by a majority of the members of the Executive Board.
ARTICLE XIV
WORKING AS A CALL OR VOLUNTARY FIRE FIGHTER

Section 1 – Non-Participation

All union members of the Professional Fire Fighters of Massachusetts shall cease to respond as a volunteer fire fighter or paid call fire fighters in any community.

Section 2 – Performance, Conflict & Notification

All union members cease performing any services in any community where such performance of service is in conflict with that community’s Local union; and, such conflict be submitted in writing by that community’s Local president to the District Vice President.
ARTICLE XV
OFFICE

Section 1 - Establishment

Effective immediately, (June 4, 1975) our state organization shall establish a fully equipped office; staffed by competent personnel, whereby all necessary records, laws and information will be accessible to the membership of the state organization.

Section 2 – Office Space Escrow Account

Effective July 1, 2013, Five Cents ($0.05) of the per capita tax, per member, shall be escrowed for the purposes of either purchasing or renting additional office space, expanding or improving our current office space, repairing, replacing or improving our current equipment and/or for performing necessary repairs and maintenance to our existing office space.

Section 3 – Purchase & Sale Agreement, for office space

That the PFFM Executive Board be authorized to explore real estate offerings in search of adequate space with room for future expansion

That the PFFM Executive Board upon recommendation of the President and with the approval of the PFFM delegates at State Meeting, be authorized to enter into and execute an agreement for suitable real estate from existing funds

That each Local affiliate shall be notified, by mail, before such authorization vote.
ARTICLE XVI
FINANCIAL ASSISTANCE

Section 1 – Procedure for Seeking Financial Assistance

In the initial planning stage of any issue or project, the affiliate must contact its District Vice President so that he may give guidance and advice based on the experience of this organization. In many instances, this may make unnecessary the securing of legal and/or other professional assistance.

Any Local applying for financial aid, must first apply to the International Association for financial aid, and the International's action in this matter must be known to the Executive Board of the Professional Fire Fighters of Massachusetts before any action is taken by the Financial Assistance Committee of the Professional Fire Fighters of Massachusetts.

All data and information regarding financial aid must be submitted to your Vice President, and through him to the Secretary-Treasurer; who in turn refers it to the Financial Aid Committee, (President, Secretary-Treasurer and three (3) Trustees.)

Section 2 – Data Requirement When Seeking Financial Assistance

The data required by the Professional Fire Fighters of Massachusetts are: a request in writing, citing the amount and reason for the expenses incurred; a current audit and that of the last fiscal year, showing all income and disbursements.

Section 3 – Local’s Minimum Dues Structure

Effective July 1, 2013, In order to receive consideration for financial assistance, the dues structure of the affiliate Local must be at an amount equal to at least one and one half percent (1.5%) of a fire fighter’s base salary at maximum pay step; no part of which shall be used for insurance for members; information as to whether assessments were sought or dues increased to provide for the anticipated expenditures.
Evidence must be submitted that the affiliate asking for financial relief attempted to anticipate the extent of their financial obligations by seeking and acquiring increases in the dues payments of their members. By this action, evidence would be established before the Committee that the affiliate itself has attempted to meet the financial obligations they expected to incur.

**Section 4 – Explanation of Indebtedness**

In the event there is a deficit anticipated, a clear explanation of the indebtedness which will be incurred by this venture should be submitted to the Committee.

**Section 5 – (Stricken)**

ARTICLE XVII
MATTERS NOT PROVIDED FOR

Section 1 – IAFF Constitution & Bylaws

In matters not provided in this Constitution and By-Laws, the Constitution and By-Laws of the International Association of Fire Fighters, AFL-CIO shall then apply.

Unless otherwise provided for, Robert’s Rules of Order, shall prevail at the regular monthly meetings or conventions of this organization.

Section 2 – Policy Amendment, minimum vote requirement to change

It shall require a two/thirds (2/3’s) vote of the membership in attendance and voting, at any monthly meeting, to amend the adopted policy of this organization.