# CONSTITUTION

BY – LAWS

RULES OF ORDER

INTERNATION ASSOCIATION OF FIRE FIGHTERS

LOCAL 66

WATERLOO, IOWA

Revised and Updated

# April 23, 2025

## Article I

## Name

**Section 1.** This organization shall be known as the Waterloo Association of Fire Fighters, Local #66 of the International Association Of Fire Fighters.

**Section 2.** References in this Constitution and By-Laws to “Local Union” shall refer to the Local as set forth in Section 1 above, and references to “Association” or “International” shall refer to the International Association of Fire Fighters.

**Section 3.** This Local union, it’s officers, representatives and members, shall recognize, observe and be bound by the provisions of the Constitution and By-Laws of the International Association and the interpretations rendered by the International President. The resolutions, decisions and the directives of the Executive Board or officers of the Association 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 13 of the Constitution and By-Laws of the Association is recognized as providing the basic rules governing this local.

## Article II

## Jurisdiction

 **Section 1.** The jurisdiction of this local shall be Captains and all other uniformed members of Waterloo Fire Rescue below the rank of Captains.

## Article III

## Membership

**Section 1.** Active-Any person of good moral character, who at the time of making application is engaged in service within the jurisdiction of this local as given in Article II, will be eligible for active membership. “Anyone eligible for membership in the Association shall not be refused membership or upon acceptance, be discriminated against because of age, race, color, religion, creed, national origin, sex, gender identity or expression, sexual orientation, marital or family status, by reason of disability, or status as military veteran.”

**Section 2.** Honorary- For meritorious service to this local or for distinguished public service, persons may be elected honorary members by a majority vote. Honorary members shall not pay initiation fees, dues or other charges and shall have no voice or vote in the local. Such membership may be revoked for cause. The entire list will be subjected to the above qualifications at the last regular meeting each calendar year. In the event of an active duty or line of duty death, the surviving spouse shall be granted “Lifetime Honorary” status.

**Section 3.** Maintenance of Good Standing– Membership in good standing includes any person who has fulfilled the requirements for membership in this local union and who has not voluntarily withdrawn, become ineligible for continued membership, or been suspended or expelled as provided in the Constitution and By-Laws of the International Association of Fire Fighters, or the constitution of Local 66.

**Section 4.** Separation- When any member in good standing is separated from service, such member, upon his or her request, may be issued a withdraw card. A member who is elected as an officer of The International Association Of Fire Fighters, or who is elected or appointed as a representative of or to an affiliated labor organization, shall retain his or her active membership in this local.

**Section 5.** Delinquent Members- Members who fail to pay their dues or assessments within the periods prescribed by The International Association Constitution and By-Laws, or as required by this constitution, shall be notified by the proper Local officer that they are delinquent and will be automatically suspended and lose their good standing if payment is not made within sixty (60) days following such notification. Delinquent and suspended members are not entitled to voice or vote in the Local union or in the affairs of the Association.

## Article IV

## Meetings

**Section 1.** Regular Meetings-This Local shall meet on the second Wednesday of the month at 7:00 P.M. at the Black Hawk Labor Temple (BHLT), 1695 Burton Ave in Waterloo. The Local shall pay $255 per month, with that being revisited each year with the BHLT. The rent includes the meeting space, office with 2 desks, and kitchen area

**Section 1.1.** The executive board reserves the right to change the meeting location to 425 E 3rd St (Station 1) in the event of inclement weather providing adequate notification is provided.

**Section 2.** Special Meetings- “Special Meetings” shall be held when so petitioned by seven (7) members or more of this Local, or upon notice of same signed by the President. In either case, the hour of such meeting shall be designated by the President for the transaction of such business as may arise and demand immediate attention of this Local.

**Section 3.** Quorum- Ten (10) members, including E-Board, in good standing shall constitute a quorum.

**Section 4.** Rights of Members- Every member in good standing shall have the right to attend any meeting and to participate in such meeting in accordance with the recognized rules as set forth in the manual of parliamentary procedure adopted by this Local. Members shall conduct themselves in such a manner as not to interfere with the legal or contractual obligations of the Association or of this Local.

**Section 5.** Rules for Meetings- This Local shall be governed by the “Robert’s Rules of Order”. A copy of such rules shall be the property of this Local and shall be in the possession of the presiding officer at all meetings.

## Article V

## Officers and Elections

**Section 1.** The officers of this Local shall consist of: President, Three (3) Vice Presidents (The top vote getter of the (3) Vice Presidents elected will be the President Pro-Tem, Recording Secretary, Secretary-Treasurer, and (3) Trustees. All shall have terms of one year or until successors are elected and duly qualified.

**Section 2.** Eligibility for Office- Any member in good standing of this Local shall be eligible for nomination and election as an officer.

**Section 3.** Rights of Candidates- Every candidate for office shall have the right to request distribution of campaign literature, by mail or otherwise, to all members in good standing, at the candidate’s own personal expense. If the Local grants this request, all other candidates for office shall receive the same privilege. “A candidate for office includes a candidate for membership on the Executive Board or similar governing body”. There shall be no discrimination in favor of or against any candidate with regard to the use of membership lists.

**Section 4.** Use of funds prohibited in elections- No funds received by this Local through initiation fees, dues or assessments or otherwise, shall be contributed or applied to promote the candidacy of any person in election of officers. This section does not prevent the expenditure from union funds for notices, factual statements of issues and other necessary expense to conduct elections so long as they do not involve promotion of any candidate.

**Section 5.** Method of nomination and election- All members in good standing shall be given at least fifteen (15) days advance notice, in writing **sent by U.S. mail to the last known address of the member,** of the date, time and place at which elections shall be held. Any member in good standing may nominate members for office. Elections shall be by secret ballot, even if only one candidate is nominated for a given office. There shall be no voting by proxy in any election of Local Union officers. The candidate receiving the majority of votes cast shall be declared elected.

**Section 6.** Elections Committee- The President shall appoint an Elections Committee which shall be responsible for distribution and tabulating of the ballots and shall have such functions as are provided in Article 13, Section II of the International Constitution. Each candidate for office shall be entitled to appoint one observer who shall be permitted to witness the manner of the distribution and casting of ballots and attend the meeting of the Elections Committee at which the votes are tabulated.

**Section 7.** Ballots Preserved- Ballots and all other records of an election of officers shall be preserved by the Secretary for one year.

**Section 8.** Nomination And Election Meeting Date- Nominations shall be made at the June meeting, elections will be held at the July meeting. A list of those nominated for office will be published in the minutes of the June meeting and will be distributed to all stations. The members on duty at the sub-stations on the day of the election shall cast their ballots that are issued to them and return them sealed to the Recording Secretary.

**Section 9.** The President may appoint a three (3)-man nomination committee at the May meeting. It shall be their duty to present a full slate of candidates consisting of a President, 3 Vice Presidents (one from each shift if possible), Secretary Treasurer, Recording Secretary and 3 Trustees at the June meeting. This does not preclude that nominations will be accepted from the floor.

## Article VI

## Duties of Officers

**Section 1.** President- It shall be the duty of the President to preside at all meetings of the this Local to preserve order during deliberations, to sign all orders on the treasury when order by the Local, to appoint all committees not otherwise ordered, to hold all secret work in his/her possession and not divulge it to any except members. It shall also be his/her duty to issue the password to members in good standing and transact such other business as may pertain to his/her office. They shall appoint a Guard and Guide to assist them in the discharge of his duties. They shall discharge on behalf of the Local such duties as may be imposed upon them by applicable law including the execution and filing of any reports to Federal or State authorities, and shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it. Beginning in July 2008, the President shall receive a salary of $400.00 a month. Yearly increases thereafter shall be applied at the same rate as the yearly negotiated pay raise according to the current contract year.

**Section 2.** Vice Presidents (3) - The Vice Presidents shall perform duties and tasks assigned to by the President. There shall be, when possible 1 Vice-President per shift.

**Section 3.** Vice President Pro-Tem- The top vote getter of the 3 Vice Presidents that are elected. They shall perform the duties of the President in the absence of that officer, an in case of resignation or death of the President, shall perform the duties of the President until such vacancy is filled by an election as provided by the constitution. They shall have, when called upon by the President, charge in presiding over the meeting and at such times when the President may be temporarily unable to discharge his duties.

**Section 4.** Recording Secretary- The Recording Secretary shall take charge of all books, papers and effects, other than the books of the Secretary-Treasurer. The Recording Secretary shall also oversee all related social media accounts and union affiliated merchandising.

They shall keep a record correct of all proceedings and record all amendments to this constitution in books especially provided for that purpose. They shall also conduct all correspondence pertaining to their office and perform other duties such as the association may from time to time designate. They shall supervise all referendum voices according to Article XI. They shall turn over their books to the Trustees for their approval when called to do so.

The Recording Secretary shall discharge on behalf of the Local such duties as may be imposed upon them by applicable law including the execution and filing of any reports to Federal or State authorities, and they shall cause to be maintained by the Local such records as the law requires to be kept in support of reports filed by it. Beginning April 13th, 2022, the Recording Secretary shall receive a salary of $320.85 a month. Yearly increases thereafter shall be applied at the same rate as the yearly negotiated pay raise according to the current contract year.

**Section 5.** Secretary-Treasurer – The Secretary-Treasurer shall keep a correct account between this Local and its members. They shall collect all dues, give members receipt for the same, announce receipts and disbursements at each meeting and give the Local a financial statement monthly. They shall deposit all money in a bank designated by the Local, unless otherwise ordered by the association. They shall turn over to their successor at the expiration of their official term, all money and property of this association. Beginning in July 2008, the Treasurer shall receive a salary of $225.00 a month. Yearly increases thereafter shall be applied at the same rate as the yearly negotiated pay raise according to the current contract year.

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

The Secretary-Treasurer of Local #66 International Association of Fire Fighters shall not disburse any amount of funds from the Local #66 treasury in excess One-Hundred Dollars ($100.00) other than monthly per capita allotments that are pre-determined by previous commitments with various affiliated bodies, unless a majority of all members on working shift shall agree by ballot vote. Sub-house votes may be accepted by voice vote by a committee appointed by the President for such balloting.

**Section 6.** Trustees- The trustee shall audit the books of the Secretary-Treasurer once a year in January and at any other time they deem necessary, and make a report to the Local of their condition, and forward a copy of the audit to the International Secretary-Treasurer by the first of June annually.

**Section 7.** Correspondence- All official correspondence by an officer shall be in duplicate, a copy of it shall be read at the first meeting thereafter.

**Section 8.** By-Laws- Any subject not governed by these by-laws shall be governed by the by-laws of the International Association of Firefighters.

**Section 9.** All officers and employees of the Local who handle funds or property of the Local shall be bonded in such amounts as may be required by the Board of Trustees and the International General Secretary-Treasurer in compliance with applicable law. The expense for the first $5,000 of bond shall be borne by the International. If additional bond is necessary, the Local shall pay the additional premium. The Local shall have sufficient bond to cover at least ten percent (10%) of its current liquid assets.

## Article VII

Delegates and Alternates to Association Conventions

**Section 1.** Delegates and alternates to conventions of the Association shall be elected by secret ballot of the members in good standing and the credentials prepared for such delegates must so certify.

**Section 2.** By virtue of their election to office, the President and Recording Secretary shall be delegates of this Local to all authorized conventions. All additional delegates and alternates shall be elected by secret ballot from the membership in good standing. The one receiving the highest number of votes shall be the delegate, and the next highest number of votes to be the alternate. The President and the Recording Secretary shall be delegates to all authorized conventions assuming that neither of them is holding an office in the Iowa Association of Professional Firefighters. If either, or both, is holding an office in the Iowa Association of Professional Firefighters, delegates to replace them to this convention, shall be elected from the membership of this Local.

**Section 3.** Delegate at large and alternates, for conventions, shall be nominated at the April meeting, and elected at the May meeting for all authorized conventions.

**Section 4.** When coverage is required for convention or other

## Article VIII

Dues, Fees, and Assessments

**Section 1.** Dues shall be 1.05% of a first class firefighter's base salary (here defined as that of an 8-year firefighter). Monthly dues shall be readjusted on the first day of each fiscal year and shall be rounded to the nearest whole dollar.

**Section 2.** Special assessments may be levied only by referendum vote whenever it becomes absolutely necessary to carry out organization work. This needs a majority vote of the entire membership. The Recording Secretary shall supply ballots for such referendum vote.

**Section 3.** Reinstatement Fees- Any expelled or suspended member may be reinstated within one (1) year by paying all back dues, assessments and fines and a Ten Dollar ($10.00) reinstatement fee. All dues shall be paid in full for reinstatement of any suspended member in arrears over one (1) year; two-thirds (2/3) vote of the membership present shall be required.

Increases in rates of dues, reinstatement fees and assessments, require notice of such proposed increases to be given to the members in good standing at least thirty (30) days in advance of the date set for a vote. On the date set, the proposed increases shall be voted on in one of the following ways:

1. By a majority vote of the members in good standing, by secret ballot, at a regular or special meeting.
2. By a majority vote of the members in good standing in a referendum conducted by a secret ballot.

**Section 4.** A special and temporary assessment is established at a rate of $10.00 per month per member until the Legal Defense Fund is $30,000. If and when cap is reached, the dues increase will be revisited, This will go into effect October 1, 2019.

## Article IX

Misconduct, Trials and Appeals

**Section 1.** Any member charged with misconduct as defined in Article 15 of the International Constitution and By-Laws shall be served with written specified charges as required in Article 16 of the Association Constitution and be given a reasonable time to prepare his defense and afforded a hearing as provided in Article 17 of the Association Constitution.

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

## Article X

Audit

The books and accounts of this Local union shall be audited annually, and the last such report of the audit shall be forwarded to the International Secretary-Treasurer over the seal of the Local not later than the first (1st) of June annually.

## Article XI

Amendments

This Constitution and By-Laws made under its provisions may be amended by two-thirds (2/3) vote, provided each member in good standing is notified, in writing, of the proposed amendment at least fifteen (15) days in advance of the meeting at which the vote will be taken. A proposed amendment to this constitution or any by-laws made under its provisions shall be submitted for approval to the International President prior to its printing or issuance.

## Article XII

Management

**Section 1.** Investment and Disbursement of Union Funds and Property

The money and property of this Local union shall be used solely for the benefit of the union and its members and not for personal gain or profit of any officer or member. Local union officers, agents, representatives and employees who handle the local’s funds or property shall be held to this standard of conduct and accountable for any breach thereof under this Constitution and By-Laws or the Association Constitution and By-Laws and as provided by the Law. Such officers as are given the responsibility under this Local union’s Constitution and By-Laws shall manage, invest and expend its funds and property only in accordance with applicable provisions of this Local’s governing laws or Association Constitution and By-Laws and any resolutions properly adopted there under. Otherwise, funds and property may not be invested, used or disbursed except upon approval of the membership at regular or special local union meetings. No loans shall be made from local treasury funds to any member of the local, including officers and employees.

**Section 2.** Business or financial interests of this Local’s officers and agents, their spouses, minor children, parents, or otherwise, that conflict with the fiduciary obligations of such persons of the organization shall be prohibited.

## Article XIII

Committees

**Section 1.** Grievance – The officers of this Local shall compose the grievance committee. It shall be their duties as members of this committee to investigate any question involving the rights of individual members when requested or the rights of the Local as a whole.

**Section 2.** Union Council Delegates – The president shall appoint a committee of six (6) each year to act as delegates and alternates to the Black Hawk Union Council AFL-CIO. The Recording-Secretary shall supply them with credentials.

**Section 3.** Flower- A flower committee shall be composed of the President and Treasurer, whose duty it shall be to send flowers to the funeral of people at their discretion (Normally the death of family members that the Union member earns a bereavement day for by contract), plus retired fire fighters. Not to exceed fifty dollars ($50.00).

**Section 4.** Entertainment- Officers of this Local may by a majority vote, appoint an entertainment committee as needs may arise to entertain visiting firefighters from neighboring cities.

**Section 5.** Charity Policy – Charitable donations shall not exceed $2,00.00 per year, with a maximum amount of $250.00 per request. All requests must pass by a majority vote of members in good standing. Events or donations that are excluded from this policy are outline in the subsections listed below.

**Section 5.1.** Annual Christmas Party: It is understood that a monetary donation will be provided through the General Fund at the request of the committee chair and must pass by a majority vote of members in good standing. All proceeds will be deposited and dispersed through the Community Outreach Fund at Veridian Credit Union.

**Section 5.2.** John Nelson Fishing Stag: It is understood that a monetary donation will be provided through the General Fund at the request of the committee chair and must pass by a majority vote of members in good standing. Proceeds from the event will be deposited into and dispersed through the Charity account at Veridian Credit Union to the charity of choice of the committee chair.

**Section 5.3.** Scholarship Fund: It is understood that a $1,000.00 scholarship will be awarded to a single applicant provided that the applicant meets all requirements. Award will be determined by Executive Board or appointed designee. Funds will be provided through the General Fund.

**Section 5.4.** Charitable events in which funds are provided from the General Fund in order to hold the event. Funds provided will be reimbursed to the General Fund at the completion of the event. It is understood that all proceeds will then be deposited into and dispersed through the Charity account at Veridian Credit Union to the charity of choice of the committee chair.

**Section 5.5.** MDA: Funds raised during the MDA Fill the Boot fund raiser will be kept at Station 2 until it can be deposited into a designated account at Veridian Credit Union. The MDA committee chair is the sole authorized member listed on the account. A check is then dispersed to the MDA on behalf of the L66 through

the MDA account held at Veridian Credit Union.

**Section 6.** Event Coordinator-The Event Coordinator will be responsible for organizing any event facilitated by the Local. Coordinator will be the main contact for any venue representative, potential sponsor, vendor, and general public. Duties include, but are not limited to, venue selection, advertising, event organization, obtaining sponsorships, financial record keeping, and regular reporting to the body during regular meetings. Compensation and length of term shall be followed as per the contract agreement.

## Article XIV

Order of Business

1. Opening
2. Roll call of officers and members
3. Reading of minutes of previous meeting
4. Secretary-Treasurer report
5. Application and Initiation of candidates
6. Communications and bills
7. Reports of officers and committees
8. Unfinished business
9. New business
10. Nomination or election of officers
11. Installation of officers
12. Good and welfare
13. Adjournment