INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS

EXECUTIVE BOARD

Edward A. Kelly
General President

Frank V. Líma
General Secretary-Treasurer

VICE PRESIDENTS

James Slevin
1st District

Mark Woolbright
2nd District

Jay Colbert
3rd District

Andrew Pantelis
4th District

Mahlon Mitchell
5th District

Mike Carter
6th District

Ricky Walsh
7th District

Mark Sanders
8th District

Michael Frainier
9th District

Stephen Gilman
10th District

Michael Glynn
11th District

Walter (Walt) Dix
12th District

Fred LeBlanc
13th District

Danny Todd
14th District

Chris Ross
15th District

James B. Johnson
16th District

TRUSTEES

Ron Glass

Scott Marks

Anthony Mejia

January 15, 2026 **VIA ELECTRONIC DELIVERY ONLY**

Andrew Anthony, President
IAFF Local 1595 – Vaughan Professional Fire Fighters Association
7611 Pine Valley Dr Unit 36
Woodbridge, ON L4L 0A2
CANADA
andrew.anthony@vaughanfirefighters.org

Dear Brother Anthony:

I have completed my review of your Constitution and By-Laws to determine its compliance with the IAFF Constitution and By-Laws. I am pleased to inform you that your Constitution and By-Laws is **APPROVED**. I have, however, noted two recommended changes below.

RECOMMENDED CHANGES

Article 12, Section 12.01: The IAFF Constitution and By-Laws, Article XIII, Section 4, and Article VIII, Section 3, require the Local to establish initiation fees, and pay to the IAFF $10.00 of each fee received. To ensure compliance with these provisions, the Local should insert the following as the second to last sentence of this section:

"Ten dollars ($10.00) of this amount shall be submitted to the IAFF."

Article 12, Section 12.04: The IAFF Constitution and By-Laws, Article XIII, Section 4, and Article VIII, Section 4, require the Local to establish reinstatement fees, and pay to the IAFF $10.00 of each fee received. To ensure compliance with these provisions, the Local should insert the following at the end of this section:

"Ten dollars ($10.00) of this amount shall be submitted to the IAFF."

***

Enclosed is your **approved** Constitution and By-Laws. An electronic copy has been retained for our records on your local.

Sincerely and fraternally,



Edward A. Kelly
General President

Enclosure

EAK/PJL:hrm

Cc: Fred LeBLanc, Vice President, IAFF District #13

International Association of Fire Fighters AFL-CIO, CLC
APPROVED
IAFF, General President
1/15/26

VAUGHAN PROFESSIONAL FIRE FIGHTERS ASSOCIATION

LOCAL 1595

CONSTITUTION & BYLAWS

International Association of Fire Fighters
AFL-CIO, CLC
APPROVED

IAFF, General President Edward Kelly

January 15, 2026

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VPFFA CONSTITUTION & BYLAWS

ARTICLE 1: NAME

Section 1.01
The association shall be known as the "Vaughan Professional Fire Fighters Association Local 1595 International Association of Fire Fighters" of the City of Vaughan, Ontario, Canada, holding a legal and unreclaimed Charter granted by the IAFF. It cannot voluntarily surrender its Charter except in accordance with Section 2 of Article XII of the International Constitution.

Section 1.02
References in this Constitution and Bylaws to "Local" or "Association" shall refer to local as set forth I Section 1.01 above,
and reference to "International" shall refer to the International Association of Fire Fighters.

Section 1.03
This local union, its officers, representatives and members, shall recognize, observe and be bound by the Constitution and by-laws of the International Association of Fire Fighters (IAFF), Ontario Professional Fire Fighters Association (OPFFA) and the interpretations rendered by the President of the OPFFA and IAFF General President, the resolutions, decision and directives of the executive board or officers and the resolutions adopted and the policies established by the delegates at conventions.

Article 13 of the Constitution and Bylaws of the International is recognized as providing the basic rules governing this Association.

ARTICLE 2: OBJECTIVES

Section 2.01
The objective of this Association shall be the fostering and encouragement of a higher degree of skill and efficiency, the cultivating of friendship among its members, the maintenance of proper remuneration for duties performed, and the elevation of moral, intellectual, social and economic conditions of its members.

Section 2.02
Whereas it is in the interests of both our members and their employers that a good understanding should at all times exist between the two, it shall be the constant endeavor of the Association to establish mutual confidence and create and maintain harmonious relations.

Section 2.03
It shall be the duty of every member to support and promote legislation at every level of government that is of benefit to professional fire fighters as a whole and this local in particular.

Legislative action shall be taken on those issues as put forward or identified by the IAFF, OPFFA or the executive of this association.

The association, its officers and members are encouraged to become involved in the promotion of individuals, groups or parties for the office when such have demonstrated a commitment to fire fighters and when endorsed by the IAFF, OPFFA or the executive of this association.

ARTICLE 3: MEMBERSHIP

Section 3.01
Membership to this Association shall be opened to all fulltime, paid employees engaged in fire fighting, emergency medical or rescue service activities, or related services of the City of Vaughan whose application for membership has been accepted by a majority vote of members in attendance at a regular Association meeting.

Section 3.02
Applications for membership shall bear the name, address and name of beneficiary of the proposed member, and the signature of two members of the Association. The proposition fee of two hundred dollars ($200) shall accompany the application. The initiation fee will include a gift from the Kit Shop at the Executive's discretion.

Section 3.03
For meritorious service to this Association or distinguished public service, persons may be elected "Honourary Members" by a majority vote of the membership at a general meeting. Honourary members shall not pay dues, initiation fees or other charges and shall not have any vote in the Association. Such membership may be revoked for cause, by a majority vote of the membership at a general meeting.

Section 3.04
Membership in good standing includes any person who has fulfilled the requirements for membership in the Association, and who has not voluntarily withdrawn, become ineligible for continued membership, or been suspended or expelled as provided in the Constitution and Bylaws of the International, the Constitution of the OPFFA or the Constitution of this Association.

Section 3.05
Whenever any words are used in this constitution in the masculine gender, they shall be considered as though they were also in the feminine and neuter gender in all situations where they would so apply.

Section 3.06
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 Section 3.01 will be eligible for active membership. Anyone eligible for membership in this local shall not be refused membership or, upon acceptance, be discriminated against because of race, colour, gender, creed, national origin, by reason of disability, sexual orientation, age, ancestral, or any other prohibited grounds defined in the Ontario Human Right code.

Section 3.07
When any member in good standing is separated from the fire service, the local union may allow said member to retain active membership or in lieu thereof, upon request of said member, shall issue a withdrawal card. This local union may issue withdrawal cards only to those members who leave the fire service or EMS in good standing or who are precluded by law or local ordinance or contractually from maintaining union membership by virtue of their fire department position. A former member holding a valid withdrawal card will not be charged a reinstatement fee upon reentry into the organization. A member who is duly elected as an officer of the International Association of Fire Fighters, or elected or appointed as a representative of or to an affiliated labour organization, shall retain his/her active membership in the local.

Section 3.08 - **Retired-Active Membership**
Retired members who so choose may apply to the Executive Committee to continue as one of ten Retired-Active Members. To become a Retired-Active Member the member must retire in good standing as well as having a minimum of 15 years of service with Local 1595. Retired-Active Members shall pay one half (1/2) of the current Active Member dues amount.
Retired-Active Members shall be included in membership count as Retired-Active Members for the IAFF or OPFFA and per capita payments to those Associations shall be made on their behalf. Retired-Active Members shall have all rights and privileges of an Active Member.

ARTICLE 4: OFFICERS

Section 4.01
The officers of this Association shall consist of a President, Secretary, Vice President, Treasurer, and four (4) Executive members.

ARTICLE 5: MEETINGS

Section 5.01

(a) The regular meetings of this Association shall be held quarterly, with meetings held in March, June, September and November/December. These meetings will be in person and/or virtually at the discretion of the Executive Board, held on dates, location and times selected by the Executive Board, announced at the previous meeting and posted 60 days in advance of the meeting. A virtual link on the Members Only section of the Vaughan PFFA website will be available to access the General Meeting. Between scheduled meetings, the Executive Board shall have the authority to conduct all Association business.

(b) All motions to be brought forward at a meeting must be filed in writing with the Secretary 21 days prior to the meeting and must be posted fifteen (15) days prior to the next general meeting.

(c) Meetings may be conducted through use of internet meeting platforms designated by the Local Executive Board that identify participants and those seeking recognition to speak, allow display of the text of pending motions, and show the result of votes. Alternative means for participation for members who cannot participate in the meeting virtually will be provided. Electronic meetings shall be subject to rules adopted by the Local, which shall supersede any conflicting rules in the parliamentary authority and not be in conflict with any provision of the International or Local Constitutions and Bylaws.

(d) Except for voting on any matter which requires a secret ballot (i.e., ratification vote, dues, or fee assessments), electronic voting may be used and shall contain (1) sufficient encryption to ensure security and authenticity of the vote; (2) a mechanism to ensure each member votes only once on each vote;(3) maintaining the secrecy of a member's vote; (4) password protection; and (5) the ability to calculate total votes. Electronic voting shall only be accessible to members of the Local, and an alternative way to vote shall be made available for members who chose not to use electronic voting.

Section 5.02

When the President certifies that an emergency meeting is necessary, such meetings shall be called on such notice as may be deemed necessary or advisable. The President shall make every effort to notify as many members as possible about the emergency meeting via email, Vaughan PFFA website and posted in all workstations.

Section 5.03

Special meetings may be called by the President or by the written request of twenty-five (25) members in good standing presented to the executive board in order to schedule a meeting date within a reasonable time frame. Notice of Special Meetings shall be posted at least ten (10) days in advance via email, Vaughan PFFA website and posted in all workstations. The notice of Special Meeting shall set out the business to be transacted, and only the business set out on the notice shall be transacted.

Section 5.04

In the absence of the President or Vice President any Executive member may call the meeting to order and act as chairmen pro-tem. The pro-tem chair shall have all the powers of the regular officer during such a meeting.

Section 5.05

At any regular association meeting where there is not a quorum and no legal business is transacted, each member, other than an executive member, who attended the meeting, is entitled to the sum of twenty-five dollars ($25).

Section 5.06

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 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 legal or contractual obligations of the international or this local.

Section 5:07

Each member attending a regular meeting must be in attendance for at least half the duration of the meeting to

be considered present. The Executive Committee shall have discretion on removing a member's name from the meeting attendance for that particular meeting.

ARTICLE 6: QUORUM

Section 6.01
Nine (9) members, active and in good standing, shall constitute a quorum, and shall be qualified to transact the legal business of this Association.

ARTICLE 7: JURISDICTION & AUTHORITY

Section 7.01
The jurisdiction of this Association shall be that assigned to it by the International General President. It shall have jurisdiction over all members of the International Association of Fire Fighters employed by the Vaughan Fire & Rescue Service. Its decisions on all matters within the powers and limits of the subordinate Locals of the International Association of Fire Fighters (IAFF) and the Ontario Professional Fire Fighters Association (OPFFA) shall be final unless appealed to and reversed by the General President of the IAFF.

ARTICLE 8: ELECTIONS

Section 8.01
Nominations for Officers and committees of the Association shall be held at the first regular quarterly meeting in March of each year.

Section 8.02
The current term of office for president, treasurer and two (2) executive members shall conclude at the first executive meeting following the conclusion of the election. Future elections for these officers will take place every two (2) years, in even years.
The current term of office for secretary, vice-president and two (2) executive members shall conclude at the first executive meeting following the conclusion of the election. Future elections for these officers will take place every two (2) years, in odd years.

Section 8.03(a) - **Nominations**
The President or Vice President shall appoint an election committee on or before February 1st of each year. The committee shall be wholly responsible for conducting elections including nominations according to the bylaws of this Association and the IAFF constitution. Nominations shall open annually at the first quarterly general meeting and shall be in writing to the attention of the election committee. Nominations shall close 28 days prior to Election Day. Upon closing of nominations, ballots will be mailed out at the last known address of the member. The Election shall be held on the first Monday in May and ballots received by 1300hrs on election day shall be counted.
Any member in good standing wishing to stand for nominations must do so by the close of the nomination period. The member may confirm in writing to the attention of the elections committee that he intends to stand for nomination.

8.03 (b) – **Postal Interruption**
In the event that there is an interruption in mail service, the voting process shall be conducted in person. Members in good standing shall be given at least 15 (fifteen) days' notice, by last known email address, mass electronic mailing and by notice sent to each work location, of the date, time, and place at which advance polls and election day shall be held. Polls open from 0530hrs to 1300hrs. An advance poll shall be held the Monday prior to election day a minimum of six days prior to the day of the election. The polling station shall be located at the Association office. The ballot boxes shall be open from 0530hrs to 1300hrs.

Section 8.04
No member shall run for more than one (1) office and no member shall hold more than one (1) office. Executive Board Members who currently hold an office term that will continue beyond the election must resign that position effective on the date of installation of into the new position.

Section 8.05
All members in good standing shall be given at least 15 (fifteen) days advance notice, in writing sent by postal service mail to the last known address of the member, and by notice sent to each work location, of the date, time and place at which nominations shall be held and the date, time and place at which elections shall be held. Any member in good standing may nominate eligible members for office. Elections for Association officers that qualify as delegates and/or alternates as per
11.01 (A) & (B), shall be by secret ballot. Write in voting shall not be permitted. Once nominations are closed, no more candidates can be added to the ballot. If there is only one candidate for a given office, such candidate shall be declared elected. There shall be no voting by proxy. The candidate receiving the most ballots shall be declared elected. In the event of a tie in the vote during an election of officers the position will remain vacant until the next General Meeting where a run-off election will be held to determine the winner. In the event of multiple vacancies with different terms the shorter term shall filled by the candidate with the least amount of votes.

Section 8.06
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. A candidate for office includes a candidate for membership on the executive board. Each candidate for office shall be entitled to appoint one observer who shall be permitted to witness the manner of distribution and casting of ballots and attend the meeting of the elections committee at which the votes are tabulated.

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 local funds for notices, factual statements of issues and other necessary expenses to conduct business so long as they do not involve promotion of any candidate. The Secretary shall preserve ballots and other records of an election for one (1) year following an election.

Section 8.07
All policies and procedures governing how Elections will be run, will be found in the Vaughan PFFA Policy Book.

ARTICLE 9: DUTIES OF OFFICERS

Section 9.01
PRESIDENT: It shall be the duty of the President to preside at all meetings of this Association, preserve order and decorum, enforce this Constitution and Bylaws of the Local, and to supervise Association affairs generally. He shall decide all questions of law and order, subject to appeal to the International of any member. He shall not be entitled to vote except as follows: at the election of Officers, balloting of candidates for admission to membership and in the event of a tie vote on any question before the Chair. He shall be a member ex-officio of all committees of the Local. He shall be first delegate to all conventions and deputations where this Association is represented. He shall sign all orders on the Treasury cheques and all other documents that require proper authentication. He and the Secretary shall have the power and authority to sign any contract or agreement binding upon this Association, subject to approval by the Association. He shall see that the Officers perform such other duties as are required of them by the Constitution and Manual of the IAFF and Bylaws and policies of this Association and perform such other duties as are required of him by this Constitution and by the Constitution and Bylaws of the IAFF. The President shall have the authority to form committees as needed. He shall also have the authority to appoint members to committees that are already formed.

Section 9.02
VICE PRESIDENT: It shall be the duty of the Vice-President to assist the President in the discharge of duties. He shall assume the responsibilities and discharge the duties of the President in his absence or in the event of the President's office becoming vacant. The Vice-President shall be a member of the Grievance committee.

Section 9.03
SECRETARY: It shall be the duty of the Secretary to keep a true, accurate and complete record of proceedings and all other records which are the property of the Association, receive communications, conduct all correspondence and be custodian of the Official Seal. He and the President shall have the power and authority

to sign any contract or agreement binding upon this Association, subject to the approval of the Association. He shall be second delegate to conventions and deputations where the Association is represented. He shall perform such other duties as are required of him by this Constitution and the Constitution and Bylaws of the IAFF. In addition, he shall produce an agenda for each regular meeting outlining information to be dispensed and the motions to be voted.

Section 9.04
TREASURER: It shall be the duty of the Treasurer to sign all orders on the treasury. In the event of his absence, signing authority shall revert to the President and Vice-President. He shall make all collections of money, giving receipt for same. He shall disburse all moneys by cheque, duly signed by the President and himself. He shall present a financial report at each meeting of the Association. He shall forward all such reports that are required of him to the IAFF promptly and perform such other duties as are required of him by this Constitution and the Constitution and Bylaws of the IAFF. He shall turn all books and records relative to moneys over to the duly elected auditors in sufficient time for said auditors to prepare and present an annual audited report.

Section 9.05
EXECUTIVE COMMITTEE: The Executive Committee shall consist of the President, Secretary, Vice President, Treasurer, four Executive Members. It shall generally supervise the affairs and conduct of this Association. It shall elect its own Chairman and meet as required. It shall have full power to transact such business as may occur during the summer recess. In the event that a quorum is not formed at any regular meeting, the executive shall have the full authority to transact such business as may occur.

Section 9.06
It shall be the duty of all executive board members to attend all regularly scheduled meetings and special meetings and any other meetings as determined by the President. No executive member shall miss more than two consecutive meetings without the approval of the President.

Section 9.07
The Vaughan Professional Fire Fighters' Association shall not be liable for any claim of expense (salary) or payment for services performed by any officer, committee or member thereof except such as has been authorized by the Association in advance of the performance of those services.
The wages of the officers of this local shall be voted upon at the annual budget meeting and detailed in the VPFFA Policy Book.

Section 9.08 - **Duties of Committee Members**

Each committee shall report to the membership through the executive of the Association.

Each committee shall fulfill terms of reference as defined by the executive or by motion passed by the membership. The chair of each committee shall make, or cause to be made, a report to the membership which shall be filed with the Secretary prior to each executive meeting and a summary of monthly reports for the general quarterly meetings (amendment) meeting, or when requested by the executive. Any Committee Chair who fails to submit a committee report prior to the executive meeting on two consecutive occasions may be removed from the Chair of the committee.

Section 9.09 - **Standing and Special Committees**
The President shall appoint members to the following Standing Committees on an annual basis or as deemed necessary to best serve the membership of the Local;

Grievance Committee
Bargaining Committee
Health and Safety Committee
WSIB Committee
Political Action Committee
Benevolent Fund Committee (see Article 24)
Human Relations Committee (see Article 26)
Labour Management Committee
Wellness Fitness Initiative Committee
Uniform Committee
Recreation, OMERS, & and Retirement Committee

The President shall also appoint members from time to time to Special Committees for the sole purpose of accomplishing a given task or project.

Section 9.10
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 of the first $5,000.00 (five thousand dollars) 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 (10%) percent of its current liquid assets.

ARTICLE 10: RESIGNATION, VACANCY AND REMOVAL FROM OFFICE

Section 10.01
The resignation of any officer of this Association shall be in writing and be presented at an Executive meeting.

Section 10.02
If, for any cause, the office of President becomes vacant, the Vice President shall succeed to this office and the office of Vice President shall become vacant and be filled in accordance with section 10.03.

Section 10.03
In the event of the vacancy of any office other than the Presidents, the position(s), nomination and election details shall be posted within 7 days of the position becoming available. Nominations will be open for 15 days from the day the position was posted. Upon closing nominations, ballots will be mailed out and votes will be counted 28 days later, or the next business day, after 1300hrs. The President shall have the authority to appoint the work to another member of the executive committee until the new member is elected and sworn-in at the next Executive meeting. If a vacancy occurs after December 31, no bi-election will be held and the position will be added to the General Election ballot.

Section 10.04
Removal from Office: Violations in 9.06 and/or 15.04, may be cause for dismissal from the position held by the member in question; subject to the conditions and requirements of the IAFF Constitution and Bylaws.

ARTICLE 11: DELEGATES AND ALTERNATES

Section 11.01 (a)
This Association shall send its full quota of delegates to the following:

- International Association of Fire Fighters Convention
- Canadian Policy Conference-IAFF
- OPFFA Annual Convention

Section 11.01 (b)
This Association shall send two (2) delegates to the following:

- Canadian Legislative Conference-IAFF
- Ontario Legislative Conference-OPFFA

Section 11.01 (c)
This Association shall send delegates as deemed necessary to the following:

- OPFFA spring educational seminar
- OPFFA fall educational seminar
- OPFFA Health & Safety seminar
- Ontario Federation of Labour Convention

whenever it is financially feasible.

Delegates shall attend other such conventions, conferences and gatherings when deemed advisable and after having passed by a majority vote of the Executive Board, will be reported to the membership at the next quarterly meeting.

The President, by virtue of his/her election to office, shall be the first delegate and chairperson.
The Secretary, by virtue of his/her election to office, shall be the second delegate and alternate chairperson. The Vice President, by virtue of his/her election to office, shall be the third delegate.
The Treasurer, by virtue of his/her election to office, shall be the fourth delegate.
Or other executive members, by virtue of their election to office, shall be the remaining delegates and alternates as necessary.

Officers and committee members traveling on Association business shall be reimbursed or paid in advance for the following expenses:

(a) Air, rail and taxi fares when necessary or mileage at the published Canada Revenue Agency rate.
(b) Accommodation expenses.
(c) Registration fee(s).
(d) Additional eligible expenses will be reimbursed at the appropriate exchange rate for the country hosting the function.

Section 11.02
Each delegate elected or selected to represent this Association at any convention, meetings or seminar shall be reimbursed all expenses. When using a personal motor vehicle to travel to conventions, meetings or seminars, the delegates will be paid mileage at the published Canada Revenue Agency rate.

Section 11.03(a)
Executive members who attend meetings, committees, and conventions on behalf of the Association will receive a maximum reimbursable expense voted upon at the annual budget meeting and detailed in the VPFFA Policy Book.

Section 11.03 (b)
All members in good standing of Local 1595, who are requested by the President or his representative to attend any function on behalf of the Local, shall receive a maximum reimbursable expense voted upon at the annual budget meeting and detailed in the VPFFA Policy Book.

Section 11.04
A member of Local 1595 that works for an officer or member in good standing who is on Association business shall be paid at a rate of 100% of a1st Class Firefighters hourly rate. Members are responsible for paying any applicable taxes.

Section 11.05
Any Association officer or member in good standing required to attend to Association business on any day they are required to report for duty shall be entitled to paid relief (a paid person to work for them) for that shift, at the half or full day rate.

ARTICLE 12: ASSESSMENT OF DUES

Section 12.01
The dues of this Association shall be 1.6% of a 1st class Fire Fighters salary divided by the number of pay periods per year and rounded to the nearest whole dollar, and shall be deducted by the employer from each pay cheque. Increases in the annual salary shall result in an automatic increase in dues at the same proportional rate. When a salary increase is delayed due to the negotiation process, and a lump sum payment is made to Fire Fighters to cover the delayed period, a retroactive dues payment shall be made equivalent to a dues increase for the delay period. Applications for membership shall be accompanied by the sum two hundred dollars ($200) initiation fees. Ten dollars ($10.00) of this amount shall be submitted to the IAFF. All of the financial records of the Local will continue to be available to the membership at all times.

Section 12.02
Exceptions to monthly dues shall be granted only to those members who are approved for LTD. It is the responsibility of the individual member to maintain payments of monthly dues to the Secretary of Local 1595 as required by the IAFF constitution & Bylaws.

Section 12.03
All proposed special assessments, increases in dues or fees shall require notice of such proposals to be given to the members at least thirty (30) days in advance of the date on which the vote for such is to occur. The proposed assessments of increases shall become effective upon a majority vote of the members in good standing, by secret ballot at a regular or special meeting.

Section 12.04
Applications for membership reinstatement shall be accompanied by the sum of five hundred dollars ($500). Ten dollars ($10.00) of this amount shall be submitted to the IAFF

ARTICLE 13: PRESENTATIONS

Section 13.01
All active members of this Association who retire at normal retirement age or any early retirement option provided under OMERS from the local shall receive a gift not to exceed 0.5% of a Firefighters 1st class wage upon approval of the Executive Board.

ARTICLE 14: GENERAL ACCOUNT

Section 14.01
All monies collected by the treasurer shall remain in the property of this Association until properly expended. The funds and property of this Association are trust funds for the contingent benefit of its members, and shall not be divided, loaned or donated in any manner for any new expenditures, among or to its members, without the assent of two thirds (2/3) majority of its members in good standing at a regular meeting, as deemed appropriate.

ARTICLE 15: DUTIES OF MEMBERS

Section 15.01
It is the duty of every member of this Association to pay all dues, assessments and donations promptly, faithfully attend all meetings of the Association unless prevented by good and sufficient cause, abide by all laws, rules and regulations of this Association, be courteous to all members and visitors, and do all he can to help a worthy brother/sister and never vilify his/her character.

Section 15.02
Every member of this Association in good standing shall be entitled to all rights, benefits, privileges and protection guaranteed by this Association, the general rules, the Constitution of the IAFF and OPFFA and rules and usages of this Association.

Section 15.03
DELINQUENT MEMBERS: Members who fail to pay their monthly dues or assessments, etc., by the fifteenth (15th) day following the month such dues are payable, shall be notified by the local officer whose duty it is, 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 or in the affairs of the International.

Section 15.04
Any member charged with misconduct as defined in Article XV of the International Constitution and Bylaws shall be served with written specific charges as required in Article XVI of the International Constitution and be given a reasonable time to prepare his defense and afforded a hearing as provided in Article XVII of the International Constitution.

Section 15.05
Appeals may be made in accordance with Article XVIII of the International Constitution and Bylaws; such appeal must be filed with the General President of the International within thirty days (30) of the action to be appealed.

ARTICLE 16: FISCAL YEAR AUDIT SEAL

Section 16.01
The fiscal year of this Association shall begin on the first day of June and end the last day of May. The Executive Committee will prepare a proposed budget taking into consideration the Finance Committees recommendations, and present at the second quarterly meeting in June for adoption. This budget engagement may also include the previous President and the previous Treasurer.

Section 16.02
The Finance Committee will ensure that all monies are duly accounted for. The Committee Chair (from the Executive) and a maximum of three members from the Association, who do not hold positions on the Executive Board, will be appointed by the Executive Board to sit on this committee. The committee will meet a minimum of two times per year (Semi-annual).
The Treasurer will provide the membership with a profit/loss statement on a semi-annual and yearend audit of the books. These documents will be reviewed by the Finance Committee prior to presentation to the membership. The committee will review all financial statements prior to the presentation of the draft budget in June. The committee will be responsible when required to make recommendations to the Executive Board on the issues of monetary spending and record keeping of all Association activities inclusive of:

1.) Annual Budgets.
2.) All committee monetary activities.
3.) Day to day operational activities.

The books and accounts of this Local shall be reviewed by an outside agency annually, and the last such report of review shall be forwarded to the International General Secretary-Treasurer over the seal of the Local within one hundred and eighty (180) days of the close of the Local's fiscal year and shall include an accurate

accounting of all employees within the Local Union's Fire Department.

Section 16.03
The Seal, furnished by the IAFF shall be affixed to all credentials and all other documents issued by this Association requiring proper official authentication.

ARTICLE 17: VOTING

Section 17.01
Only members present at a meeting shall have a vote on any matter before the Chair except for elections, and acceptance or rejection of a collective agreement, if deemed necessary by the Executive Board or, two (2) meetings shall be held so that all members may have an opportunity to vote.

Section 17.02
All voting before the Chair of this Association shall be taken by a show of hands or by ballot. A ballot vote may be requested and adopted by a majority vote.

Section 17:03
Any member in good standing may present the Secretary with a petition to hold a vote on any single issue. The petition must be signed by at least twenty-five (25) members in good standing. The petition must be presented to the Secretary before the first quarterly Meeting. If the question contained in the petition is in order, it will be added to the Election Ballot of the regular election in May. All members in good standing shall have the right to vote on all questions. No petition shall be accepted that calls for the same question, or essentially the same question, as has been voted upon by the membership within the previous two years.

ARTICLE 18: AMENDMENTS

Section 18.01
Proposed amendments to this Constitution and Bylaws shall be submitted by a member in good standing to the Secretary in writing on or before the first or third quarterly general meeting.

Section 18.02
The proposed amendments to this Constitution and Bylaws shall be reviewed by the Executive Board, who shall report on the same at the following quarterly meeting with such recommendations, as they deem necessary.

Section 18.03
All changes to the Constitution and Bylaws shall be posted after the general meeting and voted on at the following general meeting. A two-thirds vote of the members present shall be necessary to adopt the amendment.

Section 18.04
A proposed amendment to the Constitution or any Bylaw made under its provision shall be submitted for approval to the International General President prior to issuance and enactment.

ARTICLE 19: RULES OF ORDER

Section 19.01
All questions not herein provided for shall be decided upon the principles laid down in "Robert's Rules For Meetings". When the ruling of the Chair of President is so based on these named Rules for meetings, it cannot be appealed against to unseat him.

ARTICLE 20:

REMOVED MARCH 2013

ARTICLE 21: OFFICER'S INSTALLATION AND OBLIGATION

Section 21.01
All officers will be required to pledge the following oath of office prior to taking the office to which they have been elected.

"I_____(repeat your several names) do hereby sincerely pledge, by honour, to perform the duties of my office as prescribed by the Bylaws of this Local union, and to bear true allegiance to the International Association of Fire Fighters. I will deliver to my successor in office all books, papers and other property of this Local union that may be in my possession at the close of my official term. I will also deliver all property *of the International Association of Fire Fighters to the President of the same upon demand. All this I solemnly promise with the full knowledge that to violate this pledge is to brand me a person devoid of principle and destitute of honour."*

ARTICLE 22: INITIATION AND OBLIGATION OF CANDIDATES

Section 22.01
To be administered by the President

"(Brother or Sister) Fire Fighter, It is my duty to inform you that the International Association of Fire Fighters requires perfect freedom of inclination in every candidate *for membership in it's body. An obligation of fidelity is required, but let me assure you that in this obligation there is nothing contrary to your civil or religious duties. With this understanding are you willing to take an obligation which binds you upon your honour as a person to keep as long as life remains?"*

Answer: ***"I do."***

"I (candidate repeats *his/her name in full) of my own free will, do sincerely promise to abide by the laws of the International Association of Fire Fighters and it's subordinate locals. I also promise to bear true allegiance to the International Association of Fire Fighters and all for which it stand and never consent to subordinate it's interests to those of any other organization which I may now or hereafter be a member. That I will not knowingly wrong a brother or sister or see them wronged if in my power to prevent it and that I will endeavor to subordinate every selfish impulse to the task of elevating the material, intellectual and moral condition of the whole working class. I further promise on my honour that I will, whenever possible purchase only union made goods and that I will use my best endeavors to influence others to do likewise and never become faithless to my obligations. To all this I pledge my honour to observe and keep as long as life remains, or until I may be absolved from this obligation by the International Association of Fire Fighters."*

PRESIDENT: *"You are now a* member *of the International Association of Fire Fighters, and I give you my right hand in my full acknowledgement thereof."*

Section 22.02

Initiations shall take place at all general Association meetings.

ARTICLE 23: VPFFA LODD MEMORIAL AWARD

Section 23.01
One Thousand dollars ($1000) shall be awarded annually in memory of all Brothers and Sisters that have succumbed to a Line of Duty Death (LODD). The Executive Board shall have the power and authority to donate funds to the Canadian Fallen Fighters Foundation (CFFF) or to make the award to suitable organizations, with the intentions of memorializing our fallen. The VPFFA Website shall list all VPFFA member LODD deaths.

ARTICLE 24: BENEVOLENT FUND STRUCTURE

Section 24.01
There will be a board of (4) four elected trustees with each person serving a two-year term. Trustees may be determined by ballot during the General Election each year. They shall each serve a two (2) year term with their election dates staggered so that two members are elected each year. From the group of elected trustees, they will (amongst themselves) appoint a Chairman, Secretary, Treasurer and York Region Coordinator. The Trustees shall have the authority to appoint project coordinators. The Executive Board shall hold a seat of a fifth Trustee or appoint a designate in his place.

Section 24.02
The Trustees shall prepare and submit an annual report to the union membership at the fourth quarterly General Meeting. It shall consist of a summary of the previous year's activities and expenditures as well as a projection of the coming year's activities and expenditures. All Projections will be based on the previous year's totals and adjusted to the success of the coming year's fund-raising campaign.

The disposition of the funds to other charitable organizations not outlined in the annual report must have Association membership approval at a regular or special meeting, after being posted for at least fifteen (15) days.

The Trustees will have the latitude, when timing does not permit posting, to donate, with unanimous support of all trustees, up to two thousand dollars ($2000) without prior membership approval. The donation must then be brought forward at the next general meeting for disclosure and membership approval.
All donations must be made to a charitable or non-profit organization within the City of Vaughan unless otherwise approved by the general membership with a majority vote.

Section 24.03
A professional accountant shall review the Benevolent Fund account annually and a copy filed with the Local 1595 Treasurer. A copy of said review will be available upon request to all members.

Section 24.04
The funds raised in the name of the Benevolent Fund shall be deposited in a separate bank account. The withdrawal of funds from this account will require signatures of the President of the Association, the Chairman of the Benevolent Fund, and the Treasurer of the Benevolent Fund.

Section 24.05
The Trustees shall have the authority to retain a promoter for fund raising purposes, with the Association membership approving the contract.

Section 24.06
Operating expenses with the unanimous approval of the Trustees shall be at the Associations rates. Trustees shall have the authority to assign substitutes at Association rates.

Section 24:07
Any trustee who fails to attend 50% of scheduled fundraising events in a calendar year without just cause shall be terminated from the committee.

Section 24:08
All gifts received by the Benevolent Fund shall be reported in the annual report. The distribution of these gifts shall be voted upon by the Trustees. When such gifts are time sensitive (such as tickets) the Chairman shall distribute them to Trustees on a rotational basis.

Section 24:09
All motions regarding donating of funds to a charity on behalf of this Association shall come from the Benevolent Fund. A Benevolent Fund representative shall be present at the general meeting before a vote can take place.

ARTICLE 25: STEWARDS

Section 25.01
Appointment of vacant steward positions will be made by the Executive Board. Appointments are to be made

for the following: one (1) steward to represent each station,

one (1) steward to represent the communications division, and

one (1) steward to represent the Mechanical, and Fire

Prevention Divisions, one (1) steward to represent the

Training Division, and

one (1) Steward shall be elected by the Stewards to be the Chief Steward. In consultation with the Executive board, the chief steward will have the ability to identify an alternate Chief Steward from the current stewards

Section 25:02 - **Duties and Responsibilities of Association Stewards**

(a) Keep in close contact with membership and encourage workers to come to you with their concerns.
(b) Be familiar with the Collective agreement, Constitution and By-Laws, and Union policies and objectives.
(c) Work co-operatively and diligently with local union officers and members of standing committees to promote the local union program.
(d) Explain what your local is doing and why it is doing it.
(e) Participate in a committee of the VPFFA as appointed by the Executive Board.
(f) Attend monthly general meetings. Minimum of 1/2 of all scheduled general meetings, when not scheduled to work the night of the meeting.
(g) Submit written reports to the Stewards and the Executive no later than the Monday before the Executive Meeting.
(h) Steward compensation will be paid when reports are received by the Secretary on time and will be paid at a rate of that equal to an Executive Member at 4 hours.

Section 25:03 - **Duties and Responsibilities of Chief Steward & alternate Chief Steward**

(a) Submit a summary of all Stewards reports.
(b) Be main contact person between committee chairpersons and the shop stewards.
(c) Ensure stewards reports are completed each month.
(d) Organize and schedule Stewards meetings.
(e) Provide agendas, record minutes, provide a summary of the meeting to all Stewards and the Executive Board.

Compensation for the Chief Steward shall be the same as the Shop Steward rate plus additional hours approved by the President, billed monthly.

ARTICLE 26 - HUMAN RELATIONS COMMITTEE

Section 26.01 - **Roles of Committee Members**
If deemed necessary under Section 9.09, the Human Relations Committee shall consist of two (2) members and be appointed by the Executive Board.

Section 26.02 - **Appointed Members**
One member of the Human Relations Committee shall be appointed by the Executive Board and serve for a one-year term. This member shall act as Chairperson and liaison between the committee and the Executive Board. They shall prepare quarterly reports and an annual budget. The second appointed member shall be chosen by the Executive Board to ensure the committee is balanced in its make-up and shall serve a one-year term. Appointed members can be removed for just cause by the Executive Board.

Section 26.03 - **Mission Statement**
The mission of the Human Relations Committee is to improve relations and promote understanding and unity between all local members through education and communication. The Committee will aid in the resolution of personnel issues including discrimination and harassment. The Committee will report to the Executive Board and serve in an advisory capacity.

Section 26.04 - **Meetings**
The Human Relations Committee will meet at least quarterly to review issues, prepare educational material, and to discuss other related items.

Section 26.05 - **Confidentiality**
Matters brought to the committee by members will be dealt with in a confidential manner.

Section 26.06 - **Remuneration**
Members of the committee shall be entitled to a half day Per Diem when attending the regularly scheduled quarterly meetings. For other work, Committee Members shall be remunerated according to the terms and conditions contained in Article 11 of this constitution. No other claim for expenses shall be allowed without the prior approval of the President.

Section 26.07 - **Education**
The Committee will educate the membership through the most appropriate means on an annual basis.

Section 26.08 - **IAFF Affiliate Leadership Training Summit (ALTS)/Human Relations Conference (HRC)**
Whenever it is financially feasible, a member(s) of the Human Relations Committee may attend the IAFF Affiliate Leadership Training Summit (ALTS)/ Human Relations Conference (HRC). When other IAFF or OPFFA sponsored or endorsed Human Relations Training is offered the committee may request funds to cover the cost of attending by means of a motion at a General Meeting. The Committee Chairperson shall be the first delegate to any Human Relations conference or training.

Section 26.09 - **Committee Report**
The Chairperson shall report to the membership quarterly at General Meetings on the activities of the Human Relations Committee.