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THE CONSTITUTION AND BY LAWS OF THE  
RETIRED FIGHTERS ASSOCIATION OF WASHINGTON, D.C.

PREAMBLE

In order to provide an opportunity and a forum where retired members of the Fire Department of the District of Columbia may assemble to propose and debate such matter and issues appertain to their general welfare and that of their survivors, this Association is constituted.

CONSTITUTION

This Association shall be known as “THE RETIRED FIREFIGHTERS ASSOCIATION OF WASHINGTON D.C.”..OUR OFFICIAL WEB SITE

ADDRESS IS : [www.dcrfa.com](http://www.dcrfa.com)

## OBJECTS AND AIMS

The objectives and aims of this Associations:

1. Bring together and unite in benevolent and social friendship those persons who have honorably served in the ~~Fire Department of the District of Columbia~~. **D.C.FIRE AND EMS DEPARTMENT.**
2. Assist members and their survivors in the pursuit of their rights and entitlements undercurrent retirement laws , rules and regulations.
3. Propose and support appropriate legislation **initiatives** for the protection and improvement of retirement benefits and such other benefits as may affect their welfare.
4. Assist in ensuring the integrity and viability of the “District of Columbia Retirement Board” and the retirement funds that it administers.

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5. Foster a social and fraternal fellowship among its members and forge lasting friendship growing out of service in the **D.C. Fire and EMS** Department.

## ARTICLE I

### MEMBERSHIP

#### SECTION 1. Membership.

Membership in the Association shall be limited to retired uniformed members on the Fire Department of the District of Columbia without regard to race, gender, religious belief or national origin.

#### SECTION 2 Honorary Membership.

Honorary Membership may be conferred upon any person after recommendation by the Board of Directors and by two-thirds consent of the members at a regular meeting. Honorary Members may attend meetings but shall have no vote on matters pending before the Association , nor shall they be entitled to any benefits reserved for regular members.

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### SECTION 3 . Life Membership.

Life Membership may be conferred upon any member who is considered to have rendered extraordinary service to the Association , after recommendation by 2/3 of the Board of Directors and by the membership at a regular meeting .

**ANY MEMBER AGE 85 WHO HAS BEEN A DUES PAYING MEMBER FOR 25 YEARS WILL ALSO BE HONORED WITH LIFE MEMBERSHIP.**

Members so honored shall be entitled to the rights , privileges, benefits and responsibilities reserved for regular members, except that they shall be exempt from the payment of dues..

## ARTICLE II

### OFFICERS

#### Section 1. Officers.

Officers of the Association shall consist of a President, First Vice President, Second Vice President, **SECRETARY AND TREASURER.**

Officers shall be elected for a two-year term of office; the election of the President, Second Vice President **and SECRETARY** shall be

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held in the odd-number years; the election of the First Vice President and TREASURER shall be held in the even-numbered years.

## SECTION 2. Board of Directors.

1. PRESIDENT, 2. FIRST VICE PRESIDENT, 3. SECOND VICE PRESIDENT, 4. TRESURER, 5. SECRETARY 6. CHAIRMAN OF HONOR GUARD COMMITTEE 7. DELEGATE TO L-36, 8. ALTERNATE DELEGATE TO L-36., 9. A REPRESENTIVE FROM ANY STATE MORE THAN 300 MILES FROM DISTRICT OF COLUMBIA, WHO HAVE MORE THAN 100 MEMBERS OF THE "DCRFA "LIVING THERE.(FLORDIA) AND 10,THE DULY ELECTED REPRESENTATIVE OF THE RETIRED FIRE FIGHTERS ON THE D.C. RETIREMENT BOARD, PROVIDED THAT SUCH REPESENTATIVE BE A MEMBER OF THE ASSOCIATION IN GOOD STANDING,SHALL COMPRISE THE BOARD OF DIRECTORS.

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**FIVE (5) MEMBERS OF THE BOARD OF DIRECTORS SHALL  
CONSTITUTE A QUORUM FOR THE CONDUCT OF ASSOCIATION  
BUSINESS.**

### ARTICLE III

### ELECTIONS

#### Section 1. Nominations.

A Nominations Committee, consisting of at least three members , none of whom shall be a current officer or prospective nominee for office, shall be appointed by the President not later then September 1st. It shall be the duty of this committee to present the names of qualified candidates for offices of the Association that are to be vacated at the end of the year to the general membership meeting in October.

Nothing in this section , however , shall preclude the right of any member to make such other nominations for these offices from the floor at the October meeting . Nominees for office shall submit a

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written statement to the Nomination Committee indicating their willingness to serve if elected.

## SECTION 2 . BALLOTS.

Immediately following the general meeting in October, the **SECRETARY** shall prepare a proper ballot listing the names of candidates for the offices to be filled which have been submitted by the Nominations Committee, together with the nominations proposed at that meeting.

~~This ballot shall be included in the October issue of the "VOCAL ALARM" and mailed to the address of record of all Association members in good standing. The election shall be by secret ballot and members are requested to vote for a candidate even though unopposed for office. Members shall be advised to return completed ballots to the Secretary-Treasurer postmarked not later than November 15<sup>th</sup> or brought to the November meeting. No write-in candidates shall be considered for office.~~

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This ballot shall be posted on our Webb site "DCRFA". The election shall be by secret ballot at the regular Association meeting in December

### SECTION 3. ELECTIONS

Not later than September 1st the President shall appoint the chairman of an ELECTION Committee , and the chairman shall thereupon appoint **one** other committee member , none of whom shall be a current officer or nominee for office in the ensuing election. It shall be the responsibility of this committee to monitor the entire nomination and election procedure, and at the regular Association meeting in December tabulate the results of the balloting. Each candidate for office may designate one observer to witness the tabulation of ballots.

The candidate receiving a plurality of votes cast for an office shall be declared elected. The results of the election shall be announced at the membership meeting in December. The ~~Secretary-Treasurer~~ **Secretary** of the Association shall ~~preserve the ballots and other records~~ **record**



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and preserve the results of the ballot and other records pertaining to the election for one year..

#### SECTION 4. INSTALLATION OF OFFICERS..

Newly –elected officers shall be installed and assume their respective offices at the regular membership meeting of the Association in January following their election, and shall serve until their duties are assumed by their successors , unless otherwise relieved as provided for in this Constitution and By-laws..

#### SECTION 5. ELIGIBILITY FOR OFFICE .

Any regular member or LIFE MEMBER of the Association in good standing shall be eligible to be a candidate to hold office.. Candidates for office shall have the right to distribute campaign material by mail or otherwise , provided, that no funds of the Association shall be used for such purpose.

#### SECTION 6.. VACANCIES IN OFFICE.

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In case of the death , resignation or removal from office of the President of this Association , the First Vice President shall assume the duties of President; the Second Vice President shall assume the duties of the First Vice President . In such an event officers so reassigned shall serve until their duties are assumed by their successors at the next regular election. In case of the death , resignation or removal from office of the ~~Secretary-Treasurer~~ **SECRETARY OR TREASURER** the remainder of the unexpired term shall be filled by the election of a qualified candidate by two-thirds vote of members present at a subsequent regular meeting of the Association, provided , that notice of such proposed action shall have been given at a previous meeting.

## ARTICLE IV

### DUTIES OF OFFICERS

#### SECTION 1. PRESIDENT.

It shall be the duty of the President to preside at all regular and special meetings of the Association ; enforce order and decorum and the

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Constitution and By-laws at all such meetings; appoint members of all committees, both standing and special, and appoint chairpersons thereof; serve as member ex officio of all committees, except as may be otherwise provided for; and shall require that all committees make a timely report to the Association in accordance with the Constitution and By-Laws ..He shall call special and emergency meetings when in his judgment it may be deemed necessary , and at such times in response to written petition by not fewer than ten members of the Association in good standing, provided , that notice of the date , time and place of the meeting and the matter to be considered shall have been given the membership not less than thirty days prior to such proposed meeting.

The President shall sign all papers requiring his signature. He shall submit to the **TREASURER** an itemized statement of all expenses incurred by him in the conduct of his office **not preapproved at a regular membership meeting** , and shall counter-sign all checks by the **TREASURER** for obligations of the Association.

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## SECTION 2. FIRST VICE PRESIDENT.

The First Vice President shall assume the duties and responsibilities of the President in his absence and shall become President's successor in the event of his death , resignation or removal from office, and so serve until the next regular election of officers. ~~He shall be chairman and a member of the Pension, Widow/Widower Pensioner Advisory Committee, and Co-chairman of the HONOR GUARD Committee. He shall upon the death of a member of the Retired Firefighters Association make the necessary arrangements for the publication of a death notice in the local paper or the presentation of an appropriate floral remembrance to the family of the decease or other remembrance if requested by the family.~~ He shall otherwise serve as the principal assistant to the President.

## SECTION 3. SECOND VICE PRESIDENT.

The Second Vice President shall assume the duties and responsibilities of the First Vice President in his absence and shall become his successor

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in the event of his death, resignation , or removal from office , and so serve until the next regular election of officers. He shall assist the President as he may deem necessary.

#### SECTION 4. TREASURER

It shall be the duty of the TREASURER , insofar as may be practicable, to attend all regular and special membership meetings of the Association and meetings of the Board of Directors. He shall accept all applications for membership..It shall be his duty as TREASURER to receive all monies due the Association , receipt the same and properly account for such transactions, as well as authorize expenditures, in a cash book.  
or  
manner approved by the BOD.

The Treasurer shall make no expenditures of Association funds except upon ~~authorization~~ approval of the Board of Directors ~~or the membership,~~ and as specifically provided for under the Constitution and By-laws. The Treasurer shall submit a current ~~condensed~~ financial report of Association funds at regular meetings of the membership. He

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shall submit all books, vouchers, receipts, checks, bank statements and such other financial documentation to the Audit Committee as further provided for in the Constitution and By-laws. The Treasurer shall prepare and distribute to any concerned member who requests it, ~~statement of the financial position~~ copy of the latest financial report a of the Retired Firefighters Association at the end of the fiscal year.

#### SECTION 5. SECRETARY

It shall be the duty of the SECRETARY, insofar as may be practicable, to attend all regular and special membership meetings of the Association and meetings of the Board of Directors. He/she shall keep and preserve a true and accurate record of all proceedings of the Association and of the Board of Directors; keep and preserve a true and accurate record of amendments ,deletions and additions to this Constitution and By-laws; Maintain a record of motions and resolutions offered, action taken and disposition thereof; conduct all correspondence pertaining to his office;

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Notify the membership in a timely manner, no less than seven calendar days of all regular, special and emergency meetings.

## SECTION 6. BOARD OF DIRECTORS.

The Board of Directors shall constitute the governing body of the Association in the absence of the membership, and be guided by the recommendations of the members in the majority. The Board of Directors shall consider and pass upon proposals for Honorary and Life Membership in the Association , and present its recommendations before a regular meeting for action by the membership.

The Board of Directors shall annually appoint two Association members in good standing to serve as Delegates and Alternate Delegate , respectively , to the Fire Fighters Association of the District of Columbia, Local 36, I.A.F.F. and the Editor of the "VOCAL ALARM."

The Board of Directors shall cause to be printed and distributed **EVERY OTHER YEAR IN APRIL** to the members of the Association , the Association Membership Directory containing, among other such

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information , the name, address ~~and~~ telephone number **and email address if provided** of current members of the Association and the latest data concerning retired firefighters' pension benefits..

The Board of Directors shall supervise and cause to be printed and circulated to Association members at such times as they deem appropriate, the "VOCAL ALARM" as the official publication of the Retired Firefighters Association, and shall appoint the Editor thereof.

Among other newsworthy articles and news items of interest, the "VOCAL ALARM" **shall include a brief summary by the President actions and activities** transpiring since publication of the previous issue.

## ARTICLE V

### ALLOTMENTS

#### SECTION 1, PERSONAL EXPENSE ALLOTMENTS.



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Personal Expense Allotments shall be made monthly to Association Officers, **CHAIRMAN OF THE HONOR GUARD** and the **Webb-Master** in the following amounts:

- a. PRESIDENT \$250.00
- b. First Vice-President \$100.00
- c. Second Vice President \$100.00
- d. **Treasurer \$150.00**
- e. **Secretary \$ 150.00**
- f. **Webb-Master \$100.00**
- g. **Chairman of the HONOR GUARD \$100.00**

The Editor of the VOCAL ALARM shall receive a personal expense allotment in the amount of **\$200.00** for each issue published.

**Member's shall be entitled to reimbursement for expenses incurred while working on behalf of the Association up to \$100.00 in a month without prior approval and in greater amounts as approved by the BOD and the membership.**

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## ARTICLE VI

### COMMITTEES

There shall be the following standing committees.

- a. Legislative committee
- b. Pension and widow/widower pensioner advisory.**
- c. Honor Guard.**
- d. Sick committee

#### SECTION 2. LEGISLATIVE COMMITTEE.

The Legislative Committee shall consist of at least three members, one of whom shall be the President, who shall serve as Chairman. I shall be the responsibility of this committee to consider any legislation as may be pending or under consideration that may affect pension rights and

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benefits of the membership and make appropriate recommendations to the membership..

### SECTION 3. PENSION AND WIDOW/WIDOWER PENSIONER ADVISORY COMMITTEE.

The Pension and Widow/Widower Pensioner Advisory Committee shall consist of at least three member, one of who shall be the ~~First Vice~~ **President or the person he designates**, who shall serve as the Chairman.. It shall be the responsibility of this committee to familiarize themselves with the pertinent pension laws, regulations and rules of the District of Columbia Fire Department Retirement system for the purpose of advising and assisting insofar as practicable ,pensioners and widow/widower pensioners in matters of their rights and benefits under current pension laws and regulations ...**They shall also upon the death of a member of the Retired Firefighter's Association make the necessary arrangements for the publication of a death notice in the local paper or the presentation of an appropriate floral remembrance**

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to the family of the decease or other remembrance if requested by the family

#### SECTION 4. HONOR GUARD

The HONOR GUARD shall consist of the Chairman who will act as an liaison to the departed 's family in an effort to provide our brothers/sisters at the time of their demise , with a dignified , respectable presents.

#### SECTION 5 , SICK COMMITTEE

The Sick Committee shall consist of at least two members who will be responsible for initiating and maintaining contact with association members who are ill, and regularly reporting its activities to the membership at regular meetings.

#### ARTICLE VII FISICAL YEAR

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## AUDIT COMMITTEE

### SECTION 1. AUDIT COMMITTEE

The President shall appoint three members , none of whom shall currently hold elected office in the Association , to an Audit Committee at the regular membership meeting in October. The Audit Committee shall examine all such financial records of the Association as may be necessary to determine that records have been and continue to be maintained according to reasonable accounting standards and that Association funds and transactions are properly accounted for. The committee shall submit a report of their findings , together with such recommendations as they seem appropriate , to the regular membership meeting in January.

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## ARTICLE VIII

### FISCAL YEAR

#### SECTION 1. FISCAL YEAR

The fiscal year of the Association shall begin January 1<sup>st</sup>.

## ARTICLE IX

### CONSTITUTIONAL CHANGES

A motion to amend the Constitution or By-Laws shall be submitted in writing to the **SECRETARY** . Written notice of such proposed amendment shall be given to the membership at least thirty days preceding the meeting at which the change is to be considered. A majority of the votes cast at such meeting , provided a quorum shall be present, shall be required for adoption. An amendment to the proposed changes shall require a two-thirds vote for adoption and the amended motion shall require a two-thirds vote for adoption.

## BY-LAWS

### SECTION 1. DUES

The dues for membership in the Association shall be \$30.00, or an amount to be determined by the membership at a regular meeting , payable annually on January 1<sup>st</sup>. Dues for applicants for membership at dates other than January 1<sup>st</sup> shall be prorated to the nearest quarter of the year.

Members delinquent in the payment of dues after one year shall be notified by the ~~Secretary-Treasurer~~ **Treasurer** of such delinquency and , after failure to pay monies then due, may be dropped from the Association.

In the case of a member who shall be so incapacitated as to preclude the payment of annual dues, the Board of Directors may approve

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continuation of such member's membership in the Association without payment of dues for so long as they deem appropriate.

## SECTION 2. REGULAR MEETINGS.

Regular membership meetings, for the conducting of Association's business, shall be held at 11:00 AM on the first Monday of each month or as the President and BOD shall determine, excepting the months of JULY, AUGUST, and SEPTEMBER.

## SECTION 3. PLACE AND HOURS OF MEMBERSHIP MEETINGS.

Membership meeting will be held at an hour and place as approved at a regular, special or emergency meeting after previous notice of such proposed action shall have been given to members.



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SECTION 4. QUORUM. Fifteen members in good standing shall constitute a quorum for the conduct of any business before any regular, special or emergency meeting of the Association

SECTION 5. VOTING. Except as otherwise provided for in the Constitution and By-Laws, all motions proposed at any regular, special, or emergency meeting, shall be decided by a majority of the votes cast. Votes by proxy, shall not be permitted under any circumstance.

SECTION 6. PRIVILEGE OF THE FLOOR.

Persons who are not member of the Association, shall not be permitted privilege of the floor at any regular, special or emergency meeting, except by majority vote of the members present.

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SECTION 7. ~~ACCEPTANCE~~ WELCOMING OF APPLICANTS FOR

MEMBERSHIP. A majority of the votes cast at any meeting of the Association shall be necessary to ~~approve~~ welcome an applicant for membership.

SECTION 8. AVAILABILITY OF THE “VOCAL ALARM” AND ASSOCIATION

MEMBERSHIP DIRECTORY. Widows and widowers of deceased members of the Association may elect to receive the “Vocal Alarm” as well as the association membership Directory upon payment of a sum covering publication and postage costs.

SECTION 9. PARLIAMENTARY PROCEDURE. The authority for

parliamentary procedures governing conduct of business at all regular special or emergency meetings of the Association shall be Atwoods “RULES FOR MEETINGS” to the extent that such rules are not otherwise superseded by express provisions of the Constitution and By-laws.

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