

[Type text]

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.”, or on the “web” as www.dcrfa.com “The D.C. Retired Firefighters Association.

OBJECTS AND AIMS

The objectives and aims of this Association:

1. Bring together and unite in benevolent and social friendship those persons who have honorably served in the Fire Department of the

[Type text]

District of Columbia now known as the D.C. FIRE AND EMS
DEPARTMENT.

2. Assist members and their survivors in the pursuit of their rights and entitlements under current 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.
5. Foster a social and fraternal fellowship among its members and forge lasting friendship growing out of service in the Fire Department.

ARTICLE I MEMBERSHIP

SECTION 1: MEMBERSHIP

Membership in the Association shall be limited to retired uniformed members on the Fire and EMS 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 of 2/3 of the Board of Directors and 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.

SECTION 3: LIFE MEMBERSHIP

Life Membership may be conferred upon any member who is considered to have rendered extraordinary service to the

[Type text]

Association, after recommendation by 2/3 of the Board of Directors and consent of 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 held in the odd-number years; the election of the First Vice President and Treasurer shall be held in the even-numbered years.

[Type text]

SECTION 2. BOARD OF DIRECTORS

1. President,
2. First Vice President,
3. Second Vice President,
4. Treasurer,
5. Secretary,
7. Delegate to L-36,
8. Alternate Delegate to L-36,

The duly elected representative of the retired Fire Fighters on the D.C. Retirement Board, provided that such a representative be a member of the Association in good standing, shall comprise the Board of Directors.

Five (5) members of the Board of Directors shall constitute a quorum for the conduct of Association business.

[Type text]

ARTICLE III

ELECTIONS

SECTION 1: NOMINATIONS

A Nominations Committee, consisting of at least two members, none of who shall be a current officer or prospective nominee for office, shall be appointed by the President not later than 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 written statement to the Nomination Committee indicating their willingness to serve if elected.

[Type text]

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 posted on our web site www.dcrfa.com. 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 two other committee members, 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

[Type text]

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 Election Committee is authorized to decide all questions concerning the validity of any ballot cast and to void such as are determined to be invalid. The Election Committee shall count the votes for each office separately and tabulate the total number of votes cast and the number of void ballots. The candidate receiving the highest number 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 of the Association shall preserve the results of the ballot and other records pertaining to the election for two years.

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

[Type text]

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

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 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 or Treasurer the remainder of the unexpired

[Type text]

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 and on our web site www.dcrfa.com

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 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.

[Type text]

The President 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. The President 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 over \$5000.00 dollars

SECTION 2: FIRST VICE PRESIDENT

The First Vice President shall assume the duties and responsibilities of the President in his absence and shall become The President's successor in the event of his death, resignation or removal from office, and so serve until the next regular election of officers.

[Type text]

The 1st Vice President 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 the 1st Vice President's successor in the event of their death, resignation, or removal from office, and so serve until the next regular election of officers. The 2nd Vice President shall assist the President, as the President may deem necessary.

SECTION 4: TREASURER

It shall be the duty of the Treasurer, to 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.

[Type text]

The Treasurer shall make no expenditures of Association funds except upon approval of the Board of Directors and as specifically provided for under the Constitution and By-laws. The Treasurer shall submit a current financial report of Association funds at regular meetings of the membership. He 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, a copy of the latest financial report of the Retired Firefighters Association at the end of the fiscal year.

SECTION 5: SECRETARY

It shall be the duty of the Secretary, to 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

[Type text]

disposition thereof; conduct all correspondence pertaining to his office;
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 annually to the members of the Association, the Association's

[Type text]

Membership DIRECTORY containing, such information as the name, address telephone number and email address if provided of current members of the Association, list of past officers, list of deceased members since last directory, list of new members, list of widows/widows, the Formula for computing survivors benefits, and the latest data concerning retired firefighter's 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

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 \$250.00
- e. Secretary \$100.00
- f. Webb-Master \$200.00
- g. The editor of the "RFA" MEMBERSHIP DIRECTORY \$250.00 (This person may be an outside contractor, who is not a member of the Retired Firefighter's Association.)

The Editor of the VOCAL ALARM shall receive a personal expense allotment in the amount of \$50.00/month for two issues published one in the Spring and one in the Fall.

Members shall be entitled to reimbursement for expenses incurred while working on behalf of the Association up to \$100.00 in a month

[Type text]

without prior approval and in greater amounts as approved by the BOD and the membership.

ARTICLE VI

COMMITTEES

There shall be the following standing committees.

1. Legislative committee
2. Membership committee
3. Pension and widow/widower pensioner advisory.
4. Honor Guard
5. Sick committee

SECTION 1: LEGISLATIVE COMMITTEE

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

[Type text]

SECTION 2: MEMBERSHIP COMMITTEE

The President shall appoint a Chairman, who shall cause to be printed and circulated, annually, to Association members, THE RETIRED FIREFIGHTER'S ASSOCIATION DIRECTORY. This DIRECTORY shall contain, such information as the names, addresses, telephone numbers, and E-mail addresses, of current members; A list of past officers of the "RFA"; New members since last book; Recently deceased members names; Widows/widowers names if they wish; The formula for computing survivors benefits; Consumer price index chart; D.C. Fire Department phone numbers the latest data concerning retired firefighter's pension benefits and an Application for membership.

The membership committee shall also update and make available to the membership the RETIRED FIREFIGHTERS' HANDBOOK which will include the following information; Troubleshooting problems and solutions; Line of duty disability pensions; Widows/widowers and survivors' pensions; Who to notify upon the death of a retiree; Items

[Type text]

needed to establish claims—upon death; Documents needed to receive benefits; Computing widows and survivors pensions; Life insurance;

D.C. FIRE DEPARTMENT phone numbers .

SECTION 3: PENSION AND WIDOW/WIDOWER PENSIONER ADVISORY COMMITTEE

The Pension and Widow/Widower Pensioner Advisory Committee shall consist of at least two members, one of who shall be the 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 putting their passing on our web site www.dcrfa.com; and the

[Type text]

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.

SECTION 4: HONOR GUARD

The Honor Guard shall consist of the Chairman, appointed by the President, who will act for the President in his absences, as an liaison to the departed member's family in an effort to provide our brothers/sisters at the time of their demise, with a dignified, respectable remembrance.

SECTION 5: SICK COMMITTEE

The Sick Committee shall consist of at least two members appointed by the president, 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 and on the "RFA" web site.

[Type text]

ARTICLE VII

AUDIT COMMITTEE

SECTION 1: AUDIT COMMITTEE

The President shall appoint two members; none of who 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 February.

[Type text]

ARTICLE VIII

FISCAL YEAR

SECTION 1. FISCAL YEAR

The fiscal year of the Association shall begin January 1st

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.

[Type text]

BY-LAWS

SECTION 1: DUES

The dues for membership in the Association shall be \$40.00 or an amount to be determined by the membership at a regular meeting, payable annually by April 1st. Dues for applicants for membership at dates other than July 1st shall not be collected until January 1st of the following year. ~~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 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 continuation of such member's membership in the Association without payment of dues for so long as they deem appropriate.

[Type text]

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 by way of our web site "www.dcrfa.com".

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

[Type text]

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 a 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.

SECTION 7: WELCOMING OF APPLICANTS FOR MEMBERSHIP

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

[Type text]

SECTION 8: AVAILABILITY OF THE “VOCAL ALARM” AND ASSOCIATION MEMBERSHIP DIRECTORY

Widows and widowers of deceased member of the Association may elect to receive the “Vocal Alarm” as well as the association membership Directory.

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.

[Type text]

WIDOWS, WIDOWERS

AND

SURVIVORS PENSIONS

WIDOWS AND SURVIVORS PENSIONS

The term “widow or widower” means the survivor of a member or former member if they-

- (1) Were married to such member or former member (a) while they were a member, or (b) for at least one year immediately preceding the death, or
- (2) If the mother or father of issue by such marriage The annuity of any widow shall begin on the first day of the month in which the member former member dies, and such annuity or any rights thereto shall terminate upon the survivor’s death or remarriage before age sixty: Provided, that any annuity terminated by remarriage may be restored if remarriage is later terminated by death, annulment, or divorce.

NOTE: If a survivor receives a check made out to the retiree, after

[Type text]

the death of the retiree, the check must be returned (un-cashed)
to:

D.C. RETIREMENT BOARD BENEFITS DEPARTMENT

900 7th ST. N.W. SUITE 200, WASHINGTON D.C. 20001

PHONE 202-566-5001, 1-886-456-3272, FAX 202-566-5001

After claims have been established, any payments due to the
deceased will be made to the survivor.

Eligible dependent children are your unmarried children under 18
who live with you in a parent-child relationship. Unmarried
children between the age of 18 and 22 are also eligible if they are
full -time students and submit proof that they are enrolled in
school. Furthermore, any unmarried child who is dependent on
you because of a physical or mental disability incurred before age
18 will qualify for survivor benefits.

[Type text]

If a firefighter was receiving a tax-free pension for line of duty disability, the pension of his survivors is also non-taxable.

All surviving widows or widowers and dependent children will receive cost of living increases in the checks received each APRIL 1.

ITEMS NEEDED TO ESTABLISH CLAIMS- UPON DEATH OF RETIREE

The following is a list of items needed by a survivor of a retired member of the District of Columbia Fire Department in order to receive spousal annuity benefits in a suitable time frame, and for an orderly transition of this process to occur.

____1. The latest annuity check must be returned to the District Government (see attached letter)

____2. Personal action form or paperwork received by annuitant upon retirement (i.e., P.O. Form #1, Retirement Order for Deceased member).

[Type text]

___3. Certified copy of death certificate.

___4. Certified copy of marriage license.

___5. Certified copy of any and all decrees of annulments of prior marriages, or certified death certificate for prior marriage.

___6. Copy of birth certificates and adoption papers of all dependent children under 18 years.

___7. List of all unmarried children under the age of 18 or children age 18 -22 who are full-time students along with copies of their birth certificate. Included with the students certified copy of full-time attendance form from the registrar.

___8. List of all disable children and any medical information documenting their disabilities.

___9. Name of legal guardian of minor children, Proof of guardianship must be attached.

[Type text]

___10. Copies of insurance policies held by member at the time of death.

___11. Survivors Payroll Data Sheet.