

**CALGARY FIREFIGHTERS ASSOCIATION
LOCAL 255 OF THE
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF)**

**CONSTITUTION & BY-LAWS
Revised (2025)**

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PREAMBLE

The Calgary Firefighters Association shall work diligently to improve the life of all Members of the Association and their families through five (5) pillars:

- Wages
- Benefits
- Retirement Security
- Health & Safety
- Working Conditions

Strength through united action, guided by intelligence, is the hallmark of an effective trade union organization. Such unity is believed essential for the mutual protection and advancement of the interests and general welfare of the Members of the Calgary Firefighters Association.

To provide laws for the government of this Association, we adopt this Constitution and By-Laws which shall govern the Executive Officers and Members of this Association in the exercise of their rights and discharge of their duties and obligations in accordance with the high standards of responsibility and conduct herein set forth

ARTICLE #1 - DEFINITIONS

In this Constitution:

“Principal Officer” means the President, Executive Vice President, Secretary/Treasurer.

“External Committee” means any committee originating outside of the Association on which Members of this Association attend.

“Internal Committee” means any committee originating within the Association and whose Membership appointments are solely Members of this Association.

“Majority Vote” means a vote total of fifty percent (50%) plus one (1) vote of the total unspoiled ballots cast in any: Referendum, Election, resolution, or motion.

“Two-Thirds Majority Vote” means a vote total of sixty-six and two thirds percent (66 2/3%) of the total unspoiled ballots cast in any: Referendum, Election, resolution, or motion.

“Referendum(s)” means a vote held of the general Membership of the Association. Such votes shall be by secret ballot.

“Assessment(s)” means any levy of the general Membership as prescribed under Article #5, Section 9, that is over and above regular dues.

“Substitution Rate” means the rate customarily paid by the Association to a Member who works a scheduled shift or portion of a scheduled shift for an Association official attending to Association business.

“Member(s)/Membership” means any person granted Membership status in the Calgary Firefighters Association pursuant to Article #5 of this Constitution and By-laws.

ARTICLE #2 - NAME

Section 1 - Title

This organization shall be known as the "Calgary Firefighters Association, Local 255 of the International Association of Fire Fighters." No Member shall use the title of this organization or registered trademark or logo for any purpose other than where called for in this Constitution and By-Laws without the express written permission of this Association.

Section 2 - References to Association and International

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

ARTICLE #3 - GOVERNANCE

This Association, its Executive Officers and Members shall recognize, observe and be bound by the provisions of the Constitution and By-Laws of the International and the interpretations rendered by the International General President and the resolutions, decisions and directives of the Executive Board of Officers of the International when made in conformity with the laws of the International and the resolutions adopted and policies established by the delegates at conventions.

Article XIII of the Constitution and By-Laws of the International is recognized as providing the basic rules governing this Association.

Subject to Article #7, this Association shall attend each biennial Convention of the International Association of Fire Fighters, each biennial Redmond Symposium, and each annual Canadian Legislative Conference, Western Canadian Conference, and Alberta Provincial Conference.

Subject to Membership approval as per Article #13, this Association may also attend any other conventions or seminars deemed appropriate or necessary so as to ensure that the interests and the welfare of the Members of this Association are advanced and protected in a manner consistent with the objectives of the International and of this Association.

Should this Association host an IAFF function, the Secretary/Treasurer shall be authorized to spend up to a maximum of three thousand five hundred dollars (\$3500.00) for hotel and incidentals.

ARTICLE #4 - JURISDICTION

The jurisdiction of this Association shall be all paid employees of the Calgary Fire Department who

are covered under the Association "Certificate" as amended from time to time by the Alberta Labour Relations Board.

ARTICLE #5 - MEMBERSHIP

Section 1 - Composition

The Membership of this Association shall be composed of Active, Active-Retiree and Honorary Members as defined in Article #5, Sections 2, 3, and 4.

Section 2 - Active Membership

Upon becoming employed by the Calgary Fire Department and subject to Article #4 above, any person shall be eligible for Active Membership and may apply for admission to this Association. Should an Active Member fail to pass the probationary period of employment the initiation fee paid to the Association shall be refunded.

Section 3 – Active-Retiree Membership

Members who have retired from this Local or have otherwise withdrawn as members in good standing may be allowed to return to this Local within 12 months as active-retiree members.

Active-retiree members in good standing shall have the right to attend any meeting(s) and to participate in such meeting(s) in accordance with the recognized rules set forth in the manual of parliamentary procedure adopted by this Local. Active-retirees shall not have the right to vote for collective agreements; run for office or delegate/alternate positions at this Local; vote for officers or delegates/alternates at this Local; or vote on any matter except for those matters that affect only active-retirees.

Section 4– Honorary Membership

For meritorious service to this Association or for distinguished public service, persons may be elected Honorary Members by Majority Vote at any regular meeting. Honorary Members shall have no voice or vote in the affairs of the Association. Such Membership may be revoked by Majority Vote of the Executive Board or by the Members present at any regular meeting.

Section 5– Oath of Membership

Before being admitted to Membership in the Association, all new Active Members shall subscribe to the following:

"I, (give full name), pledge my honour to at all times bear true and faithful allegiance to the Calgary Firefighters Association IAFF Local 255 and the International Association of Fire Fighters; to observe the Constitution of the International and this Local; to faithfully perform all of the duties assigned to me to the best of my ability and skills; to not divulge or make public any of the private proceedings of this Association; to conduct myself at all times so as not to bring reproach upon my Association; and to support and treat all Members with dignity and respect.

Section 6- Membership in Good Standing

Membership in good standing includes any person who has fulfilled the requirements for Membership in this Association and who has not voluntarily withdrawn, become ineligible for continued Membership nor been suspended or expelled as provided in the Constitution and By-Laws of this Association.

Members who fail to pay their monthly dues or Assessments by the fifteenth (15th) day of the month following the month such dues are payable shall be notified by the Secretary/Treasurer 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/or suspended Members are not entitled to a voice or vote in the affairs of this Association or in the affairs of the International.

Section 7 - Initiation Fees

Initiation fees in the amount of ten dollars (\$10.00) shall be paid when making application to join this Association.

Section 8 - Dues

Dues for Active Members shall be assessed at the rate of one point five seven percent (1.57%) of a First-Class Firefighter's regular rate of pay per month, deductible from payroll in accordance with the Rand Formula.

Dues for Active-Retiree Members shall be one tenth of one percent (0.1%) of a First-Class Firefighter's rate of pay.

Honorary Members shall not pay initiation fees, dues or any other charges.

Section 9 - Assessments

The Association has the power to make Assessments of all Active Members provided such monies are required for purposes consistent with the general principles and operations of this Association. Proposed Assessments shall require written notice to each Association work site at least thirty (30) days in advance of the date on which the vote for such Assessment is to occur. The proposed Assessment shall become effective upon a Majority Vote of the Active Members in good standing by secret ballot at two (2) regular meetings or a special meeting or by Referendum.

Section 10 – Proposed Increases

Proposed increases in dues, initiation fees, and reinstatement fees shall require written notice to each Association work site at least thirty (30) days in advance of the date on which the vote for such increase is to occur. The proposed increase shall become effective upon a Majority Vote of the Active Members in good standing, by secret ballot, at two (2) regular meetings or a special meeting or by Referendum.

Section 11 - Members on Leave of Absence

Members on leave of absence shall be required to pre-pay union dues and Assessments.

Section 12 – Members on Long Term Disability

While an Active Member is on long-term disability the Association shall cover the Member's Union dues and Assessments.

Section 13 - Separation/Reinstatement

When any Member in good standing is separated from the fire service, the Association may allow said Member to retain Active Membership or in lieu thereof, upon request of said Member, shall issue a withdrawal card.

The Association may issue withdrawal cards only to those Members who leave the fire service in good standing or who are precluded by law or local ordinance or contractually from maintaining Association Membership by virtue of their Calgary Fire Department position.

A former Member holding a valid withdrawal card shall not be charged a reinstatement fee upon re-entry into the Association.

A Member who is duly elected as an officer of the International, or who is elected or appointed as a representative of, or to, an affiliated labour organization, shall retain Active Membership in this Association.

Former Members holding withdrawal cards as a result of separation from the fire service, who become re-employed within the International, shall be subject to automatic reinstatement to Active Membership upon deposit of their withdrawal cards with the International and resumption of dues.

Any Member in good standing who retires from the service may assist the Executive Board or Association upon request should the Executive Board deem it necessary.

Section 14 - No Discrimination

There shall be no discrimination against any Member by reason of disability or because of race, creed, color, gender, age, national origin, marital status, family status, sexual orientation, or religious beliefs.

ARTICLE #6 - MEETINGS**Section 1 – Annual General Meeting**

An Annual General Meeting (AGM) shall be held by this Association in the month of February each year.

No less than thirty (30) days prior to the scheduled date of the AGM the Secretary-Treasurer shall post a notice at all Association work sites indicating the agenda, location, time, and submitted

resolutions of the meeting.

The AGM shall commence no later than 1930 hours except where a Special Meeting is in session on the same day immediately prior to a scheduled AGM, in which case the commencement of the AGM may be postponed by a Majority Vote of the Members present at the Special Meeting.

The AGM shall run for a maximum of three (3) hours unless an extension of time is agreed to by a Majority Vote of the Members present.

At the AGM, motions or resolutions may be presented by Members in attendance or by the Secretary-Treasurer if the motion or resolution is provided in writing to the Secretary-Treasurer prior to the meeting. Resolutions submitted after the 30 days-notice is posted will be considered an Emergency Resolution. Except where otherwise called for in this Constitution and By-Laws, all motions or resolutions voted on at the AGM shall require a Majority Vote for adoption.

Section 2 - Executive Board Updates

The Executive Board will provide regular updates via online platform or in person at a minimum of four (4) times per year in the months of April, June, September and November. Not less than ten (10) days prior to the scheduled date of the Executive Update Meeting the Secretary-Treasurer shall post a notice at all Association work sites indicating the agenda, online platform or location and time of the meeting.

During any Executive Update Meeting, either online or in-person, there will be no motions or resolutions accepted. Motions or resolutions outside of the Annual General Meeting must go through the Special Meeting process.

Section 3 - Special Meetings

Special Meetings may be called by the President OR by a request in writing including the names and signatures of not less than twenty (20) Members. Such a request shall clearly state the purpose for which the Special Meeting is called and no other business shall be transacted at the Special Meeting.

In order to accommodate Members on the four (4) platoons, special meetings shall consist of two (2) sessions, an afternoon session commencing not later than 1330 hours and an evening session commencing no later than 48 hours after the primary meeting. Not less than seven (7) days prior to the scheduled Special Meeting the Secretary/Treasurer shall post a notice at all Association work sites indicating the location and time of both sessions. Special Meetings shall run for a maximum of three (3) hours unless an extension of time is agreed to by a Majority Vote of the Members present.

In the case of a Special Meeting requested by twenty (20) Members, such Special Meeting shall be scheduled on a day that accommodates the attendance of as many of the twenty (20) requesting Members as possible AND, subject to Article #6, Section 4, unless at least fifteen (15) of the twenty (20) Members whose signatures are included on the request are present and accounted for at the primary session as part of the required meeting quorum of twenty (20) Members, the Special Meeting shall not convene.

Where a Special Meeting convenes, each session shall run for a maximum of three (3) hours unless an extension of time is agreed to by a Majority Vote of the Members present.

Motions or resolutions voted on at the primary session shall again be voted on at the secondary session and the total vote of both sessions combined shall decide the question.

At the primary session, amendments to a motion or resolution may be presented and voted on. Amended motions or resolutions voted on at the primary session shall be presented as amended at the secondary session. At the secondary session, such amended motions or resolutions may be further amended provided only that such further amendments are “germane” and, in the opinion of the chair and subject always to appeal under Robert’s Rules for Meetings, the fundamental purpose and/or spirit of the primary session’s amended motion or resolution has not been objectionably altered.

Except where otherwise called for in this Constitution and By-Laws, all motions or resolutions voted on at a Special Meeting shall require a Majority Vote for adoption.

Section 4 - Emergency Special Meetings

Emergency Special Meetings may be called with twenty-four (24) hours-notice only by unanimous vote of the Executive Board. Emergency Special Meetings shall be scheduled, structured and governed according to Article #6, Section 3.

Except for motions or resolutions related to the Collective Agreement between the Employer and the Association, all motions or resolutions voted on at an Emergency Special Meeting shall require a Two-Thirds Majority Vote by secret ballot for adoption.

Section 5 - Quorum

Twenty (20) Members shall constitute a quorum at any Annual General Meeting, Executive Update Meeting, Special Meeting or Emergency Special Meeting.

With the exception of the President, Executive Officers shall sign the roll at Annual General Meetings, Executive Update Meetings, or in the case of a Special Meeting or Emergency Special Meeting, either the primary session or the secondary session, and be tallied for the purposes of calculating a quorum.

Section 6 - Rights of Members

Every Member in good standing shall have the right to attend any Meeting and participate in such Meeting in accordance with the recognized rules set forth in the IAFF “Manual of Common Procedure” and “Robert’s Rules for Meetings.”

Members shall have the right to meet and assemble freely with other Members and express their views, arguments or opinions provided, however, that in so doing they conduct themselves in a manner that does not interfere with the legal, representational or contractual obligations of this Association and at all times conforms with the Constitution and By-Laws of this Association and

the Constitution and By-Laws of the International.

Section 7 - Rules of Meetings

The rules contained in “Robert’s Rules for Meetings” shall govern the meetings of this Association in all cases not in conflict with the Constitution and By-Laws of this Association or the Constitution and By-Laws of the International, or interpretations of these documents.

Section 8 - Reports to Membership

All Committee reports and reports by delegates shall be submitted in writing to the Secretary/Treasurer, if requested, after being read or presented to an Annual General Meeting, Special Meeting, Emergency Special Meeting or Executive Update Meeting.

ARTICLE #7 - EXECUTIVE OFFICERS, STEWARDS and APPOINTED OFFICIALS

Section 1 - Past President

Each President upon retirement from the chair will be designated a Past President and serve as such until regularly succeeded and shall always be a Past President according to the regular order of succession.

It shall be the duty of the Past President to assist the Executive Officers upon request when they deem it necessary.

The Past President may install the elected Executive Officers of the Association.

Section 2 – Executive Board

The Executive Board Officers of this Association shall consist of a President, Executive Vice President, Secretary/Treasurer, and five (5) Vice Presidents. The positions of President, Executive Vice President, and Secretary/Treasurer shall be deemed Principal Officers of this Association.

Section 3 - President

The President shall be the executive head of this Association and shall preside at all meetings, preserve order and decorum, and shall exercise supervision of its affairs generally.

The President shall interpret and enforce the Constitution and By-Laws of this Association. Such interpretations and decisions shall be final and binding unless changed on further appeal to the Executive Board or the International General President.

The President shall not be entitled to vote except:

1. At the Election of Executive Officers,
2. Balloting for candidates for admission to Membership, and

3. In the event of a tie vote on any motions or resolutions before the chair at any meeting of this Association that has achieved Quorum.

The President shall be an ex-officio Member of all Internal Committees of this Association. In consultation with all other Executive Officers, the President shall appoint all Internal Committees and any representatives of this Association to organizations, authorities and External Committees except where prescribed by the International Constitution and By-Laws.

The President shall report newly appointed Committee Members at the next Executive Update Meeting or Annual General Meeting.

The President shall require all Executive Officers and Committee Members to make their reports to this Association and the International in conformity with the Constitution and By-Laws of this Association and the International.

Two (2) of the Principal Officers shall approve payment or any other order on the Treasury.

Unless express written signing authority is provided to the Secretary/Treasurer by the President, only the President and the Executive Vice President shall have the authority to sign any contract or agreement binding upon this Association or other documents that require proper authentication.

The President shall see that the Executive Officers promptly respond to all inquiries from the International pertaining to the business of this Association and perform such other duties as are required by the Constitution and By-Laws and Manual of Common Procedure of the International and the Constitution and By-Laws this Association.

The President shall discharge on behalf of the Association such duties as may be imposed by applicable law including the execution and filing of any reports to federal or provincial authorities and shall cause to be maintained by the Association such records as the law requires to be kept in support of reports filed by it.

The President, subject to approval of the Executive Board, may retain legal or other professional counsel to represent the Association in any matter requiring such services for the good and welfare of the Association or its Members.

The President shall be in direct control of any office staff that may be hired by the Association.

It shall be the duty of the President to install the Vice Presidents and appoint Stewards and representatives of this Association when required.

The President, or a designate appointed by them, shall act as chair of the Bargaining and Grievance Committees, shall be directly responsible for political action and lobbying at the municipal, provincial, and federal level, and drafting bargaining proposals for presentation to the Membership subject to Executive Board approval.

The President or their designate shall represent the Association on External Committees and all meetings with the Employer.

The President or a designate appointed by them shall act as spokesperson for the Association and shall make representations when appropriate to provincial authorities on matters relating to the Labour Relations Code, Employment Standards Code, Occupational Health and Safety legislation, and other relevant provincial statutes.

The President or a designate appointed by them shall sit as a Trustee on the Burns Memorial Fund.

By virtue of Election, the President shall be first choice delegate of this Association to the Convention of the International Association of Fire Fighters, the Redmond Symposium, the Canadian Legislative Conference, the Western Canadian Conference, the Alberta Provincial Conference, and all other conventions where this Association is represented.

Section 4 – Executive Vice President

The Executive Vice President shall assist the President in the discharge of their duties.

The Executive Vice President shall discharge on behalf of the Association such duties as may be imposed by applicable law including the execution and filing of any reports to federal or provincial authorities and shall cause to be maintained by the Association such records as the law requires to be kept in support of reports filed.

The Executive Vice President shall be responsible for the communications with the International, the Alberta Professional Fire Fighters & Paramedics Association (APFFPA), and various Locals, and other organizations.

The Executive Vice President shall be responsible for drafting five-year business plans with the President and effecting annual revisions for presentation and approval of the Executive Board and the Membership.

It shall be the duty of the Executive Vice President to conduct the correspondence of the Association where required and be the custodian of the Official Seal.

The Executive Vice President shall oversee preparation of credentials, travel arrangements and completion of registration for all conventions or conferences attended by this Association.

Two (2) of the Principal Officers shall approve payments or any other order on the Treasury.

Unless express written signing authority is provided to the Secretary/Treasurer by the President, only the President and the Executive Vice President shall have the authority to sign any contract or agreement binding upon this Association or other documents that require proper authentication.

The Executive Vice President shall represent the Membership at all Executive Board meetings and meetings with the Employer and shall be a Member of the Bargaining and Grievance Committees. Upon death, resignation, leave of absence (LOA) subject to Article #16 removal for cause, or temporary absence of the President, the Executive Vice President shall assume the responsibilities and discharge the duties of the President until the President's absence ends or an Election can be duly called and a new President elected.

By virtue of Election, the Executive Vice President shall be the second-choice delegate of this Association to the Convention of the International Association of Fire Fighters, the Redmond Symposium, the Canadian Legislative Conference, the Western Canadian Conference, the Alberta Provincial Conference, and all other conventions where this Association is represented.

Section 5 – Secretary/Treasurer

The Secretary/Treasurer shall keep a true and complete record of all Association proceedings and all other records, receive and file communications and correspondence, and set the overall communication and data retention policies of the Association subject to approval of the Executive Board.

The Secretary/Treasurer shall keep a true and complete record of addresses and contact information of the Membership of this Association, notify all Executive Officers and committee Members of their Election or appointment, forward such reports as may be required by the International promptly, keep a true and complete record of the proceedings of the Executive Board and perform such other duties as are required by the Constitution and By-Laws of the International and of this Association.

The Secretary/Treasurer shall notify all applicants for Membership of their acceptance or rejection.

It shall be the duty of the Secretary/Treasurer to receive all application fees, Assessments, monthly dues, donations, all other monies and property of this Association, the same to be deposited to the credit of the various accounts as authorized by this Association. It shall be the responsibility of the Secretary/Treasurer to make collections whenever necessary, giving a receipt for the same.

It shall be the responsibility of the Secretary/Treasurer, in accordance with Article #5, Section 6, to give proper and timely notification to Members who are delinquent in the payment of dues or Assessments and to report same to the General Secretary-Treasurer of the International in such manner prescribed by the International Constitution and By-Laws.

The Secretary/Treasurer shall disburse all monies of this Association.

The Secretary/Treasurer will:

1. Maintain an inventory record of all properties owned by this Association,
2. Present to Annual General Meetings and Executive Update Meetings of this Association a financial statement of receipts and disbursements of all monies under their control,
3. Make such other reports as may be called for or required,
4. Keep monthly financial records available for viewing by Members by appointment during regular business hours, and
5. Turn all books and records relative to monies and expenditures over to the duly employed auditor of this Association in sufficient time for the said auditor's certified annual report to be presented at the Annual General Meeting in February each year, and at any other time

when so ordered by the Executive Board, and forward a copy of the annual audit of the Association to the International General Secretary-Treasurer over the Official Seal of the Association not later than the first of June annually.

Two (2) of the Principal Officers shall approve payments or any other order on the Treasury.

The Secretary/Treasurer shall be the chair of the Budget and Audit Committee, be responsible for seeing that all Executive Officers and employees of the Association who handle funds or property of the Association shall be bonded in such amounts as may be required by the International Board of Trustees and the International General Secretary-Treasurer in compliance with applicable law, the expense of which shall be borne by the International, and provide a bond in such further amounts and form as may be required and approved by the Association at its expense.

The Secretary/Treasurer shall represent the Membership at all Executive Board meetings and meetings with the Employer. In the absence of the President or Executive Vice President, and provided express written signing authority is given to the Secretary/Treasurer by the President, the Secretary/Treasurer along with either one of the President or the Executive Vice President shall have the authority to sign any contract or agreement binding upon this Association or other documents that require proper authentication.

The Secretary/Treasurer shall be a Member of the Bargaining and Grievance Committees and is responsible for setting the financial, investment, and income diversification policy for the benefit of the Association's long-term financial viability subject to Executive Board approval.

By virtue of Election, the Secretary/Treasurer shall be the third-choice delegate of this Association to the Convention of the International Association of Fire Fighters, the Redmond Symposium, the Canadian Legislative Conference, the Western Canadian Conference, the Alberta Provincial Conference, and all other conventions where this Association is represented.

Section 6 – Vice Presidents

In conjunction with the President, Executive Vice President and Secretary/Treasurer, the Vice Presidents shall ensure the business of this Association is administered prudently. Under the general direction of the President, the Vice Presidents shall exercise their duties and responsibilities and carry out the business of the Association as assigned by the President in accordance with this Constitution and By-Laws.

The Vice Presidents shall attend all Executive Board meetings and shall represent the Membership at meetings with the Employer and shall be Members of the Bargaining and Grievance Committees.

One (1) Vice President shall oversee the Stewards appointed by the President to ensure proper attention is given to the needs and requirements of the Membership generally at all Association work sites.

One (1) Vice President shall be designated as the Sergeant at Arms for each Annual General Meeting, Executive Update Meeting, Special Meeting or Emergency Special Meeting of this Association as directed by the President.

Upon death, resignation, subject to Article #16 removal for cause, or temporary absence of the Executive Vice President and/or Secretary/Treasurer, a Vice President shall be assigned at the direction of the Executive Board to assume the responsibilities and discharge the duties of the Executive Vice President and/or Secretary/Treasurer until the Executive Vice President's and/or Secretary/Treasurer's absence ends or an Election can be duly called and a new Executive Vice President and/or Secretary/Treasurer is elected.

According to their seniority as a Member of the Executive Board, Vice Presidents shall be the 4th, 5th, 6th, 7th, and 8th choice delegates to the Convention of the International Association of Fire Fighters, the Redmond Symposium, the Canadian Legislative Conference, the Western Canadian Conference, the Alberta Provincial Conference, and to all other conventions where this Association is represented. Should there be equal seniority amongst one or more of the Vice Presidents, attendance at conventions shall be rotated at the direction of the President or, should the President not be available, at the direction of the Executive Board.

Additional duties and responsibilities of the Vice Presidents in conjunction with the Principal Executive Officers shall be organized and assigned by the President subject to Executive Board approval, and shall minimally include:

Data Collection and Storage

Obtaining, compiling and maintaining statistical information relating to wages, benefits, and working conditions of Canadian firefighters, and wages, benefits, and working conditions of other relevant work groups within the Province of Alberta and other relevant jurisdictions.

Obtaining, compiling and maintaining data for Canadian municipalities relating to population, municipal budgets, per capita costs of fire and police departments, total debt positions, and taxation levels.

Member Services

Providing assistance and information to Members with Workers Compensation Board (WCB) claims or disputes, short term and/or long-term disability benefit entitlements and other wage replacement programs.

Monitoring the application of any substance abuse policies that are administered by the Employer and providing support and information to Members with substance dependency disabilities.

Providing assistance and information to Members and their spouses or survivors with matters relating to the Calgary Firefighters Supplemental Pension Plan (FSPP) and other retirement benefits or entitlements.

Providing assistance to the family of deceased Members with funeral arrangements and Association life insurance matters and coordinating same with any similar efforts made by the Employer and other organizations and otherwise maintaining appropriate and respectful relationships with survivors so that, to the extent possible, their needs and well-being are cared for.

Special Events and Media Relations

Promoting, planning, organizing, coordinating and administering or otherwise assisting with special events and activities either sponsored or attended by this Association to ensure Association interests are preserved and advanced in the social, political, charitable and media environment.

Liaising with the Employer, other organizations within the Association, political organizations, charitable organizations and media to avoid sponsorship conflicts and special event overlaps.

Member Communications

Developing and maintaining a complete communication program including an online presence for this Association to ensure Members and other affiliates of the International have access to relevant and timely information over matters of interest and concern.

Government Relations

Attendance at, monitoring of, and being well-informed of all meetings, procedures, sessions, and decisions that are being made at all three (3) levels of government, (municipal, provincial, federal), that could or will impact the Members of this Association.

Section 7 – Executive Board Business

The Executive Board shall conduct the business of this Association and, between meetings of the Membership, shall make such decisions necessary for the expediting of Association business. Such decisions shall be made by Majority Vote of the Executive Board.

The Executive Board shall not spend more than five thousand dollars (\$5,000.00) of Association funds on any single transaction outside the approved budget nor enter into any contractual obligations affecting this Association except as provided elsewhere in this Constitution and By-Laws in the period between Meetings of the Membership without the approval of the Membership.

All activities of the Executive Board shall be reported to the Membership at Annual General Meetings, Executive Update Meetings, Special Meetings or Emergency Special Meetings.

The Executive Board shall be the Bargaining and Grievance Committees of this Association.

Other than during the months of July, August and December the Executive Board shall convene a minimum of four (4) scheduled meetings per month in-person or online unless otherwise directed by the President.

The purpose of Executive Board meetings shall be to ensure the timely and proper disposal of Association business between meetings of the Membership and to maintain competent communication amongst the Executive Officers and appointed Members of the Association in fulfilling their duties.

The Executive Board shall swear in newly elected Executive Board Members and newly appointed

Stewards at an Executive Board meeting at the earliest opportunity.

All business transacted and any decisions made shall be recorded in the minutes of Executive Board Meetings and in the Executive Board Record by the Secretary/Treasurer or their designate as per Article #6, Section 5.

Executive Officers shall attend all Association meetings as required unless prevented from doing so by illness or other good reason that is excusable by the President. Any Executive Officer who absents themselves from more than three (3) meetings as required by the President in any twelve (12) month period without reasonable cause after previously being requested to attend shall be subject to removal from office under Article #16.

Section 8 - Promotional Advancement in Service of Executive Officers

In accordance with a Member's "Oath of Office" under Article #8, Section 10 and the Annual General Meeting order of business point #5 under Article #6, Section 1, or during an Executive Update Meeting, each Executive Officer shall declare their personal intentions for promotional advancement within the Corporation of the City of Calgary to the Members of this Association where such advancement may raise a legitimate and reasonable apprehension of bias or perceived conflict with their representational responsibilities and allegiance to this Association or the International or the interests of the Membership thereto.

Section 9 – Steward and Appointee Oath

Stewards and Appointees shall be sworn in before entering upon the duties of their respective offices. The new Stewards and Appointees shall subscribe to the following affirmation before Members of the Executive Board:

"I (give full name), do pledge my honour to perform the duties of my position as required by the Constitution and By-Laws of this Association; to bear true and faithful allegiance to the Calgary Firefighters Association and the International Association of Fire Fighters; to dedicate my talents and energy to representing the mandate and directive of this union; I will use my position to promote unity and harmony among the Membership; to deliver records and properties of the Association that are in my possession at the end of my appointment to the Secretary-Treasurer; not to divulge or make public any of the private proceedings, documentation or correspondence of this Association; and at all times to conduct myself as becomes a Member of this Association."

Section 10 – Stewards

Members in good standing who have completed their probationary period with the Corporation of the City of Calgary shall be eligible to apply for appointment by the President as an Association Steward.

Stewards report directly to the President or their designate. Stewards are expected to be in direct communication with the President or their designate, keeping the President and Executive Board informed on pertinent matters.

Stewards may give reasonable notice if they choose to step down from their position, or if necessary,

the President may provide written notice to relieve a Steward of their duties.

Section 11 – Appointed Officials

Pension Plan Trustees

Based on the current Collective Agreement between the Association and the Corporation of the City of Calgary, the Association will have Pension Plan Trustees who will be appointed by the President.

Association appointed Pension Plan Trustees are governed by the Trust Agreement. Trustees are expected to be in direct communication with the President designate, keeping the President and Executive Board informed on pertinent matters. Within the governance of the Plan, direct communication with the President designate will ensure the Trustees have clear direction of the expectations of the Executive Board.

Pension Plan Trustees may give reasonable notice if they choose to step down from their position, or if necessary, the President may provide written notice to relieve a Trustee of their duties.

Promotional Board Representatives

Based on the current Collective Agreement between the Association and the Corporation of the City of Calgary, the Association will have Promotional Board Representatives who will be appointed by the President.

Association appointed Promotional Board Representatives will report directly to the President designate. Appointees are expected to be in direct communication with the President designate, keeping the President and Executive Board informed on pertinent matters. Direct communication with the President designate will ensure the Promotional Board Representatives have clear direction of the expectations of the Executive Board.

Promotional Board Representatives may give reasonable notice if they choose to step down from their position, or if necessary, the President may provide written notice to relieve a Representative from their duties.

Joint Occupational Health and Safety Committee (JOHSC)

Based on the current Collective Agreement between the Association and the Corporation of the City of Calgary, the Association will have JOHSC Representatives who will be appointed by the President.

Association appointed JOHSC Members will report directly to the President or designate. Appointees are expected to be in direct communication with the President or designate, keeping the President and Executive Board informed on pertinent matters. Direct communication with the President or designate will ensure the JOHSC members have clear direction of the expectations of the Executive Board.

JOHSC representatives may give reasonable notice if they choose to step down from their

position, or if necessary, the President may provide written notice to relieve a representative of their duties.

255 Human Relations Committee (255 HRC)

Based on the Association's approved 255 HRC Terms of Reference document, the Association will have a group of Members operate the 255 HRC who will be appointed by the President.

The Association appointed 255 HRC Members will report directly to the President or their designate. Appointees are expected to be in direct communication with the President or designate, keeping the President and the Executive Board informed on pertinent matters. Direct communication with the President or designate will ensure the 255 HRC members have clear direction of the expectations of the Executive Board.

255 HRC Members may give reasonable notice if they choose to step down from their position, or if necessary, the President may provide written notice to relieve a committee member of their duties.

Other Association Appointed Members

From time to time the Association may appoint Members to positions in order to accomplish work for this Association.

All appointed positions are at the discretion of the President.

Association Appointed Members will report directly to the President or designate. Appointees are expected to be in direct communication with the President or designate, keeping the President and Executive Board informed on pertinent matters. Direct communication with the President or designate will ensure the Appointed Members have clear direction of the expectations of the Executive Board.

All Association Appointed Members may give reasonable notice if they choose to step down from their position, or if necessary, the President may provide written notice to relieve a Member of their duties.

ARTICLE #8 - ELECTIONS

Section 1 - Eligibility

A Member in good standing who has accumulated at least two (2) years of service as a Member of this Association shall be eligible to be a candidate and to hold office.

Any serving Member of the Executive Board shall be eligible for Election to an office other than the one they currently hold provided that not less than fourteen (14) days before the close of Election nominations they resign in writing from their current office and such resignation takes effect before the date of the announcement of Election results. Such resignation shall be published by way of a posted notice at all Association work sites immediately by the Secretary/Treasurer upon receipt.

In no case shall a Member be eligible to be a candidate for two (2) offices in the same Election.

Section 2 - Term of Office

The term of office for all Executive Officers shall be two (2) years. Each year ending in an even number shall require an Election to the office of President, Secretary/Treasurer, 2nd Vice President and 4th Vice President. Each year ending in an odd number shall require an Election to the office of Executive Vice President, 1st Vice President, 3rd Vice President and 5th Vice President.

Section 3 - Nomination Process

In September each year, and by way of a posted notice at all Association work sites, the President shall call an Election and appoint a Balloting Chair.

At this time, nomination papers for prospective candidates shall be made available at the Calgary Firefighters Association office(s).

Each Member wishing to run for office shall submit, in a sealed envelope, their completed nomination papers to the Balloting Chair OR placed in the care of the Calgary Firefighters Association office staff to be delivered to the Balloting Chair, not later than 21 days after the Election call at the close of business at 1600 hours. Such nomination papers shall contain the nominee's own signature and five (5) supporting signatures of Members in good standing who have each accumulated at least two (2) years of service as a Member of this Association as of the closing date for nominations.

Each sealed envelope received by the Balloting Chair shall be marked with the time and date received and signed by the Balloting Chair, shall remain unopened until the close of nominations at 1600 hours at the close of nominations, and shall remain valid only until the close of balloting for that particular Election.

Section 4 - Declaration of Candidates

The Balloting Chair shall post a notice at all Association work sites not more than seventy-two (72) hours after the close of nominations containing:

1. A declaration of candidates,
2. The start and finish dates of a campaign period of not less than twenty-four (24) days, followed by a balloting period of not less than eight (8) days during which time active campaigning shall not take place,
3. The location, dates, and times where Members may vote in advance, and
4. The date Election results will be tabulated and announced.

The Declaration of Candidates must contain wording which states "the duly elected executives will be this Associations' representative at the IAFF Convention."

Declaration of Candidates will be mailed to each Member's last known home address using the

Association's database.

Section 5 - Balloting Chair and Balloting Committee

The Balloting Chair shall, in accordance with Article #9, appoint Members to a Balloting Committee. The Balloting Chair shall inform all Members of the Balloting Committee of their duties and responsibilities as described under Article #8 and Article #9 and shall observe and generally oversee the Election and balloting process.

Section 6 - Balloting and Tabulation of Results

Elections balloting shall be as prescribed in Article #9.

Each candidate shall be entitled to appoint one (1) observer (a Member in good standing who is not a serving Executive Officer) who shall be permitted to witness the manner of distribution and casting of ballots and attend the meeting of the Balloting Committee where the votes are tabulated. Tabulation of ballots shall be in accordance with Article #9, Paragraph 8.

THERE SHALL BE NO VOTING BY PROXY IN ANY ELECTION BALLOT HELD BY THIS ASSOCIATION.

For the position of President, a candidate must achieve a Majority Vote to be declared elected. In a case where no candidate for the position of President receives a Majority Vote, the following shall apply:

1. The candidate who received the least number of votes shall be dropped from the ballot,
2. No additional candidates shall be placed on the ballot, and
3. A re-balloting of the Membership shall occur within seventy-two (72) hours of the posting of original Election results.

This process shall continue until a candidate receives a Majority Vote. In the event of a tie of any ballot having only two (2) candidates, a re-balloting of the Membership shall occur with no new candidates.

For all positions other than President, the candidate receiving the highest number of votes cast shall be declared elected. In the case of a tie between two (2) candidates receiving the highest number of votes, the following shall apply:

1. The candidate who received the least number of votes shall be dropped from the ballot,
2. No additional candidates shall be placed on the ballot, and
3. A re- balloting of the Membership shall occur within seventy-two (72) hours of the posting of original Election results.

This process shall continue until one (1) candidate alone receives the highest number of votes. In

the event of a tie of any ballot having only two (2) candidates a re-balloting of the Membership shall occur with no new candidates.

In Elections where only one (1) Member is nominated as a candidate for a given office, the Secretary/Treasurer shall mark one (1) white ballot in favor of the successful candidate and deposit it into the ballot box.

In accordance with Article #9, Paragraph 12, the Balloting Chair shall provide a report of Election results to the Secretary/Treasurer. The Balloting Chair must contact the current sitting president with the Election results immediately upon completion of ballot tabulation.

Section 7 - Use of Funds Prohibited in Elections

No funds received by the Association through initiation fees, dues, Assessments, or otherwise shall be contributed or applied to promote the candidacy of any Member in Elections of Executive Officers.

This Section does not preclude the expenditure from Association funds for notices, factual statements of issue, or other necessary expenses to conduct Elections so long as they do not involve the promotion of a candidate.

Section 8 - Vacancies in Office

Upon death, resignation or, subject to Article #16, removal for cause of any Executive Officer (not including a Principal Officer subject to Article #7, Section 4 and Article #11, Section 1), the office shall be declared vacant.

Subject to Article #7, the remaining Executive Board Members shall, by Majority Vote, appoint an Executive Officer to assume the duties of the vacant office until the vacancy is filled. Subject to Article #7, the office of an Executive Officer may remain vacant until no later than the next annual Election or alternatively, at the discretion of the President, a By-Election may be called.

Section 9 - By-Elections

Any By-Election ordered under Article #8, Section 8 above, shall be announced by written notice to be posted by the President, or in their absence the Secretary/Treasurer, at all Association work sites. Such notice shall specify the name of a Balloting Chair appointed by the President, or in their absence the Secretary/Treasurer, and the closing date of a nomination period of not less than twenty-one (21) days.

The Balloting Chair shall post a notice at all Association work sites within not more than seventy-two (72) hours of the close of nominations containing:

1. A declaration of candidates,
2. The start and finish dates of a campaign period of not less than twenty-four (24) days, followed by a balloting period of not less than eight (8) days during which time active campaigning shall not take place,

3. The location, dates, and times where Members may vote in advance, and
4. The date By-Election results will be tabulated and announced.

In accordance with Article #9, the Balloting Chair shall appoint a Balloting Committee for By-Elections.

Except for the nomination closing date affecting annual Elections, all provisions of Article #8 shall apply to By-Elections.

In accordance with Article #9, Paragraph 12, the Balloting Chair shall present By-Election results to the Secretary/Treasurer for posting at all Association work sites.

Section 10 - Oath of Office

Where possible, newly elected Executive Officers shall be sworn in at the next Executive Board meeting and in any case, before entering upon the duties of their respective offices, the newly elected Executive Officers shall subscribe to the following affirmation before the Executive Board:

“I (give full name), do pledge my honour to perform the duties of my office as required by the Constitution and By-Laws of this Association; to bear true and faithful allegiance to the Calgary Firefighters Association and the International Association of Fire Fighters; and to dedicate my talents and energy to representing the mandate and directive of this union.

I will use my elected position to promote unity and harmony among the Membership; to deliver records and properties of the Association that are in my possession at the end of my term to the Secretary-Treasurer in office; not to divulge or make public any of the private proceedings, documentation or correspondence of this Association; and at all times to conduct myself as becomes a Member of this Association.”

ARTICLE #9 - BALLOTING OF THE ASSOCIATION

Elections or Referendums of this Association shall be conducted by secret ballot and in accordance with the following:

1. A Balloting Committee shall consist of the Balloting Chair appointed under Article #8, Section 3, and a minimum of four (4) members in good standing as Balloting Committee Members under Article #8, Section 5. A Balloting Committee Member must be a Member of this Association in good standing that is not currently serving on the Executive Board and who is not a candidate for Election.
2. Under the direction of the Balloting Chair, the Balloting Committee shall be responsible for the distribution of ballots to voting Members and the return of ballots to the Balloting Chair. The Balloting Chair shall inform all Members of the Balloting Committee as to their duties and responsibilities as described under Article #8 and Article #9, and shall observe and generally oversee the Election or Referendum balloting process.

3. Notices shall be posted at all Association work sites by the Balloting Chair in the case of Elections, and by the Secretary/Treasurer in the case of a Referendum, detailing:
 - a. the motion, resolution, question, or slate of Election candidates to be voted on,
 - b. the start and finish date of the balloting process,
 - c. the location, dates and times where advance voting may take place, and
 - d. the date the votes will be tabulated and the results announced.
4. The Balloting Chair shall be provided with: ballot boxes, and a designated number of blank ballots. The Balloting Chair shall separately record the number of blank ballots for the purposes of reconciling the return and counting of ballots, and shall ensure that the ballot boxes are uniquely marked for identification and sealed in a manner that precludes tampering. Each individual ballot shall have printed on it the words: "Must mark with an X."
5. The Balloting Chair shall issue to each Member of the Balloting Committee:
 - a. a designated and separately recorded number of ballots,
 - b. accurate and up-to-date voting lists at the close of the campaign period of platoon and day staff Members, and
 - c. a uniquely marked and sealed ballot box.
6. Members of the Balloting Committee shall make arrangements to distribute ballots in their designated fire station or other work site and return:
 - a. unused blank ballots,
 - b. voter lists with all Members that voted,
 - c. a uniquely marked and sealed ballot box.

These items must be returned to the Balloting Chair within the balloting time period designated in the Election or Referendum notice.

7. Each voting Member visited by the Balloting Committee shall be issued a single ballot and the voting Member's name shall be crossed off the appropriate voting list. Each voting Member shall place their signature next to their 'lined-through' name indicating receipt of a single ballot. Members voting in advance at the time and location specified in the Election or Referendum notice shall also sign a voting list indicating receipt of a single ballot.
8. During the balloting process, each Member of the Balloting Committee shall supervise and maintain security of their respective ballot box and ballots at all times.
9. At the return of votes, each uniquely identified ballot box shall be counted separately, by not less than three (3) Members of the Balloting Committee. Any ballot not marked with an "X" shall be counted as a "spoiled ballot." The Members of the Balloting Committee shall determine by Majority Vote whether contentious ballots have been marked correctly.
10. Marked and unmarked ballots shall be reconciled against the previously recorded number of total ballots issued to the Balloting Chair and the previously recorded number of ballots issued to each individual Member of the Balloting Committee as prescribed in Paragraphs 4 and 5 above, and all returned voting lists.
11. Where a discrepancy in any voting of this Association occurs that cannot be resolved by the

Members of the Balloting Committee, the Balloting Chair shall have discretionary power to declare a vote invalid and call for a re-balloting of the Membership.

12. Upon completion of the tabulation of results, the Balloting Chair shall provide to the Secretary/Treasurer complete ballot reconciliation, all returned ballots and voting lists, and a written report of ballot results.
13. The Secretary/Treasurer shall post the results of any Election or Referendum at all Association work sites within seventy-two (72) hours of receiving them.

ARTICLE #10 - RECORDS PRESERVED

The Secretary/Treasurer shall preserve all records and ballots of this Association for a period of one (1) year.

ARTICLE #11 - COMPENSATION, EXECUTIVE OFFICERS

Section 1 – Directors Fees

Members of the Executive Board shall receive monthly director fees during their term in office as described below:

President	60 % of First-Class Firefighter rate
Executive Vice President	42% of First-Class Firefighter rate
Secretary/Treasurer	42% of First-Class Firefighter rate
1 st Vice President	32% of First-Class Firefighter rate
2 nd Vice President	32% of First-Class Firefighter rate
3 rd Vice President	32% of First-Class Firefighter rate
4 th Vice President	32% of First-Class Firefighter rate
5 th Vice President	32% of First-Class Firefighter rate

Calculation of the First-Class Firefighter rate shall be made on the basis of the one hundred percent (100%) index rate listed in Schedule No. 1 in the current Collective Agreement between the Association and the Corporation of the City of Calgary including premiums, allowances, and statutory holiday pay. All Members of the Executive Board shall receive a monthly dry-cleaning allowance of twenty-five dollars (\$25.00).

In the event of the consequential vacancy caused by the death, resignation, LOA or removal for cause of a Principal Executive Officer, the President may appoint another serving Vice President to assume the absent Principal Executive Officer's duties and responsibilities. Instead of their regular director fees, the Executive Officer who assumes such duties and responsibilities shall receive the absent Principal Executive Officer's corresponding director fees as prescribed in this Section, pro-rated for time served. The amount of such payment shall be approved by a Majority Vote of the Executive Board prior to any payment being made.

Section 2 – Association Business - Out of Town

All Members required to attend out of town conferences, conventions, seminars, or meetings shall receive expenses based on the following:

1. All Members shall be allowed travel expenses using the most economical and/or direct air route to and from the site. Where the Member chooses an alternative form of travel, any expenses associated with such alternative form of travel shall be allowed. However, in no case shall reimbursement for travel expenses exceed the cost of the most economical and/or direct air route to and from the site.
2. Taxi, ride share, and/or shuttle expenses both to and from the delegate's home, the airport, the delegate's hotel room, the convention site, and/or any location where official business on behalf of the Association is conducted shall be reimbursed by receipt.
3. Travel expenses may at the option of the Member be paid in cash but in no case shall such payment exceed the Member's actual costs for travel expenses.
4. When Members are to be sent to a function and travel in their personal vehicle, mileage shall be calculated on the basis of the amount set from time-to-time by the Canada Revenue Agency (CRA).
5. The Association shall pay the event registration fee where such fee is charged.
6. Per diem compensation shall be paid at an amount based on the rate set from time-to-time by the Canada Revenue Agency (CRA). When traveling outside of Canada, the above payments shall be calculated to compensate for the applicable foreign exchange rate. All compensation on a per diem basis is subject to the Member using the most direct air route unless otherwise specified by this Association in dictating that another mode of travel be used.
7. Hotel room rent shall be allowed for at the exact amount paid for such hotel room rent and in no case shall an amount greater than the cost of accommodation be paid. The room rate shall include all taxes and fees where applicable. The room rate does not include additional charges made by the delegate to the room such as room service, video rentals, room add-ons, or other such amenities not already prescribed in this section with the exception of accommodations to a pre-existing disability that may require special services provided.
8. Where a Member on Association business requires coverage for on-duty time, reimbursement shall be made according to the Substitution Rate normally paid by the Association for the Member concerned. In no case shall such reimbursement be made for a period greater than the number of days required to travel to and from the function site by the most economical and/or direct air route, plus the number of days of the function.
9. Members who, at the discretion of the President, are required to attend to official Association business during a day of their personal vacation time, shall be entitled to reimbursement for service according to the Substitution Rate normally paid by the Association.
10. Any extended medical coverage deemed necessary while traveling outside of Alberta shall be borne by the Association.

Section 3 – Association Business - In Town

All Members that are required to attend in-town conferences, conventions, seminars, or meetings shall receive expenses based on the following:

1. The Association shall pay the event registration fee where such fee is charged.
2. Per diem compensation shall be paid at the rate of forty dollars (\$40.00).
3. Where a Member on Association business requires coverage for on-duty time, reimbursement shall be made according to the Substitution Rate normally paid by the Association for the Member concerned.
4. Members who, at the discretion of the President, are required to attend to official Association business during a day of their personal vacation time shall be entitled to reimbursement for service according to the Substitution Rate normally paid by the Association.
5. For the purposes of this Section, a meeting shall include any meeting or function where a Member is mandated by the Membership or Executive Board to represent the Association. Such meetings shall exclude: Labour/Management meetings, Executive Board meetings and all Association Membership meetings as prescribed under Article #6.
6. All above payments shall be made only for the duration of the function.

ARTICLE #12 - COMPENSATION, STEWARDS and APPOINTED OFFICIALS

Section 1 – Honoraria

Members appointed by the President shall receive monthly honoraria assigned by the President during their appointment as described below:

Level 1	15% of First-Class Firefighter rate
Level 2	10% of First-Class Firefighter rate
Level 3	5% of First-Class Firefighter rate
Level 4	2.5% of First-Class Firefighter rate
Level 5	0% of First-Class Firefighter rate

Calculation of the First-Class Firefighter rate shall be made on the basis of the one hundred percent (100%) index rate listed in Schedule No. 1 in the current Collective Agreement between the Association and the Corporation of the City of Calgary including premiums, allowances, and statutory holiday pay. A newly Appointed Official shall receive honoraria effective on the date they are appointed.

Appointed Officials Honoraria level of compensation is initially assigned by the President and will be included in the Notice of Opportunity.

The level of compensation, reporting structure and position details will be established and made clear to any new Appointed Official prior to them accepting the position.

The level of compensation can be reviewed and adjusted by the President. Any level of compensation adjustment or removal will be discussed with the Appointed Official(s) and unless otherwise agreed upon, a two (2) month notice of the adjustment or removal will be given.

Appointed Officials are eligible for all applicable remuneration under Article #11, Section 2 and Section 3.

All Appointed Officials will provide monthly to the Secretary-Treasurer a statement of Per Diems and any other applicable expenses owed to allow reconciliation of Association expenditures.

Section 2 – Other Appointed Officials

All Balloting Committee Members are eligible for all applicable remuneration under Article #11, Section 2 and Section 3. In addition, the Balloting Chair shall receive an honorarium of five hundred dollars (\$500.00) for service.

Miscellaneous honoraria for any service provided by a Member at the direction of the Membership or the Executive Board shall not exceed one hundred dollars (\$100.00).

Section 3 – Appointed Members – Day Rate

Members appointed by the President to do project work for the Association will be remunerated at a rate of three hundred dollars (\$300) once they accumulate a total of eight (8) hours of work, provided the hours are tracked and related to the same project, regardless of whether the hours are worked on multiple days.

ARTICLE #13 - BUDGET

Section 1 – Budget Formulation

The fiscal year of this Association shall be from January 1 to December 31. Association budget request forms shall be made available to the Membership by the first business day of October prior to each Annual General Meeting (AGM) held in February. To be considered in the following year's budget, requests must be submitted to the Association Secretary/Treasurer by 1600 hours on the last business day in November. After consideration of all requests, the Treasurer and President shall submit a proposed budget to the Executive Board.

Section 2 – Membership Review and Approval

The Executive Board shall receive, amend as necessary, and prepare a proposed budget of expected normal expenditures of the Association. Upon completion, the proposed budget of expected normal expenditures shall be made available for Membership review by appointment during normal business hours at least fourteen (14) days prior to the AGM. At the AGM, the proposed budget shall be presented to the Members present for approval by a Majority Vote.

Where in the formulation of the budget proposal under Section 1 above a budget request is denied or altered, the submitting Member or group of Members may appeal to the Members in attendance

at the AGM where the budget proposal is presented for approval. No further appeal shall be in order after the budget proposal has been approved at the AGM.

ARTICLE #14 - DISBURSEMENT OF ASSOCIATION FUNDS AND PROPERTY

Section 1 - Funds Used for Members

The money and property of this Association shall be used solely for the benefit of the Association and its Members, not for personal gain.

Section 2 - Expenditure Limit

No sum of money exceeding five hundred dollars (\$500.00) shall be voted from the Treasury for any purpose not herein specified. Any motion to expend more than five hundred dollars (\$500.00) must go to a ballot of the Membership at a Special Meeting or to a Referendum as per Article #6, Section 3 and Article #1.

Section 3 - Expenses Paid

Subject to Article #7, when this Association requires any Executive Officers or Members to transact any business, such Executive Officer or Member shall be reimbursed any expenses incurred. Each Executive Officer or Member must present at any time upon request, a receipt for such expenses to the Secretary/Treasurer including expenses paid by credit card. Such expenses, if approved, are to be made available for Membership to review in accordance with Article #7, Section 5.

ARTICLE #15 - MANAGEMENT AND INVESTMENT OF ASSOCIATION FUNDS AND PROPERTY

Association funds and property shall be managed and invested in a manner consistent with the short- and long-term financial security of the Association, in compliance at all times with applicable provincial and federal law and in accordance with this Constitution and By-Laws.

Subject to Article #7, Section 3, any investment practice or strategy shall be implemented by a professional money manager or other qualified investment authority duly certified in the Province of Alberta and subject always to Membership approval by Referendum.

ARTICLE #16 - MISCONDUCT TRIALS AND APPEALS

Section 1 - Charges

Any Member charged with misconduct as defined in ARTICLE XV of the International Constitution and By-Laws shall be served with written specific charges as required in ARTICLE XVI of the International Constitution, be given a reasonable time to prepare a defense, and afford a hearing as provided in ARTICLE XVII of the International Constitution.

Except as otherwise provided in this Constitution and By-Laws, any Executive Officer or Member of this Association who is charged, tried, and convicted OR refuses to stand trial OR fails without good cause to stand trial on such charges, may be reprimanded, fined, removed from office, suspended or expelled as the evidence and circumstances may warrant in the judgment of the

Officers or legally constituted tribunal by whom they are tried as hereafter provided in ARTICLE XVII of the International Constitution.

Section 2 - Appeals

Appeals may be in accordance with ARTICLE XVIII of the International Constitution and By-Laws. Such appeal must be filed with the General President of the International within thirty (30) days of the action to be appealed.

ARTICLE #17 - AMENDMENTS

This Constitution and By-Laws may be amended by a Two-Thirds Majority Vote at two (2) Executive Update Meetings or at a Special Meeting provided that the amendment to be voted on has been presented in writing and filed with the Secretary/Treasurer fourteen (14) days prior to the meeting at which the vote is taken. The vote shall be by secret ballot in accordance with Article #9 and each Member in good standing shall be allowed one (1) vote per issue. Where deemed necessary by the Members present, amendments may be voted on by Referendum.

A proposed amendment to this Constitution and By-Laws made under its provisions shall be submitted for approval to the International General President prior to its printing, or issuance, after it has first been adopted by the Membership.

APPENDIX**ASSOCIATION REPRESENTATIVES – 1917 to Present****Calgary Fire Fighters Federal Union – Local 19**

	<u>President</u>	<u>Secretary</u>	<u>1st Vice President</u>	<u>2nd Vice President</u>	<u>Treasurer</u>
1917 (Feb)	A.E. Cocker	John Shearer	Perry L. Brooks	R.B. MacLaughlin	Bill New
1917 (Oct)	George H. Poulton	John Shearer	Perry L. Brooks	R.B. MacLaughlin	D. MacPherson
1918	George H. Poulton	John Shearer	Perry L. Brooks	R.B. MacLaughlin	D. MacPherson
1919	George H. Poulton	Lockie MacLean	unknown	unknown	unknown
1920	George H. Poulton	Lockie MacLean	unknown	unknown	unknown
1921	George H. Poulton	Lockie MacLean	Joe C. Parish	R.B. MacLaughlin	A. Baker
1922	George H. Poulton	Lockie MacLean	unknown	unknown	unknown

International Association of Fire Fighters (IAFF) – Local 255

	<u>President</u>	<u>Secretary</u>	<u>1st Vice President</u>	<u>2nd Vice President</u>	<u>Treasurer</u>
1923	Perry L. Brooks	Lockie MacLean	Art Newstead	Syd J. Hughes	Ernie Lea
1924	Perry L. Brooks	Lockie MacLean	unknown	unknown	unknown
1925	unknown	Lockie MacLean	unknown	unknown	unknown
1926	unknown	Lockie MacLean	unknown	unknown	unknown
1927	unknown	Lockie MacLean	unknown	unknown	unknown
1928	unknown	Syd Hughes	unknown	unknown	unknown
1929	W.A. (Bill) Cowan	A.C. (Bert) Hill	unknown	unknown	unknown
1930	Perry L. Brooks	A.C. (Bert) Hill	W. (Bill) Bebb	unknown	George Gaylard
1931	Perry L. Brooks	A.C. (Bert) Hill	W. (Bill) Bebb	George Skene	A. Strang
1932	Perry L. Brooks	A.C. (Bert) Hill	W. (Bill) Bebb	Syd J. Hughes	A. Strang
1933	Syd J. Hughes	F.G. Carr	unknown	unknown	George Rosam
1934	W.A. (Bill) Cowan	F.G. Carr	Charles A. Harrison	J. Thompson	George Rosam

	<u>President</u>	<u>Secretary/Treasurer</u>	<u>1st Vice President</u>	<u>2nd Vice President</u>
1935	W.A. (Bill) Cowan	F.G. Carr	Charles A. Harrison	J. Thompson
1936	W.A. (Bill) Cowan	John Thompson	Charles A. Harrison	George Rosam
1937	W.A. (Bill) Cowan	John Thompson	Harry Newstead	Lockie MacLean
1938	W.A. (Bill) Cowan	Charles A. Harrison	Harry Newstead	Lockie MacLean
1939	W.A. (Bill) Cowan	Charles A. Harrison	Harry Newstead	John Dewaal
1940	W.A. (Bill) Cowan	Donald Wares	Harry Newstead	John Dewaal
1941	W.A. (Bill) Cowan	Donald Wares	Harry Newstead	John Dewaal
1942	W.A. (Bill) Cowan	Donald Wares	John Shearer	George Austin
1943	W.A. (Bill) Cowan	A.W. (Bert) Silver	John Shearer	Charlie Launder
1944	W.A. (Bill) Cowan	A.W. (Bert) Silver	John Shearer	George Swales
1945	George Austin	A.W. (Bert) Silver	John Shearer	Charlie Launder
1946	George Austin	C. Keel Spurway	George Swales	Charlie Launder
1947	George Austin	A.W. (Bert) Silver	J. Robertson	Charlie Hopkinson
1948	George Austin	A.W. (Bert) Silver	J. Robertson	Charlie Hopkinson
1949	Charlie Hopkinson	A.W. (Bert) Silver	Syd J. Hughes	Eric McLaughlin
1950	A.W. (Bert) Silver	Charles A. Harrison	Syd J. Hughes	Chuck Eastwood
1951 (Jan 5)	Syd J. Hughes			
1951 (Jan 25)	Chuck Eastwood	C. Keel Spurway	Eric McLaughlin	Lyle Sexsmith
1952	Chuck Eastwood	Eric McLaughlin	C. Keel Spurway	Lyle Sexsmith
1953	Chuck Eastwood	Eric McLaughlin	C. Keel Spurway	Lyle Sexsmith
1954	Chuck Eastwood	Eric McLaughlin	Derek Jackson	Lyle Sexsmith
1955	Chuck Eastwood	Eric McLaughlin	Derek Jackson	Dan Hergert
1956	Chuck Eastwood	Eric McLaughlin	Derek Jackson	Dan Hergert
1957	Chuck Eastwood	Eric McLaughlin	Derek Jackson	Rupert Binnion
1958	Chuck Eastwood	Eric McLaughlin	Jack Flatt	Rupert Binnion
1959	Chuck Eastwood	Eric McLaughlin	Jack Flatt	Rupert Binnion
1960	George Murray	Eric McLaughlin	Jack Flatt	Rupert Binnion
1961	George Murray	Eric McLaughlin	Jack Flatt	Clancy Yahn
1962	Chuck Eastwood	Eric McLaughlin	Jack Flatt	Clancy Yahn
1963	Chuck Eastwood	Eric McLaughlin	Jack Flatt	Clancy Yahn
1964	Jack Flatt	Eric McLaughlin	Ronald Ball	Clancy Yahn
1965	Jack Flatt	Eric McLaughlin	Ronald Ball	Hugh Bolton
1966	R.G. Williams	Clancy Yahn	Hugh Bolton	Murdo MacKenzie
1967	R.G. Williams	Clancy Yahn	Hugh Bolton	Murdo MacKenzie
1968	R.G. Williams	Clancy Yahn	Murdo MacKenzie	Ron Spielman
1969	R.G. Williams	Chuck Stuart	Murdo MacKenzie	Ron Spielman

	<u>President</u>	<u>Recording Secretary</u>	<u>1st Vice President</u>	<u>2nd Vice President</u>	<u>Financial Secretary</u>	<u>A Shift Trustee</u>	<u>B Shift Trustee</u>	<u>C Shift Trustee</u>	<u>D Shift Trustee</u>
1970	R.G. Williams	Chuck Stuart	M. MacKenzie	R.H. Spielman	T. Stewart	V. Sottak	W. Kruschel	J.B. Pedersen	J. Symon
1971	R.G. Williams	Chuck Stuart	R.H. Spielman	H. Moore	T. Stewart	V. Sottak	W. Kruschel	J.B. Pedersen	J. Symon
1972	R.G. Williams	Chuck Stuart	R.H. Spielman	W. Kruschel	T. Stewart	V. Sottak	R.H. Jackins	J.B. Pedersen	J. Symon
1973	R.G. Williams	Chuck Stuart	R.H. Spielman	W. Kruschel	T. Stewart	G. Evans	R.H. Jackins	J.B. Pedersen	D. Walton
1974	R.G. Williams	Chuck Stuart	R.H. Spielman	W. Kruschel	T. Stewart	G. Evans	D. Porter	J.B. Pedersen	D. Walton
1975	R.G. Williams	J.B. Pedersen	R.H. Spielman	W. Kruschel	T. Stewart	G. Forester	D. Porter	T. Bogner	D. Walton

	<u>President</u>	<u>Recording Secretary</u>	<u>1st Vice President</u>	<u>2nd Vice President</u>	<u>Financial Secretary</u>	<u>A Shift Trustee</u>	<u>B Shift Trustee</u>	<u>C Shift Trustee</u>	<u>D Shift Trustee</u>	<u>Day Shift Trustee</u>
1976	R.G. Williams	J.B. Pedersen	R.H. Spielman	A. Lavery	T. Stewart	R. Allan	D. Porter	T. Bogner	F. Richardson	Vacant
1977	W. Kruschel	J.B. Pedersen	R.H. Spielman	A. Lavery	T. Stewart	R. Allan	D. Porter	T. Bogner	J. Ross	J. Watters
1978	W. Kruschel	J.B. Pedersen	R.H. Spielman	T. Bogner	T. Stewart	R. Allan	C. Adair	J. Graham	J. Ross	H. Moore
1979	J.B. Pedersen	A. Lavery	R.H. Spielman	T. Bogner	T. Stewart	R. Allan	C. Adair	J. Graham	J. Ross	H. Moore
1980	J.B. Pedersen	A. Lavery	R.H. Spielman	T. Bogner	T. Stewart	R. Allan	C. Adair	J. Graham	J. Ross	H. Moore
1981	J.B. Pedersen	A. Lavery	J. Ross	T. Bogner	T. Stewart	D. Irons	C. Adair	J. Graham	A. Rothery	H. Moore
1982	J.B. Pedersen	E. Kaiser	J. Ross	J. Collison	T. Stewart	D. Irons	C. Adair	R.H. Spielman	A. Rothery	H. Moore
1983	J.B. Pedersen	T. Bogner	H. Moore	J. Collison	T. Stewart	R. Threadkell	A. Vandebeld	C. MacPherson	N. Maley	D. Wagner
1984	J.B. Pedersen	T. Bogner	H. Moore	J. Collison	T. Stewart	R. Threadkell	R. Spielman	C. MacPherson	N. Maley	D. Wagner
1985	J. B. Pedersen	T. Bogner	H. Moore	J. Collison	L. Schumaker	R. Threadkell	R. Spielman	C. MacPherson	N. Maley	J. McNeill
1986	J. B. Pedersen	T. Bogner	H. Moore	J. Collison	L. Schumaker	R. Threadkell	R. Spielman	C. MacPherson	N. Maley	J. McNeill
1987	J. B. Pedersen	T. Bogner	H. Moore	J. Collison	L. Schumaker	B. Barnden	B. Freney	C. MacPherson	H. Spate	J. McNeill
1988	J. B. Pedersen	T. Bogner	H. Moore	J. Collison	L. Schumaker	B. Barnden	B. Damen	E. Molineaux	H. Spate	A. Borgardt
1989	J. B. Pedersen	T. Bogner	H. Moore	J. Collison	B. Freney	B. Barnden	B. Damen	E. Molineaux	H. Spate	A. Borgardt
1990	J. B. Pedersen	H. Rindfliesch	H. Moore	J. Collison	B. Freney	B. Barnden	B. Damen	B. Reekie	H. Spate	F. Skalski
1991	J. B. Pedersen	H. Rindfliesch	B. Barnden	H. Spate	B. Freney	W. McQueen	B. Damen	B. Reekie	A. Conlin	F. Skalski
1992	H. Rindfliesch	H. Spate	B. Barnden	B. Damen	B. Freney	W. McQueen	C. D'Amico	M. May	A. Conlin	B. Reekie
1993	H. Rindfliesch	H. Spate	D. Irons	B. Damen	B. Freney	P. Duffin	L. Thedroff	M. May	A. Conlin	W. Tilley
1994	H. Rindfliesch	H. Spate	B. Weisenburger	B. Damen	B. Freney	P. Duffin	L. Thedroff	M. May	A. Conlin	W. Tilley
Jan. 1995	D. Irons	H. Spate	B. Weisenburger	A. Conlin	B. Bergman	A. Thomassen	R. Jozwiak	M. May	B. MacNeil	W. Tilley
Apr. 1995	H. Rindfliesch	W. L. Thedroff	B. Weisenburger	A. Conlin	B. Bergman	A. Thomassen	R. Jozwiak	M. May	B. MacNeil	W. Tilley
1996	B. Neilson	W. L. Thedroff	B. Weisenburger	M. Faires	A. Thomassen	L. Schumaker	R. Jozwiak	B. Wiese	B. MacNeil	W. Tilley
1997	B. Neilson	D. S. Wilcox	B. Weisenburger	M. Faires	A. Thomassen	D. Wagner	R. Jozwiak	E. Bratyna	G. Colwell	W. Tilley
1998	B. Neilson	D. S. Wilcox	B. Weisenburger	M. Faires	G. Witherbee	D. Wagner	R. Jozwiak	E. Bratyna	G. Colwell	W. Tilley
1999	B. Neilson	D. S. Wilcox	G. Colwell	M. Faires	G. Witherbee	D. Wagner	R. Jozwiak	E. Bratyna	J. Orton	W. Tilley
2000	D. S. Wilcox	M. Faires	G. Colwell	W. Tilley	M. O'Reilly	J. Matchullis	R. Jozwiak	E. Bratyna	J. Orton	B. Keam
2001	D. S. Wilcox	M. Faires	G. Colwell	W. Tilley	M. O'Reilly	J. Matchullis	R. Jozwiak	E. Bratyna	J. Orton	B. Keam

	<u>President</u>	<u>Secretary</u>	<u>Treasurer</u>	<u>Vice President</u>	<u>Vice President</u>	<u>Vice President</u>	<u>Vice President</u>
2002	D. S. Wilcox	M. Faires	M. O'Reilly	P. Jeffery	B. Akins	W. Tilley	G. Colwell
2003	D. S. Wilcox	M. Faires	M. O'Reilly	P. Jeffery	B. Akins	W. Tilley	G. Colwell
2004	D. S. Wilcox	M. Faires	M. O'Reilly	P. Jeffery	B. Akins	B. Meier	G. Colwell
2005	D. S. Wilcox	M. Faires	M. O'Reilly	P. Jeffery	B. Akins	B. Meier	G. Colwell
2006	M. Faires	M. O'Reilly	P. Jeffery	R. Slade	B. Akins	B. Meier	R. McGill

	<u>President</u>	<u>Secretary</u>	<u>Treasurer</u>	<u>1st Director</u>	<u>2nd Director</u>	<u>3rd Director</u>	<u>4th Director</u>	<u>5th Director</u>
2007	M. Faires	M. O'Reilly	P. Jeffery	B. Akins	R. Slade	R. McGill	B. Meier	M. Henson
2008	M. Faires	M. O'Reilly	P. Jeffery	B. Akins	R. Slade	R. McGill	B. Meier	M. Henson
2009	M. Faires	M. O'Reilly	B. Meier	B. Akins	R. Slade	R. McGill	D. Kulyk	M. Henson
2010	M. Faires	D. Chern	B. Meier	B. Akins	R. Slade	R. McGill	D. Kulyk	M. Henson
2011	M. Faires	M. Henson	B. Meier	B. Akins	R. Slade	R. McGill	P. Steenaerts	M. Carter
2012	M. Faires	M. Henson	B. Meier	B. Akins	R. Slade	R. McGill	P. Steenaerts	M. Carter

	<u>President</u>	<u>Vice President</u>	<u>Secretary/Treasurer</u>	<u>1st Director</u>	<u>2nd Director</u>	<u>3rd Director</u>	<u>4th Director</u>	<u>5th Director</u>
2013	M. Faires	M. Henson	P. Steenaerts	M. Osborne	R. Slade	R. McGill	J. Curry	M. Carter
2014	M. Faires	M. Henson	P. Steenaerts	M. Osborne	R. Slade	J.P. LeBlanc	J. Curry	M. Carter
2015	M. Carter	M. Henson	M. Osborne	P. Frederick	J. Blayney	J.P. LeBlanc	J. Curry	C. McIntyre

	<u>President</u>	<u>Executive Vice President</u>	<u>Secretary/Treasurer</u>	<u>1st Vice President</u>	<u>2nd Vice President</u>	<u>3rd Vice President</u>	<u>4th Vice President</u>	<u>5th Vice President</u>
2016	M. Carter	M. Henson	M. Osborne	P. Frederick	J. Blayney	J.P. LeBlanc	J. Curry	C. McIntyre
2017	M. Carter	M. Henson	J. Blayney	P. Frederick	S. Cassley	J.P. LeBlanc	J. Curry	C. McIntyre
2018	M. Carter	M. Henson	J. Blayney	P. Frederick	B. Olsen	J.P. LeBlanc	M. Ficaccio	C. McIntyre
2019	M. Henson	C. McIntyre	J. Blayney	T. Hobbs	B. Olsen	J.P. LeBlanc	R. Slade	R. Miller
2020	M. Henson	C. McIntyre	J. Blayney	M. Osborne	B. Olsen	J.P. LeBlanc	R. Slade	R. Miller
2021	C. McIntyre	J.P. LeBlanc	B. Olsen	M. Osborne	M. Ficaccio	G. Peter	R. Slade	R. Miller
2022	C. McIntyre	J.P. LeBlanc	B. Olsen	D. Finley	M. Ficaccio	G. Peter	R. Slade	R. Miller
2023	C. McIntyre	J.P. LeBlanc	B. Olsen	L. Brisson	M. Ficaccio	G. Peter	C. McKeen	R. Miller
2024	J. Blayney	J.P. LeBlanc	B. Olsen	G. Smigel	M. Ficaccio	G. Peter	C. McKeen	R. Miller
2025	J. Blayney	M. Ficaccio	B. Olsen	G. Smigel	M. Endsins	G. Peter	C. McKeen	R. Miller