

THE CINCINNATI AFRICAN-AMERICAN
FIREFIGHTERS ASSOCIATION



CONSTITUTION & BYLAWS

AMENDED
JULY 2024

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PREAMBLE

The Cincinnati African-American Firefighters' Association, in order to form an organization whose goals are to; improve the quality of life of its members and the communities we serve, enhance our job performance and work toward equality throughout the fire service, do ordain and establish this the Constitution of the Cincinnati African-American Firefighters' Association.

MISSION STATEMENT

Our mission is to obtain equitable and fair treatment for our members. Take an active role making better job conditions and conditions in our communities. Our objectives include but are not limited to; youth education on fire safety, recruitment and promoting of minorities, to diversifying the CFD, to developing the skills of our members, to developing a peaceful work environment. We will live up to our motto of "being involved personally " in our lives, in our job and in our community.

ARTICLE 1. NAMES AUTHORITY AND AFFILIATIONS

Section 1. Name

This organization shall be known as the Cincinnati African-American Firefighters' Association, herein referred to as the CAFA or the Association.

Section 2. Authority

The Association, its officers, representatives and members shall recognize, observe and obey the provisions of this constitution and its bylaws.

Section 3. Affiliations

This Association shall be affiliated with the International Association of Black Professional Fire Fighters (IABPFF).

ARTICLE 2. JURISDICTION

The jurisdiction of the CAFA shall consist of sworn members of the Cincinnati Fire Division (CFD) and any individuals so designated by the voting membership.

ARTICLE 3. MEMBERSHIP

Section 1. Requirement for Membership

1. Any individual who at the time of application is employed by the CFD and has not been expelled from the Association.

Section 2. Criteria for Membership

The following criteria shall be met:

[1] At least two regular members in good standing shall be required to recommend application for membership.

[2] At least two members of the Executive Board shall recommend a motion to accept. If applicant is accepted by CAFA within one year he/she must pay two

months back dues to the Treasurer, if applicant is accepted by CAFA after one year he/she must pay four months back dues to the Treasurer upon acceptance.

[3] Must be accepted by majority vote. If any applicant receives majority no votes, they shall not be accepted. Applicant may make appeal to the General Body. If majority no vote stands, applicant shall wait for a period of six months before he/she can reapply for membership.

[4] All applicants must submit a membership application (except "Honorary" candidates). Active/Retired members in good standing shall have full voting privileges, chair a committee, enter a motion, nominate others for office, and all other privileges granted by the constitution and its bylaws, only active members in good standing may run for office.

[5] Applicant must be in good standing with the CFD, with no charges, disciplinary action, etc. pending against them at the time of application.

Section 3. Reinstated Member

[1] Applicant shall file a petition to the Membership Committee as to why he/she left and why he/she wants to return to the CAFA. The Membership Committee will give a recommendation to the Executive Board. Upon recommendation to the Executive Board the membership will be given opportunity to vote on applicant. Applicant must be accepted by majority vote. If applicant receives majority no vote the procedure in: Article 3, Section 2, Point 3 is followed.

[2] If applicant is accepted by CAFA within one year he/she must pay two months back dues to the Treasurer, if applicant is accepted by CAFA after one year he/she must pay four months back dues to the Treasurer upon acceptance.

Section 4. Regular Membership

Regular members in good standings shall have full voting privileges, may run for office, chair a committee, enter a motion, nominate others for office and all other privileges granted by the constitution and its bylaws.

Section 5. Suspended Membership

Members who fail to pay their fines, dues, assessment and all other moneys owed within sixty days following notification (as outlined in this constitution) shall automatically become suspended members and lose all privileges of a membership.

Officers on suspended status shall resign or be removed from office. Once Special Elections have been held to fill the vacancy, he/she shall not attempt to regain the position of officer, even if he/she has regained regular status. He/she shall not run for elected office for a period of one year.

Suspended members may regain their regular status once all moneys owed to the Association are paid.

Section 6. Special/Honorary Membership

Individuals who may not warrant Regular Membership status may, at the discretion of the membership, be granted Special or Honorary Membership. Special/Honorary members' privileges include attendance at CAFA meetings and special admittance to CAFA events if permitted by the President.

Members in good standing shall become Honorary Members once they retire from the CFD and shall not be required to pay monthly dues.

The membership of Honorary members shall be revoked with a majority referendum present at a General Body meeting.

Section 7. Retired Membership

A member of CAFA in good standing who retires from CFD shall have all retired membership privileges once a one-time payment of half the current rate of the IABPFF Inc. Retiree's Lifetime Membership fee is paid.

Section 8. Honorary Membership

The membership of Honorary members shall be revoked with a majority referendum present at a General Body meeting.

Section 9. Discontinuation of Membership

Any member that chooses to discontinue his/her membership, must do so on the floor at a General Body meeting; so that it's recorded in the meeting minutes by the secretary, at which time if the member is on automated payroll deduction city payroll will be notified in writing signed and dated by the member, Treasurer, and President.

ARTICLE 4. MEETINGS

Section 1. General Session

There shall be one General Body meeting held on the second Wednesday of each month.

Section 2. Committee Meetings

Standing Committee Meetings shall be held at least once a month at a time set by the Committee Chairperson.

Ad hoc Committee Meetings shall be held as determined by the Committee Chairperson.

Section 3. Executive Board Meetings

Executive Board Meetings shall be held at least once a month at a time set by the President.

Section 4. Special Meetings

Special Meetings are those convened to handle extraordinary business where the entire General Body shall be notified. This shall be a one-day meeting unless otherwise mandated by the Executive Board or mandated by the Constitution (i.e., platform meetings).

Special Meetings shall be held if one or more of the following criteria is met:

- [1] A consensus of the Executive Board.
- [2] A motion passed at a General Body Meeting.
- [3] Written notice submitted by six or more members to the Executive Board clearly stating the purpose for the request.
- [4] A Constitutionally mandated meeting (i.e., platform meeting) Special Meetings shall convene no later than two weeks after the criteria is met at a date set by the Executive Board, unless the General Body (during the General Session) states more time is necessary.

The Corresponding Secretary shall notify in writing all Regular Members of a Special Meeting at least forty-eight (48) hours prior to it convening. The notice shall explain the purpose of the meeting. Only the business for which the Special Meeting was called shall be discussed or vote upon at this meeting.

Section 5. Time and Date for Meetings

The individual(s) authorized to set the time of a meeting of any committee, board, etc. of the CAFA shall be considerate of the other members of the respective committee, board, etc. and attempt to set a time convenient to all members of said committee, board, etc.

ARTICLE 5. RIGHTS OF MEMBERSHIP

Section 1. Rights and Privileges

Every member in good standings shall be accorded all rights and privileges expressed in this Constitution. All other members shall be granted limited privileges as expressed in this Constitution and Bylaws according to their membership status.

Section 2. Suspension of Privileges

Members who violate the rules of conduct (Article 6) may have their privileges, as set forth in this constitution suspended, curtailed, or revoked at the discretion of the Executive Board or its remaining members in the event of an elected officer in violation.

ARTICLE 6. RULES OF CONDUCT- ETHICS

Section 1. Rules of Ethics

[1] Members shall recognize, observe and obey the provisions of this Constitution.

[2] Members shall contribute to the well-being, management and CAFA.

[3] Members shall not in any way purposely harm or contribute to the harm of another member.

[4] Members shall not in any way misrepresent the CAFA.

Section 2. Charges

[1] Any member charged with misconduct shall be served with the specific charges and given at least two weeks to prepare his/her defense before a hearing is conducted.

[2] The member(s) making the charge shall be required to present a petition to the Executive Board (or in the case of a charge against an Executive Board member to the Membership Chairperson) with signatures of fifteen (15) regular members in good standing but those signees may not serve as a representative of the Ethics Committee for the charge.

[3] The member(s) charge shall be notified, in writing, by the President (or in the case of charges against the President, by the Membership Committee Chairperson) within forty-eight (48) hours of the charges being filed.

Section 3. Ethics Committee

The Ethics Committee formed as defined in Article 8 shall adjudicate the charges.

Section 4. Counsel

The member(s) charged with misconduct may obtain a member to act as their counsel or an attorney may be retained at their own cost.

The Ethics Committee shall set a time for the hearing two weeks after the member who has been charged is notified. The Ethics committee shall determine the members guilt or innocence and recommend the appropriate disposition. Punishments for the Executive Board of impeachment or expulsion shall require an additional majority vote of the General Body present at a Special/General Body meeting.

Section 6. Punishment

Discipline may be singular in nature or collective of one or more of the following:

- [1] Censure: A public statement of the Association's disapproval of the act and limitation of privileges to act as a representative of the Association.
- [2] Suspension: For a set amount of time the member loses his/her good standing status and all accompanying privileges.
- [3] Impeachment: (Officers only) Requires a majority vote of the General Body.
- [4] Expulsion: Permanent dismissal from the Association requires a majority vote of the General Body present.

Section 7. Appeals

An appeal must be filed with the Secretary of the CAFA within thirty (30) days of the action to be appealed. The appeal shall be in writing. The hearing for the appeal shall be held at a Special Meeting. It shall take two thirds (2/3) vote of the membership at the meeting to overturn the ruling of the Ethics Committee.

ARTICLE 7. ELECTED OFFICERS, EXECUTIVE BOARD, HISTORIAN & PARLIAMENTARIAN

Section 1. Duty of the Executive Board

The Executive Board shall be charged with the day-to-day operations of the Association, its facilities and possessions consistent with the Constitution. They shall act under the direction of the membership except in the case of the need for emergency action and shall make decisions based on the best interest of the Association.

Section 2. Composition of the Executive Board

The Executive Board shall consist of the following elected officers whose terms shall be three (3) years:

- | | |
|----------------------|-----------------------------|
| [1] President | [2] Vice President |
| [3] Treasurer | [4] Secretary |
| [5] Sergeant at Arms | [6] Corresponding Secretary |

Section 3. Duties of the President

The President shall preside at all General Body, Special and Executive Board Meetings. The President is primary spokesperson for the Association and as such, shall speak on behalf of the Association without prior approval of the General Body, as long as statements are consistent with the Constitution and goals of the CAFA. The President shall appoint a chair for each Committee *except the Ethics Committee and Election Committee*. He/she shall be ex-officio member of all standing committees. The President shall cause to be maintained by the CAFA such records as law requires and ensure their integrity.

Section 4. Duties of the Vice President

The Vice President shall represent the President in his/her absence, serve on the Executive Board, act as the Presidents chief advisor, monitor all functions of each Committee, accept any duties consistent with the Constitution which are assigned by the President and in the event of a vacancy shall assume the office of the President until a Special Election can be held.

Section 5. Duties of the Treasurer

The Treasurer shall take charge of the financial records of the CAFA. As chief bookkeeper of the Association, he/she shall keep correct and current all accounts, donations and all other income due to the Association. He/she shall give a receipt for all cash received. He/she shall announce receipts and disbursements at each General Body Meeting, deposit all moneys in a bank or savings and loan as so ordered by the General Body. He/she shall pay all valid bills ordered by the Association.

Section 6. Duties of the Secretary

The Secretary shall be responsible for all records and effects of the Association other than financial. He/she is responsible for keeping active membership list and roster for each General Body and Special Meeting. He/she shall keep the minutes of the General Body, Special and Executive Board Meetings or if he/she cannot be present shall turn duties and records over to the Corresponding Secretary for the purpose of carrying out said duties. Shall make available minutes for at least the three (3) prior General Body Meetings at each successive meeting.

Section 7. Sergeant at Arms

It shall be the duty of the Sergeant at Arms to insure that CAFA meetings and functions are run by the rules of the Constitution and that order is kept at all times. He/she shall Work in conjunction with the Parliamentarian.

Section 8. Corresponding Secretary

The President shall appoint a member to serve as Corresponding Secretary for the Association for a term of three (3) years, he/she may be reappointed. The Corresponding Secretary shall be responsible for management and supervision of all correspondence to or from the Association. He/she shall oversee and assign duties of communication to the Communications Chairperson. He/she shall assist and act as Secretary in their absence.

Section 9. Historian

The President shall appoint a member to serve as Historian for the Association for a term of three (3) years, he/she may be re-appointed. The Historian shall maintain a permanent record of the CAFA activities, events etc. for present and future reference, and shall amend and update the History of African Americans in the CFD to ensure its accuracy. The Historian not being a member of the Executive Board, shall be funded as a Standing Committee.

Section 10. Parliamentarian

The President shall appoint a member to serve as Parliamentarian for the Association for a term of three (3) years, he/she may be re-appointed. The Parliamentarian shall work in conjunction with the Sergeant at Arms in the maintaining of order at all CAFA meetings. He/she shall have sole responsibility for interpretation and communication of the rules and procedures governing all meetings. He/she shall consult the Constitutional Chairperson on Constitutional matters. The Parliamentarian shall work with the Executive Board and shall receive any and all funding through the Executive Board.

Section 11. Removal of a Presidential Appointee

The President may remove an appointee from office. Appointees who feel that they were wrongly removed shall appeal the decision of the President to the General Body. To overturn the decision of the President a two thirds (2/3) vote of the membership present at the meeting is required.

Section 12. Vacancies of Elected Officers

Vacancies shall be filled as outlined in the Appendix until Special Elections are held.

ARTICLE 8. COMMITTEES, BOARDS ETC.

Section 1. Standing Committees

[1] The following committees are Standing Committees of the CAFA:

Membership	Building
Finance	Public Relations
Legal Action	Fund Raising
Constitution	Research & Development
Youth Development	Newsletter & Communications
Women in the Fire Service	

[2] Officers shall not serve as chairpersons of Standing Committees. No one shall serve as chairperson of more than one Standing Committee.

Section 2. Chairpersons

The chairperson for a Standing Committee shall be appointed by the president. Chairpersons shall preside over their committee, report to the

Executive Board and the General Body and ensure that their committee meets to execute their duties. Chairpersons are ultimately responsible for the actions of their committees and at no time shall monetary commitment be made by said committee without expressed permission of the Executive Board.

Section 3. Purpose of Standing Committees

[1] Finance- To assist the Treasurer in the management of the financial matters of the Association.

[2] Membership- To process applications of membership to the Association. Maintain a current address roster of membership and recruit new members.

[3] Legal Action- To monitor all legal action for or against the Association and/or the goals of the Association and Work with the attorney in conjunction with such matters. To keep abreast of all legal or political action which may affect the CAFA or its members.

[4] Public Relations- To advertise CAFA events and coordinate community service events. To schedule appearances for the President and attend events of importance to the public image of the CAFA

[5] Fund Raising- To find ways of raising money for the CAFA.

[6] Constitution- To advise the Executive Board on constitutional questions relative to the Association, its activities and events. To update the Constitution at the request of the General Body, and to rule on interpretation of the Constitution at the request of the Parliamentarian.

[7] Research & Development- To collect information that may impact the Association's activities, and any research that the Executive board may direct. The development of more effective ways to operate.

[8] Youth Development- To involve the Association and its members in educational and sports related activities with youth in our Association and the community.

[9] Newsletter and Communications- To edit and publish the “CAFA NEWS” for all members of the Association and other like organizations or individuals. To communicate important information to Association Members.

[10] Women in the Fire Service- To deal with in the appropriate manner any problems or concerns that effect women in the CFD or the CAFA.

[11] Building- To search for and investigate property that may be purchased by CAFA and put in the process of maintaining such property

[12] Food Drive- To establish and oversee a list of families to receive Thanksgiving meals, sponsored by CAFA to handle the collecting packaging and distribution of the food.

Section 4. Ad Hoc Committees

[1] If at any point the CAFA finds it necessary to create a committee to handle an activity which requires special attention, the Executive Board shall impanel an Ad Hoc Committee. This committee shall be dissolved by a vote of the membership once the purpose for which the committee was created has been resolved.

[2] The Executive Board shall choose someone to serve as chairperson.

[3] The Chairperson shall choose five (5) members from a list of volunteers to serve on the Ad Hoc Committee.

Section 5. Advisory Board

[1] The Executive Board may appoint five (5) individuals from the membership or the community to serve as an Advisory Board, which shall use its collective expertise to direct the Association.

[2] The directives of the Advisory Board shall be non-binding.

Section 6. Quarterly Critiques

Once a quarter (every three months) the President and the Executive Board shall meet with the Committee Chairpersons to critique the work of the committees and to plan activities for the coming quarter.

Section 7. Ethics Committee

[1] Five (5) members in good standing shall be chosen by the voting membership to serve on the Ethics Committee. In order for a member to be nominated for this committee, they must either; (1) receive nomination from the floor with a second, or (2) submit an absentee nomination form (see Appendix) within forty-eight (48) hours after the meeting at which nominations were accepted.

[2] The following members shall not serve on the Ethics Committee:

- (1) The President
- (2) The member(s) charged
- (3) Any member not in good standings
- (4) The member(s) who filed the charge(s)
- (5) Any signee member of a petition.

[3] The vote for the Ethics Committee Members shall be by written ballot.

[4] The five (5) nominees receiving the most votes shall serve on the Ethics Committee. The nominee with the most votes shall serve as the Chairperson. In the event of a tie, the voting membership shall choose one of the nominees with the most votes to chair the committee.

Section 8. Election Committee

[1] Ninety (90) days prior to elections (except Special Elections), an Election Committee shall be impaneled to supervise the coming election and to ensure fairness. Member(s) planning to run the coming election shall not serve on the Election Committee. In order for a member to be nominated to the Election Committee he/she must; (1) receive a nomination from the floor (with a second) or (2) have submitted the absentee nomination form (see Appendix) prior to the meeting.

[2] The vote shall be by a written ballot.

[3] The three (3) nominees with the most vote shall serve on the Election Committee. The nominee with the most votes of the three (3) shall serve as chairperson. In the event of a tie the voting membership shall choose one of the two nominees with the most votes to serve as chair.

Section 9. Internal Investigations

An Investigations Chairperson shall be appointed to investigate any action which could be detrimental to any member/members of the CAFA. The facts and findings will be turned over to the Executive Board (except in the case that an Executive Board Member is directly involved, the findings will then be turned over to the Membership Chair and follow the steps outlined in Article 6., Section 2., para. 2.) The Internal Chairperson shall be funded as a Standing Committee.

ARTICLE 9. FINANCE

Section 1. Management Investment and Disbursements

Money shall be managed and invested in a manner so as not to interfere with the legal tax status of the CAFA

Section 2. Expenditures and Reimbursements

The funds of the Association shall be used for defraying necessary expenses incurred. Any emergency expenses incurred by the Association shall be paid immediately with the approval of a minimum of three Executive Board members one being the Treasurer. Members may be reimbursed, or a check drafted while on CAFA business. Reimbursements and drafts shall be approved rule, per diem (\$75.00 per day) and based on the appropriate (current mileage rate of the IRS). All checks shall be drawn and signed by the Treasurer or (his/her designee in his/her absence) and countersigned by one other member of the Executive Board. A member can be selected as a delegate as a representative of CAFA with the approval of the President.

The CAFA President receives a stipend of \$150.00 a week for the time he/she spends taking care of CAFA business, and a maximum monthly spending allowance of \$400.00 per month to take care of CAFA business which shall include receipts and expense reports as documentation of all cost. The President shall spend a minimum of ten hours a week in/out of the CAFA office taking care of CAFA affairs.

Section 3. Dues

The dues of the Association shall be fifteen dollars (\$15.00 per pay day bi-weekly) and shall be paid by payroll deduction, draft, cash or check to the Association Treasurer. Membership dues may be reviewed for a (\$2.50) increase per term (3years) for COLA see **Article 9 section 6.**

Section 4. Members Off Sick or Annealing Dismissal

[1] The Association shall carry in good standing any member who is dismissed from the CFD pending appeal and final resolution of the dismissal. Upon resolution a ruling of members status shall be made based on ARTICLE 6. Rules of Ethics.

[2] The Association shall also absolve the current dues of any member who has been off sick or injured and not receiving their regular salary up to the time of their return to duty or retirement.

Section 5. Increase in Dues

To increase dues required by the Association for the membership, the Executive Board shall call a Special Meeting as this increase shall only be approved by a majority referendum of the General Body present.

Section 6. Assessments

An emergency assessment up to three times the monthly dues paid by a member may be assessed on each member providing a motion is entertained at any regular or Special Meeting and receives two thirds (2/3) approval of the members voting.

Notice of non-emergency assessment must be filed thirty (30) days advance of the assessment and shall require prior approval by the General Body at the general session. The assessment shall not be more than ten times the monthly dues. It may be divided into ten (10) biweekly payments.

Section 7. Delinquent Ones

Members who fail to pay their dues or assessments within the sixty (60) days after the month such dues or assessments are due shall be declared delinquent and notified as such by the Treasurer. Delinquent Members forfeit their privileges as a regular (active) member as expressed in this Constitution (and are demoted to inactive status). Upon notification of their delinquent status the member shall be granted a fifteen (15) day period before said member shall be required to pay a fine of five (\$5.00) dollars, in addition to paying their fines, dues and assessments. Sixty (60) days after the original notification member shall automatically become suspended until all dues, fines and assessments (occurring during the defined period) are paid.

Section 8. Audits

Audits of books and accounts of the Association shall be made quarterly, at the end of the year, or at the request of the General Body. The quarterly audits shall be made by the Treasurer and the Finance Committee. Results of quarterly audits shall be reported to the body during the months of April, July, and October. A Certified Public Accountant (or qualified person agreed upon by the General Body) shall be retained at the end of the year to prepare a report for the beginning of the fiscal year (January). Audits outside the quarterly/yearly

schedule shall be performed by the Finance Committee and a Certified Public Accountant (or qualified person agreed upon by the General Body) as determined by the General Body.

Section 9. Donations

Donations are to be made with a motion on the floor at a General Body meeting by a member in good standing, voted on and approved with a majority vote of the General Body present at the meeting.

ARTICLE 10. ELECTIONS

Section 1. Rules for Elections

[1] Nominations shall be taken from the floor. Absent members who wish to run for office shall submit an "absentee nomination form" prior to the meeting which can also be submitted electronically. Candidates must have attended a minimum of six General Body meetings within the previous term (3yrs) of the election.

[2] the Election Committee shall hold meeting(s) one (1) month prior to elections on two (2) consecutive days for all nominees to be given the opportunity to answer questions. The Election Committee shall designate the time (of day) and place for the elections.

[3] All members in good standing shall be notified, in writing, of the date and time of the elections, no later than fifteen days before the election. The election shall be by written secret ballot.

[4] On the day of the election, the Election Committee shall set up controlled space where members shall go to vote. Only Election Committee members shall occupy this site while not voting. All other members shall vote and leave promptly.

[5] The Election Committee shall count the ballots in the presence of a representative of each candidate. The ballot boxes shall be sealed and opened only when the votes are to be counted. The votes shall be counted twice. if the vote tally agrees, the count shall be declared official. if the two tallies do not agree, then a third count shall be taken. if the third count is equal to either of the previous tallies, then the third count shall be declared official. if the three counts

are different, then the election shall be declared void and a new election shall be held within thirty (30) days.

[6] Appeals shall be made only by a candidate bringing specific charges against the winner. Any candidate found guilty of misconduct by the Election Committee will forfeit the win and the next highest placing candidate shall be declared the winner. Further charges shall be filed with the Ethics Committee.

Section 2. Special Elections

[1] In the event of a vacancy in an elected office, a Special Election shall be held within one (1) month of the vacancy to fill the vacant office(s).

(2) The Executive Board shall notify Association Members of the vacancy and accept nominations over a two (2) week period for the vacated office. Members who wish to fill the vacancy shall submit a nomination form (see Appendix).

[3] Two (2) Special Meetings (two different units) shall be convened two (2) weeks after the vacancy to give candidates a chance to express their platform and give the General Body an opportunity to ask questions.

[4] One (1) month after the vacancy, elections shall be held as stated in ARTICLE 10, Sec 1, para. 4 & 5.

[5] The term of this executive Board will extend until the upcoming regular elections are held.

Section 3. Elections for Special Meetings

[1] All members of CAFA shall be given an opportunity to vote on issues from a Special Meeting.

[2] There will be more than one unit day set up to accommodate members for voting purposes only.

ARTICLE 11. AMENDMENTS/CHANGES TO THE CONSTITUTION /BYLAWS

The following procedure shall be in effect when amendments/changes to the Constitution are desired:

[1] Put proposal in writing with signature of ten (10) members (in good standings).

[2] Submit the proposal to the Constitution Committee (chairperson).

[3] The Constitution Committee decides if the change is constitutional. If so, puts the proposal on the agenda for the next General Body meeting(s).

[4] At the monthly meeting(s) the General Body shall discuss the proposal.

[5] A Special Meeting may be held within thirty (30) days (with two weeks' notice to all members in good standing to consider the proposal.)

[6] Passage of an amendment/change shall require the approval of two thirds (2/3) of the members (in good standings) present at the meeting.

ARTICLE 12. RULES

Section 1. Robert's Rules of Order

This Association shall follow the rules set forth in Robert's Rules of Order, except where there are conflicts between Robert's Rules and this Constitution or by unanimous consent of the membership present.

Section 2. Quorum

The standards for a quorum are as follows:

[1] General Body Meetings-- No less than eight (8) members present, including two (2) members of the Executive Board.

[2] Special Meetings-- No less than eight (8) members present, including two (2) members of the Executive Board.

[3] Committee Meetings --No less than four (4) members present, including the Chairperson unless otherwise mandated by the Executive Board

[4] Quorum for Ad Hoc Committees, Boards and other Special Committees shall be three fourths (3/4) of the membership of that committee.

Section 3. Interpretation of the Constitutional Statues Articles Etc.

[1] It shall be the duty of the Constitution Committee, when conflicts arise among members on the "meaning of a statue of this Constitution and bylaws, to decide what the statue means".

[2] A member who is not satisfied with a ruling of the Constitution Committee shall appeal to the membership and request a Special Meeting where the ruling shall be discussed and vote upon.

[3] The interpretation approved by the membership shall be included in the Appendix B. Definitions and Clarifications, for future reference.

Section 4. Appeals

This section addresses those appeals that involve matters other than ethics or otherwise outlined in this Constitution. Certain decisions of the President, Committees, etc. may be appealed to the body. this requires:

[1] That the matter to be appealed is discussed at the first available General Body meeting where at least two weeks' notice can be given.

[2] A vote at this meeting to appeal the decision. Approval of two thirds (2/3) of the voting membership is required to overturn a decision.

Section 5. Votes at General Body Meeting

Motions or proposals requiring approval of the General Body (at a General Body meeting) per this Constitution shall; (1) be represented at the meeting; and (2) require the approval of the majority of the members present and voting unless otherwise mandated by this Constitution or Robert's Rules of Order.

ORDER OF BUSINESS

1. Call to order Silent Prayer.
2. Reading of last month's minutes. Read by the Secretary and corrections requested Presiding Officer says. "If there are no corrections, the minutes stand approved as read, minutes will be filed." (Minutes will be filed)
3. Treasurer's Report given and any questions. The Treasurers report will be filed.
4. Remaining Executive Board Member Reports and Reports from Standing Committees.
5. Reports of Special Committees (Copies turned over to Secretary).
6. Unfinished Business.

7. New Business (Must be in written MOTION FORM, if not, bring up in Good & Welfare)

8. Good & Welfare.

9. Announcements

10. Adjournment (Closing Prayer)

RESPECT the member who has the floor, those who cannot show everyone **RESPECT** will be asked to leave and disciplined according to the Constitution.

Appendix A

Rules of Meetings

1. The regular order of business may *be* suspended by a majority vote to dispose of an urgent matter.
2. All motions must be put in writing
3. Any conversation or action which disturbs a member who is speaking, or hinders the transaction of business, is a violation of order and shall not be permitted.
4. A motion to be accepted by the chair must be seconded. The author of the motion and the second shall be recognized by the chair.
5. Only the member who wrote the motion can withdraw said motion. He/she may withdraw at any time prior to the motion being called to question.
6. A motion cannot be debated until it has been made by a member recognized by the chair, seconded by another member and stated by the chair.
7. When a member wishes to speak, he/she shall rise and respectfully address the chair and if recognized by the chair he/she shall proceed.
8. If two (2) or more members rise to speak at the same time, the chair shall decide which is entitled to the floor and such decision is not subject to appeal.
9. A member, when speaking, shall confine remarks to the question under debate or discussion and avoid personal, indecorous or sarcastic language. A member cannot have his motives questioned during a debate.

10. No member shall interrupt another who is speaking, except on a point of order. The discretion of the chair shall decide the point of order, without debate, at once.

11. No member shall speak more than once on the same subject until all members desiring the floor have spoken, nor more than twice without unanimous consent, nor more than three (3) minutes at any one time without consent of two thirds (2/3) vote of all members present. The Chair only needs to entertain (3) pros and (3) cons on discussion at a motion before calling for the question.

12. The chair shall not participate in debate unless he/she designates another to preside temporarily and takes a place on the floor. In the event this happens, the chair cannot resume presiding until after the motion he/she talks on has been voted upon.

13. When a motion is before a meeting, no motion shall be in order except the following:

Postpone Indefinitely Amend
Amend an Amendment Refer to Committee Postpone to a Definite Time
Limit or Extend Debate Stop Debate
Appeal
Table
Recess
Adjourn (only if order of business is complete)

14. A motion to adjourn cannot be made until the Order of Business has been completed, unless the members, by majority vote, suspend the Order of Business for this purpose. A motion to adjourn cannot be made when a member has the floor or when voting.

15. Before taking a vote, the presiding officer shall ask, "Are you ready for the question?" If no member(s) rise to speak, the chair shall then put the question in this form:

"All in favor of this motion raise their hand, those opposed, raise their hand."
After counting the vote, he/she shall announce the results.

A motion to reconsider shall be made by a member who voted on the prevailing side. Such motion shall be ordered only on the same day as the motion to which it applies was voted upon. The presiding officer shall ask, "Did you vote with the prevailing side?"

A member who has been told two (2) times by the chair to be seated and who fails to do so shall be excluded from participation in any further business at that meeting. Forcible removal is the duty of the Sergeant at Arms.

Appendix B

Definitions & Clarifications

Ad Hoc: For a special case only

Assessment: A special payment imposed on the membership

Bylaws: Secondary rules

Disbursement: Expenditures

Fines: Payments levied against a member(s) for violations of the rules of this Association

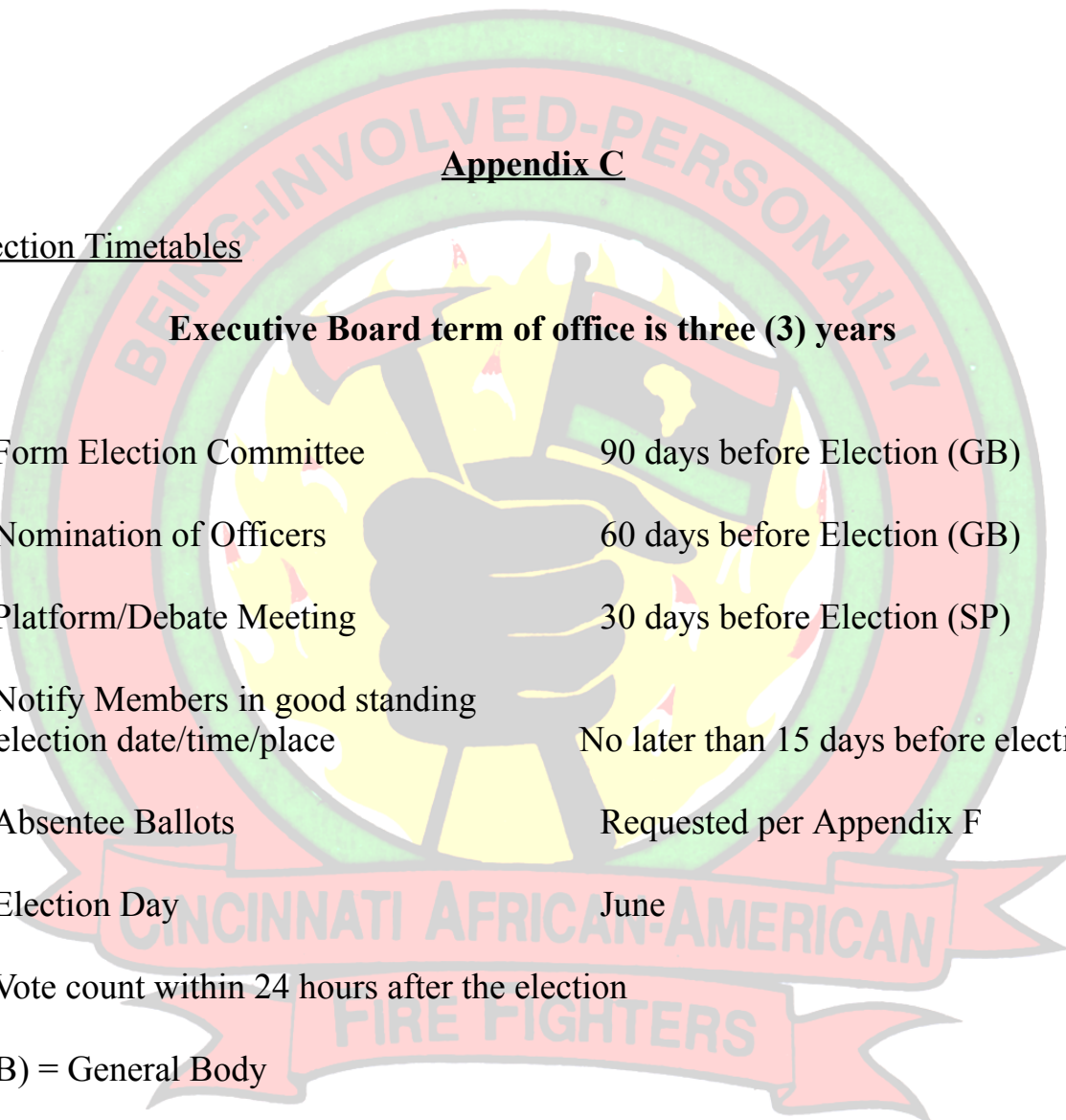
In Good Standing: Regular active membership (status)

Misrepresentation: Give an untrue or misleading idea

Privilege: Rights granted by this Association through its Constitution

Quorum: Number of members required for a particular meeting to be officially convened

Platform: A statement of principles and policies

The logo is a circular emblem with a green outer ring containing the text "BEING INVOLVED PERSONALLY" in white. Inside the ring is a red circle with a yellow sunburst in the center. A black silhouette of a fireman in a helmet and coat is positioned in front of the sunburst. A red banner at the bottom of the emblem contains the text "CINCINNATI AFRICAN-AMERICAN FIRE FIGHTERS" in white.

Appendix C

Election Timetables

Executive Board term of office is three (3) years

- | | |
|--|---------------------------------------|
| 1. Form Election Committee | 90 days before Election (GB) |
| 2. Nomination of Officers | 60 days before Election (GB) |
| 3. Platform/Debate Meeting | 30 days before Election (SP) |
| 4. Notify Members in good standing of election date/time/place | No later than 15 days before election |
| 5. Absentee Ballots | Requested per Appendix F |
| 6. Election Day | June |
| 7. Vote count within 24 hours after the election | |

(GB) = General Body

(SP) = Special Meeting

Appendix D

Campaign Rules

1. Candidates may not spend more than \$25.00 on campaign
2. Handouts are permissible
3. Television and/or radio ads are not permissible
4. At least one meeting shall be held so the candidates can express their platform and give members the opportunity to ask questions

Appendix E

Temporary Filling of Vacancies in Elected Offices

1. If there is only one vacancy, it shall be filled, temporarily as follows:

The Chairperson temporarily assuming an Elected Office shall appoint a member from their committee to serve as the Chair until elections are held.

2. When there are two or more vacancies in the Elected Offices, vacancies shall be filled through the “order of succession”.

The remaining Executive Board members shall move up in rank until the highest office is filled:

President
1st Vice President
2nd Vice President
Treasurer
Secretary
Sergeant At Arms

Committee Chairpersons move up in rank to fill any vacancies created by Executive Board members moving into vacancies. They move up in rank by numerical order according to **Article 8, Sect. 3, 1-10**. Committee Chairpersons shall appoint a member of their committee to serve as chair until elections are held

Appendix F

Absentee Voting is a 3-Step Process

1. The voter must request a ballot in writing, with a current signature.
2. After the request is received at the CAFA Office, the voter is mailed a ballot.
3. The voter returns the voted ballot to the CAFA Office before the voting is concluded.

Once you request an Absentee Ballot, you will not be permitted to vote again regarding the same issue/or issues.

How to Request a Ballot

Ballots may be requested by writing a letter. The letter must include: voter name, residential address, telephone number, address where ballot should be sent (if different than residential address), reason for not voting in person and signature. Absentee ballots are also available on the CAFA website or you can get it from the CAFA Office.

Once a voter receives the ballot, it must be voted and returned to the CAFA office by mail or in person no later than the day of the actual vote.

When can applications for absentee ballots be made?

Be certain to apply within the following time frames.

By mail - Not more than 30 days nor less than 5 days prior to the voting conclusion.

In person - Not more than 30 days nor less than 1 day prior to the voting conclusion.

Absentee Voting Procedures

STEP 1

Obtain the proper absentee ballot, either by mail or in person, from the CAFA office.

STEP 2

After receiving your ballot, VOTE THE BALLOT IN SECRET. Insert the ballot into the envelope provided, seal it, complete and sign the certification on the back and PERSONALLY return it or mail it. The absentee voter may authorize (in writing) a spouse, parent, child, brother, sister or a licensed motor carrier to deliver to the election authority the completed absentee ballot in sufficient time to be delivered prior to the conclusion of the election.

APPLICATION FOR MEMBERSHIP

☐ NEW ☐ REINSTATED

CINCINNATI AFRICAN-AMERICAN
FIREFIGHTERS' ASSOCIATION
P. O. BOX 29441
CINCINNATI, OHIO 45229

NAME.....

AGE.....DATE OF BIRTH.....PHONE #.....

ADDRESS.....ZIP CODE.....

MARITAL STATUS ☐ SINGLE ☐ MARRIED,
SPOUSE NAME.....

ASSIGNMENT.....CO....., UNIT..... KELLY DAY

ENTRY DATE.....

PRESENT RANK.....

ARE THERE ANY CHARGES, DISCIPLINARY ACTIONS, ETC.,
PENDING

AGAINST YOU. ☐ NO ☐ YES, IF YES, PLEASE EXPLAIN. THIS MAY
EFFECT THE PROCESSING OF YOUR APPLICATION.

.....
.....
.....

PLEASE EXPLAIN YOUR INTENT IN JOINING THE CAFA.
IF YOU ARE APPLYING FOR REINSTATEMENT, PLEASE EXPLAIN THE
REASON YOU LEFT AND YOUR INTENTIONS NOW.

.....
.....
.....

SIGNATURE _____ DATE _____

MEMBERS RECOMMENDED BY.....

EXECUTIVE RECOMMENDATIONS BY

ACCEPTED ☐

REJECTED ☐

HISTORICAL INFORMATION SHEET

CINCINNATI AFRICAN-AMERICAN
FIREFIGHTERS' ASSOCIATION

The purpose of this Historical Information Sheet is to establish a network within
the CAFA;
someone in the Association may have a skill, talent or interest which may be
beneficial to
another member.

We would like for you to take the time to fill out this sheet and turn it in before
you leave this meeting. You may return it to the HISTORIAN, MEMBERSHIP
CHAIRPERSON, SECRETARY or mail it to CAFA, PO Box 29442, CINTL.,
OHIO 45229

NAME.....AGE.....

DATE OF BIRTH.....

ADDRESS.....

PHONE #.....

CFD ENTRY DATE.....

CAFA ENTRY DATE.....

ASSIGNMENT AFTER DRILL SCHOOL.....CO.....

PRESENT ASSIGNMENT.....CO.....

RANK..... WHEN PROMOTED.....
 “ “
 “ “

PREVIOUS
 OCCUPATION.....
 SPECIAL HOBBIES, TALENTS,
 INTEREST.....

PLACE OF BIRTH

HIGH SCHOOL
 ATTENDED.....
 COLLEGE.....
 COMMUNITY YOU GREW UP
 IN.....
 COMMUNITY YOU NOW RESIDE IN
 ANYTHING ELSE THAT YOU WOULD LIKE TO ADD

Constitution Amendment Form

Request the following constitution change:

Article #:

Title of Article:

Section #:

Subject:

Change:

Rationale:

Date:

INVOICE: Expense Report

DATE: OCTOBER 10, 2019

[Phone]

DESCRIPTION	DATE	COMMITTEE/POSITION	AMOUNT
			
TOTAL			

YOUR SIGNATURE: _____

APPROVED BY: _____

Additional comments:

