



ASSOCIATION INTERNATIONALE DES POMPIERS

CONSEIL EXÉCUTIF

Edward A. Kelly
Président général

Frank V. Lima
Secrétaire-trésorier général

VICE PRÉSIDENTS

James Slevin
1er District

Mark Woolbright
2e District

Jay Colbert
3e District

Andrew Pantelis
4e District

Mahlon Mitchell
5e District

Mike Carter
6e District

Ricky Walsh
7e District

Mark Sanders
8e District

Michael Frainier
9e District

Stephen Gilman
10e District

Michael Glynn
11e District

Walter (Walt) Dix
12e District

Fred LeBlanc
13e District

Danny Todd
14e District

Chris Ross
15e District

James B. Johnson
16e District

ADMINISTRATEURS

Ron Glass

Scott Marks

Anthony Mejia

April 9, 2025

VIA ELECTRONIC DELIVERY ONLY

Paul Hebert, Secretary/ Treasurer
IAFF Local #A-44 – Virginia Professional Fire Fighters
3704 Winchester Street
Portsmouth, VA 23707
phebert@vpff.org

Dear Brother Hebert:

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

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

Sincerely and fraternally,

Edward A. Kelly
General President

Enclosure

EAK/PJL:hrm

Cc: Andrew Pantelis, Vice President, IAFF District #4

4/9/25

ARTICLE I -- NAME, OBJECTIVE, MISSION, & PURPOSE

SECTION 1. This organization shall be known as the Virginia Professional Fire Fighters hereafter known as the VPFF and shall be affiliated with the International Association of Fire Fighters.

SECTION 2. The objective of this association shall be the promotion of legislation to advance the interest of Fire Fighters in the Commonwealth of Virginia. The establishment of the right to collective bargaining for the Fire Fighters in every fire department in the State of Virginia.

SECTION 3. The VPFF stands unequivocally opposed to discrimination in hiring, promoting, as well as, in all other employment related conditions. This includes harassment because of race, color, creed, national origin, gender, sexual orientation or by reason of disability. The VPFF believes that discrimination can best be stopped in both its open and hidden forms by encouraging all people to live by the principle that every person is entitled to the same basic rights regardless of race, color, creed, national origin, sex, or by reason of disability. Furthermore, that all individuals, whether they be members or not are entitled to full equality under the law. The VPFF firmly believes that it cannot operate effectively as an organization unless it commits itself to eliminating the practice of discrimination and harassment in the fire service. It is the commitment of the VPFF, its officers, directors, and each fire fighter, paramedic, and EMT to ENSURE THAT ALL BROTHER AND SISTER MEMBERS RECEIVE FAIR AND EQUAL TREATMENT AT ALL TIMES.

SECTION 4. The mission of this organization is to protect and provide for the health, safety and financial security of all VPFF members and their families while continuing to enhance public safety.

SECTION 5. The vision of the VPFF is to serve as a model of excellence in political effectiveness and strength as demonstrated through service to our membership.

ARTICLE II ----- MEMBERSHIP

SECTION 1. The membership of the organization shall be composed of such local unions in the State of Virginia as are chartered and affiliated with the International Association of Fire Fighters, also individual paid Fire Fighters in any city or town in the State of Virginia as provided and defined in Article XIV, Section 3, of the International Association Constitution.

SECTION 2. Any person may be elected to honorary membership by a majority vote of the delegates of this Association in convention assembled for meritorious service to the Association or distinguished public service.

ARTICLE III ----- OFFICERS

SECTION 1. The officers of this Association shall consist of a President, six (6) Vice-Presidents, Secretary-Treasurer, a Board of Director member to represent each local affiliated with this association and three (3) Trustees.

SECTION 2. **District 1** contains the following cities and counties: Alleghany Co., Amherst Co., Town of Bedford, Bedford Co., Bland Co., Botetourt Co., Bristol, Buchanan Co., Campbell Co., Carroll Co., Charlotte Co., Craig Co., Danville, Dickerson Co., Floyd Co., Franklin Co., Galax, Giles Co., Grayson Co., Halifax Co., Henry Co., Lee Co., Lynchburg, Martinsville, Montgomery Co., Norton, Patrick Co., Pittsylvania Co., Pulaski Co., Radford, Roanoke, Roanoke Co., Russell Co., Salem, Scott Co., Smyth Co., Tazewell Co., Vinton, Washington Co., Wise Co. and Wythe

Co. **District 2** contains the following cities and counties: Albemarle Co., Appomattox Co., Augusta Co., Bath Co., Buckingham Co., Buena Vista, Charlottesville, Covington, Culpeper Co., Cumberland Co., Fluvanna Co., Greene Co., Harrisonburg, Highland Co., Lexington, Louisa Co., Madison Co., Nelson Co., Orange Co., Rockbridge Co., Rockingham Co., Staunton and Waynesboro. **District 3** contains the following cities and counties: Alexandria, Arlington Co., Fairfax, Fairfax Co., Falls Church, Fort Belvoir, Loudoun Co., Metro-Washington Airport Authority, Ft. Myers and. **District 4** contains the following cities and counties: Clarke Co., Fauquier Co., Frederick Co., Fredericksburg, King George Co., Manassas, Manassas Park, Page Co., Prince William Co., Quantico, Rappahannock Co., Shenandoah Co., Spotsylvania Co., Stafford Co., Warren Co., Westmoreland Co. and Winchester. **District 5** contains the following cities and counties: Amelia Co., Brunswick Co., Caroline Co., Charles City Co., Chesterfield Co., Colonial Heights, Dinwiddie Co., Essex Co., Fort Pickett, Goochland Co., Greensville Co., Hanover Co., Henrico Co., Hopewell, King and Queen Co., King William Co., Lunenburg Co., Mecklenburg Co., New Kent Co., Nottaway Co., Petersburg, Powhatan Co., Prince Edward Co., Prince George Co., Richmond and Ft. Lee. **District 6** contains the following cities and counties: Accomack Co., Chesapeake Co., Fort Eustis, Franklin, Gloucester Co., Hampton, Isle of Wight Co., James City Co., Lancaster Co., Matthews Co., Middlesex Co., Newport News, Norfolk, Norfolk Airport, North Cumberland Co., Northampton Co., Poquoson, Portsmouth, Southampton Co., Suffolk, Surry, Sussex Co., Virginia Beach, Williamsburg and York Co. Any town, village, or other recognized incorporated political subdivision that are positioned within any of the identified counties shall be assigned to the district incorporating the respective county.

SECTION 3. All members considering running for VPPF elected office shall be given an opportunity to announce their intention to run and be allowed to speak at the January Board of Directors meeting prior to Convention.

SECTION 4. The President, beginning with the 2018 VPPF convention shall be elected to a four (4) year term and the Secretary Treasurer, beginning with the 2016 VPPF convention shall be elected to a four (4) year term. The Vice-Presidents and Trustees shall be elected by the duly accredited delegates at each biennial convention. A majority vote by secret, written ballot shall be necessary to elect. They shall be elected for a term of two (2) years and be installed at each biennial convention of this association and take office on the 1st month following the election. Should the positions of President, Secretary Treasurer and Trustee be vacated by death, illness, or resignation during the term of office, that position shall be filled at the next scheduled Board of Directors meeting by a majority vote by secret, written ballot of those Board Members present and voting their per capita strength (See Article XIV). In the event a vacancy occurs in the office of a Vice President more than sixty (60) days prior to the next convention at which an election for such office is to be held, it shall be filled by nomination and secret referendum election by the local unions of the district in which the vacancy occurs which shall be entitled to one vote for each of its members in good standing as of the time of the election. The nominations shall be submitted and the election conducted under the direction and supervision of the VPPF President and in accordance with the rules issued by him/her implementing these provisions of the Constitution and By-Laws including, but not limited to, the time within which nominations will be received, the terminal date on which all referendum ballots must be postmarked returned, and provisions for runoff elections in the event more than three

(3) candidates are nominated, none of whom receives a majority of the valid ballots cast on the first ballot in which event all candidates other than the three (3) leading contestants shall be dropped and the balloting shall continue until a candidate receives a majority vote necessary for election as Vice President of said district, provided that in the event none of the final three (3) candidates receives a majority of the votes cast the candidate receiving the lowest vote shall be dropped and the ballot conducted on the remaining two (2) candidates. In the event a vacancy occurs within a period of sixty (60) days preceding a convention at which an election for such office is to be held, it shall be filled by election at such convention. The individual elected shall serve in that position for the remainder of that term. The Board of Directors to represent each local affiliated with this Association on the Board of Directors shall be confirmed by their respective local by a method of that local's choosing, to the secretary-treasurer of this Association within 30 days of the convention and shall serve on the executive board for a two (2) year term. Should a board of director position be vacated during its term, the local of question shall submit and confirm a new representative to the Secretary-Treasurer by the next scheduled executive board meeting.

SECTION 5. The Executive Board shall consist of the President, six (6) Vice-Presidents and the Secretary Treasurer.

SECTION 6. The Board of Directors shall consist of the President, six (6) Vice Presidents, Secretary-Treasurer, and a representative (Director) from each member Local.

SECTION 7. The position of President Emeritus is hereby established. This position will be occupied by R. Michael Mohler effective May 21, 2016. This position shall carry with it ex-officio lifetime membership in the VPFF and automatic selection as Delegates-at-large to each of its conventions. The duty of these positions shall be the same as outlined by the IAFF

Constitution and By-laws Article V, Sections 7, 8, 9 and any other duties as assigned by the President of the VPFF.

SECTION 8. The position of Secretary/Treasurer Emeritus is hereby established. This position will be occupied by Michael Hanks effective May 21, 2016. This position shall carry with it ex-officio lifetime membership in the VPFF and automatic selection as Delegates-at-large to each of its conventions. The duty of these positions shall be the same as outlined by the IAFF Constitution and By-laws Article V, Sections 7, 8, 9 and any other duties as assigned by the President of the VPFF.

SECTION 9. The position of Vice President Emeritus is hereby established. This position will be occupied by Charles Adkins and Joshua Dempsey effective May 25, 2022. This position shall carry with it ex-officio lifetime membership in the VPFF and automatic selection as Delegates-at-large to each of its conventions. In order to be considered for VPFF Vice President Emeritus at convention, the individual must have served as a VPFF Vice President for no less than ten (10) years. Nominations of an individual for VPFF Vice President Emeritus can only be made by an affiliate within the district in which the individual served. The duty of these positions shall be the same as outlined by the IAFF Constitution and By-laws Article V, Sections 7, 8, 9 and any other duties as assigned by the President of the VPFF.

SECTION 10. The position of Trustee Emeritus is hereby established. This position will be occupied by Toby Martin effective May 30, 2024. This position shall carry with it ex-officio lifetime membership in the VPFF and automatic selection as Delegates-at-large to each of its conventions. In order to be considered for VPFF Trustee Emeritus at convention, the individual must have served as a VPFF Trustee for no less than ten (10) years. The duty of these positions shall be the same as outlined by the IAFF Constitution and By-laws

Article V, Sections 7, 8, 9 and any other duties as assigned by the President of the VPFF.

SECTION 11. The Secretary-Treasurer shall preserve for four years the ballots and all other records pertaining to election of officers.

SECTION 12. The minutes of the tri-annual Board of Directors meetings shall be recorded and sent to all presidents and secretaries of the locals of the Virginia Professional Fire Fighters.

ARTICLE IV ----- CONVENTION (VPFF)

SECTION 1. This Association shall assemble in convention every two (2) years in the month of May, in a different city to be selected by the convention delegates of each prior convention. The convention date shall be set at the discretion of the host local subject to the approval of the executive committee. Effective June 1, 1976 any action taken by the VPFF at the convention shall become effective the 1st day of the month following the adjournment of the convention.

SECTION 2. Representation in the convention shall be as follows:

A Local with a membership of twenty-five (25) or less shall be entitled to two (2) delegates. Locals with a membership from twenty-six (26) to one hundred (100), three (3) delegates. Thereafter for each addition of a group of one to one hundred members, a local shall be entitled to one additional delegate (i.e. 101 to 200 shall be entitled to four delegates, 201-300 shall be entitled five delegates, etc.)

SECTION 3. No VPFF officer shall have more than one (1) vote in convention and they shall not be permitted to vote by proxy.

SECTION 4. Local unions, with 25 members or less, who do not send a delegate to the convention may be represented by giving its proxy to another Local or to the Director of its own Local. No Local may, in addition to its own Delegate representation, accept proxies to represent membership in excess of 25. Proxies must be in written form with the Local's seal and should be submitted to the Credentials Committee upon arrival at the convention by the Director of said Local or the Director of the Local being given the proxy. Proxy voting will be allowed only in roll call vote and the election of officers. A Delegate must be a member in good standing with the Local he/she represents.

SECTION 5. Locals entitled to more than one delegate may send less than their authorized number and on roll call votes and election of officers any one (1) or total such delegates present and voting may cast the entire vote to which the local is entitled. (See Article XIV)

SECTION 6. No member of this Association other than a duly accredited delegate of VPFF officer shall be entitled to vote in convention.

SECTION 7. Representation shall be based on the average amount of monthly per capita tax paid by an affiliated local during the 12 months preceding the notice of convention call.

SECTION 8. Alternate delegates may be seated in the absence of regular delegates upon the presentation of proper credentials.

SECTION 9. To be entitled to representation in convention, locals must have per capita tax paid on its full membership up to one (1) month prior to the date of convening of convention.

SECTION 10. All credentials should be sent out sixty (60) days before convention and received thirty (30) days prior to the convention.

SECTION 11. All committees are to be appointed and notified fifteen (15) days prior to convention. All pertinent information to said committee must be presented to each committee at this time.

ARTICLE V ----- FISCAL YEAR AND REVENUE

SECTION 1. The fiscal year of this association shall run from May 1st to April 30th.

SECTION 2. The revenue for this association shall be derived as follows: Each affiliated local shall pay to the VPFF Secretary-Treasurer, a per capita tax of \$4.29 (effective 6-1-2012) per member per month. Per Capita will be adjusted according to any increases in the CPI-W index (based on the previous calendar year January-December), with a minimum increase of 2.5% and a maximum of 4.5%, and will take effect on May 1 of non-Convention years and June 1 of each Convention year. Per Capita shall be charged and payable on all active members in good standing, retired members dues are one half (1/2) of active members dues.

SECTION 3. Special assessments shall be levied only by referendum of the entire membership, voting in secret ballot, whenever it becomes absolutely necessary to carry on our organizational work.

SECTION 4. Initiation fees, Reinstatement fees, dues, or special assessments shall be set in accordance with section 8, Article XIV of the IAFF Constitution & By-Laws which states a majority vote is required for adoption. Honorary members are excluded from any dues payments.

ARTICLE VI ----- SUSPENSIONS

SECTION 1. Any local accepting new members into its organization and not reporting same to the secretary-treasurer of this Association and not paying per capita tax on the same, shall be deemed as violating the membership agreement on this Association and shall be subject to suspension from this Association.

SECTION 2. Any local affiliated with this Association which fails to pay its per capita tax for a period of three (3) months shall be suspended from membership in this Association. Any local remaining suspended for an additional three (3) months automatically forfeits its affiliation and privileges in this association.

SECTION 3. The suspended local may be reinstated in the Association upon payment of all arrearage providing however, that in exceptional cases, the president with the consent of the executive board, shall have the power to remit such arrearage when circumstances warrant such action.

SECTION 4. The Board of Directors is here-by vested with the authority to revoke the membership of any affiliated local whenever, upon evidence satisfactory to the majority of the executive committee, it is shown that the local has been guilty of disloyalty or where it's actions have been adverse or detrimental to the welfare of the membership of this Association.

SECTION 5. The Board of Directors shall report in detail all of the evidence upon which it revokes the membership of any local and said local shall have the right to appeal to the convention of this Association to have such action of the executive committee set aside.

ARTICLE VII --- MISCONDUCT AND PENALTIES, CHARGES, TRIALS, AND APPEALS

SECTION 1. Article XV through XVIII of the International Association of Fire Fighters Constitution shall be recognized as the official procedures governing recognized charges of misconduct that may be filed against a member or officer of this Association, method of preferring charges, penalties, trial and appeals.

SECTOION 2. The VPFF will comply with all applicable laws and regulations and expects its officers, and members to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Bribery in any form is forbidden in the conduct of business for the VPFF. No association funds or assets are to be used, directly or indirectly, for any bribe, kickback or other unlawful payment. Hospitality toward public officials and those the association does business with is both proper and appropriate, as long as it does not exceed common courtesy and is not of such a magnitude as to suggest the compromise of the parties with whom we are dealing. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.

ARTICLE VIII ----- DUTIES OF OFFICERS

SECTION 1. The duties of the President shall be to preside over all meetings or conventions of this association. The

President shall have the authority to appoint all committees and shall be a member, ex-officio of said committees. The President shall submit to each convention a written report of all official acts during the period intervening since the preceding convention. The President shall perform all other duties that this Association shall require of him. The President shall be chairperson of the executive committee at least every four (4) months beginning within the 4th month after the conclusion of the biennial convention month (Effective date is 1/1/89). Meetings will be held in various regions of the state as determined by the board of directors. The President shall further call a meeting of the executive committee and board of trustees on the day immediately prior to convening of the biennial convention of this Association. The President shall appoint a legislative chairperson, communications chairperson, training chairperson and marketing chairperson. These chairpersons shall be approved by the Executive Board prior to becoming effective. The President shall be an ex-officio member of all committees and shall carry no vote by virtue of their office.

SECTION 2. It shall be the duties of the Vice-Presidents to serve as representatives of the VPFF in their respective districts and may advise local unions and other subordinate bodies in such districts regarding VPFF policy and procedure. They shall make available their professional and technical skill and experience to such local unions and other subordinate bodies in such districts regarding VPFF policy, procedure, assist with legal questions and departmental issues. They shall also organize and install officers of newly chartered local unions. They shall attend all conventions, meetings of the Executive Board and Board of Directors meetings. Each of the Vice Presidents shall present a report of their official acts and work during their term of office to each regular meeting of the Association. In addition to the foregoing, each Vice President shall exercise authority and perform such other duties as are additionally prescribed in this Constitution and By-Laws or which may be delegated or assigned to him/her by the

Executive Board or by the convention delegates. In his/her absence the Vice President is allowed to appoint a Director or President from his District to fill his position with all rights of a sitting Vice President.

SECTION 3. It shall be the duties of the Secretary-Treasurer to keep a record of all proceedings and all other records of this association. He/she shall keep a record of all memberships of each local and the name and address of the President, Secretary and Treasurer of each local. The Secretary-Treasurer shall be the custodian of the Official Seal. The Secretary-Treasurer shall provide a financial statement to all Board of Director members at the tri-annual meetings. The Secretary-Treasurer shall submit in writing to the convention of this Association a report of all his official acts during the period intervening since the preceding convention. The Secretary-Treasurer shall be the custodian of all money received. The Secretary-Treasurer shall receive and deposit all money received from the affiliated locals. The Secretary-Treasurer shall submit a written report, to the convention of this Association of all money received and disbursed. The Secretary-Treasurer shall be bonded at all times in compliance with Article XIV, Section 9 of the International Association of Fire Fighters Constitution. It will be the duty of the Secretary-Treasurer to help coordinate each biennial convention with the local or locals who has been voted on by the previous convention to host the convention. The Secretary-Treasurer shall help with the finances by collecting the registration fees and paying the bills of the convention. The Secretary-Treasurer will help the local to forecast the cost of the convention and to come up with a recommendation to the board of directors at the January board meeting preceding Convention.

SECTION 4. It shall be the duties of the Board of Trustees to check the records and audit the financial books of this Association each year in the month of May. They shall have the authority to demand a financial statement from the Secretary-

Treasurer, with his signature, of the financial status of the funds of this Association.

SECTION 5. All officers of this Association shall discharge on behalf of this Association such duties as may be imposed upon them by applicable law including and execution and filing of any reports to the federal or state authorities, and they shall cause to be maintained by this Association such records as the law requires to be kept in support of records filed by it.

SECTION 6. No person shall be eligible to hold any office or to be a member of any committee unless that person is a member in good standing in this Association.

SECTION 7. The Board of Directors shall supervise all of the business of this Association not otherwise provided for. One third of the member locals shall constitute a quorum.

SECTION 8. Reports of all officers shall be in the hands of the Secretary-Treasurer not later than one week before the convention of this Association.

SECTION 9. The Board of Directors shall cause to be conducted an annual pay and benefits survey and submit the results to each member local upon its completion.

ARTICLE IX ---- EXPENSES OF OFFICERS AND GRATUITIES

SECTION 1. The members of this Association conducting business on behalf of the Association shall have all their expenses paid.

SECTION 2. All claims for expenses shall be made out in an itemized form and be presented to the Secretary-Treasurer for payment.

SECTION 3. The President and Secretary-Treasurer shall be granted an annual gratuity of \$23,000.00 and the Vice Presidents an annual gratuity of \$6,000.00 effective June 1, 2022. Thereafter, these gratuities shall be increased annually at the beginning of the fiscal year by percentages equal to the increase to the CPI-W index as referenced in Article V, Section 2. The President and Secretary/Treasurer salaries shall be increased by \$100 per month for each year of service held and ending with 10 years of service within those positions beginning June 1, 2020.

ARTICLE X ----- INITIATIVE REFERENDUM AND RECALL

SECTION 1. Initiative referendum may be had by petition of eight (8) locals under the rules provided by the Board of Directors.

ARTICLE XI ----- AMENDMENTS

SECTION 1. This constitution and the by-laws made under its provisions may be amended only by a two-thirds (2/3's) vote of the delegates present at the biennial convention of this Association or by a two-thirds (2/3's) vote of the Board of Directors meeting in non-convention years or by two-thirds (2/3's) vote of the entire membership voting in secret ballot referendum.

ARTICLE XII ----- ACKNOWLEDGMENT OR JURISDICTION OF INTERNATIONAL

SECTION 1. This State Association, its officers, representatives and members, shall recognize, observe and be bound by the provisions of the Constitution and By-Laws of the International Association of Fire Fighters and the interpretations rendered by the International General President, Board or officers of the International Association when made in conformity with the authority granted by the Constitution and By-Laws of the established by the delegates at convention. Article XIV of the Constitution and By-Laws of the International Association is recognized as providing the basic rules governing this State Association.

SECTION 2. None of the provisions of this constitution and by-laws shall be in conflict with any of the provisions of the International Constitution and By-Laws and after adoption by the membership but prior to printing or issuance this constitution and by-laws shall be submitted to the International General President for his approval. Any proposed amendments, revisions or modifications to this constitution and by-laws shall likewise be submitted for his approval to the International General President prior to printing and issuance.

ARTICLE XIII ----- FUND RAISING OF LOCALS

SECTION 1. That no Local shall actively solicit citizens for any type of fund-raising project within the governmental boundaries of any nearby or adjacent subdivision that is represented by a member local of this Association. That such solicitation shall be allowed is so approved by the principal officers of the local involved.

SECTION 2. Any local sponsoring a fund drive should be required to print plainly the full name of the organization and local number on literature, billboards, handbills, and or other advertisement used in the fund drive.

ARTICLE XIV ----- VOTING

SECTION 1. Voting strength shall be based on the average amount of monthly per capita tax paid by an affiliated local during the 12 months preceding the notice of convention call and used this way only on roll call vote and in any election of officers. The voting strength of VPFF Locals shall be included on the convention call.

ARTICLE XV ----- SPECIAL MEETINGS

SECTION 1. Whenever the President receives a written petition over the signatures of at least fifty percent (50%) of the directors for a special meeting, setting forth the reasons for such a meeting, he shall within one (1) week notify the directors and calls such a meeting to be held within thirty (30) calendar days. The notice for a special meeting shall state the business to be considered at the meeting, and no business other than that stated will be in order at the meeting.

ARTICLE XVI -- VOLUNTEERS IN MINIMUM STAFFING

SECTION 1. It shall be the policy of the Virginia Professional Fire Fighters prohibiting the use of volunteers in minimum staffing requirement and that if volunteers are to be used, they are to be used strictly as supplemental staffing.

BY-LAWS

NUMBER 1. All checks drawn on the Association funds shall be issued by the Secretary-Treasurer and countersigned by the President.

NUMBER 2. The President and/or their designee shall attend, as a delegate by virtue of their office, all labor conventions and meetings of state affiliates of this Association. Unless otherwise directed by action of convention of this Association or action of the Board of Directors, if any additional delegates are to be sent to which this Association is entitled, the Secretary-Treasurer, a Vice President, or a person designated by the President of this Association shall fill those spots.

NUMBER 3. The President and Secretary-Treasurer by virtue of their office, shall be delegates to the International Association of Fire Fighters Convention and this information shall be printed on the ballot for election of officers at each election time. The alternate delegate by virtue of his election shall be a Vice President, if needed.

NUMBER 4. The Secretary-Treasurer shall receive information from each state association's Board of Director member tri-annually prior to receiving payment of expenses, pertaining to news of each affiliated local. Each director shall submit to the Secretary-Treasurer in writing the tri-annual report at that tri-annual meeting.

NUMBER 5. The President shall be responsible for appointing the credentials committee for each convention of this association at least fifteen (15) days in advance of the Convention.

NUMBER 6. All VPFF officers, local union delegates or local union intending to submit resolutions for adoption at any convention of this Association, shall send a copy of such resolution to the Secretary-Treasurer. Such copy must be received thirty (30) days prior to the Board of Directors meeting scheduled on the day preceding the convention. Resolutions not meeting this requirement shall be allowed only by motion from the floor to refer such resolution to committee and requires a unanimous vote for this action.

NUMBER 7. The Secretary-Treasurer will assist the convention committee of the host local establish the registration fee. The Secretary-Treasurer of the VPFF will assist in with the coordination and oversee the convention committee to help them stay within the finances of the registration fees. The board of directors of the VPFF shall consider the recommendation of the convention committee and set the registration fee for the state convention at the tri-annual meeting preceding the state convention.

NUMBER 8. BONDING OF SECRETARY-TREASURER: All officers and employees of the state association who handle funds or property of the association shall be bonded in such amounts as may be required by the Board of Trustees and the International General Secretary-Treasurer in compliance with applicable law, the expenses of which bonding shall be borne by the International on the first \$5,000 of bond and that the cost of any additional bond that may be necessary is borne by the affiliate.

NUMBER 9. The VPFF shall retain at a minimum, one full-time Director of Governmental Affairs. The Director of Governmental Affairs has the primary responsibility of representing the VPFF as a registered lobbyist in Richmond during Virginia General Assembly Sessions, as well as

before legislative, regulatory, and administrative hearings and commissions. The Director of Governmental Affairs shall work with the VPFF Legislative Committee Chair and Committee, in coordination with the President and Secretary-Treasurer to develop, lobby, and implement legislative agendas. Contribute to the team's strategic planning process and help forge a path towards achieving goals. Monitor legislation and public policy of interest to the VPFF and provide analysis of any impact. Conduct research into emerging public policy issues including but not limited to fire fighter health and safety, employment rights, fire service, etc. Draft legislation, budget amendments, or public policy for achievement of legislative priorities. Work with designated stakeholders on political, legislative, and regulatory issues of importance to the VPFF. Prepare presentations, briefings, and reports to support lobbying efforts. Coordinate meetings with state and local officials. Develop and maintain relationships with members of the Virginia General Assembly, staff, candidates, and political parties. Develop and maintain relationships with certain community, trade, or stakeholder organizations. Represent the VPFF at political and community events. Assist with the VPFF political endorsement process and political contributions from the VPFF COPE Fund, and perform other related duties as assigned. A salary range of \$70,000 - \$100,000 is established and is subject to negotiation, factoring in experience comparable to their peers working in the Virginia General Assembly. The salary shall be adjusted to CPI-W annually and reviewed by the VPFF Executive Board prior to each biennial convention for competitiveness, equity, and equality.