

CAL FIRE LOCAL 2881  
TENTH DISTRICT  
BY-LAWS (9-23)



CAL FIRE LOCAL 2881  
TENTH DISTRICT



**BY-LAWS (9-23)**

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**0100 TENTH DISTRICT**

**0110 District Boundaries**

.01 Tenth District boundaries are as follows: San Diego County

**0120 Purpose**

The purpose of the Tenth District is:

.01 To provide representation on the State Executive Board for those Union members within the Tenth District.

.02 To provide leadership and coordinate the activities within the Tenth District.

.03 To provide a flow of information from the membership to the State Executive Board and back to the membership.

**0130 SAN DIEGO CHAPTER CHARTER SUSPENSION**

In accordance with the CAL FIRE Local 2881 Constitution Article VIII Section 4  
The San Diego chapter will be placed into voluntary suspension immediately following the conclusion of the January 2015 CAL FIRE Local 2881 Convention.

CAL FIRE Local 2881 Constitution Article VIII Section 4

"Section 4. Voluntary Suspension of Charter

In the event a district only contains one chapter, the chapter charter will be placed into suspense by the executive board, this is done for administrative purposes only (the elimination of duplicate meetings, financial records/accounts and elections) and is not punitive in any manner. Should a district gain an additional prospective chapter, the executive board shall consider removing the suspension of the original chapter charter and the creation of a new charter for the additional chapter(s). "

.01 With the voluntary suspension of the San Diego chapter charter the district board assumes all responsibilities formerly assigned to the chapter and it's officers.

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**0200 TENTH DISTRICT BY-LAWS (9-23)**

**0210 Purpose**

.01 The Tenth District, its officers, representatives, and members shall recognize, observe, and be bound by the provisions of the CAL FIRE Local 2881 Constitution and By-Laws and interpretations thereof rendered by the State Executive Board and/or the President as provided herein, the resolutions, decisions, and directives of the State Executive Board or officers of CAL FIRE Local 2881 when made in conformity with the authority granted by the CAL FIRE Local 2881 Constitution By-Laws, and the resolutions adopted or policies established by the delegates at CAL FIRE Local 2881 General Convention. (9-23)

.02 The Tenth District shall adopt By-Laws, and/or policies supplementary to the CAL FIRE Local 2881 Constitution and By-Laws, which shall establish procedures for the conduct Tenth District's internal affairs and business. (9-23)

.03 None of the provisions of the Tenth District operating procedures and policies shall be in conflict with the Constitution and CAL FIRE Local 2881 By-Laws. (9-23)

.04 The State Executive Board shall approve the Tenth District's By-Laws before they are effective and shall be on file at the CAL FIRE Local 2881 Headquarters. **(9-23)**

.05 The Tenth District shall amend its By-Laws to conform to amendments or changes to the CAL FIRE Local 2881 Constitution and By-Laws. (9-23)

.06 Any proposed amendments, revisions, or modifications to such By-Laws that are adopted by the Tenth District shall also be approved by the State Executive Board before they become effective and shall be on file at CAL FIRE Local 2881 Headquarters. (9-23)

.07 The Tenth District By-Laws, or amendments thereto shall be conveyed to the CAL FIRE Local 2881 President for approval by the State Executive Board.  
**(9-23)**

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**0300 TENTH DISTRICT OFFICERS**

**0310 District Officers**

The Officers of the Tenth District are the District Vice President, Deputy District Vice President and District Finance Director, District Rank & File Director, District Supervisor Director, District Retiree Director, and may include a District Secretary.

.01 If the positions listed above cannot be filled,

.A The Tenth District Vice President shall be responsible to fulfill those duties and will notify the State Executive Board of the situation and why the positions could not be filled.

**0320 Tenth District Board**

The District Board shall consist of the District Officers.

.01 The District VP, Deputy District VP, Finance Director, Rank and File Director, Supervisor Rep, Retiree Rep, Rank and File Reps and District Secretary if applicable. The District officers will automatically be considered a delegate to the CAL FIRE Local 2881 Convention.

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**0400 ELECTIONS**

**0410 Election of District Officers**

The election cycle for the Tenth District Officers shall be completed by the annual CAL FIRE Local 2881 General Convention.

**.01** Nominations for the Tenth District Officers shall be opened by September 1<sup>st</sup> of the election year.

- .A** Nominations will be opened to all members of good standing in the Tenth District as of September 1<sup>st</sup>.
- .B** Notification for District office elections will be posted on the CAL FIRE Local 2881 Web Page by September 5<sup>th</sup>.
- .C** Nominations will remain open for a minimum of forty-five (45) days.
- .D** Nominations for candidates may be by mail, or in person at a Union meeting.
- .E** Anyone being nominated for office must have given his/her written permission to the person making that nomination prior to the nomination.

**.02** Elections for District Officers shall be held after October 20<sup>th</sup>.

- .A** All members in good standing on September 1<sup>st</sup>. are eligible to vote.
- .B** If only one member of good standing is nominated for office, the election may be by acclamation and no ballots are necessary.
- .C** If more than one candidate is nominated for any one office, secret ballots shall be mailed to all district members of good standing and returned within twenty days, or a minimum of two district meetings will be held to allow members in good standing to vote in person
- .D** A ballot counting committee appointed by the District Vice President of at least three district members who are not candidates for office, shall count the ballots before the annual convention.

**.03** Ballot Retention

- .A** The Ballot Counting Committee Chairperson shall be responsible for turning the ballots over to the Director of Finance for retention.
- .B** Such ballots shall be sealed immediately after tabulation has been made and retained under lock and key by the Director of Finance for a period of ninety (90) calendar days after the election.

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**0410 .04 Ballot Inspections**

- .A** Upon petition, signed by 25% or more of the District members, ballots shall be reopened for inspection.
  - .B** Such request must be made within sixty (60) calendar days from the close of the election.
  - .C** Four members of the District and a petition representative shall be present to certify the recount.
  - .D** The results of such recount shall be binding.
- .05** Upon election of District officers, the results will be transmitted to Headquarters on the CAL FIRE Local 2881 District Officer Roster form. (Exhibit 0735.05)
- .06** Newly elected Officers shall take office at the end of the CAL FIRE Local 2881 Annual Convention.
- .07** District Vice President will take the oath of office at the end of convention.

**0420 Term of Office**

- .01** The term of office for the District Vice President, Deputy District Vice President, and District Finance Director shall be for a period of two years to be elected on even-numbered years.
- .02** The term of office for District Rank & File Director, District Supervisor Director, District Retiree Director, and District Secretary shall also be for two years to be elected on odd-numbered years.

**0430 Filling Vacancies**

- .01** When a vacancy occurs in the District Vice Presidents position, the Deputy District Vice President shall assume the office for the remainder of the term.
- .02** If a vacancy occurs in any other District Officer position, a replacement will be elected at the next regular or special meeting of the District Board

**or**

- .03** When a vacancy occurs on the District Board, the District Vice President shall notify the District Board that an election must be held to fill the vacancy within sixty days from the vacancy date. Elections will be by ballot if more than one qualified candidate runs or acclamation if there is only one candidate.

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**0500 DISTRICT MEETINGS**

**0510 Regular Meetings**

.01 Meetings at the District level should be held no less than four times per year, which may include the annual Convention.

- .A The District Vice President may cancel any scheduled meeting due to unforeseen circumstances, which may arise. Every attempt possible to cancel will be done seven days prior to the meeting date.

**0520 Special Meetings**

.01 The District Vice President shall call a special meeting under the following circumstances:

- .A When the District Vice President deems it necessary.
- .B When the District Vice President receives a request from the District Board or District Committee Chairperson.
- .C The District Vice President receives written request from ten percent of the District membership.

**.02 Conference Calls and Email voting**

- .A Notification of the conference call with the telephone number, call code, and subject(s) to be discussed should be made by e-mail, phone call or letter at least two days prior to the conference call but may be less in emergencies.
- .B A quorum of the district must log on and actions taken during the conference call will adhere to the requirements of a regular meeting.
- .C Conference call audio may not be recorded by any participant by any method.
- .D Conference calls may be attended by non-district members, but only on the same phone line as a District X member and under their supervision unless specifically approved by the District X Vice President.
  - .a The chairperson for the call and all participants must be advised of the non-member's attendance at the beginning of the call.
- .E Non- District X members may not participate in discussion unless recognized by the chairperson before speaking to the issue being discussed.
- .F Non- District X members must be cleared from access to the conversation whenever District X session issues are to be discussed.
- .G Minutes taken during the conference call and Email voting must be approved by majority vote of the District X officers at the next regular meeting.



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**0530 Meeting Location**

.01 The District Vice President shall have the authority to choose the meeting locations at the direction of the District Board.

**0540 Rules of Order**

.01 Roberts Rules of Order, latest edition, shall govern the conduct of all meetings except as may otherwise be provided in the Constitution or By-Laws. **(9-23)**

**0550 Order of Business**

.01 The order of business at all District Board meetings shall be as follows:

- .A Call to order
- .B Roll call of the District Board and Committee Chairpersons
- .C Introduction of guests
- .D Reading of minutes of last meeting
- .E Report of the Finance Director
- .F Communications
- .G Report of Committees
- .H Open discussion
- .I Unfinished business
- .J New business
- .K Adjournment

**0560 Meeting Minutes**

.01 Minutes shall be kept of all board or committee meetings, distributed to CAL FIRE Local 2881 Headquarters, and to the District Board members as requested.

.02 Minutes shall include but not be limited to:

- .A Date, time, and place
- .B Board members present
- .C Guests present
- .D Business items covered

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- .E Any financial reports or actions
- .F All motions made and the decision of the District Board.

.03 The minutes shall be distributed to the District Board within 20 working days of the meeting.

**0570 Announcement of Meetings**

.01 The District Vice President shall notify the members of the District membership at least two weeks in advance of the meeting of the District Board, of the meeting date, the time, the place where the meeting will be held, and the subjects to be considered

**0580 Quorum**

.01 No Tenth District meeting shall be valid, at which a quorum, with a presiding officer, is not present and certified by that presiding officer. A majority of the Elected Officers of the Tenth District shall constitute a quorum.

**0590 Voting**

**.01 Voting Rights**

.A At meetings of the District Board, the following shall have full voting rights: Deputy District Vice President, District Rank & File Director, District Rank and File Reps, District Secretary, District Supervisor Director, District Finance Director, District Retiree Director, and the District Chapter Directors.

.B The District Vice President shall vote only as presiding officer as prescribed in Roberts Rules of Order.

.C In the absence of a District Chapter Director, another member from that Chapter, appointed by the Chapter Director, will be eligible to vote if the presiding officer:

- .1 Is notified in writing, e-mail, or by phone at least forty-eight (48) hours in advance
- .2 Phone or email notifications less than forty-eight (48) hours prior to the District Board meeting may be accepted in extenuating circumstances.
- .3 And, under either option, the alternate is approved by majority vote of the District Board in attendance.

or

.D District Officers may appoint an alternate, by signed letter to the District Vice President, to vote in their place.

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**BY-LAWS (9-23)**

**0600 DUTIES OF OFFICERS**

**0610 District Vice President**

.01 The District Vice President directs the general activities of the Tenth District of CAL FIRE Local 2881, presides at the District meetings, appoints standing and adhoc committees, and supervises the work of all the Tenth District's functions.

.02 The Vice President shall attend all District meetings, State Board meetings and the State Conventions.

.03 The Vice President will sit on the State Executive Board as a voting member representing Tenth District.

.04 The Vice President will be a delegate to the annual CAL FIRE Local 2881 Convention.

.05 The Vice President may attend all schedule CPF District meetings to represent CAL FIRE Local 2881.

**0615 Political Endorsements**

All political endorsements must comply with section 0615 of the CAL FIRE Local 2881 By-Laws. (9-23)

**0620 Deputy District Vice President**

.01 The Deputy District Vice President will assume all duties and authority designated to the District Vice President when the District Vice President is absent or upon his authorization.

**0630 Director of Finance**

.01 Financial records keeping includes the maintaining of all receipts such as income from dues, investments, and interest on bank accounts. It also includes a complete accounting of all expenditures. The District Director of Finance will at all times conduct financial matters in accordance with Federal, State, and Local Laws, and the Constitution By-Laws of CAL FIRE Local 2881. The District Finance Director shall comply with the State By-Laws 0360. (9-23)

.A The Treasurer keeps the books and accounts in a ledger or in a generally accepted bookkeeping method for the Union

.B Maintains bank account(s) in the Union's name

.C Custodian of all funds

.D Collects all monies due

.E Deposits all monies into bank account(s) in a timely manner

.F Pays all bills owed; reconciles monthly bank statements

.G May process payroll

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- .H Provides a financial statement at each regular meeting for approval or when directed by the District Board.

**0640 Rank & File Director (3-23)**

- .01 The District Rank & File Director, under the direction and supervision of the District Board, provides and coordinates representation for Unit 8 rank and file employees on grievances, complaints, adverse actions and other appeals
- .02 Makes sure rank and file representatives are kept aware of and provided copies of current correspondence, rules, regulations, and law changes.
- .03 Attends hearings, reviews proposals, and makes recommendations on current or proposed Cal Fire, SPB, DPA, DFEH, et al, rules or regulations.
- .04 In conjunction with the Supervisor Director, maintains an up-to-date central case file system
- .05 Shall comply with the State By-Laws Section 0515. (9-23)

**0641 Deputy District Rank and File Director (2) – (3-23)**

- .01 (2) Deputy District Rank and Fire Directors, each representing a geographical area of the 10th District (1 South and 1 North)
- .02 Report to the District Rank and File Director
- .03 Represent the District Rank and File in their absence.
  - .02 Assist the District Rank and File Director in their duties as directed.

**0690 Support Services Representative (3-23)**

- 01. Reports to the Deputy Vice President
- 02. Assists in Event Planning and Coordination
- 03. Assists with Family/Member Liaison Duties/Assignments
- 04. Assists with Logistics Duties within the District
- 05. Coordinates Training of Officers

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- 0630 .01** .I Ensures that all account books are audited each year as set by State policy and at the order of the State Executive Board
- .J Maintains a total membership count and is advised by Sacramento headquarters monthly of any changes
- .K Keeps an inventory of CAL FIRE Local 2881 property
- .L Recommends cost control measures to the District Board
- .M Prepares a draft budget for the upcoming fiscal year.
- .N Disburses dues to the Chapter(s)
- .01 Tenth District Chapters receive \$3.22 per member. **(3-10)**

**0640 Rank & File Director**

.01 The District Rank & File Director, under the direction and supervision of the District Board, provides and coordinates representation for Unit 8 rank and file employees on grievances, complaints, adverse actions and other appeals

.02 Makes sure rank and file representatives are kept aware of and provided copies of current correspondence, rules, regulations, and law changes

.03 Attends hearings, reviews proposals, and makes recommendations on current or proposed Cal Fire, SPB, DPA, DFEH, et al, rules or regulations

.04 In conjunction with the Supervisor Director, maintains an up-to-date central case file system

.05 Shall comply with the State By-Laws Section 0515. (9-23)

**0650 Supervisor Director**

.01 The Supervisor Director, under the direction and supervision of the District Board, represents or arranges for representation of member supervisors on grievances and adverse actions

.02 Makes sure the Chapter representatives, if any, are kept aware of and provided copies of current correspondence, rules, regulations, and law changes

.03 Reviews and makes recommendations on current or proposed SPB, DPA, or Cal Fire rules and regulations

.04 In conjunction with the Rank & File Director, maintains an up-to-date central file system

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**0660 Retiree Director**

.01 The Retiree Director, under the direction and supervision of the District Board, ascertains that a correct, up-to-date record of all retired members is maintained in the District.

.02 Oversees and aids upon request the benefits which are to be provided to all survivors of a retiree

.03 Advises and assists Chapter retiree representatives in representation matters

.04 Attends the local Chapter retiree meetings

**0670 District Secretary**

.01 The Office of the District Secretary is an optional position that may be filled at the discretion of the District Board.

.02 The District Secretary, under the direction and supervision of the District Board, shall have the following responsibilities:

.A Assure minutes are recorded and maintained of all board and/or committee meetings in accordance with Section 0560 of the VI District's By-Laws. (9-23)

.B Assure meeting minutes are distributed to the District Board within 20 working days of the meeting.

.C Maintain an archive of all meeting minutes for accountability and historical purposes.

.03 If the Office of the District Secretary is left vacant at the discretion of the District Board, all responsibilities shall be borne by the Director of Finance.

**0680 District Deputy Rank and File Representatives**

.01 The position of the Deputy Rank and File Representative is an optional position that may be filled at the discretion of the District Board.

.02 For each 100 members, District X should consider electing a Rank and File Representative to assist the District X Director of Rank and File Affairs.

.A **For each 50 members, District X should consider a Deputy Rank and File Representative to assist the District X Director of Rank and File Affairs (1-23)**

.03 Maintains communications with the District Director of Rank and File Affairs on the status of all cases.

.04 Shall comply with the State By-Laws Section 0515. (9-23)

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**BY-LAWS (9-23)**

**0700 AMENDMENTS OF THE BY-LAWS HANDBOOK (9-23)**

**0710 Amendments to the By-Laws (9-23)**

.01 The District Board will be periodically tasked to review and make suggestions on amendments.

.02 The suggested amendment(s) to the By-Laws may be adopted by a majority of the members of the District Board. (9-23)

.03 Amendments to the By-Laws may be proposed by any member of the District Board at any regular District Board meeting. (9-23)

**0720 Approval of Amendments to By-Laws (9-23)**

.01 Approvals of the proposed amendments to the By-Laws shall be by the following:

.A A majority vote of the District Board, and

.B The State Executive Board shall approve any amendments to the Tenth District's By-Laws before they are effective and shall be on file at the CAL FIRE Local 2881 Headquarters. (9-23)

.02 This action is subject to a referendum on the demand of 5% of the active members filed with the District Vice President within ninety (90) days.



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**BY-LAWS (9-23)**

**0800 CODE OF ETHICS**

**0810 Purpose**

- .01 All elected Tenth District Officers shall sign the below statement prior to taking office.
- .02 Officers are required to sign the CAL FIRE Local 2881 Code of Ethics and Oath of Office forms at the beginning of their term. The signed form shall be valid for the duration of their term.(12-16)
- .03 Officers elected to a new term in the same office, or to another office, shall be required to sign a new CAL FIRE Local 2881 Code of Ethics and Oath of Office forms which shall be valid for the term of the re-election or new office.(12-16)
- .04 Failure to complete the CAL FIRE Local 2881 Code of Ethics and Oath of Office Forms shall be an automatic forfeiture of office. (12-16)

Our members are the core of our existence and, while CAL FIRE Local 2881 has been well served by the leadership of our association, we believe it is beneficial to establish a "Code of Ethics." These fundamental principles will enhance the mission of CAL FIRE Local 2881 and allow us to continue growing as an organization that makes us proud.

CAL FIRE Local 2881 is committed to excellence in the fulfillment of our mission – a mission to protect the people of California and enhance the wages, benefits, and conditions of our membership.

- I will act with a high degree of professionalism, courtesy, respect, and caring.
- I will obey all laws while conducting the business of CAL FIRE Local 2881.
- Harassment of any kind by or against anyone, including but not limited to members, officers, supervisors, and employees will never be tolerated.
- I will remember that I am responsible for safeguarding CAL FIRE Local 2881 assets against misuse, waste, damage, loss, and theft.
- I will never use CAL FIRE Local 2881 assets in a manner that may be illegal.
- I will respect and protect the confidentiality of privileged information.
- I will never exploit CAL FIRE Local 2881 property, information, services, resources, others assets or my position with CAL FIRE Local 2881 for personal gain.
- I endeavor to the best of my knowledge, ability, and available resources to always comply with federal and state regulations applicable to CAL FIRE Local 2881 when preparing and maintaining accounting records and financial statements.
- I will record and report financial and statistical information completely, fairly, accurately, and honestly.

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CAL FIRE Local 2881 assets include but are not limited to real estate, buildings, vehicles, equipment, furniture, computer systems, voice and data networks and all funds. In addition, CAL FIRE Local 2881 assets include our name, our reputation, knowledge, and information such as concepts, strategies, and plans.

There is a reason that we call ourselves brothers and sisters; committed to fairness, honesty, and integrity in all our decisions and actions.

\_\_\_\_\_  
Officer Signature, Title

\_\_\_\_\_  
Effective Date