



Bastrop Travis Co. Association of Professional Firefighters

Constitution & Bylaws

Revised 10.8.2025

Preamble

We, the full-time professional firefighters of Bastrop and Travis Counties, recognizing the need for a unified voice to represent our interests, protect our rights, and promote our profession, do hereby establish this organization as the Bastrop Travis Counties Association of Professional Firefighters. In affiliation with the International Association of Fire Fighters, we adopt this Constitution and these Bylaws to govern our conduct, protect our membership, and advance the mission of our profession.

Article I – Name

The name of this organization is the Bastrop Travis Counties Association of Professional Firefighters. The organization may also operate under the names BTCA-PFF, Bastrop Travis Co. Assoc of Prof FF, and other legal variations as needed.

Article II – Objectives

1. Represent and advocate for the professional, economic, and social welfare of members.
2. Secure fair compensation, benefits, and safe working conditions.
3. Promote a high standard of professionalism, skill, and ethical conduct.
4. Protect and advance the rights of firefighters through collective representation.
5. Foster unity, support, and accountability among members.
6. Participate in legislative and political processes affecting the fire service.
7. Operate as a nonprofit labor organization under 501(c)(5), with a separate political action committee established for advocacy purposes.



Article III – Membership

Section 1. Eligibility

Membership is open to full-time firefighters within the Association's jurisdiction, from probationary status through the rank of Captain.

Section 2. Non-Voting Membership

Battalion Chiefs, Assistant Chiefs, and the Fire Chief may be admitted as non-voting members. They may participate in discussions and receive communications but may not vote, hold office, or make motions.

Section 3. Good Standing

A member is in good standing when dues are current or within a 30-day grace period and the member complies with this Constitution and Bylaws.

Article IV – Dues and Finances

Section 1. Dues

Dues are 1 percent of the annual base salary of the lowest-paid full-time firefighter in the department, divided monthly and auto-drafted every paycheck - at least twice per month.

Section 2. PAC Contributions

Members may contribute an additional, separate, and voluntary amount to the Association's political action committee.

Section 3. Financial Oversight

Quarterly financial reports are prepared and shared with all members. A periodic financial review is commissioned at the end of each Treasurer's term or at least once per Treasurer term if the Treasurer is re-elected.

Section 4. Small Expenditure Authority and Receipts

1. Purpose. Enable routine operational purchases while preserving transparency and accountability.



2. President up to 500 dollars. The President may authorize and disburse funds for a single transaction not to exceed 500 dollars without prior board consultation. Each transaction must have a receipt, be logged in the small-expenditure log, and be included in the next quarterly financial report. PAC funds are excluded.
3. Vice Presidents up to 250 dollars. Either Vice President may authorize and disburse funds for a single transaction not to exceed 250 dollars. Written notice to the President is required before or promptly after the purchase. Receipt, logging, and reporting apply. PAC funds are excluded.
4. Other officers get up to 100 dollars with notice. Any other elected officer may authorize and disburse funds for a single transaction not to exceed 100 dollars with written notice to the President before or promptly after the purchase. Receipt, logging, and reporting apply. PAC funds are excluded.
5. Receipts to Treasurer. All receipts must be sent to the Treasurer within seven days of purchase. The Treasurer maintains the small-expenditure log and ensures inclusion in quarterly financial reports.

Section 5. Approval Thresholds for Non-Routine Expenditures

1. Board approval. Any proposed expenditure that exceeds an individual officer's limit in Section 4 must be approved by a majority vote of the board using an authorized electronic vote as defined in Article VII. The board may approve amounts up to and including 1,500 dollars.
2. Membership approval. Any proposed expenditure that exceeds 1,500 dollars must be approved by a majority vote of the membership using an authorized electronic vote defined in Article VII.
3. Reporting. Quarterly financial reports summarize small-expenditure authorizations, board-approved expenditures, and membership-approved expenditures above 1,500 dollars.

Section 6. Dual Approval for Larger Disbursements

Any disbursement over 1,000 dollars requires two officer approvals, one of which must be the Treasurer unless unavailable. Electronic approvals are permitted and retained with the record.

Section 7. Procurement Standards

0 to officer small-spend limits. Follow Section 4.

251 to 1,500 dollars. One written quote or price verification.

1,501 to 5,000 dollars. Two written quotes.

Over 5,000 dollars. Three written quotes or a written sole-source justification.

Quotes may be screenshots or PDFs and are archived with the purchase record.



Section 8. Monthly Bank Status

Each month the Treasurer provides officers a brief report for all accounts that includes beginning balance, deposits, disbursements, ending balance, and any exceptions.

Section 9. Annual Budget and Adjustments

The membership adopts an annual budget. The board may reallocate up to 10 percent per line item between membership meetings. Larger changes require membership approval.

Section 10. Conflict of Interest

Officers, committee members, and members disclose any real or perceived conflict before discussion. A conflicted person may provide facts when asked but does not debate or vote on that item.

Section 11. PAC and Foundation

1. Separate accounts. PAC and Foundation funds are kept in separate accounts. No commingling.
2. PAC funding. PAC contributions are voluntary or from other lawful sources. Transfers of regular Association funds to the PAC may occur only if permitted by law and after written compliance confirmation by legal counsel or the Treasurer.
3. Foundation support. The Association may transfer funds to the BTCAPFF Foundation for charitable or educational purposes consistent with law.
4. Quarterly consideration. Each quarter the board may propose optional transfers to the PAC and to the Foundation. The board documents legal compliance for PAC transfers and states the charitable purpose for Foundation transfers.
5. Transparency. All PAC and Foundation transfers are listed separately in financial reports.

Article V – Officers

Section 1. Elected Officers

President
Secretary
Treasurer



Vice President, Treasury
Vice President, Secretary

(Effective for terms beginning January 1, 2026, the Vice President roles are added.)

Section 2. Temporary Officers

Until the first election on January 1, 2026, the initial slate of temporary officers serves as previously recorded.

Section 3. Terms of Office

Each officer serves a two-year term beginning January 1 following election. Officers may serve unlimited consecutive terms.

Section 4. Officer Duties

President

Presides over meetings. Represents the Association. Enforces the Constitution and Bylaws. Coordinates union activities and initiatives. Maintains and executes vision and goals for the Association.

Secretary

Maintains accurate records of meetings and decisions. Handles internal communications and membership rosters. Ensures proper filing. Archives electronic vote records.

Treasurer

Collects and disburses funds consistent with these Bylaws. Receives and retains all receipts. Maintains financial records and the small-expenditure log. Prepares monthly bank status reports to officers and quarterly reports to members. Oversees reviews and tax filings.

Vice President, Treasury

Supports the Treasurer with financial administration, audits, reconciliation, receipt intake, and small-expenditure log accuracy. Serves as acting Treasurer if the Treasurer is unavailable.

Vice President, Secretary

Supports the Secretary with records, communications, minutes, membership verification, and archiving of electronic vote records. Serves as acting Secretary if the Secretary is unavailable.

Section 5. Executive Direction and Administrative Authority

Executive Direction. The President sets strategic direction and may issue written executive directives to carry out the mission, programs, and policies, provided they do not conflict with these Bylaws or an adopted budget. The board may override a specific directive by a two-thirds vote. The membership may override by simple majority at a membership meeting or authorized electronic vote.

Administrative Authority. The President supervises day-to-day operations and official communication platforms. Administrative changes to roles, permissions, or channels are logged and reported at the next Board Work Session.



Section 6. Vacancies and Succession

If the Treasurer's office becomes vacant, the Vice President, Treasury serves as Acting Treasurer until a special election within 60 days. If the Secretary's office becomes vacant, the Vice President, Secretary serves as Acting Secretary until a special election within 60 days. If the President's office becomes vacant, the Secretary serves as Acting President until a special election within 60 days.

Section 7. Removal for Cause

An officer may be removed for cause after written notice of the charges, an opportunity to be heard, and a two-thirds vote of the membership at a meeting or authorized electronic vote.

Section 8. Committees

Executive Committee. President, Secretary, Treasurer, Vice President, Treasury, and Vice President, Secretary. Prepares agendas and coordinates operations. Does not override board or membership authority.

Finance and Audit Committee. Treasurer chairs. Members are the Vice President, Treasury and one member at large appointed by the President. Reviews monthly bank status, procurement, and the end-of-term financial review.

Bylaws and Policy Committee. Secretary chairs. Members are the Vice President, Secretary and one member at large. Reviews policy changes and maintains the archive.

Membership and Outreach Committee. Vice President, Secretary chairs. Plus two members at large. Manages member verification and communications.

Article VI – Elections

Section 1. Election Schedule

Elections are held bi-annually no later than the first week of November before new officers take office on January 1. The 2025 ballot includes the Vice President, Treasury and Vice President, Secretary, with terms beginning January 1, 2026.

Section 2. Nominations

Members who wish to run must notify the current officers at least 30 days prior to the election date. A ballot is prepared listing all qualified nominees.

Section 3. Voting



All voting is by private, secure ballot or authorized electronic vote. Each member in good standing has one vote. The candidate receiving a simple majority is elected.

Section 4. Vacancies

If a vacancy occurs and until the special election required by Article V Section 6, the remaining officers may appoint a member to serve in that role on an interim basis.

Article VII – Meetings and Electronic Votes

Section 1. Membership Meetings

The Association holds at least one general membership meeting each quarter. The President may call special meetings with at least 72 hours notice. Notice of date, time, and agenda items is provided at least seven days in advance for regular quarterly meetings.


Section 2. Quorum

For officer meetings, a simple majority of the elected officers constitutes a quorum. For authorized electronic votes of the board, quorum is met when a simple majority of elected officers casts a ballot within the stated polling window. For membership meetings, quorum is the lesser of 20 members or ten percent of members in good standing.

Section 3. Board Work Sessions

Purpose is operations and tactics, scheduling, coordination, and minor financial decisions within Article IV. Minutes summarize decisions and any votes taken.

Section 4. Authorized Electronic Votes of the Board

1. Channel. Official board votes occur in the Discord channel titled **#official-decision-record** .
2. Initiation. The President or any two officers together may initiate a poll.
3. Content. Each poll states the exact question, dollar amount if financial, relevant documents, open and close time, and eligible voters.
4. Window. Polls remain open at least 24 hours unless unanimously shortened by all elected officers.



5. Voting and threshold. One vote per officer. A motion passes by simple majority of ballots cast if quorum is met.
6. Recordkeeping. At close, the Secretary exports or screenshots the poll with question, options, timestamp, and results, and archives it.

Section 5. Parliamentary Authority

The latest edition of Robert's Rules of Order Newly Revised governs the Association in all cases where it is applicable and not inconsistent with these Bylaws or any special rules adopted, including authorized electronic meetings and votes.

Section 6. Authorized Electronic Votes of the Membership

1. Channel. Membership votes occur in the Discord channel titled **#official-elections-and-votes**.
2. Eligibility. One account equals one vote. Each voter must hold the verified role **BTCAFFF Member**.
3. Access requirement. Participation requires a verified Discord account. Members who cannot access Discord may request an accommodation in writing to the Secretary at least seven days before the vote.
4. Notice. At least seven days notice with the exact question and supporting documents.
5. Window. Ballots remain open no fewer than 72 hours unless unanimously shortened by the board.
6. Verification and record. The Secretary verifies eligibility against the roster, closes the poll, exports or screenshots the results, and archives them.
7. Threshold. A motion passes by simple majority of ballots cast if membership quorum is met.
8. Scope. Any single expenditure over 1,500 dollars requires approval under this Section.

Article VIII – Ethics and Conduct

Section 1. Whistleblower Protection



Retaliation against any person who in good faith reports suspected financial, ethical, or legal violations is prohibited and is grounds for discipline.

Section 2. Disciplinary Action

Grounds include failure to pay dues, unethical or unprofessional conduct, harassment or discrimination, misuse of union resources, or acts that undermine the mission or integrity of the Association. Complaints must be in writing to the officers. The officers meet to review and determine appropriate action. An appeal may be requested. A majority vote of the officers determines the outcome on appeal.

Article IX – Records

Section 1. Records Retention

Minutes and financial reports are retained seven years. Contracts are retained for the term plus four years. Electronic vote exports and poll screenshots are retained seven years. The Secretary maintains the official archive and backs up electronic records monthly.

Section 2. Media and Privacy

The Association may use member images and names in photos and videos from Association activities and public events. Members who do not wish to be identifiable must notify the Secretary in writing. The Association will make reasonable efforts to blur or mask those members in future posts after notice. Sensitive medical or personnel information is not published.

Article X – Political Activity

The Association maintains a separate political action committee for legislative and electoral efforts. PAC contributions are voluntary and separate from dues. No union funds are used for political contributions unless allowed by law and by vote of the membership.

Article XI – Affiliation

The Association maintains affiliation exclusively with the International Association of Fire Fighters. Where applicable, members are subject to the IAFF Constitution and Bylaws. Nothing in these Bylaws is



intended to conflict with IAFF governing documents. If a conflict arises, the IAFF Constitution and Bylaws control to the extent required.

Article XII – Protection of Volunteers

Section 1. Indemnification

If a member or officer acts in good faith and within the scope of assigned duties for the Association and a claim arises from that work, the Association will protect and indemnify that person to the fullest extent permitted by law.

Section 2. Insurance

The board is authorized to procure Directors and Officers liability insurance.

Article XIII – Dissolution

If the Association dissolves, assets remaining after debts are paid are distributed to a labor-related nonprofit organization or another IAFF-affiliated local as determined by a majority vote of the remaining members.

Article XIV – Amendments

These Bylaws may be amended by a simple majority vote of members present at a general membership meeting or by an authorized electronic vote, provided proposed amendments were distributed to all members at least 14 days in advance.

Article XV – Severability and Governing Law

If any clause is held invalid, the remainder stays in effect. These Bylaws follow applicable law in our state. Disputes are handled in our home county unless law provides otherwise.



Revised 10.8.2025

Adoption

Adopted on 10.08.2025, subject to Board adoption and membership ratification.