

Lancaster County Fire Chiefs Association, Inc.

Constitution and By-Laws

September 11, 2003
Updated 6/14/06, December 10, 2008

LCFCA Constitution and By-Laws

CONSTITUTION AND BYLAWS

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Article I, General

Section 1. Name

This organization shall be known as the Lancaster County Fire Chiefs Association, Inc., herein called the Association.

Section 2. Purpose

The purpose of this organization is to provide career and volunteer managers of emergency service organizations throughout Lancaster County, Pennsylvania, with information, education, services and representation to enhance their professionalism and capabilities to protect citizens from the devastation of fire, environmental, natural, and technological emergencies.

To carry out this purpose, the Association shall:

- A. Conduct and or participate in research and studies of major problems affecting the fire service at community, state, regional and national levels.
- B. Develop and effectuate an active program dedicated to the continual well being of the fire service.
- C. Serve as the recognized organization for the exchange of ideas, information, knowledge, and experience in areas affecting the safety of life and property from fire.
- D. Encourage public education in fire prevention for the preservation of human life and material resources from destruction by fire.
- E. Cooperate with all organizations to promote programs that further the goals and objectives of the fire service.

Section 3. Bonding of Officers

The treasurer and employees or officers authorized by the board of directors shall be bonded by the Association in an amount approved by the board of directors.

Article II, Membership

Section 1. Membership

The individual membership of the Association shall consist of:

- A. Active Members. Active members shall include:
 1. The chief of the department and all chief officers, as designated by the chief, of regularly organized public, private, governmental or industrial fire departments.
 2. Any Past Chief Officer (Fire Chief, Deputy or Assistant)
 3. State fire marshals
 4. Fire commissioners, fire coordinators and/or fire directors who devote full time to administrative and fire fighting operations and all active members in retirement.

Active members shall be entitled to vote on all matters requiring a vote unless otherwise prohibited by the constitution. Active members who become ineligible for membership as the result of the consolidation of their departments or sources of eligibility with another organization shall be allowed to maintain active membership so long as they remain in the department or organization resulting from such consolidation.

- B. Associate Members. Associate members shall be individuals interested in the goals and objectives of the Association and shall include:
 1. Fire service personnel who are of rank or position other than that described in Article II, Section 1 A.
 2. Professors, instructors and technical staff members of accredited colleges, universities and academies, engaged in teaching or researching in the field of fire science and/or fire administration.
 3. Those individuals engaged in fire related governmental programs and services, and similar agencies engaged in programs and services or in the establishment of better fire service administration and management technology.
 4. Persons who have made a significant contribution to the science and practice of fire administration.

Associate members shall be entitled to participate in the Association, except they are not eligible to hold elective office, serve on the board of directors or have voting privileges.

- C. Member in Good Standing. To be a Member in Good Standing the Active and Associate member dues must be current. (6/06)

Article III, Officers

Section 1. Eligibility

Any member of the Association seeking election to any of the elective offices specified in Article III of the constitution shall be an active member in good standing of the Association.

Section 2. Elected Officers

The elected officers of the Association shall consist of a President, First Vice-President, Second Vice-President, Treasurer, Secretary and two (2) Directors, all of whom shall be elected at the December meetings during even-numbered years. All elected officers will each serve a term for two (2) years. There are no term limits and successors will take office immediately following the election. Elected officers may only hold one (1) elective office. This Association may also elect any member in good standing to serve as a delegate or representative to any county, state, regional or national organization or association. (December 2008)

Section 3. Board of Directors

There shall be a Board of Directors, which shall consist of the president, first vice president, second vice president, immediate past president, secretary and treasurer and two (2) directors who shall be members at large elected from active membership.

Section 4. Approval of Expenditures

No officer or member of the Association shall incur any expenses in the name of the Association without the approval of the membership except that, in case of emergency, the president is empowered to authorize the expenditure of sufficient funds with the approval of the majority of the board of directors to meet the emergency.

Section 5. Vacancies and Resignations

In the event of a vacancy occurring in the office of the president or his 1st vice president, the next officer in line shall immediately be directed by the board of directors in writing or in formal session to assume all duties and authorities of the vacant office. In the event of a vacancy occurring in the office of the treasurer, secretary, 2nd vice president or board of director, the board of directors shall assume the duties until the next regular scheduled business meeting when an election shall occur to fill the vacant position's unexpired term.

Article IV, Duties of The Officers

Section 1. Duties of Elected Officers

The duties of the elective officers are as follows:

The president shall:

- A. Be the official representative and spokesperson for the Association.
- B. Serve as the chair of the Board of Directors.
- C. Preside at meetings of the Association.
- D. Insure that all committees, work groups or task forces operate according to the Constitution and Bylaws and Association policies.
- E. Call a special meeting of the Board of Directors when so requested by a majority of the Board of Directors or whenever the president determines necessary. At least five (5) days notification shall be given for the special meeting with the reason for the special meeting stated, except when the president determines that an unusual emergency exists.
- F. Shall only cast a vote in the event of a tie.

The first vice president shall:

- A. In the absence or inability of the president to perform all the duties of the office is directed to assume the duties of the president.
- B. Assist the president in conducting the business and policies of the Association.
- C. Perform such other duties as are prescribed by the board of directors or president.

The second vice president shall:

- A. Assist the president and the first vice president in conducting the business and policies of the Association.
- B. In the absence or inability of the president and first vice president is directed to assume all the duties and responsibilities of the president.
- C. Perform such other duties as are prescribed by the board of directors or president.

The treasurer shall:

- A. Supervise the use of all the assets of the Association with the advice and approval of the Board of Directors.
- B. Determine that all monies of the Association are deposited in proper accounts and, where applicable, draw the highest rate of return consistent with the greatest safety for the Association funds.
- C. Provide a quarterly report on the financial condition of the Association, including a summary of all revenues and disbursements.

The secretary shall:

- A. Record the minutes of all Association meetings.
- B. Prepare and send any documents as directed by the President or as voted on by the body at Association meetings.
- C. Maintain the minute books and membership rolls and turn over said books to his successor when vacating the office of secretary.

Section 2. Board of Directors

It shall be the duty of the board of directors to:

- A. Have general charge of the affairs of the Association.
- B. Approve, adopt, change or amend all budgets as recommended by the President.
- C. Cause to be made a review of all financial books and present such review to the board of directors at its March meeting.
- D. Establish the date and place of the quarterly meetings. These dates and locations shall be made public as soon as they are established.
- E. Shall appoint representatives to other organizations as necessary.

Article V, Meetings

Section 1. Quarterly Meeting

- A. There shall be a quarterly meeting of the Association at the Lancaster County Public Safety Training Center on the second Wednesday during the months of March, June, September and December. (12/2007)
- B. Quarterly meetings shall start at the announced time stated at the previous meeting. (12/2007)
- C. Nominations for office will be held at the September meeting of the Association.(12/2007)
- D. Elections of the Association will be held at the December meeting. The elected officers will take office immediately.

Section 2. Rules of Order

For the purpose of orderly administration, *Robert's Rules of Order* (current edition), shall be the authority for all meetings, unless specifically provided for in the Association's By-Laws or Constitution.

Section 3. Quorum

A simple majority shall constitute a quorum for the transaction of business at all meetings of the Board of Directors. Seven (7) active members and one (1) elected officer of the association shall constitute a quorum for the transaction of business at all regular meetings.

Article VI, Amendments

Section 1. Revision of Constitution

The Association shall have full power to alter, amend or revise this constitution. Any changes to be made shall have the signatures of at least five (5) active members and will be presented once for the Association's awareness and knowledge and be voted on by the Association at the next quarterly meeting. A two-thirds majority vote of those in attendance is required for adoption or change.

Section 2. Effective Dates of Amendments

All amendments, alterations or revisions shall take effect immediately upon adoption by the membership unless otherwise provided.

Article VII, Voting (6/06)

Section 1. Voting

- A. Active members shall be entitled to vote on all matters requiring a vote.
- B. Any Standard proposed that would affect the entire Lancaster County Fire Service will require a one vote per Fire Company/Department in good standing. A Fire Company/Department is considered to be in good standing if there is at least one Chief Officer with paid dues to the Association. A successful vote requires a 2/3 majority consensus of the ballots cast for passage.
- C. Any business that the President feels would affect the entire County Fire Service must be approved or may be tabled by the majority of Directors of the Lancaster County Fire Chiefs Association in attendance at a regularly scheduled meeting.
- D. The proposed standard or business that affects the entire County Fire Service would be provided for review to all Lancaster County Fire Companies/Departments in good standing and will be voted upon at the next regularly scheduled meeting of the Association.
- E. Any member Lancaster County Fire Company/Department in good standing that is unable to attend the next scheduled meeting of the Association will be allowed one vote per absentee ballot. This can be accomplished by e-mail or letter to the Secretary of the Association prior to the meeting.

Date of Constitution Adoption:

Approved by:

President _____

1st Vice President _____

2nd Vice President _____

Treasurer _____

Secretary _____

Director _____

Director _____

Changes / Amendments

6/14/06 – Added Article II, Section C

- Added Article VII, Voting

10/10/07 – Article V changed to Quarterly meetings.

12/10/08 – Change Article III, Section II (Two-year terms)

By-Laws

Section I, General

Subsection 1. Dues

The dues for active and associate members are five dollars (\$5.00) for 3 years. The membership period will cover a specific three-year period.

Subsection 2. In Arrears

No members in arrears for dues shall be eligible to vote. The secretary shall remove from the membership roll and from the mailing list any member in arrears.

Subsection 3. Applications

Application for membership shall be made to the Association through the secretary.

Subsection 5. Fiscal Year

The fiscal year of the Association shall extend from the first day of January through the thirty-first of December.

Subsection 6. Adopting Amendments to Bylaws

Any changes to be made shall have the signatures of at least five (5) active members and will be presented once for the Association's awareness and knowledge and be voted on by the Association at the next scheduled meeting. A two-thirds majority vote of those in attendance is required for adoption or change or as provided in Article VI of the constitution.

Subsection 7. Effective Date of Amendments

All amendments, alterations or revisions of any part of these bylaws or rules of order shall take effect upon their adoption by the Association unless otherwise provided.

Section II, Committees

Subsection 2. Committees and Committee Membership.

The president may name committees, work groups, or task forces for his term of office to accomplish the goals and objectives of the Association. All members are eligible for such committee appointments and all members are entitled to vote as members on such committees.

Subsection 3. Nominations Committee

The nominations committee shall consist of the secretary and two members-at-large.

Section III, Election of Officers

Subsection 1. Candidates

The nominations committee shall solicit candidates for the various offices of the Association. Members who desire to be candidates and are qualified in accordance with Article III, Section 1 of the constitution, shall submit their name, and office being sought, to the nominations committee, prior to the September meeting.

Subsection 2. Unanimous Ballots

For any office for which there is only one (1) nomination, the presiding officer shall instruct the secretary of the Association to cast a ballot for such nominee and shall thereupon declare such nominee elected.

Subsection 3. Balloting Process

For all offices for which there are two (2) or more candidates the election shall be held by ballot. The presiding officer shall appoint three (3) tellers to distribute and tally the ballots and report the results to the presiding officer. In the event of a tie, the presiding officer shall cast the deciding vote privately.

Section IV, Miscellaneous

Subsection 1. Installation of Officers

The installation of officers shall take place following the election with appropriate ceremonies and officers shall swear to the following oath of office: **"I (name) hereby swear that I will support the Constitution and Bylaws and at all times bear true allegiance to the goals and purposes of the Lancaster County Fire Chiefs Association, Inc. I further swear to perform the duties and responsibilities of my office to the best of my ability and at the end of my term of office I will deliver to my successor all records of said office. So help me God."**

Section V, Rules of Order

Subsection 1. Preservation of Order

The presiding officer shall preserve order and decorum and shall take no part in debates while presiding. All questions of order shall be subject to an appeal to the Association, and upon such an appeal the vote shall be taken without debate. The presiding officer may state the reasons for the decision given and shall put the question as follows, "Shall the decision of the chair be sustained?" A two-thirds majority of those present and voting shall be necessary to reverse the decision of the chair.

Subsection 2. Members Speaking

Every member, when speaking or offering a motion from the floor, shall rise, state his or her name, position and affiliation, and respectfully address the presiding officer, and when finished speaking shall at once resume his or her seat.

Subsection 3. Presiding Officer Decides

When two (2) or more members' rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

Subsection 4. Point of Order

A member called to order shall immediately cease speaking and resume his or her seat until the point of order in question has been decided, when he or she shall again be entitled to the floor.

Subsection 5. Calling the Question

A motion to take the previous question shall always be in order except when a member is in possession of the floor, and must be put without debate and if supported by a majority vote of those present, voting shall be declared carried and no further debate or amendments shall be in order until the main question shall have been decided.

Subsection 6. Motion to Adjourn

A motion to adjourn shall always be in order, except when a member is in possession of the floor or a vote is being taken or it has been decided that vote shall now be taken. A motion to adjourn is not debatable, but a motion to adjourn to a given time is open to debate.

Subsection 7. Question Without Provision

Any question coming before the meeting for which no provision has been made in the constitution, bylaws or rules of order, the presiding officer shall be guided by the rules laid down in *Robert's Rules of Order*, revised.

Subsection 8. Order of Business

The order of business at a meeting shall be:

- A. Open the meeting
- B. Pledge to the flag
- C. Welcome address
- D. Appoint Sergeant at arms
- E. Guest or feature presentation
- F. Report of Secretary
- G. Report of the Treasurer
- H. Reports from committees.
- I. Unfinished business.
- J. Elections
- K. New business.
- L. Good and welfare of the Association.
- M. Report of attendance and place of next meeting.
- N. Adjournment.

Date of By-Laws Adoption:

Approved by:

President _____

1st Vice President _____

2nd Vice President _____

Treasurer _____

Secretary _____

Director _____

Director _____