

Delaware County Firemen's Association
Bylaws

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Delaware County Firemen's Association

Bylaws

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Delaware County Firemen's Association

Bylaws

I. Name of Organization

This nonprofit corporation shall be known as the Delaware County Firemen's Association.

II. Purpose

The Association represents and supports Emergency Services Organizations in their performance of providing community based Fire, EMS, Rescue and other emergency response related services to the communities located in Delaware County, Pennsylvania.

The mission of the Association is to serve, promote, educate, coordinate, support and advocate for Emergency Services Organizations at the local, regional, statewide, and national levels through involvement in various partnerships and coalitions serving the interests of Emergency Services Organizations.

III. Membership

Membership in the Delaware County Firemen's Association of the State of Pennsylvania (hereafter known as the Association) shall consist of Organizational, Beneficial, Life and Honorary Memberships as described in the following Sections A through D.

A. Organizational Membership

1. Organizational Membership in the Association shall consist of duly recognized organizations located in the County of Delaware committed to the fulfillment of saving lives and protecting property.
2. The term Organizational indicates duly organized and chartered, volunteer or career Fire Companies, Departments, Industrial Brigades or Emergency Medical Service Units in Delaware County as recognized by the county, city, township, borough or corporation in which they are situated or respond. The organization must be a duly constituted force

for either fighting fires, providing vehicular rescue, emergency medical services, hazardous materials incident response, or emergency services training.

3. All Organizational Membership applications shall be presented and read at a regularly scheduled Quarterly Meeting of the Association. The application shall lay on the table until the next regularly scheduled Quarterly Meeting of the Association, at which time the membership will vote to accept or deny the application.
4. The Executive Board shall set the annual dues for Organizational Members.

B. Beneficial Membership

Beneficial Membership shall consist of individual members who have been accepted as members of the Association.

1. The Executive Board shall set the annual dues for Beneficial Members.
2. Beneficial Members may be entitled to a Death Benefit as provided in Article X of these Bylaws, payable to their named beneficiary as provided to the Financial Secretary.

C. Life Membership

Life Membership in the Association shall consist of the following:

1. Members who have completed 30 years of membership in the Association.
2. Members who have completed a full term as President of the Association.
3. Annual dues for Life Members are waived.

D. Honorary Membership

Honorary Membership in the Association shall consist of persons elected at a Regular meeting of the Association in recognition of a meritorious act in the interest of this Association, or that of the fire service in general.

1. They shall have all the privileges of active membership, except that of voting and holding office. They shall not take part in debate except by the consent of the meeting.
2. They shall be exempt from payment of dues, and shall not be entitled to the Death Benefit.

E. Continuation of Membership

Any individual member who may have moved from his/her place of residence in Delaware County or whose membership in his/her local fire organization has been severed, may continue his/her membership in this Association with payment of his/her annual dues.

F. Active Membership

An active member is defined as a member who has attended at least two (2) General Membership meetings within the previous twelve (12) months.

IV. Administrative Officers

A. Elected Officers

The Elected Officers of the Association shall be: President, Vice President, Financial Secretary, Treasurer, Recording Secretary, Fire Commissioner, all Past Presidents, and five (5) Directors to be elected at large.

B. Appointed Officers

The Appointed Officers of the Association shall be: Chaplain and one (1) Deputy Fire Commissioner.

C. Duties of Officers

1. President

- a. The President shall preside at all meetings of the Association, appoint and be ex-officio member of all committees, and scrutinize the conduct of all officers and committees.
- b. The President will countersign all orders and vouchers upon the Association's Treasury for the disbursement of Association funds.
- c. The latest edition of Roberts' Rules shall govern the President on parliamentary procedure.
- d. Upon his/her retirement as President of the Association, he/she shall serve as Chairman of the Executive Board until his/her successor has served his/her term of office as President.

2. Vice President

The Vice President shall perform all the duties of the President in his/her absence, or as needed by the President.

3. Recording Secretary

- a. The Recording Secretary shall keep a complete record of the Association's business.

- b. The Recording Secretary shall maintain properly marked and indexed books containing the Charter and Bylaws. These books may be kept in the form of computer files.
- c. The Recording Secretary shall answer all communications addressed to him/her pertaining to the business of the Association and file same with copies of his/her responses. Any communications received by the Recording Secretary pertaining to the duties of any committee, shall be referred to the committee for consideration.
- d. The Recording Secretary shall turn over to his/her successor in office all property of the Association in his/her possession.
- e. The Recording Secretary shall receive expenses to be determined by the Executive Board.
- f. The Recording Secretary shall act as Secretary to the Executive Board and keep a record of business transacted.
- g. The Recording Secretary shall notify the membership of all Special Meetings. Notification must be at least fifteen (15) days prior to the meeting, and will include the date, location and time of the Special Meeting.

4. **Financial Secretary**

- a. The Financial Secretary shall maintain membership records of the individual members and delegates.
- b. By March 1st, the Financial Secretary shall forward to each Organizational Member and Beneficial Member:
 - 1. A bill for annual dues for the ensuing year.

2. The locations, dates and time of all meetings of the Association.
- c. The Financial Secretary shall, within thirty (30) days after the July meeting, advise all Organizational Members and Beneficial Members of their delinquency if they have not paid their dues for the current year.
- d. The Financial Secretary shall furnish to each Organizational Member and Beneficial Member a membership card, which will serve as a receipt of his/her dues.
- e. The Financial Secretary is authorized to receive money due the Association, and deposit the same in the Checking Account of the Association. A copy of the deposit slips are to be sent to the Treasurer.
- f. The Financial Secretary shall prepare and certify all orders upon the Treasury for the payment of claims on the Death Benefit.
- g. The Financial Secretary shall prepare a monthly report of all receipts. He/she shall make a detailed report to the Executive Board, and/or auditors whenever requested to do so. A copy of all reports shall be furnished to the Chairman of the Finance Committee if requested.
- h. The Financial Secretary shall turn over to his/her successor in office all property of the Association in his/her possession.
- i. The Financial Secretary shall receive expenses to be determined by the Executive Board.
- j. The Financial Secretary shall be bonded under the Association's Blanket Crime Coverage Bond under the organization's insurance policy.

5. Treasurer

- a. The Treasurer shall keep an accurate account of all monies disbursed by him/her.
- b. All money belonging to the Association shall be deposited in the bank, in the name of the Delaware County Firemen's Association of the State of Pennsylvania, and be subject to withdrawal only by check issued by the Treasurer.
- c. The Treasurer shall prepare monthly and quarterly financial reports showing the financial condition of the Association. A copy of these reports shall be presented to the Finance Committee and the Executive Board.
- d. The Treasurer shall pay out no money except upon proper order or voucher of the Association.
- e. The Treasurer shall deliver to his/her successor in office all property of the Association in his/her possession.
- f. The Treasurer shall receive expenses to be determined by the Executive Board.
- g. It shall be the duty of the Treasurer to make payment of claim on the Death Benefit, whenever directed to do so by the Financial Secretary, or by order of the Executive Board.

6. Fire Commissioner and Deputy Fire Commissioner

The positions of Delaware County Firemen's Association Fire Commissioner and Deputy Fire Commissioner have been established to provide administrative support, training, coordination, and other support as defined below to Delaware County's Fire and EMS organizations and responders, and to provide support to other Fire and

EMS related organizations who work with the Emergency Responders as requested. However, under no circumstances will they become involved in response to emergency calls or operate on scene at an emergency situation as they have no jurisdiction or insurance protection to do so.

The Fire Commissioner will be elected by the General Membership for a two year term, and may be re-elected for up to two additional terms. The Deputy Fire Commissioner will be appointed by the newly elected Fire Commissioner and approved by the Executive Board for a one year term and subsequent terms, but will serve at the will of the Fire Commissioner.

Note: District Fire Marshals

Effective at 12 a.m., January 1, 2018, the position of District Fire Marshal was eliminated as an office of the Delaware County Firemen's Association. Local fire companies that feel a coordination position is necessary, may choose to establish a system tailored to their specific needs, funded, insured, and under their direct charge, or they may use whatever local Municipal Fire Marshal arrangement that is suitable to their local needs. (Approved at General Membership Meeting (July 2017))

V. Executive Board

- A. The Executive Board shall consist of the President, Vice President, Treasurer, Financial Secretary, Recording Secretary, Fire Commissioner, all Past Presidents, and five (5) Directors at large. The immediate Past President of the Association shall be the Chairman of the Executive Board.

- B. In the absence of the Chairman of the Board, the most recent Past President shall act as Chairman, until the return of the immediate Past President.

- C. The Executive Board shall organize at the call of the Chairman during the month of January.
- D. The Executive Board shall select the location and date to hold their meetings.
- E. Seven (7) members shall constitute a quorum of the Executive Board.
- F. The Executive Board shall take charge of any and all property of the Association and perform all duties required by law.
- G. The Executive Board shall appoint an attorney as needed to whom all legal questions shall be referred for advice and opinion.
- H. The Executive Board shall direct the contraction of all bids and their payment through proper vouchers, except where otherwise provided by these Bylaws.
- I. The Executive Board shall have the authority to create account(s) and to invest surplus money in the accounts in securities recommended by the Finance Committee.
- J. The Executive Board shall inquire into, and report to the Association, all questions referred to them arising from disputes in relation to eligibility for admission to the Association.
- K. The Executive Board shall select an accounting firm to perform a financial review or audit of the books of the Association. The Executive Board shall receive the report and act on any recommendations.
- L. The Executive Board shall approve all expenditures over five hundred (500) dollars to be made by the Association.
- M. The Executive Board shall set the fiscal year of the Association as January 1st through December 31st of each year.

VI. Delegates to Other Organizations

A. Organizations

The Association shall maintain membership in the following organizations:

1. The Firemen's Association of the State of Pennsylvania
2. The Pennsylvania Fire and Emergency Services Institute, State Wide Advisory Board (SWAB)

B. Delegates

The President, with the consent of the Executive Board, shall appoint a delegate and up to two (2) alternates to both the Firemen's Association of the State of Pennsylvania and the Pennsylvania Fire and Emergency Services Institute, State Wide Advisory Board (SWAB). The Association shall provide reimbursement for expenses as determined by the Executive Board.

VII. Committees and Their Duties

A. Law and Legislative Committee – Consists of the Delegate and Alternates to the Firemen's Association of the State of Pennsylvania and the Pennsylvania Fire and Emergency Services Institute, State Wide Advisory Board (SWAB).

1. The Committee shall attend to all matters pertaining to national, state and county legislation of interest to the firefighters of Delaware County and the Commonwealth of Pennsylvania.
2. The Committee shall present a report to the Association at each Quarterly Meeting. They shall also make a report to the Executive Board whenever requested to do so.

- B. **Awards Committee** – Consisting of at least three (3) members and chaired by the Fire Commissioner.
1. Each year, the Committee shall select winners from the nominations made by the members of this Association for the following awards to be presented at the Annual Installation and Awards Dinner:
 - a. Robert R. Baxter Jr. Memorial Firefighter of the Year Award
 - b. Theodore R. Epright Memorial Valor Award
 - c. Harry Maitland Memorial Lifetime Achievement Award
 - d. Christopher N. Kangas Memorial Junior Firefighter Award
 - e. Civilian Humanitarian Service Award
 2. Special awards may be given if approved by the Executive Board.
 3. For each Award, the Committee shall maintain a history of award winners, and maintain and develop guidelines and rules for each award, with the consent of the Executive Board. A copy of the history and guidelines will be provided to the Recording Secretary.
- C. **Finance Committee** – Consisting of the Chairperson, Financial Secretary, Vice President, and Treasurer and up to three (3) additional members.
1. The Committee shall meet periodically to review all financial aspects of the Association and report their findings and recommendations to the Executive Board.

D. **Installation and Awards Dinner Committee** – Consisting of at least three (3) members.

1. The Committee shall select the date and location, and handle all aspects of the Annual Installation and Awards Dinner, with the consent of the Executive Board.

VIII. Meetings

A. **General Meetings**

Quarterly Meetings of the general membership of the Association will be held at least four (4) times a year, with the dates and times to be established by the Executive Board.

B. **Quorum**

Fifteen (15) members of the Association shall constitute a quorum for any Quarterly or Special Meetings of the General Membership.

C. **Special Meetings**

Special Meetings of the General Membership may be called by the President, or at the written request of the Executive Board, or on the written application to the President by not less than fifteen (15) members in good standing, at such place and time as may be determined. All calls for Special Meetings shall clearly state the business to be transacted at said meeting and no other business shall be in order.

D. **Executive Board**

The Executive Board shall meet regularly. The date, time, and location of each meeting shall be determined by the Board.

IX. Nominations and Elections

A. Nominations

Nomination of Officers, Directors and Fire Commissioner, shall be opened at the October Association Meeting prior to new business. A Nomination Committee appointed by the President will authenticate all submitted nominations and confirm the criteria for nomination, as set forth in these Bylaws, has been satisfied for each nomination.

1. A member in good standing may nominate a qualified individual.
2. The person being nominated shall meet the criteria for the office for which he or she is being nominated as set forth in these Bylaws.
3. Nominations shall be closed prior to the end of the October meeting. The Nomination Committee shall review all nominations. Upon their review, the Committee shall determine if each nomination is valid as applied to the Bylaws and add each candidate's name to the ballot. If the Committee determines that a nomination does not meet the criteria as set forth in the Bylaws, the Committee shall disqualify the nomination. The Nomination Committee shall make the list of qualified candidates available prior to the December meeting.
4. No member shall be nominated for any office unless his/her dues are current.
5. No member shall be nominated, elected or appointed to fill more than one elected office in the Association.
6. Persons nominated, elected or appointed to fill the office of President, Vice President, Treasurer, Financial Secretary or Recording Secretary, must be an active member* of the Association for a period of two (2) years.

7. Persons nominated, elected or appointed to fill the office of Director, must be an active member* of the Association for a period of one (1) year. * (as defined in III – F)
8. No person shall serve in the office of President for more than three (3) consecutive two (2) year terms.
 - a. The serving of an unexpired term shall not be counted or considered as a term of office.
9. Any person having served three (3) terms of office as President will not be eligible to hold the office of President or Vice-President, until two (2) years have elapsed since the expiration of his/her term of office as President.

B. Elections

1. Election of Officers, Directors and Fire Commissioner of this Association, shall be held for one (1) hour commencing with the start of the December Quarterly Meeting.
2. The election shall be conducted by a Judge of Election and two (2) Tellers appointed by the President.
3. Only members and delegates present at the December Quarterly Meeting may cast ballots. In order to receive a ballot, members must show an up-to-date membership card of this Association, or be on the Financial Secretary's paid up membership list.
4. At the annual election, the candidate receiving the highest number of votes cast for a particular office shall be elected. In the case of a tie vote being cast for any office, a run-off election shall be held.

C. Terms of Office

The term of office for all elected Officers shall be for two (2) years commencing on January 1st following the elections, through December 31st of the following year, or until their successors are chosen and have been qualified.

X. Death Benefits

- A. A benefit, to be officially known as the **Death Benefit**, will be paid to the designated beneficiary of the deceased members of the Association. The Executive Board of the Association shall govern said benefit.
- B. Upon joining the Association, each member will execute an “Assignment of Beneficial Death Benefit” form naming a beneficiary in event of his/her death. The Financial Secretary is responsible to maintain these records. This will remain in effect until a new assignment is submitted in writing by the member.
- C. The Executive Board will review the finances of the Association and shall determine a suitable Death Benefit.
- D. All claims for the Death Benefit shall be presented to the Financial Secretary in such manner and form, as the Board shall prescribe. The Board shall examine the validity of all claims. Upon validation, the Board shall direct the payment of the Death Benefit in accordance with 3 of this Article.
- E. In the event of a selection being necessary as to the claimants who may receive said Death Benefit, it is agreed by each member eligible for this benefit, that the judgment of the Executive Board shall be final.

XI. Vacancies and Absences

A. Delinquent Dues

Any Member who has been duly nominated and elected to an Office and then becomes delinquent in his/her dues, shall forfeit his/her right to said Office and it shall become vacant immediately.

B. Absence from Meetings

Any Officer failing to attend two (2) consecutive meetings of the Association or Executive Board, without reasonable excuse, will have his/her position declared vacant. The Executive Board will be responsible for determining “reasonable excuse.”

C. Vacancies

The Executive Board shall fill all vacancies of this Association at their first meeting after the vacancy has occurred.

XII. Amendments

A. Presentation

All amendments to these Bylaws shall be presented in writing at a Quarterly Meeting of the Association. They shall be held over for action at the next Quarterly Meeting.

B. Process

Prior to the second reading, the Recording Secretary will have the webmaster post a copy of the proposed changes on the Association website. At the second meeting, the changes will be distributed in writing to the members in attendance, at which time they may be adopted by the consent of the members of said meeting.

XIII. Standard of Conduct, Offenses and Discipline

A. General

1. All members of the Association are expected to conduct themselves in a manner that conveys a positive image of the Association, particularly at Association functions. Whenever a member fails to follow appropriate standards of conduct, action will be taken to correct the infraction.
2. The Executive Board will be responsible to record all offenses and determine appropriate action to be taken. The decision of the Executive Board will be final.

B. Offenses

The following are general guidelines regarding discipline of members and officers. The procedures outlined may be followed at the discretion of the Association depending on the circumstances and do not limit the Association to discipline a member, and do not limit the rights of a member to challenge a disciplinary action against him/her.

Such offenses may hold proper cause for immediate suspension, dismissal, or other disciplinary action depending on the circumstances, conditions and nature of the offense, and shall include but are not limited to the following:

1. Possession of illegal drugs
2. Carrying an illegal weapon
3. Committing any act of sexual harassment (See Sexual Harassment Policy)
4. Falsification of information requested

5. Disorderly or immoral conduct
6. Unauthorized use, theft or damage of Association property
7. Threatened or actual physical violence
8. Violating Bylaws