

**Delaware County Firemen's Association
Of
The State of Pennsylvania
By Laws**

**A d o p t e d
1 0 / 2 7 / 2 0 0 3
Change to Article VI, Section 1 7/25/05
Change to Article VI Section 1 Sub-Section 1F 10/23/06**

Article 1 – Membership

Membership in the Delaware County Firemen's Association of the State of Pennsylvania (hereafter know as the Association) shall consist of Organizational, Beneficial, Associated Organizational, Life and Honorary memberships as described in Section One through Four of this Article.

Section 1- Organizational Membership:

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.

- a) The term Organizational is meant; duly organized and chartered, Volunteer or Career Fire Companies, Departments, Industrial Brigades or Medical Service Units of Delaware County as recognized by the County, City Township, Borough or Corporation in which they are situated. The organization must be a duly constituted force for fighting fires, providing rescue and/or medical services.
- b) All Organizational Membership applications shall be presented and read at a regularly scheduled quarterly meeting of the Association and laid on the table until the next regularly scheduled quarterly meeting of the Association at which time a vote of acceptance shall be cast.
- c) Each duly accepted Organization shall be entitled to submit the names of ten (10) of its members as "proposed individual members" of the Association on an annual basis. "Proposed individual members" shall be delegates for the organization they represent, for a period of one (1) year. Payment of dues will be waived during the first year. At the end of their first year they may continue their membership upon payment of annual dues as a beneficial member as outlined in these By-Laws.
- d) The Executive Board, at the re-organizational meeting, shall set the annual dues, for Organizational Members.

Section 2 – Beneficial Membership:

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

- a) The Executive Board, at the re-organizational meeting, shall set the annual dues, for Beneficial Members.

- b) Beneficial Members may be entitled to a death benefit as provided in Article 8 of these By Laws, payable to their named beneficiary as provided to the Financial Secretary.

Section 3 – Life Membership:

Life Membership in the Association shall consist of the following: (a) members who have completed 30 years of membership in the Association or (b) members who have completed a full term as President of the Association.

- a) Annual dues for Life Members are waived.

Section 4 – 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.

- a) They shall have all the privileges of active membership, except that of voting and holding office, nor shall they take part in debate except by the consent of the meeting.
- b) They shall be exempt from payment of dues, and shall not be entitled to Death Benefits.

Section 5

Any Individual member who may have removed their place of residence from 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.

Article II – Officers

Section 1

The Elected Officers of the Association shall be President, First Vice-President, Second Vice-President, Financial Secretary, Treasurer, Recording Secretary, Chief Fire Marshal, a Fire Marshal and Director from each of the twelve (12) Districts, and three (3) Directors to be elected at large.

Section 2

The Appointed Officers of the Association shall be, Assistant Financial Secretary, Assistant Treasurer, Assistant Recording Secretary, Chaplain, Photographer, two (2) Deputy Chief Fire Marshals, Assistant District Fire Marshals and Assistant Directors.

- a) The Executive Board shall appoint the Assistant Financial Secretary, Assistant Treasurer, Assistant Recording Secretary, Chaplain and Photographer.
- b) The Chief Fire Marshal with the consent of the Board of Fire Marshals shall appoint the Deputy Chief Fire Marshals.
- c) Each District Chiefs' Cabinet may appoint up to two (2) Assistant District Fire Marshals and one (1) Assistant Director.

Article III – Organizations and Delegates

Section 1

The Association shall maintain membership in the following organization:

- A) The Firemen's Association of the State of Pennsylvania
- B) The Pennsylvania Fire and Emergency Services Institute
- C) The Keystone State Fire Chiefs' Association
- D) The Firemen's Legislative Federation of Pennsylvania
- E) The National Fire Protection Association
- F) The International Association of Fire Chiefs
- G) The National Volunteer Fire Council

Section 2

The President with the consent of the Executive Board shall appoint a Delegate and up to two (2) Alternates to the Firemen's Association of the State of Pennsylvania, Pennsylvania Fire and Emergency Services Institute, and Firemen's Legislative

Federation of Pennsylvania. The Association shall provide reimbursement for expenses as determined by the Executive Board.

Section 3

The President on the advice of the Chief Fire Marshal and the Board of Fire Marshals, shall appoint a Delegate and up to two (2) Alternates to the Keystone State Fire Chiefs' Association. The Association shall provide reimbursement for expenses as determined by the Executive Board.

Section 4

All Delegates and Alternates will be appointed at the re-organizational meeting of the Executive Board to serve until the end of the calendar year.

Section 5

Delegates and Alternates shall present a report on the activities of the various organizations to the Association at each of the Quarterly Meetings. They shall also make a report to the Executive Board, Board of Fire Marshals, or District Fire Chief's Cabinet whenever requested to do so.

Article IV-Committees and Their Duties

Section 1

- A) Law and Legislation Committee – Consisting of the Delegate and Alternates to the Firemen's Association of the State of Pennsylvania, the Firemen's Legislative Federation of Pennsylvania and the Pennsylvania Fire and Emergency Services Institute.
 - 1) They 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) They shall present a report to the Association at each Quarterly Meeting. They shall also make a report to the Executive Board, Board of Fire Marshals, or District Fire Chiefs Cabinet whenever requested to do so.
- B) Fire Prevention Committee – Consisting of the Chief Fire Marshal and the two (2) Deputy Chief Fire Marshals and at least three (3) additional members.

- 1) The Fire Prevention Committee shall suggest to the Association, from time to time, actions that should be taken to prevent fires, save human lives and the un-necessary destruction of property.
 - 2) It shall see that Fire Prevention information be disseminated through fire companies, press, schools, churches, and any other means of circulating such information; especially for "FIRE PREVENTION WEEK".
- C) Meeting Sites Committee – Consisting of at least three (3) members.
- 1) They shall select the sites and host for the four (4) Quarterly Meetings. This should be done by October of the prior year to allow the Financial Secretary to send to the Membership the date, location, time and cost of said Meetings.
- D) Publicity Committee – Consisting of at least three (3) members.
- 1) They shall furnish news and photographs to the press pertaining to the Association's welfare, and the Fire and EMS Service in general.
- E) Memorial Committee – Consisting of the Chaplain, who shall serve as chairman, the Financial Secretary and at least three (3) additional members.
- 1) They shall prepare an appropriate Memorial Services to be held annually in memory of the Deceased Members for the prior year.
- F) Fire Training Committee - Consisting of at least three (3) members.
- 1) This Committee shall work in conjunction with the Delaware County Emergency Services Training Center to set up all Fire Schools sponsored by the Association.
- G) Awards Committee - Consisting of at least three (3) members.
- 1) They shall each year 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 of this Association each January:
 - a. Robert R. Baxter Jr. Memorial Firefighter of the Year Award
 - b. Theodore R. Epright Memorial Valor Award
 - c. Andrew Hogan Memorial Fire Safety Education Award

- d. Harry Maitland Memorial Lifetime Achievement Award
 - e. Christopher N. Kangas Memorial Junior Firefighter Award
 - f. Civilian Humanitarian Service Award
 - g. Business of the Year Award
- 2) For each Award they shall develop and maintain a set of guidelines and rules for each, with the consent of the Executive Board.
- H) Finance Committee – Consisting of the Financial Secretary, the Treasurer and at least five (5) additional members.
- 1) They shall meet periodically to review all Financial Aspects of the Association and report their findings and recommendations to the Executive Board
- I) Installation and Awards Dinner Committee – Consisting of at least three (3) members.
- 1) They shall select the date, location and handle all aspects of the Annual Installation Dinner, with the consent of the Executive Board.
- J) Parade Committee – Consisting of the Chief Fire Marshal who will serve as Chairman and at least three (3) additional members.
- 1) They shall develop a set of guidelines, with the consent of the Executive Board in regards to the hosting of a County Wide Firemen's Parade.
 - 2) They shall select the host of said event, and work with that group to ensure that all criteria are met. They shall select no host more than five (5) years in advance.

Article V – Meetings

Section 1

Quarterly Meetings of the General Membership of the Association will take place during the months of April, July, October, and December, with the dates and times to be established by the Executive Board, upon the recommendations of the Meeting Site Committee.

Section 2

Special Meetings 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.

Section 3

Fifteen (15) members of the Association shall constitute a quorum for any quarterly or special meetings of the Association.

Section 4

The Executive Board, Board of Fire Marshals, and District Fire Chief's Cabinet shall meet regularly. The dates, times, and locations of each meeting shall be determined at each Board or Cabinet's re-organizational meeting.

Article VI – Nominations and Elections

Section 1 – Nominations

Nominations of Officers, Directors and Fire Marshals shall be opened at the October Association Meeting prior to new business. A Nominations Committee appointed by the President will authenticate all submitted nominations and confirm that the criteria for nomination, as set forth in these by-laws, (Sub-Sections A through H of this Article and Section) has been satisfied for each nomination. If the Committee is unable to qualify the nomination as prescribed, the member nominating the candidate will be requested to submit to the Committee, in writing, documentation verifying the validity of the nomination. That documentation shall follow the criteria prescribed in Sub Sections 1 through 4 of this Article and Section and must be received by the Committee within two weeks after the October meeting.

1. The nominator shall meet the criteria set forth in paragraphs A and E1, of Sub-Section 1, Article VI of the By-laws.
2. Nominations from individual members will require that a copy of the nominators' current membership card accompany the documentation.
3. The person being nominated shall meet the criteria for the office he or she is being nominated for as set forth in these By-laws.
4. Documentation verifying the qualification of the person being nominated must accompany the letter. These may include letters of recommendation from the Chief of the candidates qualifying organization (as prescribed in Article 1 Section

1) or from the Presiding Officer of the DCFA District Chiefs Cabinet in which the nominees qualifying organization is associated. These certifications must be on Organization letterhead. Other documentation supporting such qualifications may be submitted for review and will be qualified on a case-by-case basis pending authentication by the Nominations Committee.

Nominations shall be closed prior to the end of the October meeting. The Nominations Committee shall review all nominations. Upon their review, they shall determine if the nominations are valid as applied to the By-laws and add the candidates name to the ballot. If the Committee determines that the nomination does not meet the criteria as set forth in the By-laws they shall disqualify the nomination and attempt to inform the nominator of their decision prior to the December meeting. If the qualified nomination is an addition to candidates already certified for that office and the office is associated with district affiliation, the Committee shall notify the District Director in the concerned District of the addition. The Nomination Committee shall make the list of qualified candidates available to the Election Committee prior to the December meeting. The Election Committee shall have the list of qualified candidates available to the membership prior to the opening of elections at the December meeting.

Sub-Section 1

- A) District Chief's Cabinets and members in good standing may nominate a member in good standing for any office, providing that the nomination is received before the close of nominations.
 - B) No member shall be nominated for any office until his/her dues are current
 - C) No member shall be nominated, elected or appointed to fill more than one elected office in the Association.
 - D) No member shall be nominated, elected or appointed to fill the following
offices, who have not been a Member of the Association for a period of two
(2) years: President, First Vice President, Second Vice President, Treasurer,
Financial Secretary, Recording Secretary, or Chief Fire Marshal.
 - E) A member shall not be nominated, elected or appointed to the office of District Director or District Fire Marshal unless they're a member in good standing of a fire or EMS organization in the district from which they are nominated. (Except Directors at Large)
- 1) Only Beneficial Members, Life Members, Organizational Members, or the District Chiefs' Cabinet of said District can nominate for these Offices.

- F) In order to be nominated, elected, or appointed to the Offices of Chief Fire Marshal, Deputy Chief Fire Marshal, District Fire Marshal or Assistant District Fire Marshal, a member must have had served at least one (1) year prior to his election or appointment as the Chief of a Fire Company, Department, Bureau or an Industrial Fire Organization. In order to be nominated or appointed to the Offices of District Fire Marshal or Assistant District Fire Marshal, a member must have served at least one (1) year prior to his election or appointment as the Chief of a Fire Company, Department, Bureau or an Industrial Fire Organization, or be a duly appointed Municipal Fire Marshal of a municipality in the County of Delaware
- G) No Person shall be nominated for the office of President for more than three (3) consecutive terms.
 - 1) The serving of an un-expired term shall not be counted or considered as terms of office.
- H) Any person having served three (3) terms of office, as President will not be eligible to hold the office of President, First Vice President or Second Vice President, until three (3) years have elapsed since the expiration of his/her term of office as President.

Section 2 – Elections

Elections of Officers, Directors, and Fire Marshals of this Association, shall be held for one (1) hour commencing with the start of the December Quarterly Meeting of the Association.

- A) The election shall be conducted by a Judge of Election, and two (2) Tellers appointed by the President
- B) Only members and delegates in person 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.
- C) 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, the Executive Board shall fill the said office.
- D) The election of the District Directors and the District Fire Marshals shall be by separate ballot.
 - 1) Only **Beneficial Members and Life Members** of said District can

vote for these Offices.

- E) The only members eligible for election to office shall be those who have been nominated under the conditions provided for in Section 1 of this Article, and no names shall be placed on the ballot or voted for except the duly nominated candidates.

Section 3

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

Article VII-Duties

of Office Section

1: President

- A. The President shall preside at all meetings of the Association, appoint and be exofficio 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 payment of money; and perform all other duties incidental to the office.
- C. The latest edition of Roberts Rules of Parliamentary Procedure shall govern him/her.
- 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.

Section 2: Vice President

- A. The Vice Presidents shall perform all the duties of the President in his absence, or as needed by the President.

Section 3: Recording Secretary

- A. The Recording Secretary shall keep a complete record of the Association's business.
- B. The Recording Secretary shall keep separate books properly marked and indexed with a copy of the Charter and By Laws. These books may be kept in the form of computer files.
- C. The Recording Secretary shall answer all communications addressed to him pertaining to the business of the Association and file same with copies of his/her answers. Any communications received by him/her pertaining to the duties of any committee, he/she shall refer to that 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 received expenses to be determined by the Executive Board. If no amount is determined, then the amount paid the previous year shall be in effect.
- F. The Recording Secretary shall act as Secretary to the Executive Board and the Finance Committee and keep a record of business transacted.
- G. The Assistant Recording Secretary shall perform all duties of the Recording Secretary in his/her absences, or as requested by the Recording Secretary.

Section 4: Financial Secretary

- A. The Financial Secretary shall keep the accounts of the individual members and delegates who represent companies showing their financial standing, using an approved system.
- B. The Financial Secretary shall forward by April 1st to each Organizational Member and Beneficial Member:
 - a) A bill for annual dues for the ensuing year.
 - b) The locations, date, time and cost 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 who have not paid their dues for the current year of their delinquency.

- D. The Financial Secretary shall furnish to each Organizational and Beneficial Member a membership card, which shall be their receipt of dues.
The Financial Secretary is authorized to receive the money due the Association, and deposit the same in the Bank Account ('s) of the Association. A copy of the deposit slips will then be sent to the Treasurer.
- E. The Financial Secretary shall prepare and certify all orders upon the Treasury for the payment of claims on the Death Benefit.
- F. The Financial Secretary shall make a report monthly, showing the receipts for each month. He/she shall make a detailed statement of the receipts at each Quarterly Meeting, to the Executive Board, and auditors whenever requested to do so. A copy of all reports shall be furnished to the Chairman of the Finance Committee in a timely manner.
- G. The Financial Secretary shall attend all meetings of the Association, and have his/her books in such shape that they will stand an instant audit.
- 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. If no amount is determined, then the amount paid the previous year shall be in effect.
- J. The Assistant Financial Secretary shall perform all the duties of the Financial Secretary in his/her absences, or as requested by the Financial Secretary.
- K. The Financial Secretary and Assistant Financial Secretary shall be bonded in an amount recommended by the Finance Committee and approved by the Executive Board.
- a) The Association shall pay the charge of the Surety Bond.
- L. The Financial Secretary shall notify the membership fifteen (15) days prior to the meeting the date the location and the time of all Special Meetings of the Association.

Section 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 make a report monthly, showing the expenditures for each month and the balance in the Association's Account ('s) at each Quarterly Meeting, to the Executive Board and Auditor whenever requested to do so. A copy of all reports shall be furnished to the Chairman of the Finance Committee in a timely manner.
- 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. If no amount is determined, than the amount paid the previous year shall be in effect.
- G. It shall be the duty of the Treasurer to make payment of claims against the Death Benefit, whenever directed to do so by the Association or by order of the Executive Board.
- H. The Assistant Treasurer shall perform all duties of the Treasurer in his/her absences, or as requested by the Treasurer.
- I. The Treasurer and Assistant Treasurer shall be bonded in an amount recommended by the Finance Committee and approved by the Executive Board.

a) The Association shall pay the charge of the

Surety Bond. **Section 6: Chief Fire Marshal**

- A. The Chief Fire Marshal may in cases of an incident in any Fire District, upon proper notification and request, respond and may assist the Incident Commander.
- B. It shall be the duty of the Chief Fire Marshal to act as Chairman of the Board of Fire Marshals.

- C. It shall be the duty of the Chief Fire Marshal to cooperate with and assist the District Fire Marshals, the Assistant/Deputy Fire Marshals, and the Chiefs of various Fire Companies. He/She shall also cooperate with and assist any Federal, State, County, Local Agency or Organization that request his/her assistance.
- D. The Chief Fire Marshal shall comply entirely with Article VII Section 10 of these By-Laws.
- E. The Chief Fire Marshal shall turn over to his/her successor in office all property of the Association in his/her possession, with the exception of his/her badge of office.

Section 7: Deputy Chief Fire Marshal

- A. The Deputy Chief Fire Marshal may in cases of an incident in any Fire District, upon proper notification and request, respond and may assist the Chief Fire Marshal or the Incident Commander.
- B. In the case of absence of the Chief Fire Marshal, the Senior Deputy Chief Fire Marshal shall act as Chairman of the Board or Fire Marshals, until the Chief Fire Marshal is able to return to his/her duties.
- C. The Deputy Chief Fire Marshal shall cooperate with and assist the District Fire Marshals, the Assistant/Deputy Fire Marshals, and the Chiefs of various Fire Companies. He shall also cooperate with and assist any Federal, State, County, Local Agency or Organization that request his assistance.
- F. The Deputy Chief Fire Marshal shall comply entirely with Article VII Section 10 of these By-Laws.
- G. The Deputy Chief Fire Marshal's term of office shall run concurrently with that of the Chief Fire Marshal.
- H. A Deputy Chief Fire Marshal may be replaced at the direction of the Chief Fire Marshal and a two thirds (2/3) vote of the Board of Fire Marshals.
- I. The Deputy Chief Fire Marshal shall turn over to his/her successor in office all property of the Association in his/her possession, with the exception of his/her badge of office.

Section 8: District Fire Marshal

- A. The District Fire Marshal may in cases of an incident in any Fire District, upon proper notification and request, respond and may assist the Chief Fire Marshal, the Deputy Chief Fire Marshal or the Incident Commander.
- B. It shall be the duty of the District Fire Marshal to cooperate with and assist the Chiefs of the companies in their respective district, the Chief Fire Marshal and his Deputies. They shall cooperate with and assist the other District Fire Marshals, the Assistant/Deputy Fire Marshals, and the Chiefs of various Fire Companies. He shall also cooperate with and assist any Federal, State, County, Local Agency or Organization that request his assistance.
- C. They shall organize a Fire Chiefs' Cabinet comprising the Chief Officers and their Assistants for the Companies in their District; hold regular stated meetings and submit an Annual Report. The District Fire Marshal shall be the presiding officer of the Cabinet Organization.
- D. They shall submit at the meetings of the Board of Fire Marshals, the fire reports of their district and report on the activities of their Fire Chiefs Cabinet.
- E. They shall turn over to their successors in office, all fire reports and data in their possession and their badge of office.
- F. The District Fire Marshal shall comply entirely with Article VII Section 10 of these By-Laws.

Section 9: Assistant District Fire Marshals

- A. The Assistant District Fire Marshal shall perform all of the duties of a District Fire Marshal in his/her absence, and assist the District Marshal in the performance of his/her duties.
- B. The Assistant District Fire Marshal shall comply entirely with Article VII Section 10 of these By-Laws.

Section 10: Duties and Responsibilities of all Fire Marshals

- A. It shall be the duty of all Elected and Appointed Fire Marshals of this Association to perform:
 - 1. Fire Reporting
 - a. Collection of Fire Reports
 - b. Assist in Preparing of the District Attorney's Arson Task Force

Report

- c. Complete County Annual Report
- d. New Equipment in Service

2. Training And Education

- a. Promote, coordinate and participate in Public Safety Education and Emergency Services Training

3. Information Exchange

- a. Promote, coordinate and participate in Public Safety Education and Fire and Emergency Services Education

4. Tactical Services

- a. Assist the Incident Command System

5. District Activities

- a. Run District Meetings
- b. Carry Information to District from Fire Marshals Meeting.
- c. Provide Training Topics
- d. Coordinate Inter-company activities
- e. Arbitrate
- f. Fund Raising at a District level
- g. Social and Recreation Activities

6. Additional Activities

- a. Assist Delaware County Criminal Investigation Division Fire Investigators
- b. Assist Pennsylvania State Police Fire Investigators
- c. Assist Municipal Fire Marshals
- d. Assist at Emergency Services Activities (e.g., Parades, Musters,

Competitions, etc.)

7. Delaware County Firemen's Association Fire Marshals while performing their duties as Fire Marshals, shall not respond to any incident at emergency speed or do Cause and Origin Investigations.

Section 11: Executive Board

- A. The Executive Board shall be comprise of the Director from each District, President, Vice Presidents, Treasurer, Financial Secretary, Recording Secretary, Chief Fire Marshal, three (3) Directors at large, and all Past Presidents. The Immediate Past President of the Association shall be the Chairman.
- B. In the event of the absences of the Chairman of the Board, the most recent of the Past Presidents shall act as Chairman, until the return of the immediate Past President.
- C. They shall organize at the call of the Chairman during the Month of January.
- D. The Board shall select the place and date to hold their meetings
- E. Seven (7) members shall constitute a quorum.
- F. They shall take charge of any and all property of the Association and perform in addition any and all duties, which by law pertains to an Executive Board.
- G. They Shall appoint an attorney who is a member of the Delaware County Bar as Solicitor, to whom all legal questions shall be referred for his/her advise and opinion.
- H. They shall direct the contraction of all bids and their payment through proper vouchers, except where otherwise provided by these By-Laws.
- I. They shall have the authority to create Account (s) and to invest surplus money in the Accounts in securities recommended by the Finance Committee.
- J. They shall inquire into and report to the Association upon all questions referred to them arising from disputes in relation to eligibility for admission in the Association.
- K. All directors shall make reports to their District Chiefs' Cabinet meetings.
- L. In the event of a District Director becoming incapacitated or unable to fulfill

his/her duties, these duties shall be taken over by the Assistant District Director until such time as he/she shall notify the District Chiefs' Cabinet of the ability to resume his/her duties.

- M. The Executive board shall select an Accounting Firm to perform an Audit of the books of the Association. The auditor shall have the power to demand from any and all Officers and Committees all books and papers concerning the Association's finances, and the Officers and Committee's presence if necessary. The Association shall pay for all expenses.
- N. The Executive Board shall approve all expenditures over Five Hundred (\$500.00) Dollars to be made by the Association.
- O. They shall set the fiscal year of the Association as January 1st through December 31st of each year.
- P. The Executive Board shall have the power to grant finances for Legal Assistance to any Organizational Member of the D.C.F.A..
 - 1. To qualify themselves for any Legal Financial Assistance, Organizational Members must be involved in a legal problem directly involving the fire service in general and each case will be handled on its own individual merits.

Section 12: Board of Fire Marshals

- A. The Board of Fire Marshals shall comprise the Chief Fire Marshal, Deputy Chief Fire Marshals, and the Fire Marshal from each district. The President shall be an ex-officio member.
 - 1. The Chief Fire Marshal shall act as Chairman of the Board.
 - 2. The Board shall select the Secretary.
- B. They shall reorganize at the call of the Chief Fire Marshal during month of January. They shall hold stated meetings setting up their order of business, the date and time of the meetings.
- C. It shall be their duties to go into matters pertaining to fire fighting, fire protection, and fire hazards within the county, and recommend to the Association methods to improve the Fire Service in the County.
- D. They shall adopt a uniform Fire Report to be used in reporting fires, showing cause, damage, dollar loss incurred companies in service, injuries, etc.
- E. They shall cooperate with the Fire Prevention Committee to circulate information and stimulate interest in activities on Fire Prevention.

- F. The Board shall submit a written report to the Association at the stated meetings, noting absentees at the Board meeting; specify their recommendations or suggestions for the approval of the Association, and summary of fires occurring and reported by the District Fire Marshals during the month. At the first Quarterly Meeting of the Association they shall submit a report of their proceedings for the year, and a detailed report of the fires reported, showing losses, causes, and etc., occurring during the year prior to said meeting.

- G. A Company desiring to be reassigned to another district, or a district to be changed, shall make application in writing to the Recording Secretary of the Association giving its reason for such a request, which must be read at the first stated meeting of the Association thereafter. After which it shall be referred to the Board of Fire Marshals for their investigation and consideration. Their recommendations shall be presented to the Executive Board for their formal recommendation to the Association at the next stated meeting, for the Association's approval.

Article VIII – Death Benefit

Section 1

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.

Section 2

Members when joining the Association will execute an "Assignment of Beneficial Death Benefits" form naming the beneficiary in event of their death, said assignments to be held by the Financial Secretary.

Section 3

The Executive Board at their reorganization meeting when determining the Finances of the Association shall determine a suitable Death Benefit. If no amount is determined, then the amount paid the previous year shall be in effect.

Section 4

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 pass upon the validity of all claims and were granted, shall direct the payment of the sum in accordance with Sections 3 of this Article.

Section 5

In the event of a selection being necessary as to the claimants who may receive said death benefit. It is agreed by each of the members of this benefit that the judgment of the Executive Board shall be final.

Article IX – Vacancies and Absences

Section 1

In the event of the removal of a Director or Fire Marshal from the Fire Organization in the District they represent, the Executive Board Shall declare the office in which he/she has been serving vacant.

Section 2

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

Section 3

Any Director or Fire Marshal failing to attend two (2) consecutive meetings of their respective Boards, without reasonable excuse, will have their position declared vacated. Any Officer failing to attend two (2) consecutive meetings of the Association or Executive Board, without reasonable excuse, will have their position declared vacant.

Section 4

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

- A. In the event that the Vacancy is that of a District Fire Marshal or Director the said District will be advised and asked to recommend someone to fill the vacancy.

Article X – Amendments

Section 1

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

Meeting.

Prior to the second reading, the Recording Secretary will notify all Organizational Members of the Changes in Writing. At the second reading, 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 at said meeting.