

CONSTITUTION

Article I

Name

This Association shall be known as the Bucks County Fire Chiefs' and Firefighters' Association of the Commonwealth of Pennsylvania.

Article II

Object

The object of this Association is the advancement of up to date firefighting techniques, to distribute to all members beneficial information gathered by this Association. To promote the enactment and enforcement of fire prevention laws throughout the county, and to act as one voice for the Bucks County fire service.

Article III

Membership

Section 1 - Active Membership: Individuals who are members in good standing of a member fire company/fire department engaged in fire and rescue emergency services in Bucks County, Pennsylvania shall be considered members of this Association. All current members and Life members in good standing at the time of this amendment to the Constitution being adopted shall remain voting members of the Association.

Section 2 - Honorary Member: Honorary Membership shall consist of any person elected at any meeting of this Association on recognition of some meritorious act or outstanding service to this Association. They shall pay no dues and shall not have the privilege to vote or hold office.

Section 3 - Company/Department Membership: Every fire company/fire department engaged in fire and rescue emergency services in Bucks County, Pennsylvania is eligible for membership in the Association.

Article IV

Dues and Membership

Section 1 - The annual dues for fiscal year January 1st to December 31st for member fire companies/fire departments shall be \$100.00

Section 2 - Dues are payable to the Financial Secretary.

Section 2A - Any member organization owing one (1) year or more dues shall be declared delinquent. Delinquent Organizations and their membership shall not participate in any meetings of the Association until their dues are paid.

Section 2B – At the January meeting of the Association the Financial Secretary shall read the list of delinquent member Organizations and the list shall be recorded in the minutes.

Section 3 – All fire companies/fire departments engaged in fire and rescue emergency services in Bucks County, Pennsylvania shall be considered members of the Association upon payment of dues,

Section 4 - Honorary Membership: Honorary members shall have the same privileges as an Active Member, except that of voting and holding office; neither shall they take part in debate except by the consent of the Chair. They shall be exempt from the payment of dues.

Section 5 - Conduct of Members: All individual members of this Association shall act in a professional manner when attending meetings of this Association, representing the Association at public functions, carrying out the obligations of their elected positions, and while serving on committees.

Section 6 - Disciplinary Actions: The Executive Board of this Association shall act as the Disciplinary Review Board. The Disciplinary Review Board shall investigate and review individuals or organization members in violation of the Constitution, By-Laws and/or the Standard Operating Procedures of this Association. The Disciplinary Review Board shall bring its findings and recommendations to the membership at a regularly stated meeting for discussion and a vote on the recommendations. Removal of membership in this Association shall require a minimum two-thirds (2/3) majority vote of members present.

Article V

Officers

Section 1 - Officers: The Officers shall consist of a President, two (2) Vice Presidents, Recording Secretary, Financial Secretary, Treasurer, and three (3) Trustees. The officers shall be nominated in November by the members at the regular meeting and elected to office in December. All officers except Trustees shall hold office for one (1) year. Trustees will be elected to office for a three (3) year term, one (1) trustee being elected each year. President shall not serve more than two (2) consecutive years. All officers shall be twenty-one (21) years of age or older. No member shall hold more than one (1) office.

Section 2 - Removal from Office: Any elected officer of this Association may be removed from their elected or appointed position for failure to perform duties as defined in these By-Laws or failing to furnish reports in a timely manner. Any officer who is absent from two (2) consecutive regular scheduled meetings and who makes no effort to give evidence that his absence was due to circumstances beyond his control, shall automatically forfeit his office. At the request of any member, the trustees shall investigate and make a determination if sufficient grounds for dismissal are warranted.

Section 3 - Surety Protection: The Association shall obtain bond in the amount recommended by the trustees, for all officers and committee members, conditioned upon the faithful discharge of their duties. Article VI

Nomination and Election of Officers

Section 1 - Nomination of Officers: Nomination of officers of the Association shall take place at the November meeting of the Association. A nominating committee consisting of three (3) members in good standing shall be appointed by the President at the October meeting of the Association. They shall make recommendations at the November meeting on a slate of candidates. Members must be present when nominated. All nominees shall be investigated through the office of the Financial Secretary to determine eligibility.

Section 2 - Election of Officers: The election of officers will take place at the December meeting by ballot. Whenever there is more than one (1) candidate for office, the candidate receiving the highest number of votes shall be declared elected.

Section 3 - Conduct of Election: The election of officers of the Association shall be conducted by a Judge and two (2) Tellers appointed by the President.

Section 3a - Voting Eligibility: All members in good standing as of the December meeting are eligible to vote for nominated candidates for office.

Section 4 - Qualifications: No member shall be nominated for any office unless he is a member in good standing on the Association books for a period of three (3) years.

Section 5 - President's Qualifications: The nominee for President must be a member in good standing who has served at least two (2) years in an elective office. However, he shall not serve as President for more than two (2) consecutive elected terms.

Section 6 - Installation: The newly elected Officers shall assume their respective duties at the beginning of New Business at the January meeting.

Section 7 - Vacancies: In the case of a mid-term vacancy in the office of President or 1st Vice President, the person holding the position next in line will assume the vacant position. All other mid-term vacancies will be filled by appointment by the President of the Association. All said appointments must be approved by a majority vote of the members present at the meeting in which the appointment(s) are announced.

Article VII

Duties of Officers

Section 1 - President: It shall be the duty of the President to preside at all meetings of the Association, appoint all committees, and perform such other duties as may be incident to his office or which shall be required of him, and shall be guided by Robert's Rules of Order in lieu of any matter not covered by this Constitution and By-Laws. He shall convene special meetings at the request of five (5) members in writing stating the objective therefore and whenever, in his judgment, the interest of the Association shall demand it.

Section 2 - Vice Presidents: The Vice Presidents, in the absence of the President, shall perform all his incumbent duties.

Section 2A: The Vice-Presidents shall assist the President in the performance of the duties of his office. The Senior Vice-President in attendance shall conduct the monthly meeting in the absence of the President.

Section 3 - Recording Secretary: The Recording Secretary shall attend all meetings of the Association, keep regular and correct minutes of the proceedings, attend to all correspondence and take charge of the books, papers and any other documents pertaining to his/her office.

Section 3A: The Recording Secretary shall keep a record of all reports in the minutes of the regular meetings and shall deliver up all books, papers, etc., in his/her possession, within one (1) week to his/her successor. He shall have and keep in his possession the seal of the Association.

Section 4 - Financial Secretary: The Financial Secretary shall receive all dues of the Association. He shall issue membership cards annually. He shall notify, in writing, all members who are delinquent in dues.

Section 4A: The Financial Secretary shall make and keep a complete list of the names of all members belonging to the several classes of Membership. He/she shall maintain a complete and accurate record of the financial standing of all Active, Life, Honorary, and Organization members of the Association. He/she shall receive all dues and assessments. He/she shall report to the Association monthly. He/she shall turn over all monies collected to the Treasurer monthly. He/she shall notify all members of dues and dates. He/she shall submit an annual report to the Association at the February meeting. He/she shall turn over to his successor all property of the Association in his possession within two (2) weeks of leaving office.

Section 5 - Treasurer: The Treasurer shall receive all monies of the Association and shall keep careful and accurate records of all finances in a book in such a manner as the Association designates.

Section 5A: The Treasurer shall pay all bills and only after same have been approved by the body, and shall present a report in writing at each stated meeting of the finances, giving a list of monies received, disbursed and balance on hand.

Section 5B: The Treasurer must sign all checks. Either the President or the 1st Vice President must countersign all checks. Routine bills, postage, organization dues, may be paid by the Treasurer upon receipt of an invoice signed by not less than two (2) members of the Executive Board.

Section 5C: All monies of the Association are to be deposited in banks designated by the Association.

Section 5D: The Treasurer shall deliver up all books, papers, etc. belonging to the Association within one (1) week to a successor.

Section 6 - Trustees: Three (3) members of the Association shall constitute a Board of Trustees. The duties of the board shall be to attend to all rental arrangements of the Association.

Section 6A: Two (2) Trustees of the board shall constitute a quorum for the transaction of business.

Section 6B: The Trustees shall purchase Bonds covering the Financial Secretary and Treasurer in such amount as shall be defined by the membership, and shall be paid by the Association.

Section 6C: The Trustees shall have charge of the investment of the Association's surplus monies.

Section 6D: The Trustees are responsible for an annual audit of all financial records to be given to the President by the March meeting and made available to all members in good standing.

Article VIII

Voting

Section 1 - Eligibility: Voting privileges are extended to those members in good standing.

Section 2 - Routine Business Vote: All members in good standing are eligible to vote for officers of the Association and on all routine business matters.

Section 3 - Policy Vote: A Policy Vote is any vote that is not routine business. A vote on any Standard Operating Procedure, policy, guideline, etc. that will become a Bucks County Standard will be considered a policy vote. All Organizations shall be duly notified for ample consideration not less than thirty (30) days prior to the stated meeting and shall be entitled to one (1) vote per Organization. The duly elected Fire Chief or his designated representative shall be the person casting the vote. Only Organizations who have paid their dues shall be eligible to vote.

BY-LAWS

Article I

Standing Committees

Section 1 - Standing Committees: The standing committees of the Association shall be the following:

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| Executive Board | Membership |
| Publicity & News | Memorial |
| Law & Legislative | Annual Parade |
| Mutual Aid & Standards | Scholarship Fund |

Article II

Committees

Section 1 - Executive Committee: Their duties shall be to conduct all business of the Association, between regular meetings of this Association.

Section 2 - Publicity & News: They shall also furnish news to the Press and inform the public of everything pertaining to the Association's welfare. They shall produce a newsletter, periodically, to be made available to all members. They shall arrange for speakers at the monthly meetings of the Association. All speakers must be approved by the President of the Association.

Section 3 - Law & Legislative: The Law and Legislative Committee shall attend to all matters pertaining to National, State and County Legislation of interest to the fire/rescue personnel of Bucks County and State of Pennsylvania.

Section 3A: They shall assist in organizing and advancing the interest of Firemen's Relief Associations throughout the County and State.

Section 3B: They shall make report of their proceedings to the membership and special reports to the President when he requests same.

Section 4 - Mutual Aid and Standards: They shall maintain a current copy of all standards adopted by the Association. They shall furnish copies of the standards to any Department upon request. The committee shall draft standards for policy vote by the Association on any subject in need of a Bucks County Standard or Policy.

Section 5 - Membership: It shall be the duty of the membership committee to promote membership in this Association. They shall receive and pass upon all application forms. They shall see that Application forms are complete with all proper information and signatures. They shall present the applicant with a copy of the Association Constitution and By-Laws and obtain agreement from the applicant to follow the rules of same. They shall present the applicant to the Association for its consideration and acceptance.

Section 6 - Scholarship Fund: They shall establish guidelines for determining foundation of awarding Scholarship to members or their immediate family. They shall present a list of selected members eligible to be granted financial aid.

Section 7 - Annual Parade: They shall arrange for and keep schedule of the annual Bucks County Firemen's Parade. They shall assist the host station with the arrangement and logistics of the parade.

Article III

Meetings

Section 1 - Regular Meeting: The stated meeting of this Association shall be held on the third Monday of each month at 7:45 PM

Section 2 - Special Meeting: Special meetings may be called by the President or at the request of the Executive Committee or on application of seven (7) members of the Association. All calls for special meetings shall clearly state the business to be transacted at said meeting, and no other business shall be in order. The Recording Secretary shall notify all members of said Special Meeting not less than seven (7) days prior to the date of the meeting use of the County wide printer system.

Article IV

Quorum

Section 1 - Quorum: A quorum shall exist when any meeting has in attendance a representative from no less than ten (10) member companies, and the presence of no less than two (2) elected officers of the Association.

Article V

Order Of Business

Section 1 - Order of Business: The following shall be the order of business for the Association:

- Call meeting to order
- Roll call of officers
- Roll call of membership
- Greeting form local Chief or President
- Guest Speaker
- Reading of minutes of previous meeting
- Report of Recording Secretary
- Communications
- Report of Treasurer
- Presentation of Bills
- Report of Financial Secretary
- Election of members
- Report of President
- Report of Trustees
- Report of Committees
- County Fire Marshal Report
- Radio Communications Advisory Board Report
- Old Business
- New Business
- Nomination of Officers (November)
- Election of Officers (January)
- Suggestions for good of Association
- Announcement of next meeting

Section2 - Roberts Rules: All meetings will be governed by Roberts Rules of Order except for matters specifically addressed in the Constitution or By-Laws of this Association

Article VI
Corporate Seal

Section1 - Corporate Seal: The corporate seal of this Association shall be such as may be from time to time adopted by the Association according to the provisions of this Constitution and By-Laws.

Article VII
Dissolvent

Section 1 - Dissolvent: This Association shall not be dissolved, merged or in any way relinquish the authority of the Association by its own motion, so long as there are seven (7) members Organizations who wish to continue this Association.

Article VIII
Amendments

Section 1 - Amendments to Constitution and/or By-Laws: Any proposed amendment to the Constitution or By-Laws shall be presented in writing and signed by five (5) members in good standing at a regular meeting of the Association. All Organizations shall be duly notified for ample consideration (not less than thirty (30) days) prior to the stated meeting when the vote shall take place and shall be entitled to one (1) vote per Organization. The designated representative shall be the person casting the vote. Only Organizations who have paid their dues shall be eligible to vote. It shall require a two-thirds (2/3) vote of the organizations present to pass on an amendment to the Constitution or By-Laws.