Kent County Volunteer Firefighter's Association

Constitution and By-Laws

As Adopted

March 21, 2012

Cheswold Fire Station

Kent County Volunteer Firefighter's Association Officers:

President Steve White 49

1st Vice President John Pridemore 45

2nd Vice President Harold Brode 50

Secretary Pablo Reyes 50

Treasurer Robert Yerkes 52

Constitution and By-Laws Committee:

Kevin L. Wilson, Chair 45
Jim Cubbage 45
Marvin Sharp 42
Frank King, 51

CONSTITUTION

Article I

Section 1: The name of the Association shall be "The Kent County Volunteer Firefighter's Association, Inc."

Section 2: The mission of the KCVFA is to serve, promote, coordinate, represent, and support the interest of the Kent County Fire Companies/Departments in the performance of providing community based Fire, Rescue, Emergency Medical and other related services to the citizens and visitors to Kent County, Delaware.

Section 3: To establish the fire companies and departments as a fire protection and education organization, as well as, a fire suppression and emergency services organization.

Article II
Membership

Section 1: Membership shall be open to all volunteer fire companies/departments, combination companies/departments, and volunteer ambulance companies in Kent County, Delaware.

Section 2: Applications for membership shall be referred to the Board of Directors, and if applicable, they may be elected by a majority vote of the member companies of the Association.

Section 3: Organizations that have a mutual interest with this Association may become an associate member by complying with Section2 of this Article.

Article III
Officers

Section 1: The elected officers of the Association shall consist of a President, First Vice President, Second Vice President, Secretary, Treasurer, and six (6) Directors.

Section 2: The president of the KCVFA may appoint officers consisting of an Assistant Secretary, Assistant Treasurer, Chaplin, and Assistant Chaplin or others as deemed necessary by the president. These appointed officers serve at the pleasure of the president.

Article IV
Nomination and Election of Officers

Section 1: The nomination for the offices of President, First and Second Vice President, Secretary, Treasurer, and Directors shall be made at the July and August meetings. The election of officers shall take place at the September meeting.

Section 2: Directors shall be elected to a term of three years with two elected each year.

Section 3: Candidates for any elected office must have a written letter of endorsement from their respective fire company, signed by the President and/or Secretary of said company. All letters shall be presented to the President or the Secretary prior to the start of the August meeting.

Section 4: The term of office of the President, First Vice President, Second Vice President, Secretary, and Treasurer, shall be for one year, or until their successors are elected and installed. The term of office for Directors shall be three years; two elected each year.

Section 5: The officers of the Association, except appointed officers, shall be elected at the annual meeting held in September of each year. All officers will be installed and take office at the October Association meeting.

Article V
Duties of Officers

Section 1: The President shall preside at all meetings, sign orders on the Treasurer for payment of monies, and shall appoint the following committees with a minimum of three (3) members:

Auditing Committee
Budget Committee
Fire Advisory Board to the Kent County Levy Court
Law and Legislative Committee
Annual Appreciation Banquet Committee
Memorial Committee
Nominating Committee

Section 2: The President shall make an annual report in October to the Association, and an annual report to the Delaware Volunteer Firefighter's Association when in Conference, and perform such duties as may be required of the office.

Section 3: The President shall receive an amount as approved by the association for reimbursement of expenses and such monies shall be paid to the president upon completion of said term of office.

Section 4: It shall be the duty of the First and Second Vice Presidents to perform the duties of the President in his/her absence, according to priority. Should the named officers be absent, the Secretary should call the meeting to order and a member called to the chair by a vote of the meeting and shall be elected to chair the meeting by vote of the membership present.

Section 5: The Secretary shall keep a complete record of the proceedings of each regular or special meeting and prepare all written communications of the Association. In the absence of the Secretary, the Assistant Secretary shall perform his/her duties. In addition the Secretary shall, keep inventory and control of all property of the Association.

Section 6: The Treasurer shall receive, and safely keep all monies belonging to the Association in such financial institutions as the Association may approve. He shall pay out money only on the authorization of the Association. He shall furnish a statement of the balances of all accounts and a statement of receipts and disbursements at each regular monthly meeting, and, an annual report at the October meeting, subject to audit.

Section 7: The Directors shall examine all applicants for membership, and report their findings to the Association.

Section 8: The Directors shall investigate all matters as assigned by the president affecting the efficiency of the Association, and report their findings and recommendations to the Association.

a. In the event that the Directors find that any elected officer of this Association has been absent from monthly meetings of this Association for three (3) consecutive months (unexcused), the Directors will report that finding to the Association at its next monthly meeting, and, recommend that the officer in question be relieved of his duties, upon a vote of the delegates/alternates present. A simple majority of the voting delegates/alternates will constitute a Declaration of Removal of said officer. The vote may be taken at any meeting of the Association. The vacancy created by this action will be filled in accordance with Article III, Section 4, of the K.C.V.F.A. By-Laws.

Article VI
Duties of the Standing Committees

Section 1: The Law and Legislative Committee shall look into all matters of the law and legislative acts affecting the member fire companies/departments, combination companies/departments, or any matter requiring legal advice, which may be referred to them. In addition the committee shall develop relationships with the state and federal elected officials and promote the best interest of the KCVFA

Section 2: The Auditing Committee shall audit the books of the Treasurer. They shall make an annual report of their findings at the October meeting.

Section 3: The Memorial Committee shall make all the necessary arrangements for an annual memorial service, to be held in the month of April.

Section 4: The Kent County Annual Appreciation Banquet Committee shall make all the necessary arrangements for an annual appreciation banquet, to be held in the month of February, March, or as recommended by the committee and approved by the membership.

Section 5: The Fire Advisory Board to the Kent County Levy Court.

A. The Fire Advisory Board to the Kent County Levy Court will consist of a Chairman and nine members. The Chairman will not vote except to break a tie.

B. The Fire Advisory Board to the Kent County Levy Court shall be appointed as follows:

    1. Chairman appointed by the President of the Kent County Volunteer Firefighter's Association (KCVFA) to serve at his pleasure during his tenure as President.

    2. One member appointed by the President of the Kent County Ambulance Association to serve a term of one year.

    3. One member appointed by the President of the Kent County Fire Police Association to serve a term of one year.

    4. Chairman of the Fire Chief's Association of Kent County (FCAKC) Operational Issues committee, to serve during his tenure in that position. <u>This member will also serve as Vice Chairman of the Advisory board in the absence of the Chairman.</u>

5. One member appointed by the KCVFA President from Region 1 (Stations 43, 44, 45, 51, 53, 56, and Ambulance 64) to serve for a three (3) year period. (3 year beginning Oct. 2007)

6. One member appointed by the FCAKC President from Region 1 (Stations 43, 44, 45, 51, 53, and 56) to serve for a three (3) year period. (3 year beginning Oct. 2006)

7. One member appointed by the KCVFA President from Region 2 (Stations 40, 41, 46, 48, 54, and 55) to serve for a three (3) year period. (3 year beginning Oct. 2008)

8. One member appointed by the FCAKC President from Region 2 (Stations 40, 41, 46, 48, 54, and 55) to serve for a three (3) year period. (3 year beginning Oct. 2007)

9. One member appointed by the KCVFA President from Region 3 (Stations 42, 47, 49, 50, 52, and 57) to serve for a three (3) year period. (3 year beginning Oct. 2006)

10. One member appointed by the FCAKC President from Region 3 (Stations 42, 47, 49, 50, 52, and 57) to serve for a three (3) year period. (3 year beginning Oct. 2008)

C. No Member Fire Department shall have more than one member on the Board unless they are appointed under section 5 B1, 2, 3 or 4 above.

D. All Fire Advisory Board members will start their term of office in October of each year.

E. Appointees for three year terms shall be nominated by their respective Fire Departments on Company letterhead.

1. Nomination letters for candidates to be appointed by the KCVFA are due to the President elect by September 30th. Nominees should have a strong administrative and/or financial background.

    a. If no nomination letters are received by the deadline the President elect may appoint a member from one of the appropriate member Companies with a strong administrative and/or financial background.

2. Nomination letters for candidates to be appointed by the FCAKC are due to the First Vice President by September 30th. Nominees should have strong operational fire ground background.

    a. If no nomination letters are received by the deadline the First Vice President upon his election may appoint a member from one of the appropriate member Companies with a strong operational fire ground background.

F. The Fire Advisory Board shall meet a minimum of four times per year.

G. If any member misses more then three meetings the chair shall notify the appointing association president.

Section 6: The Fire Advisory Board to the Kent County Levy Court will review matters of common interest of the Association and the Kent County Levy Court. These matters include, but are not limited to, the operation of the Emergency Dispatch Center, finances, grievances, Basic Life Support services, coordination with Advanced Life Support services, and any other issues that may be necessary to discuss with the Kent County government. The chairman of this committee shall serve at the pleasure of the President. This committee shall submit timely progress reports and recommendations to the Association.

Section 7: The nomination committee shall receive from the membership any nominations for office of President, First Vice President, Second Vice President, Secretary, Treasurer, and vacant director positions. The committee shall then make a report at the September meeting to the membership for voting purposes. All letters of support for nominations shall be provided to the President or Secretary, who will pass them to the nomination committee.

Article VII
Initiation Fees

Section 1: Each company, department, or associate member elected to membership in the Association shall pay an initiation fee of two hundred dollars ($200.00)

Article VIII
Voting

Section 1: Each member company, in good standing, shall be entitled to three (3) delegates and (3) alternates, chosen at their discretion, to represent them and participate in the meetings of the Association.

Section 2: Regardless of the number of delegates or alternates present, only one (3) vote per company will be allowed.

Section 3: Associate member organizations are not eligible to vote.

Article IX
Assessments

Section 1: Each company or associate member organization may be assessed to meet the expenses of the Association as prescribed in the By-Laws.

Article X
Interpretation

Section 1: Throughout this Constitution, pronouns of masculine gender shall include feminine.

Article XI
Amendments

Section 1: This Constitution may be amended or revised at any regular meeting by a two-thirds (2/3) vote of the companies present, provided the proposed amendment or revision shall have been submitted in writing at least one prior meeting and has had two (2) readings.

Article XII
Quorum

Section 1: In order to obtain a quorum at a meeting of this association, 10 member companies/departments and/or combination companies/departments shall be present, with at least one delegate or alternate present.

BY-LAWS

Article I
Name

Section 1: This Association shall be known as "The Kent County Volunteer Firefighter's Association, Inc."

Article II
Meetings

Section 1: Regular stated meetings of the Association shall be held on the third Wednesday of each month at 7:00 p.m., with the exception of the month of December, at such place which was selected at the previous meeting.

Section 2: The President may call a special meeting at his discretion, or at the written request of at least three (3) member companies/departments. The Secretary shall notify, in writing, all companies of such meeting, including the object of special meeting and the place of the meeting. The President, or his representatives, may use electronic means of notification, followed by written notification from the Secretary.

Section 3: The President upon convening a special meeting shall announce the reason for the special meeting, introduced the business for which it was called, and act on such business with the consent of the majority of the companies present.

Section 4: A majority (10) of member companies shall constitute a quorum for the transaction of business at any meeting.

Section 5: The President shall chair regular and special meetings and shall decide all questions of order without debate, subject to an appeal to the meeting. In case of an appeal the point of order may be debated.

Section 6: In the event the President, the First Vice President, and the Second Vice President are not present, the Secretary shall call the meeting to order, and proceed to elect a temporary chair to conduct the meeting. Upon election of a temporary chair, the Secretary shall resume his (or her) normal duties.

Section 7: A member called to order shall take his (or her) seat until the point of order is decided, and then shall again be entitled to the floor. Members shall confine their remarks to the questions, and shall not indulge in personalities.

Section 8: Robert's Rules of Order shall apply in cases not specifically covered by these by-laws.

Article III
Election of Officers

Section 1: Any member of a member company in good standing may become a candidate for any office, provided that no two of the officers (President, First Vice President, and Second Vice President) shall be filled by members of the same company, and further be provided that no company may at any time be represented by more than one (1) Director.

Section 2: The election of officers shall be by secret ballot and a majority of the companies/departments present (through their delegates/alternates) shall be necessary to elect. Each company shall be entitled to, not more than, three (3) votes, providing that at least three of the delegates or alternates are present.

Section 3: In the event of a tie vote between candidates, a second ballot will be taken. In the event that there is also a tie vote, the office will be decided by lot.

Section 4: In case of vacancies occurring during the year, the President shall announce the vacancy at the next meeting and the office shall be filled at the next regular meeting by election for the unexpired term.

Section 5: Associate member companies shall not vote or their member be eligible to hold office.

Section 6: The names of three (3) delegates and three (3) alternates shall be submitted, on company letterhead, to the Association Secretary. In the event that a company wishes to replace a delegate or alternate, a letter stating the name of the member being replaced and the name of the replacement shall be submitted to the Secretary, on company letterhead.

Article IV
Assessments

Section 1: The Association may assess each company/department, combination companies/department, or associate member organization to meet expenses of the Association at a regular monthly meeting, up to the amount of one hundred dollars ($100.00).

Section 2: In instances where the assessment amount would exceed one hundred dollars ($100.00), each company or associate member will be notified, in writing, of the circumstances requiring the assessment at least thirty (30) days prior to the regular monthly meeting of such vote of this Association.

Article V
Dues

Section 1: The dues of this Association shall be an amount set by the KCVFA per year for all companies and associate members, and shall be payable on, or before, the January meeting of the Association.

Article VI
Items of Business

- Meeting called to Order by the Chair
- Pledge of Allegiance to the Flag
- Invocation
- Recess for Dinner if Dinner is Provided
- Roll Call of Officers
- Roll call of Member Companies
- Standing of Past Presidents, Kent County
- Standing of Past Presidents, DVFA, any county
- Standing of Current Presidents, Kent County Fire Companies
- Introduction of Guests (their remarks/reports)
- Approval of the minutes of the previous meeting
- Reports of Officers
- Reading of Communications
- Reports of Committees
- Report of the Treasurer
- Payment of Bills
- Unfinished Business
- New Business
- Nomination of Officers

- Election of Officers
- Installation of Officers
- Good of the Association
- Selection of the Next Meeting Place
- Benediction
- Adjournment

Article VII
Interpretation

Section 1: Throughout these by-laws, pronouns of the masculine gender shall include the feminine.

Article VII
Standing Motions

Section 1: The association shall have the authority to make standing motions in order to efficiently operate the association, providing for the best interest of the association. All standing motions shall be in conformance with the Constitution and By-Laws of this association.

Section 2: All standing motions will be maintained as an attachment to the Constitution and By-Laws of this association.

Article VIX
Amendments

Section 1: These By-Laws may be amended or revised at any regular meeting by a two-thirds (2/3) vote of the members present, provided the proposed amendment or revision shall have been submitted at least one prior meeting and has had two (2) readings.

Kent County Volunteer Firefighter's Association
Standing Motions

A. The Kent County Volunteer Firefighter's Association does not meet during the month of December, it therefore shall be granted that the treasurer be authorized to pay any bills between the November and January, meetings with concurrence of the president.

B. The president of the Kent County Volunteer Firefighter's Association shall be paid an amount of no more then $600.00 per year to cover his expenses incurred while in office.

C. The dues of the Kent County Volunteer Firefighters Association shall be $300.00 per year.

D. The president of the Kent County Volunteer Firefighter's Association shall be authorized to attend the annual Congressional Fire Service Institute (CFSI) each year. If he/she is not able to attend the next officer in line able to attend shall be able to represent the president.

E. The First Vice President of the Kent County Volunteer Firefighter's Association shall be authorized to attend the annual Fire Department Instructors Conference with reasonable travel expenses paid.