

# **NORTHERN CHESTER COUNTY FIRE CHIEFS ASSOCIATION BY – LAWS**

Revised & Adopted - May 14, 2008

## **Article 1 NAME**

- 1.1 The name of this association shall be “District ‘F’ NORTHERN CHESTER COUNTY FIRE CHIEFS ASSOCIATION”.

## **Article 2 PURPOSE**

- 2.1 The purpose of this association shall be to:
  1. Promote better fire prevention; fire protection and firefighting safety among the members.
  2. Serve as a central point to share information among the members and to resolve matters of disagreement between stations.
  3. Act as liaison between the District ‘F’ stations and the Chester County Fire Chiefs Association.

## **Article 3 MEMBERSHIP**

- 3.1 Membership in the association shall be comprised of each Fire Company and Rescue Squad that is part of District ‘F’ as specified by the Chester County Fire Chiefs Association.
- 3.2 ACTIVE MEMBERSHIP – Any past or present Northern Chester County Fire Chief, Deputy, Assistant or Battalion Chief, Rescue and Assistant Rescue Chief.
- 3.3 TERMINATION – Membership in this association will end by:
  1. Voluntary withdrawal
  2. Notification by the Treasurer that the Fire Company dues are six months delinquent.

- 3.4 ELIMINATION – A member whose conduct has been of such a manner as to be unfavorable to the good name or best interests of the Association may be dropped from membership by a vote of the Active Members. The President shall cause an investigation to be held before an elimination vote is taken. The member in question shall have the right to present his case during the investigation.

**Article 4 OFFICERS and TERMS OF OFFICE**

- 4.1 The Officers of this Association shall be a President, Vice President, Secretary, Treasurer, and Advisory Board Delegate.
- 4.2 Term of office shall be for one year. Elected officers may succeed themselves in office.
- 4.3 The President and Vice President must resign their office if they are unable to maintain their Active membership.
- 4.4 Other than the President, any open elected office shall be filled by an appointment by the President until the next regular meeting of the Association. At such time nomination and election shall fill the vacancy for the remainder of the term.
- 4.5 Each Fire Company must have a representative present at a minimum of 50% of the meetings to remain an active member.

**Article 5 NOMINATIONS AND ELECTIONS**

- 5.1 The officers of the association shall be elected by ballot at the regular monthly meeting held in November of each year. The newly elected officers shall take office at the regular January meeting following old business.

5.2 When more than two (2) candidates are nominated for an office, and no one has the majority on the first ballot, the name of the candidate receiving the fewest votes shall be dropped. The balloting shall continue until a candidate has the majority of the votes. The secretary may cast the vote for any uncontested office.

There shall be no absentee ballots. All members present in good standing shall be able to vote in the election of officers.

5.3 In case of a vacancy in an elected office, the unexpired term shall be filled at the same monthly meeting. Nominations will be taken from the floor and elections will be held, except for President at which time the Vice President will assume the duties of the President.

5.4 The President shall appoint a judge and two tellers to oversee the election and ballot count.

5.5 All officers, upon retiring from office, shall transfer all documents and evidence of value in his/her possession to his/her successor in office.

## **Article 6 GOVERNMENT**

6.1 The President shall:

1. Be Chief officer of the Association
2. Preside at all meetings of the district.
3. Appoint and discharge all committees and as needed require reports from each committee.
4. Appoint a member in good standing to fill a vacant office until an election is held. The appointment is subject to Article 4. Above.
5. Appoint an alternate delegate to the Northern Chester County Fire Chiefs Association Advisory board.

6.2 The Vice President shall in the absence of the President act as chief officer of the Association.

6.3 The Secretary shall:

1. Keep all minutes, records and documents of the Association. When unable to attend a meeting, shall have the minutes or records necessary available for the meeting
2. When necessary, have available a supply of ballots.

6.4 The Treasurer shall be the financial officer of the Association and shall receive, disburse and deposit all Association monies and will:

1. Not spend Association funds without the prior approval of the memberships at a regular meeting.
2. Present to the members, at all regular meetings, a complete report of all monies received, disbursed and the balance remaining in the Association account. A written copy of this report will be given to the Secretary.
3. Upon request, post bond to the Association in the form and amount necessary. The Association will pay for the bond.
4. Have the financial records audited at the end of each year by an Audit Committee appointed by the President.

6.5 Advisory Board Delegate shall be the representative from the Association to the Chester County Fire Chiefs.

1. Shall relay the position/standing of the Northern Chiefs on matters of concern between the County Chiefs and this Association.
2. In his/her absence, the delegate shall assure that a representative from the Northern Chiefs attends the necessary meetings.

**Article 7 MEETINGS**

- 7.1 The regular scheduled meeting of the Association will be held on the second Wednesday of the odd months of the year, at 1930 hours, at the Ridge Fire Company.
- 7.2 A quorum for a regular or special meeting shall consist of five (5) active Association members
- 7.3 A Special Meeting of the Association can be called by the President, or upon the written request of five (5) active members. The request shall contain the purpose of the meeting. Notice of the Special Meeting and its purpose shall be given to all members at least seven days prior to the date of the Special Meeting.
- 7.4 The members present at the regular May Association meeting may, by simple majority vote, suspend the July meeting.
- 7.5 The Foundation meeting will be held first followed by the Associations meeting.

**Article 8 VOTING**

- 8.1 In general matters of the Association, including election of officers, each Fire Company in good standing shall be allowed one vote.
- 8.2 Any matter brought to a vote and passed by the membership shall remain in effect for at least one year from the date of passing.

**Article 9 DUES**

- 9.1 Dues for each Fire Company/Rescue Squad shall be \$250 per year.
- 9.2 Dues shall be paid by the end of the March regular meeting of the Association or the member Fire Company/Rescue Squad shall be in arrears and loose good standing.
- 9.3 Dues are subject to change by a majority vote of the members present at a regular meeting.

**Article 10 AMENDMENTS**

- 10.1 Proposed amendments to these by-laws must be presented in writing to the Secretary, signed by a member in good standing, prior to the regular meeting.
- 10.2 Amendments received by the Secretary shall be read at the next regular meeting and held until the next regular meeting when the Active members present, in good standing, will vote on them. If requested by the members the vote may be by secret ballot.

**Article 11     CONDUCT OF MEETINGS**

- 11.1 All meetings shall be conducted according to recognized parliamentary rules.
- 11.2 On any question of procedure or order, Robert Rules of Parliamentary Procedure shall decide.
- 11.3 Any member who, at any meeting, makes use of improper or offensive language, refuses to obey the Chair or misbehaves, shall be subject to suspension for as many meetings as the chair shall decide.
- 11.4 The Chair may, as befitting, adjust the normal Order of Business to allow for a special speaker or program.

The By-laws of the Northern Chester County Fire Chiefs Association are hereby adopted by general membership vote on this 12<sup>th</sup> day of May, 2008.

Attest to:

Brian M. Gallagher  
President

Devin Guth  
Vice President

Cory Mowrer  
Secretary

Charlie Palmer  
Treasurer