

CONSTITUTION & BY-LAWS

BUCKS COUNTY FIRE POLICE ASSOCIATION

NOVEMBER, 2014

BY-LAWS COMMITTEE

Paul Stubbs	Station 46
Ted Kristiniak	Station 8
Dennis D Loux, Sr.	Station 19
W Andrew McPherson	Station 19
William F Miller, Jr.	Station 5
Charles Rumble	Station 24
Karl Kennedy	Station 41
Gordon Long	Station 34

CONSTITUTION & BY-LAWS

ARTICLE I NAME

The name of the Association shall be the Bucks County Fire Police Association.

ARTICLE II OBJECTIVE

The objectives of this Association shall be to govern the membership, the general improvement of the Fire Police Service, to promote the welfare of Fire Police Officers, to improve and instruct the general public and Fire Police Officers in certain phases of Fire Police procedures and safety, to create the feeling of good will towards his/her community, and fellowship among all its members.

ARTICLE III ELECTED OFFICERS

Section 1

The officers of this association shall consist of a President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Financial Secretary, Treasurer, three Trustees, Chaplain, and Commissioner. No member may hold more than one elected office.

An executive board will consist of all elected officers of the Association.

The executive board will govern the membership, make decisions on all policies and procedures. These policies and procedures will be brought to the general membership for final approval. All members and the executive board must abide by the decisions of majority rule provided there is a quorum present.

Section 2

The officers shall be elected at the November meeting by a majority of votes of the membership present and in good standing. They shall serve for a period of one year, With the exception of the Trustees who shall serve a three year term with one to be elected each year.

Section 3

All elected board members shall be bonded.

ARTICLE IV DUTIES OF OFFICERS

Section 1 President

The President shall preside at all meetings of the Association and the Executive Board, appoint and be ex-officio member of all committees, scrutinize the conduct of all officers and committees, counter-sign all orders on the treasury for the payment of money, and perform all other duties incidental to his/her office under parliamentary usages. He/she shall, upon taking office, appoint and provide a written list of all committees as per Article VIII and any other committees deemed necessary. He/she shall, in the case of vacancies among other offices, appoint successors to fill the unexpired terms. At the end of his/her term all property of the Association shall be turned over to the new President.

Section 2 Vice Presidents

The First Vice President shall act in the full capacity of the President upon the absence or vacancy of said office. In the absence of the First Vice President the Second Vice President shall assume those duties. The Vice Presidents shall turn over all property of the Association to their successors at the end of their term.

Section 3 Secretary

The Secretary shall keep a complete record of the Association's business and shall prepare, certify, and sign all orders on the treasury when directed to do so by the Association. He/she shall make an advance schedule of meetings and distribute the same to all members, send all notices and other communications as requested by the Association. He/she shall be in charge of the attendance and roll call books. At the beginning of each new term the secretary will be issued a cash advance, determined by the Executive Board, to be used to carry out all duties. He/she will submit a written financial report to the Executive Board each month. He/she shall turn over to his/her successor in office all property belonging to the Association including all monies in the cash advance.

Section 4 Assistant Secretary

The Assistant Secretary shall act in the full capacity of the Secretary upon the absence or vacancy of said office. The Assistant Secretary shall turn over all property of the Association to his/her successor at the end of his/her term.

Section 5 Financial Secretary

The Financial Secretary shall keep a complete record of dues from individuals, active members and member fire companies. The Financial Secretary will be the contact representative to the Pennsylvania State Fire Police Association. He/she will send out notices that all individual and active members' dues must be paid by the January meeting pursuant to Article IX Section 1. He/she shall prepare a report for the annual meeting showing individual/active and company strength, receipts received, and expenditures. He/she shall have the books audited by an Internal Auditing Committee appointed by the President prior to the January meeting. At the beginning of each new term the financial secretary will be issued a cash advance, determined by the Executive Board, to be used to carry out all duties. He/she will submit a written financial report to the Executive Board each month. He/she shall turn over to his/her successor in office all property belonging to the Association

Section 6 Treasurer

The Treasurer shall keep a complete account of all monies received and disbursed, and give a detailed written report at each meeting, and an annual written report at the annual meeting. The Treasurer will issue funds to maintain all authorized cash advance levels. All monies received shall be deposited in the name of "Bucks County Fire Police Association". He/she shall disburse money only upon orders of the Association and countersigned by the President or, in his/her absence, a Vice President. Treasury transactions will be made in accordance with Generally Accepted Good Accounting Practices (GAP). The Treasurer shall have the books audited by The Auditing Committee appointed by the President. He/she shall have the taxes done by an external auditor agreed upon by the Executive Board. He/she shall turn over all monies and property to their successor of the Association.

Section 7 Trustees

It shall be the duty of the Trustees to make available to the Association at any time a record of any and all property, including investments and assets of the Association, and to perform any duties assigned them. The head trustee shall submit a monthly written report of all financial transactions.

Section 8 Fire Police Commissioner

The Fire Police Commissioner shall be the Association's representative to the Bucks County Communications Advisory Board and any other agencies as appointed by the President. The Fire Police Commissioner may appoint Deputy Commissioners who shall only have the powers directed them by the Commissioner. Annually he/she shall inform the Executive Board in writing of these appointments. The membership shall also be advised of these appointments.

Section 9 Chaplain

The Chaplain's duties shall be to open any and all meetings of the Association with appropriate prayer. He/she shall perform other duties as requested and may appoint an assistant if deemed necessary.

Section 10 Active Status

All officers, once elected or appointed, must maintain an active status (monthly board meetings) in the association.

- a) If an officer fails to maintain their active status for a (3) three consecutive month period they will be removed from office and another member will be appointed to complete the unexpired term.
- b) An exception to the above requirement may be granted for just cause by approval of a majority of the members present at a regular board meeting of the association

ARTICLE V MEMBERSHIP

Section 1

The membership of this Association shall be divided as follows: Active, Individual, Life, and Honorary.

All applications for membership to this association shall be submitted with a copy of the applicant's oath of office signed by a Mayor, District Magistrate, Burgess or other person authorized to administer an oath, and a certificate demonstrating satisfactory completion of an approved Basic Fire Police course.

The Association reserves the right to ballot all proposed members. All applications for membership in the Association must be referred to an investigating committee of three members appointed by the President. Upon a favorable report brought to the membership, the membership must then vote on the application.

Section 2

Active membership shall consist of Fire Police, nominated by their fire company, confirmed by the municipality, have completed Basic Fire Police certification, and voted in by the membership. These members shall be granted the full privileges of this association, including the right to attend meetings, hold office and vote.

Section 3

Individual members shall consist of those members, who have served as Fire Police Officers and have relinquished their active Fire Police duties and are in good standing with their respective companies. They shall have the same rights as Active members.

Section 4

Life membership may be conferred on all executive officers of this Association who have served faithfully for a period of at least three consecutive years. All members who have retained membership 20 years consecutively automatically become a life member. Life membership may also be conferred upon a member for: a) Distinguished Service, b) Meritorious Service, or c) permanent disability in the line of duty. They shall be exempt from dues. These members shall be granted full privileges of this association, including the right to attend meetings, hold an office, and vote. They must meet all attendance requirements to hold an office and to vote.

Section 5

Honorary members shall be persons who in recognition of some meritorious service for the betterment of this Association in particular, or that of the Fire Police Service in general. Also, officers of fire service organizations are eligible for Honorary membership. When nominated, they must be elected by 2/3 vote of those members present at any regular meeting of this Association. They shall be exempt from payment of dues, and shall have no vote on the floor, nor shall they hold any office. They shall be issued an honorary member's card.

ARTICLE VI ELECTIONS

Section 1

No member shall be nominated or elected for any office unless they are a member in good standing, have been a member for at least three years and attended at least 67% of the past two years meetings. The 67% attendance may be waived in the case of recorded illness.

Section 2

Nominations of officers shall be heard on the floor at the September meeting and at the regular meeting in November. All officers will hold their office until a successor is elected.

Section 3

The elections of officers of this Association shall take place at the regular November meeting and shall be conducted by the Nominating committee.

Section 4

Members must have attended at least three meetings within the fiscal year to be able to vote and must show their membership card.

Section 5

Ballots for each election shall be kept until the following year and then destroyed.

ARTICLE VII MEETINGS

Section 1

All meetings of the Association shall be conducted in accordance with Robert's Rules of Order.

Section 2

The annual meeting shall be held on the 3rd Wednesday of January at 19:30 hrs at a location determined by the Executive Board.

Section 3

The regular meetings of the Association shall be held the 3rd Wednesday of every other month, beginning in January of each year, at such place the Executive Board may decide. Should a dinner meeting be held: the date and starting time will be determined by the Executive Board? All other meetings shall begin at 19:30 hrs.

Section 4

Special meetings may be called by the President or upon written request of Active, Individual, or Life members from at least seven (7) different fire companies. All calls for special meetings shall state clearly the business to be transacted and only the business stated in the call may be transacted at the special meeting. Members from seven different fire companies shall constitute a quorum for all Association meeting.

Section 5

The Executive Board shall meet the first Monday of every month at 19:30 hrs. The meetings will be held at the Bucks County Public Safety Training Center, unless unforeseen circumstances or schedule conflicts with the 'Training Center' necessitate another location.

Seven elected members to the Executive Board will constitute a quorum at Executive Board meetings.

Section 6

The fiscal year of this Association shall be from January 1st to December 31st.

ARTICLE VIII COMMITTEES

Section 1

All standing committee's shall be appointed by the President at the regular January meeting and the majority of the committee shall constitute a quorum.

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|--------------------------|----------------------|
| a) Annual Dinner Meeting | f) Law & Legislation |
| b) Auditing Committee | g) Membership |
| c) Awards/Incentives | h) Nominating |
| d) By-Laws | i) Publicity |
| e) Grievance | j) Remembrance |

Section 2

Ad hoc committees appointed by the President shall not be discharged until their report has been accepted by the Association.

Section 3

The incoming President will appoint a Parliamentarian.

Section 4

The incoming President shall appoint two delegates and one alternate to the Pennsylvania Fire Police Association for the current year.

The President or an appointed designate will represent the Association with law enforcement and fire professional associations.

Section 5

Reimbursement for all travel expenses incurred on Association business shall be submitted within 45 working days following the travel.

Supporting bills for all hotel/motel accommodations must be submitted with the expense report.

Meal costs are reimbursable with receipts. Tipping for meals shall not exceed 20%.

Use of personal automobiles shall be reimbursed at the same rate as the IRS mileage allowance. Tolls and parking expenses are also reimbursable with receipts.

No reimbursement will be made for damage to personal automobiles while on Association business unless authorized by the Executive Board upon presentation of supporting documentation and approved by the membership.

No reimbursement will be made for infractions of the law (i.e. tickets).

Section 6

It will be the responsibility of the current by-laws committee to interpret any questions regarding these by-laws. Anyone wishing to submit changes to the by-laws must go through the by-laws committee.

ARTICLE IX DUES

Section 1

The annual dues for all individual and active members must be paid by January 31 of each year.

Section 2

Any individual or active member failing to pay his/her dues on or before the January 31 deadline shall be dropped from the rolls and forfeit their rights to attend meetings and vote. Reinstatement of membership can only be done, upon payment of a penalty determined by the Board, all past dues, and a 2/3 affirmative vote of the members in attendance at any regular scheduled meeting.

Section 3

The annual dues of this Association shall be determined periodically by the Executive Board and approved by the Association membership. Dues are waived for any Association member serving on active military duty.

Section 4

The annual dues for fire companies to be members of this Association shall be determined periodically by the Executive Board and approved by the Association membership.

ARTICLE X GRIEVANCES

Section 1

When having a grievance to hear for action, the grievance committee shall organize with a chairperson to hear all grievances presented to them for action. They shall hear all evidence presented to them from the accuser and the accused.

Section 2

Any member preferring charges against another member and neglecting or refusing to appear before the accused, or the committee investigating the charge, or refusing to testify in the case when summoned as a witness may be expelled from the association unless being prevented by sickness or necessary absence by order of the village, township, county or state which must be clearly proven to the association.

Section 3

Any member of the association who shall violate any of the provisions of the constitution and by-laws or any rules or regulations of this association or who shall conduct himself/herself in a manner detrimental to the best interest of the association shall, upon conviction thereof, be reprimanded or expelled as may be determined.

Section 4

Charges against a member must be presented in writing, a copy of which shall be served personally to the accused or by certified mail.

Section 5

The investigation of the charge(s) shall be conducted by the grievance committee. A fair and unbiased investigation of the charge(s) shall be reported in writing stating their opinion of guilt or innocence and punishment as the offence demands.

ARTICLE XI AMENDMENTS

Section 1

In compliance with Article VIII, Section 6, amendments to the constitution and by-laws for the government of this Association shall be presented in writing at a regular meeting of this Association by the By Laws committee, and after being read and approved by the general body can be adopted at the following regular meeting by a 2/3 majority vote of the members present, provided a copy of the proposed amendment(s) are included with the meeting notice.

ARTICLE XII RULES OF CONDUCT

Section 1

A member arising to address the chair must announce his/her name and company before he/she shall be accorded the floor privileges.

Section 2

Each member shall be responsible for all reports of information to be given to his/her company concerning the acts of this association.

Section 3

Each member shall be furnished with a membership card stating his/her name and signed by the Financial Secretary and bearing the seal of the Association before he/she is entitled to any privileges.

ARTICLE XIII ORDER OF BUSINESS

- Calling the meeting to order
- Prayer
- Salute to the colors
- Appointment of Sergeant of Arms
- Word of welcome by host
- Roll call of companies
- Secretary's Report
 - Reading of the Minutes (if requested)
 - Correspondence
- Treasurer's report
- Report of officers
- Report of committees
- Unfinished business
- New business
- Nominations or Election of Officers
- Good of the Association
- Next meeting place
- Adjournment

ARTICLE XIV DISSOLUTIONMENT

Should it become necessary to dissolve the Association all assets, after all debts are paid, or adequate provisions made for payment, should be evenly divided among the member Fire Companies that are in good standing at the time of dissolution as determined by the Executive Board.