

FRANKLIN
COUNTY
FIRE CHIEFS'
ASSOCIATION,
INCORPORATED

CONSTITUTION
&
BY-LAWS

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ARTICLE I - NAME

The name of this association shall be “Franklin County Fire Chiefs’ Association” (FCFCA).

ARTICLE II - PURPOSE

The purpose of this Association shall be to establish policy, procedure and guidelines that would best provide emergency services to the citizens of Franklin County and surrounding areas and form a closer bond of fellowship between its members.

ARTICLE III - TERRITORY

For purposes of the Association, the territory shall be Franklin County and include all emergency service organizations in Franklin County. It will also include all mutual aid emergency service organizations that have first due response area within Franklin County.

ARTICLE IV - MEMBERSHIP

SECTION 1: ACTIVE MEMBERSHIP: Active membership shall be granted to any person who is currently elected or appointed Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Captain or Lieutenant in any Fire Company/Department meeting the criteria of ARTICLE III, SECTION 1 of the CONSTITUTION and BYLAWS.

SECTION 2: ASSOCIATE MEMBERSHIP: An associate (non-voting) membership shall be granted to the following:

- A. The Pennsylvania State Police Fire Marshal serving Franklin County
- B. Director, Franklin County Emergency Management Agency
- C. Director, Franklin County Communications Center
- D. A representative of the Franklin County Emergency Medical Services Council
- E. Members of the Franklin County Fire Police Association
- F. A representative of the local Emergency Planning Committee

- G. Members of the Franklin County Public Safety Training Center's (FCPSTC) Board of Directors
- H. All retired Chief Officers formerly members of the Association.

SECTION 3: The Franklin County Fire Chiefs' Association will not discriminate with regard to race, creed, color, sex or national origin.

ARTICLE V - OFFICERS

SECTION 1: The Officers of the Franklin County Fire Chiefs' Association shall consist of the following:

- A. Chairperson
- B. Vice Chairperson
- C. Secretary
- D. Treasurer
- E. (2) Directors at Large (from the Board of Directors)
- F. Training Coordinator, appointed by the Franklin County Public Safety Center's Board of Directors.

SECTION 2: The term of office shall be one (1) year.

SECTION 3: The chairperson shall be an ex-officio member of all committees.

SECTION 4: All vacancies, except the position of Training Coordinator, shall be filled by vote of the membership at the next regularly scheduled meeting of the Franklin County Fire Chiefs' Association.

SECTION 5: The members of the Franklin County Public Safety Training Center's Board of Directors shall be comprised of fifteen (15) members. Of those members, six (6) shall be members of the Franklin County Fire Chiefs' Association membership including the Chairperson, Vice Chairperson, Secretary, Treasurer and two Members at Large of the Association. The remaining nine (9) members shall be selected, by the Franklin County Fire Chiefs' Association, Incorporated Board of Directors, from the citizens who reside, are employed, or have businesses within the various regions of Franklin County. For the purposes of the initial establishment of the Board, the current members of the Advisory Board shall be members selected from Franklin County and shall serve for the term as set forth below:

- A. Chairperson shall be elected to a one (1) year term.
- B. Vice Chairperson shall be elected to one (1) year term.
- C. Secretary shall be elected one (1) year term.
- D. Assistant Treasurer shall be elected one (1) year term.
- E. Members at Large (9) shall be appointed by the FCFCA Board of Directors to three (3) year terms with no more than three (3) members' terms commencing annually.

SECTION 6: All vacancies on the Franklin County Public Safety Center's Board of Directors shall not be vacant for a period of more than 60 days.

ARTICLE VI - DUTIES OF OFFICERS_____

SECTION 1: CHAIRPERSON: The Chairperson shall have general supervision of all the affairs of the Association:

- A. Call the meeting to order.
- B. Announce the sequence of business.
- C. Recognize members requesting the floor.
- D. State and put to vote all motions legitimately brought before the Association.
- E. Expedite the business before the Association in a manner compatible with the rights of the membership.
- F. Declare the meeting adjourned on the vote of the membership.
- G. Appoint committee(s) as needed.

SECTION 2: VICE-CHAIRPERSON: The Vice Chairperson shall serve in the absence of the Chairperson. In the case of resignation, death, etc. of the Chairperson, the Vice Chairperson shall fill the unexpired term of office of the Chairperson.

SECTION 3: SECRETARY: The Secretary is the recording officer and the custodian of Association records. Duties will include:

- A. Keep minutes of all meetings.

- B. Keep up to date membership roster.
- C. Keep a file of all committee reports.
- D. Send out notices, to all members, of all meetings scheduled.
- E. Shall, in the absence of the Chairperson and Vice Chairperson, serve as presiding officer at meetings of the Association.

SECTION 4: TREASURER: The Treasurer shall receive all monies payable to FCFCA and safeguard such monies, to maintain auditable financial records and dispense monies only by vote of the Association.

- A. Treasurer has authority to spend \$150.00 without approval.
- B. Treasurer should be bonded for a minimum of \$100,000.00.

SECTION 5: ASSISTANT TREASURER: The Assistant Treasurer shall be selected from the Public Safety Training Center's Board of Directors. This individual shall receive all monies payable to the Training Center project, safeguard such monies to maintain auditable financial records, and dispense of monies only on approval of the Board of Directors and the Association. The Assistant Treasurer shall be included in the bond for the Treasurer for a minimum of \$100,000.00.

SECTION 6: DISMISSAL: Any elected Officer of this Association may be removed from his/her elected position for failing to attend 50% of the meetings, failing to furnish reports in a timely manner, or acting in an unprofessional manner while representing this Association. The Board of Directors shall investigate and determine if sufficient grounds for dismissal are warranted.

ARTICLE VII - ELECTIONS AND MEETINGS

SECTION 1: Nomination and election of Association Officers shall be conducted by the membership at the January meeting of the FCFCA. Additionally, the Board of Directors nominations and elections shall be conducted at the February meeting of the FCFCA Board of Directors.

SECTION 2: Voting shall be done by paper ballot with the Chairperson breaking any ties. The membership may authorize the Secretary to cast the ballot for the members should there only be one candidate nominated.

SECTION 3: Any member of the Association that has served as an elected or appointed Fire Chief, Deputy Fire Chief, Assistant Fire Chief, Captain or Lieutenant in any Fire Company/ Department as established in Article IV, Section I of the Constitution shall be eligible to hold office.

SECTION 4: Regular monthly meetings will be held on the last Tuesday of the month at an announced location and time. If deemed necessary for the good of the Association, the Chairperson may call a special meeting with 48 hours notification of the membership.

SECTION 5: QUORUM: Members representing twenty-five percent (25%) of the Companies/Departments, two (2) of which must be elected Officers of the Franklin County Fire Chiefs' Association, shall constitute a quorum for the transaction of business. A lesser number shall have the right to adjourn or postpone the meeting.

ARTICLE VIII - VOTING PRIVILEGES

SECTION 1: Each Company/Department, per ARTICLE III, SECTION I of the Constitution, shall be entitled to one vote on motions brought before the Association.

SECTION 2: The Senior Officer present from each Company/Department shall cast the vote for the Company/Department.

SECTION 3: Voting members of the Association shall be companies as defined in ARTICLE III, SECTION I of the Constitution.

SECTION 4: A roll call vote will be taken for all major items of business. The majority vote rules. In the event of a tie, the Chairperson shall cast the deciding vote.

ARTICLE IX - COMMITTEES

SECTION 1: The standing committees shall be:

- A. Communication's Committee.
- B. Constitution and By-Laws Committee.

SECTION 2: The standing committees shall be appointed by the Chairperson at the first regularly scheduled meeting following the election of Officers and serve until their successors are appointed, or they are discharged by the Chairperson.

SECTION 3: Special committees may be appointed by the Chairperson as the need arises. They shall serve until their business is completed, or they are discharged by the Chairperson.

SECTION 4: Each committee, when practical, shall consist of at least three (3) members each representing a different Company/Department.

SECTION 5: All committees will report at all monthly meetings.

ARTICLE X - ORDER OF BUSINESS

SECTION 1: The order of business for the Association shall be:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call of Companies/Departments
- D. Approval of Previous Meeting Minutes
- E. Reading of Correspondence
- F. Approval of Expenditures
- G. Treasurer's Report
- H. Committee Reports
 - 1. Training
 - 2. Communications
 - 3. Constitution and By-Laws
 - 4. AD HOC (special) Committees
- I. Unfinished Business
- J. New Business
- K. Nominations and Elections
- L. Good of the Association
- M. Adjournment

SECTION 2: PARLIAMENTARY AUTHORITY: Robert's Rules of Order shall be the parliamentary authority for all matters or procedures not specifically covered by these bylaws or by special rules of procedure adopted by the Association.

ARTICLE XI - AMENDMENTS

SECTION 1: This Constitution and these By-Laws may be altered, amended, or revised at any regularly scheduled meeting providing that such alteration, amendment, or revision is submitted to the Secretary in writing and is signed by at least seven (7) members in good standing.

SECTION 2: The Secretary will deliver the alteration, amendment, or revision to the Constitution and By-Laws Committee for review.

SECTION 3: The Constitution and By-Laws Committee will review the proposed alteration, amendment, or revision for legality and return them to the Secretary for notification of the membership.

SECTION 4: The Secretary will insure that each member Company/Department receives a copy of the proposed change and each individual member receives notification of the impending vote at least thirty (30) days prior to the next regularly scheduled meeting.

SECTION 5: A two-thirds (2/3) majority affirmative vote of the eligible voters present will be required for adoption of the proposed alteration, amendment or revision.

SECTION 6: The adopted alteration, amendment, or revision will become effective immediately unless the specific time for adoption is stated in the change.

ARTICLE XII - FRANKLIN COUNTY PUBLIC SAFETY TRAINING CENTER'S BOARD OF DIRECTORS

SECTION 1: PURPOSE: The purpose of the Franklin County Public Safety Training Center Board of Directors is to operate, manage, promote, plan, develop, improve and maintain the Franklin County Public Safety Training Center.

SECTION 2: MEMBERS: The Franklin County Public Safety Training Center's Board of Directors shall be comprised of fifteen (15) members. Of those members, six (6) shall be members of the Franklin County Fire Chiefs' Association membership including the

Chairperson, Vice Chairperson, Secretary, Treasurer and two Members at Large of the Association. The remaining nine (9) members shall be selected by the Franklin County Fire Chiefs Association, Incorporated Board of Directors from the citizens who reside, are employed, or have businesses within the various regions of Franklin County.

SECTION 3: OFFICERS: The Board of Directors shall at its February meeting elect, by a majority vote of the entire membership, the Executive Committee which shall be comprised of the following officers: Chairperson, Vice Chairperson, Assistant Secretary and Assistant Treasurer.

- A. The Chairperson shall be elected to a one (1) year term.
- B. The Vice Chairperson shall be elected to a one (1) year term.
- C. The Assistant Secretary and Assistant Treasurer shall be elected one (1) year term.
- D. The nine (9) Members at Large shall be appointed by the Franklin County Fire Chiefs' Association, Incorporated Board of Directors to three (3) year terms with no more than three (3) members' terms commencing annually.
- E. The Training Officer shall be annually appointed by the Franklin County Fire Chiefs' Association, Incorporated Board of Directors.

SECTION 4: MEETINGS: The Board of Directors shall meet at the Franklin County Public Safety Training Center for the purpose of reorganization on the third Wednesday of February of each year at a time designated by the Board of Directors. The Board of Directors shall establish its annual meeting schedule for the remainder of each year and elect its Officers at said meeting. Special meetings may be called by the President or at the request of a minimum of three members of the Board. Notice of a special meeting shall be given to the membership at least three business days (Monday through Friday) prior to holding the special meeting. For the purposes of a special meeting, Board members may participate by video conference or telephone conference call.

SECTION 5: VACANCIES: Franklin County Fire Chiefs' Association Incorporated Board of Directors shall appoint members to fill vacancies on the Board of Directors and act to appoint vacancies so that no membership position is vacant for a period in excess of sixty (60) consecutive days.

SECTION 6: MONIES OF THE BOARD OF DIRECTORS: The Board of Directors shall maintain all bank accounts and funds designated for use or benefit of the Franklin County Public Safety Training Center including all grants, donations or income derived from any source.

SECTION 7: ASSISTANT TREASURER BOND: The Assistant Treasurer of the Board of Directors shall be bonded in the amount of one hundred thousand (\$100,000.00) dollars or such other amount as may be required by a financial institution, lender or public entity.

ARTICLE XIII - DISSOLUTION

In the event of dissolution of the Association due to lack of interest or on vote of the membership, all monies on hand will be distributed evenly to the Companies/Departments whose representatives have attended at least fifty (50) percent of the meetings during the past two (2) years.