

**THE FIRE CHIEFS AND FIREFIGHTERS ASSOCIATION OF YORK COUNTY  
CONSTITUTION AND BYLAWS**

**ARTICLE 1 – ORGANIZATION**

**Section 1 – Name & Location**

This organization shall be known as **THE FIRE CHIEFS AND FIREFIGHTERS ASSOCIATION OF YORK COUNTY, INCORPORATED** (hereinafter referred to as the "Association").

The principal, registered office of the Association shall be located in York County.

The Association is a non-political, non-discriminatory, civic organization, organized under the Non-Profit Association Law of 1972.

**Section 2 – Purpose**

The purpose of this Association is to:

- a. Create and maintain relationships between fire departments, public safety agencies and other emergency service organizations and foster better understanding and cooperation,
- b. Promote and encourage training and education of its members in firefighting techniques and means of fire prevention,
- c. Provide educational facilities and training opportunities to its members to improve the fire service and firefighting operations,
- d. Promote, encourage and convey to the general community methods and means of fire prevention and fire safety.

**ARTICLE 2 – MEMBERSHIP**

**Section 1 – Active Members**

Any fire companies, municipal fire departments, and other emergency response agencies located in York County shall be eligible for active membership in the Association, if legally organized and accepted into membership. Active members have a voice and vote in the affairs of the Association.

**Section 2 – Associate Members**

Any other fire companies, municipal fire departments, and other emergency response agencies with first due area in York County shall be eligible for associate membership in the Association, if legally organized and accepted into membership. Associate members will have a voice but no vote in the affairs of the Association.

**Section 3 – Honorary Members**

Individuals, businesses, or organizations (profit or non-profit) interested in the purposes of the Association may be recognized by being appointed honorary members of the Association. Honorary members will have a voice, but no vote in Association affairs.

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**Section 4 – Members Emeritus**

Any person that has served as a representative of a member organization for five years, may apply for membership emeritus in the Association. Members emeritus shall have a voice but no member vote in the affairs of the Association. Members emeritus may serve as an officer or Governor of the Association.

**Section 5 – Application**

Requests for membership must be submitted in writing to the Secretary of the Association. A majority vote of the membership present at a regular meeting is required to become a member.

**Section 6 – Dues**

The amount of membership dues for each class of membership, if any, shall be established by majority vote of the membership.

**Section 7 – Resignation**

Any member may resign from the Association by submitting a written resignation to the Secretary.

**Section 8 – Representation**

Each member organization may be represented at meetings of the Association by the Chief, or in his absence, by the Deputy Chief, Assistant Chief or a delegate appointed by the member organization. For member organizations without chief officers, the highest ranking operational or line officers shall be considered chief officers for the purpose of representing the member organization.

It is the responsibility of each member organization to determine its representative to the Association, and when requested provide documentation of the designated representative to the Association. The designated representative shall cast the vote for the member organization.

**Section 9 – Discipline**

Any member organization (Active, Associate, Honorary, etc.) or individual representative can receive discipline from the Association.

Discipline may include a verbal or written warning issued by the President of the Association, or suspension or termination. The body, by affirmative vote of the majority of all members in attendance, may suspend a member or a representative for cause, and after notice and hearing may, by a two-thirds vote of those present at any regular constituted meeting, terminate the membership of any member.

**ARTICLE 3 – OFFICERS**

**Section 1 – Officers**

The Officers of the Association shall consist of President, Vice-President, Secretary, Treasurer and any other officers as may be created in accordance with this article. Officers are to be elected annually. The President, Vice President, Secretary and Treasurer shall constitute the Executive Board of the Association.

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**Section 2 – Additional Offices**

The Association, upon the recommendation of the Executive Board, may elect additional Vice Presidents, an Assistant Secretary and Assistant Treasurer as it shall deem desirable. Such officers shall perform the duties as prescribed by the Executive Board or these Bylaws.

**Section 3 – Vacancies**

Upon vacancy in any office because of death, resignation, removal, disqualification or otherwise, the President shall recommend to the membership the name of a representative to complete the remainder of the term of the office vacated, to be approved by a majority vote of the members present at the meeting.

**Section 4 – Removal**

Any officer elected or appointed may be suspended by a majority vote of the Board of Governors, which will then be presented to the membership at the next regular meeting of the Association. After notice and hearing, the membership may, by a two-thirds vote of those present at any regular constituted meeting, remove the person from office.

**ARTICLE 4 – DUTIES OF OFFICERS**

**Section 1 – President**

The President shall be the executive head of the Association. He shall preside at all meetings of the membership and the Board of Governors, appoint all committees, and perform other such duties as are necessary to protect and advance the interests of the Association. The President shall have the authority to call special meetings or call for votes when needed to conduct the business of the Association. The President shall not vote except in the case of a tie, where the President shall cast a vote to break the tie.

**Section 2 – Vice President**

The Vice President shall perform the duties of the President during the absence of the President or the inability of the President to act. The Vice President shall serve as an ex-officio member of all committees with a voice on committee matters and may only vote in the event of a tie. The Vice President shall perform any other duties as assigned by the President or in these Bylaws.

**Section 3 – Secretary**

The Secretary shall keep a correct record of all the meetings of this Association and of the Board of Governors. The Secretary shall send out all notices and minutes to the membership, as required by law, be custodian of the records and of the corporate seal of the Association, and shall perform any other duties as assigned by the President or in these Bylaws.

**Section 4 – Treasurer**

The Treasurer shall have charge of all of the funds and securities of the Association, pay all bills approved by the Association in a timely manner, maintain an accurate accounting of all Association funds and submit reports monthly to the Association, and shall perform any other duties as assigned by the President or in these Bylaws. The Treasurer shall be bonded for the faithful discharge of his/her duties as the Board of Governors shall determine sufficient.

**ARTICLE 5 – BOARD OF GOVERNORS**

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**Section 1 – Duties**

The day-to-day business affairs of the Association shall be managed by the Board of Governors who shall act for the Association on all business matters between regular meetings, or such other business as shall be delegated to them by the membership. The Board of Governors shall be permitted to expend without prior approval, an amount of money which shall be determined by the membership, said amount shall remain in effect until a change is made by the membership.

**Section 2 – Members of the Board**

The Board shall consist of five (5) elected Governors, who along with the President, Vice President, Secretary and Treasurer shall constitute the Board of Governors.

**Section 3 – Election and Term of Office**

The Governors shall be elected annually by the membership for three-year terms. Said terms shall be staggered for purposes of continuity, with no more than two Governors elected for a full term at any regular election.

**Section 4 – Meetings**

Regular meetings of the Board of Governors shall be on the same day, and prior to, the regular membership meetings of the Association. The Board of Governors may hold additional meetings of the Board.

**ARTICLE 6 – ELECTIONS**

**Section 1 – Election**

The officers and Governors of the Association shall be elected annually by the membership at the regular annual meeting of the Association. If the election is not able to be held at the annual meeting, such election shall be held at the next regular meeting of the Association as is possible. Each officer shall hold office until a successor has been duly elected and qualified.

**Section 2 – Eligibility**

Any representative of a member organization, or any member emeritus, shall be eligible for office as either an officer or a Governor of the Association. No member shall be eligible to hold both an officer position and Governor position in the Association at the same time.

**Section 3 – Nominations**

The President shall appoint a Nominating Committee of not less than three (3) persons, representing different member organizations, at the regular meeting held in October. The committee shall prepare a slate of nominees for the offices to be filled and report at the December meeting prior to the annual meeting.

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ARTICLE 7 – MEETINGS**

**Section 1 – Meetings**

Regular meetings of the Association shall be held on the 3<sup>rd</sup> Monday of each month at a place and time to be designated. An annual meeting of the Association shall be held on the 3<sup>rd</sup> Monday in January of each year, at which time the Association shall organize by electing and installing officers and Governors.

**Section 2 – Special Meetings**

Special meetings of the Association may be called by the President, or by written request of at least five (5) member organizations, with the reason for the special meeting specified on the request. Only business that is specified can be conducted at the special meeting.

**Section 3 – Place of Meetings**

The President may designate any place as a place of meeting for any annual meeting, monthly meeting, or special meeting called by the Association. If no designation is made, the place of the meeting shall be the meeting room at the York County Fire School.

**Section 4 – Quarterly Meetings**

Quarterly meetings shall rotate and be hosted by the various member organizations at their regular meeting places, subject to approval of the President of the Association.

**Section 5 – Notice of Meetings**

Written, printed or electronic notice stating the place, day and hour of any regular meeting shall be delivered at least seven (7) days prior thereto. In case of a special meeting, or when required by statute or by these Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice, and delivered to the membership at least forty-eight (48) hours prior to the start time of the meeting.

**Section 6 – Quorum**

Representatives of at least ten (10) member organizations at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of members present may adjourn the meeting without further notice.

**Section 7 – Cancellation**

In the event a meeting cancellation is necessary, the President will have the authority to cancel the meeting and will notify all member agencies as soon as possible.

**ARTICLE 8 – ORDER OF BUSINESS**

At the regular meetings of the Association, the order of business shall be as follows:

1. Meeting Called to Order
2. Pledge to the Flag
3. Moment of Silence (respect to deceased members as needed)
4. Presentations (from outside organizations/vendors)
5. Approval of Minutes
6. Treasurers Report
7. Board of Governors Report

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8. Fire School Administrator's Report
9. Reports of Other Agencies (911, OEM, Hazmat, PSP, ATR, Fire Police, etc.)
10. Reports of Committees
11. Unfinished Business
12. New Business
13. Elections (annual meeting)
14. Good of the Association
15. Adjournment

**ARTICLE 9 – CONTRACTS AND FUNDS**

**Section 1 – Contracts**

Any contracts or agreements entered into on behalf of the Association shall be signed by the President and Secretary of the Association. The Board of Governors may authorize any officers or agents of the Association to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, such authority to be confined to specific instances.

**Section 2 – Checks, Drafts, etc.**

All checks, drafts or orders for the payment of money in the name of the Association, shall be signed by the Treasurer or an Assistant Treasurer and countersigned by the President or Vice President of the Association. The Board of Governors may authorize any officers or agents of the Association to sign checks, drafts or orders for the payment of money in the name of and on behalf of the Association, such authority to be confined to specific instances.

**Section 3 – Deposits**

All funds of the Association shall be deposited from time-to-time to the credit of the Association in such banks or other depositories as the Board of Governors may select.

**Section 4 – Books and Records**

The Association shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members and Board of Governors, and shall keep, at the registered or principal office, a record giving the names and addresses of the member companies entitled to vote. All books and records of the Association may be inspected by any member, or his agent or attorney for any proper purpose at any reasonable time.

**Section 5 – Seal**

The Board of Governors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the Association and the words "Corporate Seal."

**Section 6 - Fiscal Year**

The fiscal year of the Association shall begin on the first day of January and end on the last day of December in each year.

**Section 7 – Gifts**

The Board of Governors may accept on behalf of the Association any contribution, gift, bequest or device for the general purposes or for any special purpose of the Association.

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ARTICLE 10 – FIRE SCHOOL**

**Section 1 – Established**

A Fire School has been established on lands located in Manchester Township owned by the Association. The operation and maintenance of this school shall be in accordance with rules and regulations set forth in these Bylaws.

**Section 2 – Fire School Committee**

A Fire School Committee shall be established to coordinate training and education programs, develop, review and maintain rules and policies, and plan for the maintenance and improvement of the facility. The committee shall consist of seven (7) members, at least two members of which shall be Association officers or Governors. The Fire School Committee shall keep a correct record of all the meetings of the committee.

**Section 3 – Administrator and Staff**

The Board of Governors may appoint or employ a Fire School Administrator to operate the facility, and additional staff as needed. The Fire School Administrator shall be invited to attend regular meetings of the Fire School Committee.

**Section 4 – Budget**

A budget for operation of the Fire School shall be submitted to the Board of Governors annually or as otherwise requested.

**Section 5 – Expenditures**

The Fire School Committee and/or the Fire School Administrator shall be permitted to expend monthly, without prior approval, an amount of money which shall be determined by the Board of Governors.

**ARTICLE 11 – COMMITTEES**

**Section 1 – Appointment**

All committees shall be appointed by the President. Committees shall continue until the next annual meeting, and until a successor committee is appointed, unless the committee has been disbanded prior to the annual meeting. The President shall name the chair of the committee, and shall appoint additional members to the committees or replacement members as needed.

**Section 2 – Standing Committees**

Standing Committees shall be as follows:

- a. Fire School Committee: The Fire School Committee shall perform the duties as described in Article 10 of these Bylaws.
- b. Radio/Communications Committee: The Radio/Communications Committee shall act as a liaison between the Association and the York County Department of Emergency Services on matters of communications and the fire radio system.

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**Section 3 – Committee Rules**

A majority of the whole committee shall constitute a quorum to conduct the business of the committee. Each committee may adopt rules for its own governance that do not conflict with these Bylaws or with rules adopted by the membership or Board of Governors. Committees shall provide a report to the membership at the regular monthly meetings of the Association.

**ARTICLE 12 – AMENDMENTS TO CONSTITUTION AND BYLAWS**

**Section 1 – Amendment**

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted, by a majority vote of the membership present at any regular meeting of the Association, or at any special meeting, if at least fifteen (15) day notice is given of intention to alter, amend, or repeal or adopt new Bylaws at such meeting. Proposed Bylaws amendments must be read at two (2) regular meetings of the Association, and voted on after the second reading.

**Section 2 – Effect**

These Bylaws shall supersede any and all previous Bylaws and amendments. These Bylaws shall take effect immediately upon approval by the membership.

**Bylaws Committee:**

Robert A. Sells, Chairman  
Gregory C. Halpin  
Barry L. Myers  
Joe Madzellan  
Mike Caum

**President**

*Steven R. Buffington*

Steven R. Buffington

**Secretary**

*Robert A. Sells*

Robert A. Sells

This certifies that the preceding is a true copy of the Constitution and Bylaws of the Fire Chiefs and Firefighters Association of York County, Incorporated, as adopted at a stated meeting of the Association held on the 19<sup>th</sup> day of May, in the year 2014.