



Chester County

Fire Chiefs Association

Chartered January 17, 1974

Member NFPA

By-Laws of the Chester County Fire Chief's Association

Proposed – September 5, 1996

Adopted – November 7, 1996

Article 1 Name

- 1.1 The name of this Association shall be "The Chester County Fire Chief's Association"

Article 2 Purpose

- 2.1 The purpose of this Association shall be to;
 - 2.11 Promote better fire prevention, fire protection and firefighter safety among the members.
 - 2.12 Serve as a central point to share information among the members and to resolve matters of disagreement between stations.
 - 2.13 Act as a liaison between the County Commissioners and the county fire service.
 - 2.14 Coordinate the radio operations of the county fire board with the county fire, rescue companies and the ambulance stations.

Article 3 Membership

- 3.1 Membership in the Association shall be comprised of Active, Associate, Life and Honorary members.
- 3.2 Active Membership – Any past or present Chester County Fire Chief, Deputy, Assistant or Battalion Chief, Rescue and Assistant Rescue Chief and the Chief, Deputy and Assistant Chief of the County Haz-Mat team may be active members of the Association.
 - 3.21 The County Fire Marshal, Assistant Fire Marshal and State Police Fire Marshal shall be active members during their term of office.
- 3.3 Associate Membership – Any Chester County Fire, Rescue or Haz-Mat Line Officer, Municipal Fire Marshal or other interested members of the county fire and rescue companies, haz-mat team or Chester County Department of Emergency Services telecommunicators.
- 3.4 Life Membership – Any Active or Associate member upon completion of Twenty years of continuous membership.
- 3.5 Honorary Membership – Any person who because of some meritorious act or outstanding service to the county fire service or this Association may be elected at any regular meeting as an Honorary member. That person shall have all rights and privileges as may be due an Active or Associate member.

- 3.6 Termination – Membership in this Association will end by;
 - 3.61 Voluntary withdrawal
 - 3.62 Notification by the Membership secretary that the member's dues are in arrears over one year.
- 3.7 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 the 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 Membership Secretary.
- 4.2 Term of officer shall be for one year. Elected officers may succeed them self in office.
- 4.3 The President and Vice President may only be Active members. Active and Associate members may hold the office of Secretary, Membership Secretary or Treasurer.
- 4.4 The President and Vice President must resign their office if they are unable to maintain their active membership.
- 4.5 Other than 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 the vacancy shall be filled by nomination and election for the remainder of the term.
- 4.6 Any officer who is absent from three consecutive regular meetings shall be dropped from the office, unless they have a valid excuse acceptable by the Board of Directors. Any officer who is absent from more than six or more of the regular meetings during their term shall not be able to succeed themselves in office.

Article 5 Nominations and Elections

- 5.1 The officers of the Association shall be elected by ballot at the regular monthly meeting held in December of each year. The newly elected officers shall take office at the regular January meeting following old business.
- 5.2 The President shall appoint a nominating committee of no less than three (3) members at the October meeting. The committee shall compile a list of candidates who must have personally accepted the nomination, to be presented at the November meeting. Nominations will be called for from the floor for each office at that meeting. No nominee can run for more than one (1) office.
- 5.3 When more than two (2) candidates are nominated for an office and no one has a majority on the first ballot, the name of the candidate receiving the fewest votes will 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.

- 5.4 In case of a vacancy in an elected office, the President will appoint a replacement for the remainder of the term, except the office of President where the Vice President will assume the duties of President.
- 5.5 The nominating committee shall serve as judge and tellers to oversee the election and ballot count.
- 5.6 The officers upon retiring from office shall transfer all documents and evidence of value to their successor in office.

Article 6 Government

- 6.1 The President shall;
 - 6.11 Be chief officer of the Association
 - 6.12 Preside at all meetings of the Association and the Board of Directors
 - 6.13 Appoint and discharge all committees and as needed require reports from each committee, the Board of Directors or other elected officers.
 - 6.14 Appoint a member in good standing to fill a vacant office until an election is held. The appointment is subject to Article 4 above.
- 6.2 The Vice President shall in the absence of the President act as chief officer of the Association.
- 6.3 The Secretary shall;
 - 6.31 Keep all minutes, records and documents of the Association. When if unable to attend a meeting shall have the minutes or records necessary to that meeting made available.
 - 6.32 When necessary have available a supply of ballots.
 - 6.33 Prior to the November meeting request from the Membership Secretary a list of members in arrears and have it available to the nominating committee.
- 6.4 The Treasurer shall be the financial officer of the Association and shall receive, disperse and deposit all Association monies and;
 - 6.41 Not spend Association funds without the prior approval of the membership at any regular meeting.
 - 6.42 Present to the members at all regular meetings a complete report of all monies received and dispersed and the balances remaining in Association accounts. A written copy of this report will be given to the Secretary.
 - 6.43 Upon request post bond to the Association in the form and amount necessary. The Association will pay for the bond.
 - 6.44 Have the financial records audited at the end of each year by an audit committee appointed by the President.
- 6.5 The Membership Secretary shall;
 - 6.51 Maintain a current roll of all members with such information as is necessary to membership in the Association.
 - 6.52 Collect dues and maintain records of all monies collected and distribute membership cards.

- 6.53 At each regular meeting convey to the Treasurer any monies collected.
 - 6.54 Provide the Secretary with a list of all members who have attained Life Membership.
 - 6.56 Provide the Secretary with a list of all members who are not in good standing.
- 6.6 Board of Directors (Advisory Board) – The Board shall act as an information and arbitration source between the individual fire companies and between the fire companies and the County Fire Board.
- 6.61 The Board is comprised of the Association President, Vice President, Secretary, Treasurer, Membership Secretary, one delegate from each fire district and a delegate from the county fire radio.
 - 6.62 The Board shall meet on the third Thursday of each month at 19:30 hours.
 - 6.63 Five (5) Board members present shall constitute a quorum.
 - 6.64 Each member of the Board shall have one vote. The President or Chairperson shall only vote in case of a tie vote.
- 6.7 Each of the fire districts shall appoint one delegate and one alternate delegate to the Board. The delegate or alternate must be a Chief, Deputy, Assistant, Battalion Chief or past Chief. The delegate or alternate must be an active member in good standing.
- 6.8 Each district shall supply the name of the delegate and alternate at the regular January Association meeting. The President shall appoint a delegate from any district until such time as that fire district appoints a delegate and alternate.
- 6.9 It shall be the duty of the Board to;
- 6.91 Investigate, discuss and decide upon those matters brought before them that affect the mutual operations of all county fire companies and departments.
 - 6.92 Report to the Association at the next regular meeting of the decision of the Board on those matters.
 - 6.93 Upon request of the involved parties act as arbitrator between them and to notify them in writing of the decision of the Board.

Article 7 Meetings

- 7.1 The regular scheduled meeting of the Association will be held on the first Thursday of each month at 19:30 hours.
- 7.2 A quorum for a regular or special meeting shall consist of ten (10) active Association members.
- 7.3 A special meeting of the Association will be called by the President upon the written request of ten (10) 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 (7) days prior to the date of the special meeting.
- 7.4 The members present at the regular June Association meeting may be by simple majority vote suspend the July and/or August meetings.

Article 8 Voting

- 8.1 In general matters of the Association other than election of officers, only Active members in good standing shall be allowed to vote.
- 8.2 In those matters other than general Association business which would affect the mutual operations of fire companies in the county;
 - 8.21 A company or district may request the Board to present that matter for a special vote of the Active Members.
 - 8.22 The Board shall have the authority to decide when an Association matter falls into this category.
 - 8.23 To be eligible to vote on this matter an Active member must be present and have attended at least five (5) regular Association meetings in the previous twelve (12) months.
- 8.3 Any matter brought to a vote and passed by the membership shall remain in effect for at least one (1) year from the date of passing.

Article 9 Dues

- 9.1 Dues for Active and Associate members shall be fixed by a majority vote of all members present at any regular meeting.
- 9.2 Honorary and Life members are exempt from dues.
- 9.3 Dues shall be paid by the regular March meeting or the member shall be in arrears and lose good standing.

Article 10 Amendments

- 10.1 Proposed amendments to these By-Laws must be presented in writing to the Secretary, signed by ten (10) members in good standing prior to a regular meeting.
- 10.2 Amendments received by the Secretary shall be read at the next regular meeting and held for thirty (30) days until the next regular meeting when they will be voted on by the Active members in good standing. 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, Roberts 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 be fitting, adjust the normal order of business to allow for a special speaker or program.

Approval by the members on; _____

Association Secretary; _____