



THE EASTERN KENTUCKY FIREFIGHTERS ASSOCIATION INCORPORATED

CONSTITUTION, BY-LAWS AND RULES OF ORDER

AS RE-CREATED THIS NOVEMBER 1996

Includes revisions since re-creation

OFFICERS

PRESIDENT - DANNY CRISLIP
FIRST VICE-PRESIDENT - MITCH LYONS
SECOND VICE-PRESIDENT - KENDALL STEELE
THIRD VICE-PRESIDENT - BILL HEABERLIN
SECRETARY/TREASURER - JERRY D. DINGESS
CHAPLAIN - JACK MCKINNEY
DIRECTOR DANNY ADKINS- CHAIR
DIRECTOR BRENT WEBSTER- BOYD CO.
DIRECTOR WALTER JOHNSON- CARTER CO.
DIRECTOR JIM CRAFT- GREENUP CO.
DIRECTOR JOHN RUCKER- LAWRENCE CO.

THE EASTERN KENTUCKY FIREFIGHTERS ASSOCIATION INCORPORATED

TABLE OF CONTENTS

CONTENT	PAGE #
TABLE OF CONTENTS- - - - - -	2
PREAMBLE - - - - -	6
ARTICLE I NAME	
ARTICLE II JURISDICTION	
ARTICLE III PURPOSE	
Section 1	
Section 2	
Section 3	
Section 4- - - - -	7
 ARTICLE IV DECLARATION OF PRINCIPLES	
Section 1	
Section 2	
Section 3	
Section 4	
Section 5	
Section 6	
Section 7	
Section 8	
 ARTICLE V MEMBERSHIP- - - - - -	8
Prologue	
Section 1	
Section 2	
Sub A	
Sub B	
Sub C	
Sub D- - - - -	9
Sub E	
Sub F	
Section 3- Admissions	
Sub A	
Sub B	
Sub C	
Section 4- Rights/Privileges	
Sub A 1-8	
Sub B	
Sub C	
Sub D	
Sub E- - - - -	10

Sub F 1-2

ARTICLE V (Cont)

Section 5- Member Duties

Introduction

Sub A

Sub B

Sub C

Sub D

Sub E

Sub F

Sub G- - - - - - - - - **11**

Sub H

Sub I

Sub J

Sub K

ARTICLE VI FINANCE

Section 1- Revenue

Sub A

Section 2- Dues/Assessments

Sub A

Sub B- - - - - - - - - **12**

Sub C

Sub D

Section 3- Delinquency and Assessments

Sub A

Sub B

Section 4- Budget

Sub A

Sub B

Section 5- Authorized Expenditures

Sub A

Sub B

Sub C

Sub D- - - - - - - - - **13**

Sub E

Sub F

Section 6- Accounting

Sub A

Sub B

Sub C

Section 7- Reserve Funds

Sub A

Section 8- Bonding

Sub A

ARTICLE VII	ASSOCIATION OFFICERS-	-	-	-	-	14
	Section 1- Officers					
	Sub A					
	Sub B					
	Section 2- Elections					
	Sub A					
	Sub B					
	Sub C					
	Sub D					
	Sub E					
	Sub F					
	Sub G					
	Sub H					
	Section 3- Officer Attendance-	-	-	-	-	15
	Sub A					
	Sub B					
	Sub C					
	Sub D					
	Sub E					
	Section 4- Duties of President					
	Sub A					
	Sub B					
	Sub C					
	Sub D					
	Section 5- Duties of Vice-President-	-	-	-	-	16
	Sub A					
	Section 6- Duties of Secretary-Treasurer					
	Sub A					
	Sub B					
	Section 7- Duties of Chaplain and Appointed/Obligatory Officers					
	Sub A- Chaplain					
	Sub B- Sergeant at Arms					
	Sub C- Parliamentarian					
	Sub D- Executive Committee Chair					
	Section 8- KFA Representatives					
	Sub A					
	Sub B					
	Section 9- Committees and duties					
	Sub A					
	Sub B-	-	-	-	-	17
ARTICLE VIII	VOTING					
	Section 1					
	Sub A					

Sub B

ARTICLE IX QUORUM

Section 1

ARTICLE X AMENDMENTS

Section 1

Sub A

Sub B

Sub C

Sub D

ARTICLE XI ACKNOWLEDGEMENT OF SERVICE- - - 18

Section 1

Sub A

Sub B

Sub C

ARTICLE XII RULES OF ORDER

Section 1

BY-LAWS- - - - - 19

Introduction

Meetings

Paragraph 1-4

Standing Committees

Paragraph 1

Topic A-F

Agenda Additions

Paragraph 1

Order of Business at Meetings- Stated Agenda

Paragraph 1

Topic A-Q

THE EASTERN KENTUCKY FIREFIGHTERS ASSOCIATION INCORPORATED

PREAMBLE

We the firefighter organizations, paid, volunteer, compensated volunteer and industrial groups of the eastern Kentucky area, who have hereinafter subscribed our names, mindful of the need and the advantage of securing and protecting by united, cooperative and continuous effort, a plan for combating, with the highest degree of efficiency, fires, natural disasters and catastrophes which can strike in the area mentioned above, and in accordance with the federal laws and laws of the aforementioned commonwealth, do hereby combine and organize under the name of the EASTERN KENTUCKY FIREFIGHTERS ASSOCIATION INCORPORATED, hereafter in this document referred to as the EKFA. This association shall exist for the specific purpose and be conducted in the manner outlined in the succeeding parts of this constitution. The EKFA shall strive to promote organization, establish harmony of action, cultivate good will and fellowship between all members, and look after the best interests of all members.

Each of us does solemnly covenant with all the rest to make any reasonable sacrifice to uphold the principles of and perpetuate this association and to discharge the duties and obligations set forth in this constitution.

ARTICLE I

NAME

The name of this organization shall be THE EASTERN KENTUCKY FIREFIGHTERS ASSOCIATION INCORPORATED. Referred to hereafter as the EKFA.

ARTICLE II

JURISDICTION

This association shall have jurisdiction over all fire departments with the area encompassed by the EKFA area, with respect to move-ups, mutual aid and training schools.

This association shall have jurisdiction over any group, service or individual who is a member of the association when they are participating in an association function or representing themselves as an association member to the public or as a delegated representative to an EKFA approved function.

ARTICLE III

PURPOSE

Section 1

It shall be the fundamental purpose and objective of this association to secure and maintain harmony between departments and members, satisfactory adjustment of grievances, proper regard for the rights of each department and members, and to attain these ends, establish committees of officers to perform these functions and such other functions as necessary to effectuate the purposes set forth.

Section 2

To promote the education and instruction of member departments and members in the various phases of firefighting, rescue techniques, fire service oriented, and any other emergency services oriented education deemed necessary to meet the needs of our members. To encourage the

development of intelligence to the highest degree in this endeavor so that the progress of each department and member can be expedited.

Section 3

It shall also be deemed a proper function of this association to promote a reasonable amount of social activity among member departments and members, render assistance to departments and members in distress, and in general to engage in such other projects as the member departments may authorize.

Section 4

It shall also be a proper function for the association to host an annual fund raising event to aid in the support of the association with its fixed annual expenses. Each department and member pledging to have two (2) representatives delegated and committed to the operation of the function. Unless the nature of the function is somehow morally contrary to the constitution and by-laws of the individual department. Failure of a department or obligated member to commit these delegates to participate in this fund raising event will oblige these departments or members to remit an assessment deemed fair by the executive committee in lieu of their participation at this fund raising event. Penalty for failure to remit the assessment shall be the same as non-payment of dues. *Article VI, Section 3, Subs 1 and 2* shall apply. Imposition of the assessment is left solely to the decision of the executive board.

ARTICLE IV

DECLARATION OF PRINCIPLES

Section 1

This association shall at all times be conducted in compliance with all state, federal, local and parliamentary laws which have been or may be enacted.

Section 2

This association recognizes the permanent right of the public to expedient, efficient and adequate protection, and pledges the aid, skill and resources of its member organizations to provide such protection when within its power to do so.

Section 3

This association regards itself as an integral part of the National Safety and Firefighting Movement and as such offers its services and support to the advancements of its programs.

Section 4

This association maintains its affiliation with the Kentucky Firefighters Association so long as its goals and purpose meet the same ends as our own association.

Section 5

This association will rely, wherever possible, upon recognized principles of arbitration and legal process in any disputes, which can arise between member departments, members and itself.

Section 6

The member departments and members of this association recognize their rights to retain their own autonomy. In view of this fact, it is declared that this, an association, shall forever refrain from entering into any interdepartmental or interorganizational disputes, but will lend its efforts, only upon request by the parties involved, to assist in settling disputes of this nature. It is further declared by this association that it will not enter into any dispute nor associate with any organization or organizations, excepting as specifically authorized by this constitution.

Section 7

This association will not recommend any product for sale, in the state or out of the state, regardless of the affiliation to this association to any other fire department within the Commonwealth of Kentucky, or the United States.

Section 8

This association will not, either publicly or privately, endorse anyone seeking public office. However, if the officer is an appointee of another office and directly representative to the needs of the fire or emergency services the association may lend its support when agreed upon by a vote of the association.

ARTICLE V

MEMBERSHIP

Prologue

Members, in earnest proof that they entertain a true sense of their obligation to the associations purpose, principles, best interests and duties toward one another as well as the association, each member should be obligated to make themselves thoroughly acquainted with all the laws contained within this document with which we govern ourselves, not because we are forced to do so, but rather that we choose to do as such as to avoid imposing upon the same.

We therefore urge upon all members to join together in our efforts for the successful accomplishment of the ends desired by this, the EASTERN KENTUCKY FIREFIGHTERS ASSOCIATION INCORPORATED for the instruction, information and guidance of its members, and for the business connected therein.

Section 1

Membership in this association shall be classed in the following manner: Member department, Associate member department, Emergency services associate member, Commercial associate member, Individual associate member and Honorary associate member.

Section 2

(A)

Member departments- Fire Departments within any limits of cities, towns, villages, tax districts, fire protection authorities, or provide service for an industrial complex within the Eastern Kentucky area who are organized for the sole purpose of fire protection and immediately associated emergency services, who are not barred by reason of affiliation with other organizations, as set forth in this article, shall be eligible to apply for membership in this association.

(B)

Associate member departments- The privilege of associate membership is extended to all departments meeting the criteria in *Article V, Section 2, Sub A*, with the exception of being located in the Eastern Kentucky area, shall be eligible to apply for membership in this association.

(C)

Emergency services associate member- The privilege of associate membership is extended to all emergency services, e.g. ambulance services, rescue squads not associated with fire departments or any other specialized group or organization serving the public in emergency services precluding anyone sponsored or comprised of and for law enforcement needs. They shall be eligible to apply for membership to the association.

(D)

Commercial associate member- The privilege of associate membership is extended to every manufacturer and their representatives of fire department apparatus, fire prevention and protective devices and any other company dealing with fire and associated emergency service products or services. They shall be eligible to apply for membership to the association.

(E)

Individual associate member- The privilege of associate membership is extended to any person or persons having a genuine interest in the association and its best interests and they shall be eligible to apply for membership to the association.

(F)

Honorary associate member- This privilege may be conferred upon any person or persons for any reason or reasons deemed worthy by the act of a popular majority vote of members present at any stated meeting, subject to appeal at the following stated meeting by same vote.

Section 3- Admission of Members

(A)

Any department, emergency service group, commercial representative or individual desiring to seek membership in the association shall be in attendance at a stated meeting, make notice to the president or officer in charge, meet the criteria for class of membership they are applying for as set forth in *Article V, Section 2, Sub A-E*, and obtain a copy of the Constitution, By-Laws and Rules of Order and an information form. Then shall return the information form, completed with all pertinent information as to contact names, addresses and phone numbers of the organization.

(B)

When an applicant member is rejected for membership, the reasons for rejection shall be noted in detail and forwarded to the applicant member filing for membership by the secretary, under the Presidents signature for this association.

(C)

Upon acceptance of a member, under no circumstances shall a membership be effective for a period longer than their dues are paid in full.

Section 4- Membership Rights

(A) Member departments-

1. All member departments shall be equally entitled to the benefits of this association and an equal voice in its affairs, as provided by this constitution, and to fair and equitable treatment in the administration of this Associations affairs.
2. Any member department who claims that it has had an injustice done by another member department of this association, may present its claim of injustice to the President of this association, provided however, that such claim is in written form setting forth in detail the alleged injustice.
3. Member departments whose dues are in good standing by nature of the dues policy in this constitution shall be entitled to admission to all meetings and use of training facilities of the association.
4. Member departments shall be entitled to, but limited to, two (2) votes. These votes to be cast by their senior representatives in attendance at the time of the voting process. These votes are limited to member departments only.
5. Member departments shall be entitled to the benefits of the move-up system as prescribed in the text of the move-up system. This constitutes Mutual Aid assistance, both giving and receiving.
6. Member departments shall be entitled to the use of the drill facilities with proper notification to the scheduling agent of the association for any training exercises, as well as any training sponsored by the association itself.
7. Member department's members are eligible to seek and hold office in the association providing their member departments satisfy all the requirements of members in good standing.

(B) Associate member departments-

Associate member departments shall be entitled to all rights and benefits of the association with the exceptions of those listed in *Article V, Section 4, Subs A1, A4 and A7*.

(C) Emergency services associate members-

Emergency services associate members shall be entitled to all rights and benefits of the association with the exceptions of those listed in *Article V, Section 4, Subs A1, A4 and A7*.

(D) Commercial associate members-

Commercial associate members are members of a different nature as any of the above memberships; they are a supportive membership only. They are not eligible for any of the rights listed in *Article V, Section 4, Sub A*, with the exception of A3. These members will also be granted the privilege of setting up and operating a booth or station for sale or promotion of their products and or services at any meeting or sponsored training school of the association providing the President or officer in charge of the meeting is duly notified, it not in conflict with the business of the meeting, prolong the meeting to an abnormal length, their dues also not being in arrears as confirmed by the secretary / treasurer, and his permission granted accordingly. Commercial associate members will be the only commercial interests eligible to operate said booths or stations at the annual regional EKFA sponsored Fire School in the fall. The EKFA shall support its Commercial members by promoting said members first when making association purchases and asking member departments to consider our supporting commercial members first when making purchases as well.

(E) Individual associate members-

Individual associate members are also supportive members only and are not eligible for any of the rights listed in *Article V, Section 4, Sub A*, with the exception of A3.

(F) Honorary associate member-

1. This membership is a conferred membership only for distinctive service to the association. Although this member is not eligible for any right or benefits stated in *Article V, Section 4, Sub A*, with the exception of A3, this member's opinions and thoughts may be solicited for the benefit and best interests of the association. This membership may be conferred by a nomination from the floor, followed by a second and a popular majority vote of the members present. This membership naturally is the only membership free of dues and assessments.
2. This membership may be conferred for the duration of the life of the member if so desired by the membership or for a stated period of time, this is left to the will of the majority.

Section 5- Duties of Members

Introduction

All duties of the members will apply to all members where applicable regarding the nature of the duty unless otherwise stated, described in another manner, or listed specifically that it does not apply.

(A)

No member of this association shall be allowed to injure the interest of any other member or the association itself.

(B)

All business of this association shall be kept strictly private, unless the association authorizes publication of the same.

(C)

Under no circumstances shall an officer of offices, members of any class, enter into any agreement or affiliation in the name of this association with any person or groups of persons unless duly authorized in a stated or special meeting of this association or specifically authorized by this constitution. Failure to comply with this provision, the offending officer or member shall stand suspended or expelled as determined by a vote of this association.

(D)

Any member having knowledge of the violation of any article or section of this constitution or By-Laws issued there under is duty bound to prefer charges against the offender.

(E)

All members shall pay their dues promptly and in such a manner as prescribed in the dues and assessments policy of this constitution. See *Article VI, Section 3, Subs A and B*.

(F)

It is the duty of all members and officers of the association to notify the Secretary/Treasurer, of the correct mailing address and other pertinent information of the Chief or contact person of their membership when any changes are made in the representation of their membership. They also must contact the Secretary/Treasurer sometime between the November meeting and the end of the first week of January following that meeting so that he might prepare an accurate mailing list to be used and distributed to the membership for notification purposes.

(G)

It is the duty of all representatives of members having voting rights to provide proof of authorization to represent that member if any question should arise as to their right to represent that member in a vote.

(H)

All voting members shall make a reasonable effort to be represented at all stated and special meetings by at least two (2) representatives. This does not preclude and subordinate members of this membership from attending and taking part in the deliberations of the meetings, but does allow for the proper representation in the voting rights of the membership.

(I)

All member departments shall be limited to two (2) votes in the associations business, which will be cast by the senior or ranking officer present.

(J)

In lieu of a stricter attendance policy than Sub H of this section which should be strictly observed, all members having voting privileges should make a special effort to attend the November meeting each year so that proper representation in the nomination and election of officers is present. This is the time to see that your voice in this association is heard to ensure that you will be heard the yearlong.

(K)

It is the duty of any member desiring to sever its connections with this association to do so by submitting in writing in a timely fashion, their wishes and an explanation for the reason of the withdrawal.

ARTICLE VI

FINANCE

Section 1- Revenue

(A)

The revenue of this association shall be derived solely from the following:

1. Membership dues.
2. Assessments of members, classes as to nature of assessment.
3. Interest income on monies deposited by the association and other investments.
4. Donations and bequests of members.
5. Donations and bequests of philanthropic organization or individual.
6. Social or fund raising affairs sponsored or given by the association.

Section 2- Dues and Assessments

(A)

The membership dues of this association shall be set from time to time to reflect the needs of the fixed annual expenses to maintain the drill facilities minimum utilities as well as the minimum operating expenses of the business conducted by the officers of the association.

(B)

The annual dues structure for the association shall be as follows and not increase by more than one hundred percent (100%) per calendar year, the standing dues at the time of an increase:

Member departments- \$75.00
Associate member departments- \$75.00
Emergency services associate members- \$75.00
Commercial associate member- \$50.00, \$75.00 after March meeting each year.
Individual associate member- \$20.00
Honorary associate member- No dues

(C)

Assessments as necessary may be imposed to meet emergencies or to provide a reasonable reserve for the best interests of the association. This may be made upon the approval vote of the association as indicated in the voting policy *Article VIII, Section 1, Sub A*. The secretary shall state the amount, reasons and purposes for the assessment and the time when it shall be collected, before a vote is taken.

(D)

The statement for request of dues shall be sent to all members in December preceding the dues year. This statement will be sent by US Mail. If payment is not received by the January meeting, a second notice of dues shall be mailed including delivery signature confirmation.

Section 3- Delinquency of dues and assessments

(A)

Member departments dues should be expected to be paid in full by the March stated meeting and any member department not meeting this deadline shall be considered in arrears until receipt of their dues in full. If by the end of the calendar year, their dues are still in the arrears, they at once stand suspended from all rights and benefits of the association upon due notice thereof, provided however, this section shall not take effect where in the judgment of the secretary special circumstances exist to justify deferment of this subsections' penalties, he being duly notified in writing by a senior representative of that member department. Deferment of a member departments dues to maintain their membership in the association when special circumstances exist may be done if recommended by an officer of the association and a unanimous vote is followed by the members present.

(B)

All other class memberships with the obvious exception of Honorary associate members, dues shall be considered in the arrears if not paid by the March stated meeting. In the case of Commercial associate members, membership will be suspended until such a time as their dues are paid in full, to include a \$25 penalty, causing dues for that calendar year to be \$75.00. These above-mentioned classes if by the end of the calendar year remain in the arrears, they at once stand suspended from all rights and benefits due their class of membership upon due notice thereof.

Section 4- Budget

(A)

The Executive committee shall meet before the January stated meeting to discuss and prepare a rounded itemized budget for the proposed expenditures for the upcoming twelve (12) months. This is to be presented at the January stated meeting by the Secretary / Treasurer.

(B)

A financial report of the previous twelve (12) months shall be prepared by the Secretary / Treasurer to be presented at the January stated meeting.

Section 5- Authorized Expenditures

(A)

Reasonable meal, transportation, lodging and business necessity expenses shall be authorized to any officer, committee, committee member or duly authorized representative of this association, when they are made in the connection with attendance at a stated or special meeting of the committee mentioned, general conduction of the associations business or state and national meetings in which the associations participation is expected and appropriate.

(B)

The cost of any business or office supplies, postage expenses or any other needs not ordinary, necessary to conduct the business of an officer of the association, and then not obtainable from the Secretary / Treasurer may be purchased by the officer and then reimbursed to him without a vote of the association for an expense up to twenty-five dollars (\$25.00).

(C)

The cost of any materials, supplies, postage expenses or needs necessary to conduct the business of the association by the Secretary / Treasurer may be purchased by the Secretary / Treasurer with association funds without a vote of the association for any expenses up to one-hundred dollars (\$100.00)

(D)

Receipts shall be maintained to ensure proper documentation and reimbursements to anyone requesting such.

(E)

Any other expenditures by specific act of this association or provided for in the approved budget, excepting that no funds of this association shall be expended for any purpose other than to promote the aims and objects of this association as set forth in *Article III* of this constitution.

(F)

All expenditures of this association shall be approved by a majority vote of this association as determined by the voting policy in *Article VIII, Section 1* of this constitution.

Section 6- Accounting

(A)

All expenditures of this association shall be recorded in accordance with a system of bookkeeping and proper receipts obtained therefore. These receipts shall be kept as such as to requirements, which may be established by this association.

(B)

All financial records and transactions of this association made available for an audit by the Executive committee once each year.

(C)

A complete report of the results of this audit shall be fully reported to the members.

Section 7- Reserve fund

(A)

This association will establish and maintain a reserve fund of such magnitude as will preserve the financial integrity of this association in a crisis, when financially feasible to maintain said fund without causing the dues and assessments to exceed its given parameters.

Section 8- Bonding

(A)

All officers of this association, who on occasion handle or have in their possession and care the associations funds in the amount exceeding five hundred dollars (\$500.00) shall be bonded, for an amount equivalent to the maximum amount handled, by a reliable surety company.

ARTICLE VII

ASSOCIATION OFFICERS

Section 1- Officers

(A)

The officers of this association shall be as follows:

1. President
2. Vice President
3. Secretary / Treasurer
4. Executive committee chairman (Outgoing President of previous year)
5. Sergeant at Arms, if desired, by appointment
6. Parliamentarian, if desired, by appointment
7. Chaplain
8. EKFA Representative VP to KFA, will serve in rotation with the other regional associations of the eastern region of the KFA (Mountain Firefighters, Pike County Firefighters and Southeastern Kentucky Firefighters).
9. Representative Director to KFA
10. Executive Board consisting of one member of each county represented by the EKFA.

Directors are chosen by caucus of each county at the election meeting, prior to elections.

(B)

All officers listed above serve a term of two (2) years, with the exceptions of #8 and #9, or until their successors are duly qualified for reason of resignation or removal for any reason.

Section 2- Election of Officers

(A)

The President shall appoint a nominating committee at the September stated meeting to select a list of candidates for election, said list to be submitted at the November stated meeting, when nominations may be made from the floor. Election of officers will be held at the November stated meeting when write in candidates will also be accepted from the floor.

(B)

All elections will be held by secret ballot and shall be decided by the method of the accepted voting policy as stated in *Article VIII, Section 1* of this constitution.

(C)

A judge and two (2) tellers who are not nominees for officers shall be appointed by the President to conduct the election.

(D)

Installation of Officers will be held at the January stated meeting each year.

(E)

If any officer should fail to discharge the duties of their office or consistently act without the best interests of this association for two (2) consecutive meetings, unless satisfactory excuse be given in writing, the office shall be declared vacant by the President and an election to fill the office shall take place at the next stated or properly called special meeting. If the above applies to the President, the Vice President or officer presiding shall declare the office of President vacant.

(F)

Vacancies occurring in any office shall be filled by election at the next stated or properly called special meeting, in the manner provided in this Article.

(G)

A President Pro-Tem shall be appointed by the Secretary in the absence of the President and Vice-President, and the Secretary shall call the meeting to order.

(H)

Any member, in order to be duly qualified as a nominee for an office of the association, must first be made aware of the duties of that officer as well as the attendance requirements all officers are obligated to respect, to maintain the best interests of the association.

Section 3- Attendance policy of officers

(A)

Any officer of this association, first being made aware of this attendance policy before accepting the nomination to any office representing the EKFA in any capacity, shall conform to this policy to the best of their ability. Any officer not strictly abiding by the requirements of this policy will accept the penalties of such, without reservation and appealing them if felt unjustly treated, in the stated manner.

(B)

Any officer failing to be present to conduct the business of their office for two (2) consecutive stated meetings, called special meetings, or functions, unless satisfactory excuse be given in writing or by phone conversation, to their immediate subordinate officer and to the Secretary of the association shall be considered in violation of the attendance policy of this association and dealt with accordingly.

(C)

Upon violation of the attendance policy, the office of the violating officer will be declared vacant by the President of the association or the senior officer presiding over the meeting and then an election to fill the office shall take place at the next stated meeting. If the above applies to the President of the association, the senior officer present shall declare the office vacant and follow the above policy.

(D)

To appeal any action of the attendance policy, an appeal must be made in writing to the President of the association or in the case of the President appealing, to the Vice President and a copy sent to the Secretary of the association.

(E)

The appeal of any action enforcing the attendance policy, will be disposed of at a special meeting held before the next stated meeting, so that the results might be reported and acted upon in a timely fashion, so that an election if necessary might be held at that meeting to comply with *Article VII, Section 3, Sub C* of this constitution.

(F)

Directors are excluded from the attendance policy above.

Section 4- Duties of the President

(A)

The President shall be responsible for the enforcement of the Constitution, By-Laws and Rules of Order of the association. He shall preside at all meetings, preserve order and shall decide all questions of order (with the aid of the Parliamentarian if so appointed) subject to appeal from the department

members in the meeting as a whole. He is entitled to vote, when the vote is by ballot and in all other cases where the vote would change the results. He shall sign all orders on the treasury, authorized by the association.

(B)

The President shall appoint all committees unless otherwise ordered. He shall have the power to call special meetings as may be specified by the Constitution, By-Laws and Rules of Order.

(C)

The President shall perform all duties specifically outlined as his responsibility in all articles, sections, subsections and paragraphs contained in this document.

(D)

When the President completes his term of office as President, he is obligated to serve as the Executive Committee Chairman.

Section 5- Duties of the Vice President

The Vice-President shall assist the President in the discharge of his official duties, fill his place in case of absence, serve on committees as directed and other such duties as may be authorized,.

Section 6- Duties of Secretary / Treasurer

(A)

The Secretary shall keep correct minutes of each meeting and performs such other duties as may be required by the Constitution, By-Laws and Rules of Order of this association.

(B)

The Secretary shall keep record of attendance of all officers and voting members of this association. He shall also keep an accurate record of all member representatives and any other membership information required to comply with the duties of his office.

Section 7- Duties of Chaplain and Appointed/Obligatory Officers

(A)

Chaplain- Shall serve as the representative of the association when the need arises to attend and funeral or memorial service connected with the association. He shall also open and close the stated meetings with a word of prayer when called upon to do so.

(B)

Sergeant at Arms- Shall serve the presiding officer of a meeting to preserve order.

(C)

Parliamentarian- Shall maintain a copy of the Constitution, By-Laws and Rules of Order of the EKFA and the Constitution and By-Laws of the KFA.

(D)

Chairman of the Executive Committee- Presiding officer over the conduction of business at any meeting of the Executive Committee.

Section 8- KFA Representatives

(A)

KFA Vice-President- Shall comply with the Constitution, By-Laws and Rules of Order of the EKFA and the Constitution and By-Laws of the KFA.

(B)

KFA Director- Shall comply with the Constitution, By-Laws and Rules of Order of the EKFA and the Constitution and By-Laws of the KFA.

Section 9- Duties of Committees

(A)

Committees shall perform the duties that are assigned to them within the specified time and no member shall be exempt from serving on a committee when called upon to do so, unless excused by the President.

(B)

The first person named on a committee shall be the chairman, with the President of the association serving as an ex-officio member of all committees, unless a proxy is appointed.

(C)

The executive committee shall be convened as needed by the chair or President to consider business of immediate nature to the association between meetings of the association. All member departments shall be notified by the secretary by reasonable means, such as email or US Mail, when the executive committee is called to convene. Executive committee members shall be given, as a minimum, 72 hr notice prior to said meeting, along with the main topic of agenda.

ARTICLE VIII

VOTING POLICY

Section 1

(A)

The policy of this association concerning voting is two (2) votes per department member by their official representatives as also outlined in *Article V, Section 4, Sub A-4*. No representative may represent more than one (1) voting member in any vote.

(B)

A majority vote will be defined as a popular majority, fifty-one percent (51%) of those present shall carry a vote in all matters unless otherwise specified in this document or so requested by a vote of this association.

ARTICLE IX

QUORUM

Section 1

The following attendance must be present in order to constitute a quorum for the transaction of association business at a stated meeting: One (1) elected EKFA officer and five (5) represented member departments shall constitute a quorum.

ARTICLE X

AMENDMENTS

Section 1

(A)

Amendments to this constitution may be proposed by qualified representatives of any four (4) department members at any stated meeting of this association.

(B)

The proposed amendments presented in writing, signed by the qualified members proposing them, shall be submitted to the Secretary for presentation to the membership.

(C)

Amendments to the Constitution shall be given at least two (2) readings after the proposal before a vote can be taken to act on the proposal.

(D)

Amendments to the Constitution shall be made upon approval of a popular vote of the member departments present as prescribed in the voting policy in *Article VIII* of this document.

ARTICLE XI

ACKNOWLEDGEMENT OF 25 OR 50 YEAR SERVICE MILESTONES

Section 1

(A)

The Chief of member departments having members on their department who can verify they have twenty-five (25) OR fifty (50) years, not all of which has to be with the same department, but must be verifiable, shall send a letter to the Secretary confirming such.

(B)

Upon receipt of the letter, it will be the responsibility of the Secretary to produce the appropriate certificate for 25 years or certificate and wall plaque for 50 years.

(C)

Upon receiving the award(s) from the Secretary, it will be the duty of the President to present the award to the firefighter at the next stated meeting or the last meeting of the year if held as a banquet.

ARTICLE XII

RULES OF ORDER

Section 1

(A)

In the absence of any rules of order and regulations not specifically set forth in this Constitution, all questions and transactions of the business of this association shall be made in conformity with Roberts Rules of Order, not being inconsistent with the Constitution, By-Laws and Rules of Order of the EKFA.

EASTERN KENTUCKY FIREFIGHTERS ASSOCIATION INCORPORATED

BY-LAWS

Introduction

In accordance with all the provisions set forth in the Constitution and Rules of Order, the following By-Laws are hereby enacted to govern the EKFA.

MEETINGS:

1. The stated meetings of the association shall be bi-monthly, held on the third Wednesday of each odd numbered month.
2. Special meetings of this association may be called by the President, the Executive committee, or by any member department upon written notice being received by the Secretary, five (5) days in advance of called meeting.
3. Any member or associate department may voluntarily take their turn in acting as host to the monthly stated meetings of the association. Meeting location shall be set by those in attendance at the November meeting for the following calendar year. Members cannot be assigned or appointed to host a meeting. No maximum limit shall be established for the number of association members attending such meetings. However, it is the polite responsibility of all members to notify the host of the number from their membership planning to attend the meeting.

STANDING COMMITTEES:

1. The President shall appoint the following standing committees-
 - a. Executive- limited to all officers of the association.
 - b. Ways and Means- including fund raising.
 - c. Move up System- Mutual aid.
 - d. Legislative- Chairman will be KFA Vice-President or KFA Director in his absence.
 - e. Programs, Education and Publicity- This shall include the news letter work.
 - f. Grievance- to act as a buffer and council for appellant to the Executive Committee.

AGENDA ADDITIONS:

1. Any member wishing to have any business or topic specifically discussed or addressed at a stated meeting of the Association shall present it to the Secretary preferably in written form stating the topic and reason for request of discussion and it being signed by a qualified representative of that membership. Time and topic permitting it will be addressed promptly.

ORDER OF BUSINESS AT MEETINGS:

1. The order of business at stated meetings shall be as follows:
 - a. Calling of meeting to order.
 - b. Opening- Prayer and Pledge of Allegiance to the flag.
 - c. Refreshment- Meal.
 - d. Roll Call- Officers, Department members.
 - e. Secretary's Report.
 - f. Treasurer's Report.
 - g. Introduction of Guests and Visitors- acknowledgements.
 - h. Reading of Communications- Correspondence.
 - i. Committee Reports.
 - j. Officer's Reports.
 - k. Old Business.
 - l. New Business.
 - m. Special Topic placed on Agenda- Presented to Secretary before meeting.
 - n. Good and Welfare.
 - o. Grievances.
 - p. Recognition of Host Department- Thanks for Meal/Refreshments.
 - q. Adjournment.