

ARTICLE I

Name

This not for-profit Organization shall be known as the York County Fire Police Association. It is herein referred to as the "Association".

ARTICLE II

Purpose

Section 1

- a. To provide uniform policies and regulations during all operations. These policies and regulations may be attached to and made part of these By-Laws as Standard Operating Guidelines.
- b. To keep the highways and roadways open for the safe and prompt movement of fire apparatus, other emergency equipment, and the public.
- c. To provide and sponsor training so members can perform their duties in a safe and responsible manner. Any member who registers for a class and does not attend will be responsible for said cost.
- d. To develop fellowship and teamwork amongst members.
- e. To promote methods and principals that raises the standards of Fire Police and the Association.
- f. To promote the highest professional and ethical standards of Fire Police and the Association, through training, appearance, conduct, and conformance to laws.
- g. To uphold and defend the Constitution of the United States of America and the Commonwealth of Pennsylvania.

ARTICLE III

Dues

Section 1:

- a. The dues of this Association shall be ten dollars (\$10.00) per year for each member fire company and shall be payable no later than the 30th of April of each year.
- b. A sworn Fire Police Officer whose Fire Company declines membership, may become a member of this Association upon payment of dues of four dollars (\$4.00) per year by the 30th of April of each year.
- c. Life Members and Honorary Members of this Association shall be exempt from the requirements of this Section.

ARTICLE IV

Membership

Section 1:

There shall be four types of membership in this Association: Company, Individual, Life, and Honorary member.

- a. A Company member shall be a Fire Company or other Emergency Service Organization of, or adjacent to York County which has provided a roster of its current Fire Police each year by April 30th.
- b. An individual member is a sworn Fire Police Officer, or other person authorized to control, direct, or regulate traffic, from a Fire Company of or adjacent to York County whose Fire Company declines membership.
- c. A Life Member is defined in Article XV of these By-Laws.
- d. An Honorary Member is defined in Section 6 of this Article.

Section 2:

Each Fire Police member must be 18 years of age or older and a citizen of the United States. They shall be nominated by their Fire Company, confirmed by their municipality, and sworn according to the Fire Police Laws of the General Assembly of Pennsylvania. Members of other Emergency Service Organizations shall be 18 years of age or older and shall be in conformance to applicable laws and/or regulations.

Section 3:

No member or guest shall be permitted to consume or possess any alcoholic beverages or unauthorized drugs of any kind during any business meeting of this Association. Additionally, no member is permitted to attend any meeting or function while under the influence of alcohol or any drug so as to affect their behavior in a disruptive manner.

Section 4:

Any member who is listed on the roster of more than one fire company or Organization shall only answer roll call once at any meeting to represent one Fire Company or Organization of their choice.

Section 5:

Any member who is listed on the roster of more than one fire company or Organization shall only represent one fire company when voting and thus shall be permitted only one (1) vote in any voting matter of this Association.

Section 6:

Any non-member who has performed outstanding services to this Association shall be eligible for election to honorary membership. A majority vote of the Board of Directors and the membership is required to elect an individual to an honorary membership. They shall have voice but no vote in the business of this Association.

ARTICLE V**Nomination, Election and Installation of Officers****Section 1:**

Officers shall be nominated as needed at the October meeting.

Section 2:

Only members in good standing with more than one (1) year membership and 50% of attendance of regular meetings during the eleven (11) meetings preceding the nomination shall be eligible for nomination for any elected office.

Section 3:

No member shall hold more than one officer position during any term.

Section 4:

Nominations shall remain open until the election.

Section 5:

No more than two persons from each fire company may vote during an election. Elections will normally be held at the November meeting; however, a lack of an election quorum may delay an election to the next regularly scheduled monthly meeting. Voting by proxy or the use of absentee ballots shall not be permitted.

Section 6:

Installation of officers shall occur at the next regularly scheduled meeting after the election is conducted.

ARTICLE VI**Meetings****Section 1:**

The regular meeting of the Association will be held on the fourth Monday of each month except that no meeting will be held in December. Meeting dates and times are subject to change by the President. Members must be given sufficient advance notice of such changes.

Section 2:

The President of the Association shall call special meetings whenever deemed necessary or when requested to do so by written request signed by at least ten (10) members of the Association. The request for each special meeting shall specify the purpose for which the meeting is to be held and no other business shall be transacted. Sufficient notice of the meeting, a minimum of five (5) days, shall be provided.

Section 3:

Written notice of any special meeting of the Association shall be sent to all Association Officers and to all Fire Police Captains, and placed on the Association website at least five (5) days prior to the meeting date.

ARTICLE VII Officers

Section 1:

The officers of the Association shall be President, Vice President, Recording Secretary, Financial Secretary, and Treasurer.

Section 2:

The Board of Directors of the Association shall consist of the current officers, the immediate past President, and may also include one representative of the York County Chiefs of Police, one representative of the York County Fire Chiefs and Firefighters Association, and one representative of the York County Department of Emergency Services.

Section 3:

No two (2) members from the same Fire Company shall serve as Association Officers.

ARTICLE VIII Duties of Officers

Section 1:

Elected officers shall attend a minimum of seven (7) regular membership meetings annually unless properly excused by reason acceptable to the President. Failure to do so shall result in the person's office being declared vacant. All officers shall submit a written report to the Recording Secretary detailing actions that they took on behalf of the Association.

Section 2:

The President shall preside at all Association meetings and is an ex-officio member of all committees. The President shall provide instruction and direction to all of the delegates. In the event that a delegate is unable to perform their duty, the President shall appoint a member to temporarily act in their place. In the event of a vacancy occurring in any elective office, the President shall appoint a successor to fill the unexpired term of such elective office. The President shall only be permitted to vote on any business matters if an unresolved tie vote should occur.

Section 3:

The Vice President shall preside at all Association meetings in the absence of the President and perform all such others duties as may be assigned to them. Additionally, the Vice-President shall record all activities of Fire Police and fire loss as reported by the Captains of the member companies and submit a written report of such activities to the Commissioner of the Pennsylvania Fire Police Association.

Section 4:

The Recording Secretary shall keep an accurate record of the Association's business and meetings. Such minutes shall be concise, and shall be made available to the membership upon request, electronically or in printed form, and a draft of the most recent meeting minutes shall be made available within one week of the meeting. The Recording Secretary shall receive all communications to the Association and forward them to the appropriate officers. They shall be an ex-officio member of all committees and shall record the business of these committee meetings. For these services they shall receive a stipend of two hundred fifty dollars (\$250) per year and shall also be reimbursed for any additional expenses related to the performance of their duties.

Section 5:

The Financial Secretary shall keep a record of all memberships and shall collect all dues, county and state, all insurance fees, assessments and fines. All monies received by them for services rendered shall be turned over to the Treasurer to be placed in the General Fund. Additionally, they shall coordinate membership activities for the Pennsylvania Fire Police Association, and shall substitute for the Recording Secretary in their absence. For these services they shall receive a stipend of one hundred dollars (\$100) per year.

Section 6:

The Treasurer shall have charge of all monies of the Association and pay all bills against the Association upon approval by the membership or as described in these By-Laws. They shall keep an accurate account of all monies received and disbursed by them, showing the purpose for which the money was collected and for which expenditures were made. They shall deposit all monies in a banking institution and shall have the authority and responsibility to attempt to gain the best interest, lowest fees, etc. available from said banking institutions. At each monthly meeting they shall present a report of all monies received and disbursed by them as well as total assets. The Treasurer shall have their records in such condition at all times, so a Committee appointed by the President to audit the accounts will be able to give a correct report of the financial status of the Association. For this service they shall receive a stipend of two hundred fifty dollars (\$250) per year. They shall also be reimbursed for any additional expenses related to and incurred in the performance of their duties.

Section 7:

The Financial Secretary and the Treasurer shall be bonded in such an amount as shall be determined by the Board of Directors.

ARTICLE IX**Special Officers, Delegates and Committees****Section 1:**

Committees and Appointed Officers shall be nominated by the President and approved by the Board of Directors. A majority of any Committee Members shall constitute a quorum. The President and Recording Secretary shall serve as ex-officio members of all Committees.

Section 2:

All Committees, delegates, and Special Officers must report their progress and completion of assigned duties at the next regular meeting of the Association. If the Recording Secretary was not present to record the committee's action, then such report shall be presented to the Recording Secretary in writing for attachment to the minutes.

Section 3:

Standing Delegates and Committees shall be as follows: two (2) Delegates to the Pennsylvania Fire Police Association; two (2) Delegates to the Firefighters Association of York County; two (2) Delegates to the Fire Chiefs and Firefighters Association; two (2) Delegates to York County Department of Emergency Services; two (2) delegates to the York County Chiefs of Police Association; two (2) delegates to the Fireman's Legislative Federation; three (3) Members to the Membership Committee; three (3) Members to the Publicity Committee; three (3) members to the Social Committee; three (3) members to the Auditing Committee; four (4) Members to the Resolution Committee; four (4) Members to the Programs and Training Committee. The first member appointed to a Committee shall be the chairperson. The Committees may be staffed with more than the minimum numbers listed herein.

Section 4:

The President may nominate as many other committees as may be necessary each year, subject to approval by the Board of Directors.

Section 5:

Except as otherwise noted, a member may jointly hold no more than three positions within the Association, i.e., the position of an officer, as a delegate, and be on one Committee, or as a delegate and serve on two committees. Once this maximum is reached, they are prohibited to serve in additional capacities. Members of the Auditing Committee shall not hold any other office, be a delegate or member of any other committee.

ARTICLE X

Duties of Delegates, Appointed Officers and Committees

Section 1:

Delegates, or appointed alternates in their place, shall attend the meetings of the various Organizations and shall speak on the Association's behalf on issues for which the Association has concerns as directed by the President. They shall report back to the Association on the relevant business of the various Organizations. Delegates, or alternates in their place, shall be reimbursed for travel outside of York County to attend meetings, as follows: Mileage shall be paid from the member company at the prevailing IRS rate; Meal reimbursement shall never include the cost of alcoholic beverages, and shall be 25% for breakfast, 35% for lunch, and 40% for dinner of the IRS prevailing rate. Motels shall be reimbursed only when the round trip mileage exceeds 250 miles or when the event is in excess of one day and more than 50 miles in one direction. Reimbursements shall require original receipts and justification, and are subject to review by the treasurer and two members of the board of directors not involved in the transaction.

Section 2:

The Membership Committee shall procure new members for the Association. It shall visit FDs that have nonexistent or minimal attendance to the Association meetings and discuss the benefits of being active members in the Association. The Committee shall also visit FDs and other sites that have not hosted Association meetings regularly for the purpose of obtaining future meeting sites. Committee members' mileage shall be reimbursable for such travel at the IRS prevailing rate.

Section 3:

The Publicity Committee shall announce and publicize all activities of the Association. The Committee shall manage the Association's website, coordinating very closely with other Committees and with the Association's officers and membership needs. The Publicity Committee shall collect all monies for the sale of Fire Police equipment to the members and turn the money over to the Treasurer after properly recording the sales. The webmaster (if a member of this association) shall be included on this committee and receive a stipend of two hundred dollars (\$200.00) per year.

Section 4:

The Social Committee shall be responsible for all social activities of the Association, including an annual Member Appreciation Banquet.

Section 5:

The Auditing Committee shall perform an annual audit of the Financial Secretary and Treasurer. This Committee shall submit their findings to the Association no later than the March meeting of every year. The findings shall include any discrepancies in record-keeping, suggestions for improvement, and a five-year comparison of income and expense activities. Additionally, the Auditing committee shall monitor the finances of every Committee and ensure proper accounting methods and accountability exists. In the event of any substantial unresolved discrepancy, an investigation shall ensue using an outside accounting firm.

Section 6:

The Resolution Committee shall draw up a resolution upon the death of a member. They shall ensure such death information is provided to the Financial Secretary to ensure potential Pennsylvania Fire Police Association death benefits are initiated. They shall also create a visual program for the annual Memorial Service to honor departed members.

Section 7:

The Program and Training Committee shall provide current information regarding laws enacted that affect the Association, shall seek out guest speakers, training videos, and shall facilitate discussions at Association meetings when significant events occur. The Committee shall manage and maintain the personnel and vehicular Certification Programs. When notified of training programs in the York County area, this information shall be provided to the membership and to the Publicity Committee for entry onto the Association website.

Section 8:

Expenses up to \$500 annually for each Committee are authorized to further the goals and objectives of this Association. Expenses in excess of this amount must be pre-approved by the membership. Such expenses shall be fully documented, with written reports provided to the Financial Secretary and the Recording Secretary at the next available meeting; also, such report shall be made available to any interested member in a timely manner.

ARTICLE XI

Resignations and Expulsions

Section 1:

If at any time an Officer of the Association wishes to resign from any official capacity (elected or appointed) they shall give notice to the President in writing, who shall present the resignation to the membership at the next regular meeting of the Association.

Section 2:

This Association reserves the right to suspend or expel any individual of a member Fire Company involved in actions or conduct not becoming Fire Police. A written copy of the charges, signed by one (1) or more individuals must be given or sent to the President and the offender before any action can be taken. The offender shall be given an opportunity to appear before the Board, at a hearing, in defense of the charges brought against them. A request for a hearing must be submitted in writing to the President within 15 days after the offender has been notified of the pending charges.

Section 3:

Upon being charged with any offense and convicted by the Association, the individual's current and any future fire company(s) shall be notified of the action taken by the Association. All written documentation shall be provided to the individual's fire company(s).

Section 4:

The membership shall have the power to remove from office any elected officer or appointee:

- (1) who has proven to be negligent or inefficient in the performance of their duties; or
- (2) for conduct unbecoming an individual of this Association; or
- (3) for any impropriety committed by the individual, or
- (4) who enters into any financial transaction or indebtedness which will obligate the Association for payment without prior approval by the Board of Directors, the membership, or these By-Laws.

ARTICLE XII

Expenditures and Appropriations

Section 1:

Unless otherwise previously authorized, all expenditures and appropriations of monies of the Association shall be approved by a majority vote of the eligible voters present at any regular meeting of the Association.

Section 2:

In an emergency situation, the Board of Directors is authorized to expend up to and including \$500.

ARTICLE XIII

Quorum

Section 1:

Four (4) members of the Board of Directors shall constitute a quorum for meetings of the Board

Section 2:

Twenty-five (25) individuals of this Association, representing at least fifteen (15) member fire companies shall constitute a quorum for regular or special meetings.

Section 3:

For annual elections, the quorum consists of fifty (50) members, with at least (25) fire companies represented.

ARTICLE XIV

Order of Business

Section 1:

Prior to the opening of the business meeting, fellowship time may be observed between members. If the host company supplies food and/or drink, it will be consumed during this time.

Section 2:

Prior to the opening of the business meeting, each officer shall initial an attendance form provided by the Recording Secretary. The chair of each Committee and each Delegate shall provide a written synopsis of their report to the Recording Secretary. They shall indicate on a check-off form as to whether they have a report to be presented to the membership.

Section 3:

The business of this Association shall be conducted in the following order:

1. Call to Order (may thank the host company informally)
2. Moment of Silence (optional for self prayer and meditation)
3. Pledge of Allegiance to the Flag
4. Presentation of Guest Speaker (if applicable)
5. Approval/Corrections of the Minutes of the preceding Meeting(s)
6. Treasurer's Report and presentation of bills to be paid
7. Financial Secretary's Report
8. Written Communications
9. Reports of Committees (per the check-off form)
10. Unfinished Business
11. New Business
12. Good of the Order (include 50/50 drawing)
13. Next Meeting Place
14. Adjournment

Section 4:

Under all meetings held to conduct business for this Association, the Robert's Rules of Order, Revised, shall govern the conduct of the meeting.

ARTICLE XV Life Membership

Section 1:

Any member who has served two (2) or more consecutive years as an elected officer of this Association, or any member who has served two (2) or more years on a Committee, as a Delegate, or as an appointed officer, may be awarded a Life Membership upon approval by the Board of Directors. Additionally, without approval of the Board of Directors, the membership may award a Life Membership using the above criteria, with a 2/3 majority.

Section 2:

Time served by an appointee as the successor to fill an unexpired term of an elective office may be counted toward the two or more consecutive years requirement as an elected officer.

Section 3:

Life Members shall be considered members in good standing of this Association as long as their rights and privileges are not revoked by the Board of Directors for disciplinary reasons.

ARTICLE XVI By-Laws

Section 1:

All disputes and interpretations of these By-Laws shall be resolved by the Board of Directors and their decision shall be final.

Section 2:

No amendments or alterations shall be made to these By-Laws unless proposed in writing at any regular meeting of this Association.

Section 3:

Adoption of an amendment or alteration shall occur after three consecutive readings at regular meetings, followed by a 2/3-majority vote of no more than two (2) Representatives of each member company. *A roll call vote shall be taken to determine if a company has one or two votes*

Section 4:

Standard Operating Guidelines and Certification standards may be changed at any time by the Program & Training Committee to comply with changes to laws, rules, regulations, and Court decisions. Other changes shall require a simple majority of the membership.

ARTICLE XVII

Political Campaigning

Section 1:

In order to promote and maintain harmony, keep this organization politically neutral and avoid any situation whereby any member may feel undue political pressure or influence while attending meetings, banquets, or other events sponsored by this organization, we take the stand that we will not support any political candidates running for public office.

Section 2:

We recognize that not all members share the same views on political issues that candidates discuss during their campaigning, and since we desire to encourage our members to attend our meetings and banquets and enjoy the fellowship, we need to ensure that this atmosphere prevails.

Section 3:

Therefore, no person will be permitted to actively campaign or distribute political literature pertaining to public office at any meetings or banquets conducted by this organization.

Section 4:

State, County, or local elected officials may continue to be invited to attend meetings and banquets as guests, speakers, or for training purposes, but they will not be permitted to campaign during these events.

Proposal for By-Law review and changes, June 26, 2008, by the By-Law and the Program & Training Committees. The Board of Directors did not act on this for 2008 or 2009. The changes were reviewed and revised December 2009. Reviewed and revised by the Board of Directors and the By-Laws Committee on July 7, 2010.