

# Bylaws of the Pennsylvania Fire Police Association

(Revised July 2016)

## ARTICLE I

The name of this Association shall be the Pennsylvania Fire Police Association, chartered December 30, 1949 in the Lancaster County Courts, as a non-Profit Corporation.

## ARTICLE II

The purposes of this Association are:

- (a) To uphold and defend the Constitution of the United States of America and the Commonwealth of Pennsylvania, and to perpetuate and foster 100% Americanism.
- (b) For the mutual benefit and protection to its members.
- (c) For benevolence and assistance to its members.
- (d) To advance the status of Volunteer Fire Police in the Commonwealth of Pennsylvania by holding meetings for the presentation and discussion of problems affecting Volunteer Fire Police, publishing papers, reports, and disseminating knowledge and experience of value in Volunteer Fire Police.
- (e) To seek at all times, proper legislation for the betterment of the Fire Police services in the Commonwealth of Pennsylvania.

## ARTICLE III

### MEMBERSHIP

There shall be five types of membership in this Association: County Association Membership, Individual Membership, Honorary Membership (includes Charter Members), Life Membership, and Honorary Life Membership.

**ASSOCIATION MEMBERSHIP:** Association membership shall be open to any County that has a Fire Police Association. The election of any County Fire Police Association shall not qualify any individual member of said County Fire Police Association to membership in the Pennsylvania Association.

**INDIVIDUAL MEMBERSHIP:** Individual membership in this Association shall be open to any person who is a member in good standing of their respective County Fire Police Association and has been sworn into office under the Fire Police Laws of the Commonwealth. There are no State or County residency requirements. Individual members must be 18 years of age and a citizen of the United States.

Individual members who are Fire Police officers in a Pennsylvania County where there is a County Association that is not a member of the Pennsylvania Fire Police Association or where there is no County Association may become members of the Pennsylvania Fire Police Association upon the payment of dues as fixed by the Executive Board. Those individual members shall have all the rights and privileges of a regular member, however, they will have no voting representation. Only one application for membership will be accepted per member whether or not that individual belongs to more than one unit.

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Death benefit will be paid for one application only.

**HONORARY MEMBERSHIP:** An individual, who has performed outstanding services for the betterment of this Association and Fire Police Service, shall be eligible for election to Honorary Membership of this Association. A majority vote of the Executive Board of this Association shall be required to elect an individual member to Honorary Membership. Honorary Members shall not be required to pay annual dues to this Association nor shall this member have voting privileges.

**LIFE MEMBERSHIP:** An individual member of this Association who has been elected to or appointed, and who has served two consecutive years as an officer of this Association is eligible for Life Membership. A majority vote of the Executive Board of this Association shall be required to elect an eligible member to Life Membership. Life Members shall not be required to pay annual dues to this Association. They shall be required to pay Accident Insurance premiums. A Life Member having maintained the requirements of Association for individual membership shall be permitted to vote. Application for membership will NOT be accepted after November 1 of the existing year.

## **ARTICLE IV OFFICERS**

**Section 1 (a):** The Officers of this Association shall consist of a President, First Vice President, Second Vice President, Recording-Corresponding Secretary, Treasurer, Assistant Treasurer, Chaplain, and Delegate and Alternate Delegate to the Firemen's Association of Pennsylvania. All of the above shall be duly elected. No member shall serve as President for more than two (2) consecutive years except as provided for in Section 4 of this Article. No member can serve in more than one elective office.

**Section 1 (b):** The President, First and Second Vice Presidents, Delegate and Alternate Delegate to the Firemen's Association of Pennsylvania shall be elected for a term of two (2) years. The new Second Vice President, Delegate and Alternate Delegate to the Firemen's Association of Pennsylvania shall be elected every two (2) years beginning in 1993. The First and Second Vice Presidents shall step up the ladder each two years until becoming President.

**Section 1 (c):** The Recording-Corresponding Secretary, Treasurer, Assistant Treasurer, Chaplain and ~~Assistant Chaplain~~, shall be elected for a term of three (3) years.

**Section 2:** Executive Board of this Association shall consist of all officers described in Article IV, Section 1, and in addition, all past presidents. All elected officers shall have one vote except the President who shall vote only in case of a tie. Any delegate who is elected to be an Officer must give up his/her position as a County Delegate. See Article VIII.

**Section 3:** Any elected officer not performing their duties faithfully or neglecting their duties or any officer who commits any malfeasance of office, shall be relieved of office upon a recommendation of the Executive Board and of a conviction by a two-thirds (2/3) vote of the Delegates present at a bi-monthly meeting.

**Section 4:** In case of a vacancy in the office of President by death or any cause, the First Vice President will fill the remainder of the President's term and then will fill the office of President for his/her two (2) year term. In case of a vacancy in the office of President and First Vice President by death or any cause, the Second Vice President will fill the remainder of the President's term and then will fill the office of President for his/her two (2) year term.

## **ARTICLE V BI-MONTHLY MEETINGS AND CONVENTIONS**

**Section 1:** The Pennsylvania Fire Police Association may hold their bi-monthly meetings in the months of March, May, July, September and November. Election of officers will take place at the September meeting with installation being held in November. A Quorum shall consist of Delegates representing seven (7) counties and at least one (1) elected officer. The May meeting shall be the Annual Convention and will be held in accordance with the terms of the contract.

**Section 2:** Behavior at Meetings: Any member, Executive Board member, or Delegate in attendance at any meeting or session of the Pennsylvania Fire Police Association who is unruly, disorderly, or is under the influence of intoxicants, shall be ejected from the meeting by the Sergeant-At-Arms and his aides. The host company will assist in calling the local or State law enforcement. He/she shall not be allowed to re-enter for the remainder of the session and upon a vote of two-thirds (2/3) of the Delegates present at a bi-monthly meeting may be stripped of membership for a stated period or for life.

**Section 3:** A registration fee established by the contract may be charged at all regular meetings for each guest over twelve (12) years of age. These fees will be collected by the Host County to help defray expenses of the meeting. A registration fee established by the contract will be charged at the Convention Meeting for all guests in attendance over twelve (12) years of age. This Association will guarantee to the Host County of the Convention site as per Article XIII-A.

**Section 4:** Special Meetings of the Executive Board may be called at any time by the President or at the request of at least three (3) Officers representing three (3) different Counties.

**Section 5:** Executive Board meetings may be held on the third (3rd) Sunday of the months of January, April, August and October, except when falling on Palm Sunday or Easter. The June meeting shall be held on the fourth (4th) Sunday so as not to interfere with Father's Day.

## **ARTICLE VI NOMINATION AND ELECTION**

**Section 1:** Nomination for office shall be made from the floor at the July meeting only.

**Section 2:** Election shall be conducted at the September meeting by a Judge and two (2) Tellers, appointed by the President from members present and not nominated for any position. A majority of votes cast shall determine who is elected. In case of ties, the President will vote to break the tie. All ballots from the election shall be destroyed by the Recording-Corresponding Secretary directly following the meeting (if there has not been an appeal made from the floor).

**Section 2 (a):** If an individual is running for two (2) elected offices and he/she is elected to both Offices, he/she must decline one and the President shall call for a re-vote to fill the declined office.

**Section 3:** Installation of Officers shall be held at the November meeting.

## **ARTICLE VII**

**Section 1:** The President shall preside at all meetings. At the first meeting of each year, the Incoming President shall name all appointive officers and committees. The President shall, in case of vacancy in any office, appoint a successor to fill the unexpired term of such elective office. The President shall be reimbursed any expenses for performing his/her duties.

**Section 2:** The First or Second Vice President shall perform all of the duties of the President In his/her absence and all such other duties as may be assigned to either of them by the President, or the Executive Board In the event of absence of the President, First Vice President, and Second Vice President, the majority of members present shall select a Chairman for that meeting

**Section 3:** The Recording-Corresponding Secretary shall keep an accurate record of this Association's business and meetings. The Recording-Corresponding Secretary shall have sole custody of the Seal of this Association. The Recording-Corresponding Secretary shall turn over to his/her successor in office, all property in his/her possession belonging to the Association. The Recording-Corresponding Secretary shall be reimbursed for a minimum of four hundred dollars (\$400) per annum and any additional expenses for performing his/her duties.

**Section 4:** The Second Vice President shall make a report of the status of his/her accounts at each meeting and shall submit his/her records to be audited at the end of each year by an accountant or by a Committee appointed by the President. He/she shall also conduct the sale of training manuals, badges, emblems, hats and all related items, along with the sale of convention tickets. All monies received from dues, insurance, sale of supplies, etc., shall be turned over to the Treasurer for deposit. If any bills from his/her office accrue, they shall be turned over to the Treasurer to be paid.

**Section 5:** The Treasurer shall keep an accurate account of all monies received and disbursed by him/her, showing especially for what account collected or what purpose expended. The Treasurer shall deliver to his/her successor in office all the monies and records in his/her charge. His/her books and records shall be audited at the end of each year by an accountant, or by a Committee appointed by the President. The Treasurer shall be reimbursed for a minimum of Six hundred dollars (\$ 600.00) per annum and any additional expenses for performing his/her Duties.

**Section 6:** The Second Vice President, Treasurer, Assistant Treasurer and any other persons handling funds of this Association shall be bonded in such an amount as shall be determined by the Executive Board.

**Section 7:** the Executive Board shall perform such duties as are usual and incidental to their office.

**Section 8:** The Assistant Treasurer shall be reimbursed for a minimum of four hundred dollars (\$400) per annum and any additional expenses for performing his/her duties.

**Section 9:** All officers shall dress appropriately. The officers include President, First Vice President, Second Vice President, Recording-Corresponding Secretary, Treasurer, Assistant Treasurer, Chaplain, Delegate and Alternate Delegate to State Firemen's Association.

**Section 10:** The Office of the Pennsylvania Fire Police Association shall keep a record of all Memberships, County, Individual and Insured in this Association. The Office of the Pennsylvania Fire Police Association shall receive a monthly fee for maintaining all records and correspondence, and providing a meeting place for the Executive Board meetings, and shall be reimbursed for any other expenses incurred in maintaining the Office. The Executive Board will determine the fee for maintaining the Office annually.

**Section 11:** Reimbursements to Elected Officers shall be broken down into three payments to be made in the months of March, July, and November.

**Section 12:** This Association holds five (5) Bi-monthly meetings and five (5) Executive Board Meetings per year. Roll call shall be taken at each meeting. If an elected officer misses three (3) consecutive meetings or four (4) meetings in one (1) calendar year without a valid reason, (working, illness, etc.), he /she shall be dismissed from that office, the position declared vacant, and the President shall appoint a successor to fill the unexpired term of such office.

## **ARTICLE VIII DELEGATES AND COMMITTEES**

**Section 1:** Each County Association which is a member of this Association shall name its Two (2) Delegates and two (2) Alternate Delegates to this Association at the first meeting of the County's fiscal year, and submit those names in writing to the Office of the Association. Delegates and Alternate Delegates must be a Member of that County Association.

**Section 1(a):** In the absence of the Delegate or the Alternate Delegate any member of that County Association may vote in their place, only if a letter is received by the Secretary or designee one hour prior to the meeting stating the member's name and County and who he/she is replacing. The letter shall be signed by the President of said County Association. In no case shall a County have more than two (2) votes on any Association business.

**Section 2:** All Committees and appointed officers shall be nominated by the President and approved by the Executive Board. A majority of any Committee shall constitute a quorum. The President and Recording-Corresponding Secretary shall serve as ex officio members of all Committees. No committee shall be discharged until their reports are properly passed upon or accepted by the Executive Board of this Association.

**Section 3:** The books of the Second Vice President, Treasurer and any Committee or other Officer handling funds of this Association, shall be audited each year by an accountant or by a committee appointed by the President and the full report shall be presented at the March meeting of each year.

**Section 4:** Delegates to the Firemen's Association of Pennsylvania and the Firemen's Legislative Federation of Pennsylvania shall be paid mileage determined by the Executive Board, plus receipted expense of attendance at the Convention and/or meeting. If two or more Delegates to the Firemen's Association ride together to a meeting, only the person driving may collect for mileage.

**Section 5:** Any Executive Board meeting members or Special Committee persons shall be paid mileage determined by the Executive Board for attending meetings other than the Bi-monthly meetings in March, May, July, September, and November. If two or more Executive Board members ride together to a meeting, only the person driving may collect for mileage.

**Section 5(a):** For the Bi-monthly meetings in March, May, July, September, and November, all Elected Officers and Past Presidents shall be paid mileage determined by the Executive Board plus one night's Lodging not to exceed sixty (60) dollars.

**Section 6:** All Delegates and Officers representing the Association may not exceed an expense amount set by the Executive Board each January. If expenses exceed these amounts, the exception may be made by approval of the Executive Board or at a regular stated meeting by approval of members present,

## **ARTICLE IX DUES**

**Section 1:** The annual dues per Individual member shall be determined each year at the Convention Meeting by the Executive Board for the following year. The Individual Membership year starts April 1 and expires March 31.

**Section 2:** Each County Association upon confirmation to the request for membership shall pay a fee-determined each year at the Convention meeting by the Executive Board for the following year. Individual member dues are payable January 1 thru December 31. Any County Association whose dues are not paid by the end of the March meeting will not have a vote on the future meetings until dues are paid. If dues are delinquent for one (1) year, said County Association must pay a reinstatement application fee determined each year at the convention Meeting by the Executive Board for the following year to be reinstated.

**Section 3:** Yearly Individual and County dues are payable upon application to continue membership.

## **ARTICLE X AMENDMENTS**

**Section 1:** Amendments to these By-Laws shall be presented to the Recording-Corresponding Secretary in writing, signed by at least three (3) members in good standing from at least three (3) different counties. The proposed amendments shall be read at two (2) regular meetings of this Association. Vote on the change for the bylaw will occur following the second reading. Thereafter, the copies of the proposed amendments shall be available to each Secretary of the member County Association.

**Section 2:** All amendments to these By-Laws shall be submitted to the By-Law Committee for consideration and review.

**Section 3:** The name of this Association (Pennsylvania Fire Police Association) may not be used in connection with fund raising events by any unit that is a member of this Association without approval by the Association.

**ARTICLE XI**  
**ORDER OF BUSINESS**

1. Meeting called to order
2. Appoint Sgt.-At-Arms
3. Invocation and Pledge to the Flag
4. Introduction by Host
5. Response by State Association
6. Roll Call of Officers and Counties
7. Reading of Minutes of last meeting and any Executive meeting
8. Communications
9. Proposals and Election to Membership
10. Reports of Officers and Committees
11. Nomination of Officers (JULY)
12. Election of Officers (SEPTEMBER)
13. Installation of Officers (NOVEMBER)
14. Unfinished Business
15. New Business
16. Presentation of Bills and Treasurer's Report
17. Good of Association
18. Place of Next Meeting
19. Motion of Thanks to Host County
20. Moment of Silence for Departed Members
21. Benediction
22. Adjournment

## **ARTICLE XII DEATH BENEFITS**

### **Section 1: PURPOSE**

It shall be the purpose of this Article to provide a death benefit to all Association members, who are in good standing for the fund membership year, prior to the fund membership year in which the benefit is paid. For the purpose of this Article, a fund membership year shall be defined as the one (1) year period from April 1 to the following March 31. After March 31, 1999, for all new members, the age limit will be under fifty-five (55) due to insurance liability. This will not affect the present members.

### **Section 2; BENEFIT AMOUNT**

The designated beneficiary or estate, as the case may be, of any Association member in good standing, as aforesaid, shall be paid a death benefit which is authorized by the Association. At the commencement of the implementation to this Article, the authorized death benefit may be adjusted by the Association As hereinafter provided. Death benefit checks will be made out only to beneficiary listed on the Application. If beneficiary is deceased, check will be drawn up to the estate of the deceased member.

After March 31, 1999, individual members that join this Association after reaching the age of fifty-five (55), shall receive a death benefit of thirty-five dollars (\$35.00) after the first membership year period.

There will be a six (6) month limit to enter all claims for death benefits.

### **Section 3: BENEFIT FUNDING**

A Death Benefit Fund shall be established with seventy-five thousand dollars (\$75,000) from the Association's General Account. The sole and exclusive purpose of said Fund shall be for the accomplishment of the purpose of this Article. The Association's Executive Board shall have the authority to transfer funds, in excess of necessary operating expense, from the General Account to the Death Benefit Fund as they deem appropriate

### **Section 4: ANNUAL REPORT**

The Executive Board shall report to the general membership once each year, at the annual convention, on the status of the Death Benefit Fund. The Board shall include in such report any observations or recommendations which they deem appropriate.

### **Section 5: MODIFICATION OF BENEFIT**

At each annual convention, the general membership shall have the opportunity to vote on any proposed modification to the present death benefit. A simple majority vote of the general membership present at the annual convention shall be required for any such modification.

### **Section 6: FUND LIMITATIONS**

The Death Benefit Fund assets cannot be transferred out of the Fund for any reason except the payment of an actual death benefit or upon termination of the Fund as hereinafter provided.

### **Section 7: FUND TERMINATION**

In the event that the general membership, by a two-thirds (2/3) majority vote, shall elect to terminate the Death Benefit Fund, any assets of said Fund shall be donated to any charitable purpose designated by the general membership.

### **Section 8: FUND ADMINISTRATION**

The Executive Board may appoint a Fund Administrator to manage the Fund assets and may authorize reasonable payment for such administrator's services. The Fund Administrator shall report the status of the Fund to the Executive Board on a quarterly basis for one year.



**ARTICLE XIII**  
**AGREEMENT FOR ANNUAL CONVENTION**

The Association will make all necessary arrangements for the publishing of the Annual Convention Program Book and for soliciting advertising.

**Section 1:** Host County will in no way contact business or professional individuals or companies for funds that would conflict with the sale of advertising. Host County may receive no more than the amount of monies established in the Convention contract. Contract for the Convention shall be approved by the Executive Board.

**Section 2:** The Association will print convention tickets and said tickets will be under the supervision of the Convention Committee. Tickets will be sold for the price and for the events set forth in the contract.

**Section 3:** All persons attending only the Sunday session without a convention ticket stub will pay registration fee as set forth in the contract, to be retained by the Host County. All other registration fees are included in the price of the convention tickets.

**Section 4:** Any person receiving an award from the Association in connection with the fire police duties, must be a member in good standing of the Pennsylvania Fire Police Association.

**ARTICLE XIV**  
**PROCEEDINGS**

Proceedings not regulated by the Constitution and By-Laws of this Association shall be conducted according to the current edition of Roberts Rules of Order.

**ARTICLE XV**  
**INSTALLATION OF OFFICERS**

I (your name), having been duly elected to the office of (your office), do solemnly swear to uphold the Constitution of the United States of America, the Constitution of the Commonwealth of Pennsylvania, the Constitution and By-Laws of the Pennsylvania Fire Police Association, the office to which I have been elected, and will serve with Fidelity, and will report any infraction of which I have knowledge, SO HELP ME GOD.

**TO THE PRESIDENT**

MR PRESIDENT, I present you with the By-Laws of this Association. Read them and abide by them. I also present you with the gavel of your authority. Use it to the best of your ability, BUT ALWAYS REMEMBER, the Majority Rules and the Minority must be heard. CONGRATULATIONS!

These are the complete and official bylaws of the Pennsylvania Fire Police Association

Dated March 20, 2016

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Nelson Brenneman, President

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June Allman, Bylaws Chair

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Nancy Burton, Recording Secretary