

ADAMS COUNTY VOLUNTEER EMERGENCY SERVICES ASSOCIATION BY-LAWS



03/02/2006 REVISION

**BYLAWS OF THE ADAMS COUNTY VOLUNTEER EMERGENCY
SERVICES ASSOCIATION**

ARTICLE I

Name

SECTION 1. *Name.* This Association shall be known as the Adams County Volunteer Emergency Services Association.

ARTICLE II

Purpose

SECTION 1. *Purpose.* The purpose of this Association shall be to establish policy, procedure, and guidelines that would best provide emergency services to the citizens of Adams County and surrounding areas, and form a closer bond of fellowship between its members.

ARTICLE III

Membership

SECTION 1. *Membership.* Membership of the Association shall be composed of all fire departments in Adams County that are officially voted into this Association.

SECTION 2. *Associate Membership.* Departments located outside of Adams County, Medic units holding first due area in Adams County or a support organization of this Association, may be accepted into this Association as provided in these Bylaws, as Associate Members after approval by the Association.

SECTION 3. *Individual Membership.* The membership of this Association shall be composed of the individual members in good standing of the fire departments of Adams County, Pennsylvania. These members shall be classified into the following categories:

Class F. (Firefighter) These members shall be 18 years of age and older and a member of an Adams County Fire Department or Associate Department.

Class C. (Chief) These members shall be 18 years of age and older and be a current Chief, Deputy Chief, or Assistant Chief or have served in that capacity for a minimum of one year with an Adams County Fire Department.

Class E. (EMS) These members shall be 18 years of age and older, be a member of an Adams County Fire Department who has completed EMS training as per current standards or a medic unit holding first due area in Adams County.

Class J. (Junior) These members shall be between 14 and 17 years of age and be a member of an Adams County Fire Department. These members may serve on committees and participate in Association activities. They may not vote or hold an office except to elect their own Class Delegate

SECTION 4. *New Members.* Departments may add new individual members at any time during the year provided the proper form and dues are forwarded to the Membership Secretary. The Membership Secretary shall read a list of the new individual members of that department at the following meeting of the Association.

SECTION 5. *New Departments.* New departments seeking membership in this Association shall apply through the Membership Secretary on the proper form provided, after October 4th of 2001. The Membership Secretary shall present the application to the Association at the next regular meeting of the Association. The application shall lay on the table until the next regular meeting when it shall be voted on. A two-thirds (2/3) majority of those present shall be necessary for approval. Each fire department can have up to a maximum of ten (10) individuals from that department voting.

ARTICLE IV

Dues

SECTION 1. Annual Dues. Effective January 1, 2007 the dues for membership in this Association shall be Five Dollars (\$5.00) per year per individual member of each fire department holding membership in the Association as of the first day of April of each year. The dues will be split equally between the Association Budget and the Training Center Budget. Dues are payable to the Membership Secretary of this Association. Dues are to be paid to the Association by the fire departments and not by the individual members of the fire departments. Persons submitted for membership after the annual dues are paid by their department must submit the yearly dues payment for the balance of the year. Individual members of a fire department shall belong to the Association through only one department, and that is the department that is responsible for their dues

SECTION 2. Associate Organization Dues. Annual dues for associate organizations shall be \$25.00 per year.

SECTION 3. Delinquent Dues. Any department whose individual member dues are not paid to the Membership Secretary of the Association by July 1st of the current year shall have no voice or vote at any meeting of the Association until all such dues past due have been paid in full. Any department whose dues are delinquent shall be penalized by a reinstatement fee of fifty dollars (\$50.00) to be paid along with the dues.

SECTION 4. Classification Responsibility. Each department shall have a designated person who is responsible for keeping an updated list of each of their department's members and their classification. This list shall be forwarded to the Association Membership Secretary.

ARTICLE V

Death Benefits

SECTION 1. Monetary Death Benefit. Upon the death of a individual member of this Association, the Association shall pay to his or her beneficiary the sum of one hundred dollars (\$100.00). Proper proof of death shall be forwarded to the Treasurer of this Association accompanied by the proper form designating the beneficiary signed by the individual member's own department President or Secretary. In the event a beneficiary is not designated or a designated beneficiary has predeceased the member, the sum shall be paid to the estate of the member. Associate members are not eligible for any death benefits.

SECTION 2. Flowers and Memorial Contributions. The Association shall send flowers to the funeral or make a memorial donation to any officer of this association who dies while in office or any individual member who dies while in the "Line of Duty".

SECTION 3. Contributions. This Association shall not make monetary contributions to trust funds or individuals. This Association may make monetary contributions to other non profit organizations for services rendered to this Association.

ARTICLE VI

Meetings

SECTION 1. Meetings. The regular monthly meetings of the Association shall be held on the first Thursday of each odd numbered month with the exceptions of August. The August meeting shall be held at the annual convention of this Association. The place of said meetings shall be at the Adams County Department of Emergency Services Training Facility. Starting time of meetings shall be 7:30 p.m. This provision will be effective immediately upon approval at the March 2, 2006 meeting

SECTION 2. Voting. Each fire department shall have no more than ten (10) individual votes at any meeting.

SECTION 3. Convention meeting. The annual convention shall be held on the Saturday of the first full week in August of each year, at which time the election of officers shall be held. While in session, the site of future conventions shall be determined two (2) years in advance. Each member department shall select ten (10) individual members in good standing from their departments to represent them at the convention. Each department shall have no more than ten (10)

votes at any meeting. As the Association President votes only in case of ties, the President shall be excluded from their department's delegation count. The opening of the convention shall be at 9:00 a.m. and continue in session as long as any business is before it. Recess shall be from 12 Noon until 1:00 p.m. Upon motion, and after authorized by a majority of the individual members present, the order of business for the convention meetings, may be altered in order to expedite the meeting, or facilitate the orderly administration of the Association's business. The Host Department or Departments holding the convention shall be reimbursed for authorized convention expenses according to the Convention Guidelines of this Association.

SECTION 4. *Quorums.* Not less than ten (10) active departments shall constitute a quorum at any meeting at which business may be transacted affecting the interest of the Association.

SECTION 5. *Order of business.*

1. Meeting called to order
2. Pledge to the flag
3. Invocation
4. Roll Call of Officers and Delegates
5. Approval of Minutes of Previous Meeting
6. Reading of Communications
7. Approval of Expenditures
8. Treasurer's Report
9. Committee Reports
10. Representative Reports
11. Unfinished Business
12. New Business
13. Nominations and Elections
14. Place of Next Meeting
15. Good of the Association
16. Adjournment

SECTION 6. *Parliamentary Authority.* Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters or procedures not specifically covered by these bylaws or by special rules of procedure adopted by the Association.

SECTION 7. *Special Meetings.* Special meetings of the Association may be called at any time for any purpose by the President or upon the written request of ten (10) member departments. In the case of any special meeting, a notice shall be mailed one (1) week in advance to the respective member departments.

ARTICLE VII

Officers and Duties

SECTION 1. *Election and Tenure.* The elected officers of the Association shall be President, Vice President, Secretary, Treasurer, Membership Secretary, Chaplain, and one Membership Class Delegate from each class of individual membership. The officers shall be elected annually by the individual members at the August convention. The officers shall receive their oath of office and be installed following the election. The same person shall not hold more than one of the above offices concurrently. All appropriate officers of the Association shall be bonded. Any officer of the Association shall return all property of the Association within thirty days in the event of vacating any office for any reason. Officers shall be reimbursed for all legitimate expenses that they incur in order to perform their duties.

SECTION 2. *President.* The president shall preside at all meetings and maintain order. The President shall have the authority to expel from a meeting any individual member guilty of disorderly conduct. The president shall appoint all committees and association representatives.

SECTION 3. *Vice President.* The Vice President shall, in the absence of the President, preside at meetings and perform all other duties of the President. The Vice President shall be responsible for the inventory of the property of the Association.

SECTION 4. Secretary. The Secretary shall keep a true and accurate record of all meetings, shall send each department holding membership in the Association a notice of the time and place in advance of each regular and special meeting. The secretary shall be responsible for all correspondence of the Association.

SECTION 5. Treasurer. The Treasurer shall have charge of all money belonging to the Association subject to its orders, and keep accurate entries of them in a book provided for that purpose. The treasurer shall hold all securities and evidence of indebtedness. The treasurer shall, upon authorized approval, pay all bills of the Association. The treasurer shall render a monthly report of all transactions at each regular meeting of the Association. All money shall be deposited in a timely manner. The Treasurer along with the Budget and Finance Committee shall propose a budget at the December meeting for approval by the members.

SECTION 6. Membership Secretary. The Membership Secretary shall keep a correct and updated roster of the individual membership of the Association by department roster, according to information sent by each individual department secretary. All dues shall be forwarded to the Membership Secretary of this Association. The Membership Secretary shall report to the association any departments who have not paid their dues by the deadline date. The Membership Secretary shall turn all moneys over to the Treasurer at least monthly.

SECTION 7. Chaplain. The Chaplain shall open all meetings and conventions with an invocation. The Chaplain shall be a member of the Memorial Committee and shall help with arrangements of the annual Memorial Service.

SECTION 8. Fire Marshall and Deputy Fire Marshall. These positions are not elected by the general individual membership but are chosen as outlined in Article VIII, Section 5 of these Bylaws. The duties of the Fire Marshall and Deputy Fire Marshall are outlined in the Adams County Job Descriptions for the respective jobs. In the absence of the Fire Marshall, the Deputy Fire Marshall shall preside and perform all duties of the Fire Marshall. In cases of long term absence of the Fire Marshall or Deputy or both, they should notify the President of this Association immediately. They shall make a report at each meeting giving the number of fires being investigated. If both officers are unable to attend the above said meetings, a written report must be filed with the Association Secretary.

SECTION 9. Class Delegates. Each class of individual membership shall elect a person as a Class Delegate to represent each respective class of individual membership. These delegates must be a current member in good standing of their respective individual membership class.

SECTION 10. Board of Directors. The Board of Directors shall be made up of all elected officers of the Association, Class Delegates, and Fire Marshall and Deputy Fire Marshall.

SECTION 11. Records. All records of this Association shall be kept in a location designated by the Association with the exception of current necessary records that are the responsibility of the respective officer.

SECTION 12. Failure to fulfill obligations as an officer. Any elected officer of this association may be removed from their elected position for failing to attend sufficient meetings, failing to furnish reports in a timely manner, or acting in an unprofessional manner while representing this association. The Board of Directors shall investigate and make a determination if sufficient grounds for dismissal are warranted. Disciplinary vacancies shall be filled according to Article VIII, Section 4.

ARTICLE VIII

Nominations and Elections

SECTION 1. Nomination. At the September meeting of this Association, the President shall appoint a Nominating Committee consisting of 1 member from each class of individual memberships except Junior classification. This committee shall prepare a slate of officers and present them at the May Meeting. At the July Meeting, the President shall call for any additional nominations from the floor after which the nominations shall be closed.

SECTION 2. Election. Election shall be by ballot at the Convention Meeting. A majority of the votes cast shall be necessary to elect a candidate to office. The Nominating Committee shall serve as the judge and tellers of the election.

SECTION 3. *Installation of Officers.* After the election is completed, the newly elected officers shall take the oath of office and be duly installed.

SECTION 4. *Vacancies.* When a vacancy occurs in any elected office, said vacancy shall be filled by special election at the first regular or special meeting following creation of the vacancy. Nominations and election shall be held at the same meeting.

SECTION 5. *Selection of Fire Marshall and Deputy Fire Marshall.* A committee made up of four (4) individual members of this Association along with the three (3) County Commissioners shall make up the Selection and Review Committee. This committee shall be responsible to review and select candidates for any vacancies in the Fire Marshall or Deputy Fire Marshall positions. This Committee shall also conduct an annual performance review with the Fire Marshall and Deputy Fire Marshall.

ARTICLE IX

Financial Procedures

SECTION 1. *Banking Accounts.* All money shall be in the accounts of the Association. Committees shall not maintain their own accounts.

SECTION 2. *Funding Requests.* All committees shall submit requests for funding for the next fiscal year by the November meeting. These requests shall be presented in writing to the Budget and Finance Committee for their review and recommendations before being presented as part of the next fiscal years budget. The Budget and Finance Committee shall prepare a final budget proposal to be approved by the individual members at the December meeting.

SECTION 3. *Emergency Expenditures.* The Board of Directors may approve over budgeted or non-budgeted expenses. These expenditures shall not exceed a predetermined amount set forth by the Budget and Finance Committee as approved at the December meeting of the Association.

SECTION 4. *Financial Accountability.* The Association shall select an independent accounting firm at the October meeting to perform a review or audit of the Association's books as required.

SECTION 5. *Financial Review or Audit.* The review or audit shall be completed and presented in report form to the individual membership. It shall cover the preceding fiscal year of the association, which runs from January 1st through December 31st of each year. A financial review or audit may be performed at any time on approval and recommendation of the Board of Directors when in the best interest of the Association.

ARTICLE X

Annual Memorial Service

SECTION 1. *Annual Memorial Service.* This Association shall honor and recognize departed individual members with an Annual Memorial Service. The location of this service shall be at the site of the Adams County Volunteer Emergency Services Memorial Shrine. The date of the service shall be set at the Annual Convention of this Association. This Association shall pay for expenses for the Annual Memorial Service.

ARTICLE XI

Committees

SECTION 1. *Committee Appointments.* The President shall appoint all committee members according to the requirements of the bylaws. The President shall appoint individual members to fill any vacancies that occur at any time for these committees. If not selected by the President, committees shall recommend their own chairperson to the President for appointment.

SECTION 2. *Standing Committees.* The following is list of committees and guidelines for each. The President shall appoint these committee members by the October meeting.

SECTION 3. *Training Committee.* This committee shall be formed to plan for the training classes sponsored by this association. They are responsible for notifying member departments of upcoming training sessions and organizing a roster. They will obtain instructors and training sites. They shall report at each meeting the status of upcoming training classes and attendance at classes held. They are responsible for the Association's training equipment. They shall furnish a yearly report at the annual convention of the year's activities. Each class of individual membership shall have at least one person serving on this committee.

SECTION 4. *Budget and Finance Committee.* This committee is responsible to prepare a yearly budget to be approved at the December meeting. They are to recommend financial investment planning to the Association. This committee shall consist of five (5) individual members, of which the Treasurer shall be a standing member. The other four (4) individual members shall be comprised of one from each class of individual membership. They shall oversee the independent auditor.

SECTION 5. *Fund Raising Committee.* This committee shall prepare and plan fund raising activities to provide funding for the Associations activities. The Treasurer shall be a standing member of this committee.

SECTION 6. *Bylaws Committee.* The bylaw committee shall perform a yearly review of the bylaws of this association. They shall make recommendations of changes needed to the bylaws. They shall investigate and prepare any changes authorized by the association. The Vice President shall be a standing member of this committee.

SECTION 7. *Publicity Committee.* This committee shall be made up of at least one representative from each class of individual membership. They shall plan and recommend activities for the Association to undertake to make the public more aware of the emergency services functions and objectives. They shall help the Fire Prevention Committee in regard to public awareness of that committee's projects.

SECTION 8. *Fire Prevention Committee.* This committee shall be made up of at least one representative from each class of individual membership. They shall plan activities for the Association in the area of fire prevention. They will help individual departments in their fire prevention programs if requested. The County Fire Marshall and the Deputy Fire Marshall shall be members of this Committee.

SECTION 9. *Convention Committee.* This Committee shall work with the host Department in the planning, establishing guidelines, and recommending parade activities for the annual convention.

SECTION 10. *Adams County Volunteer Emergency Services Memorial Committee.* This committee shall be made up of at least one individual member of each class of individual membership along with the Board of Directors. They shall plan the annual Memorial Service.

SECTION 11. *Bulk Purchase Committee.* At least one member from each class of individual membership shall make up this committee. They should try to take advantage of buying in bulk for similar items purchased by the individual departments. They will inquire of the individual departments and determine if it is feasible to combine purchases of like items to save money.

SECTION 12. *Training Facility Committee.* This committee will meet as needed to make recommendations concerning improvements or upkeep needed at the ACVESA Training Facility. At least one member from each class of individual membership shall serve on this committee.

SECTION 13. *Radio Procedures Committee.* At least one member of the Chiefs and EMS classes shall make up this committee. They shall perform an annual review of the current procedures and make any recommendation they feel shall best serve the interest of the Association. They shall determine if any investigations or reviews are needed when recommendations are brought to them by the Association.

SECTION 14. *Card File/ Map Committee.* This committee shall perform an annual review of the box cards and map. They shall aid current chiefs in creating their box cards. They will help in solving disagreements over running assignments and boundary lines. Members of the Chiefs and EMS classes will make up this committee.

SECTION 15. *Haz Mat Committee.* This committee along with representatives of the Adams County Department of Emergency Services plan and recommend procedures for Haz Mat incidents in the County.

SECTION 16. *Nominating Committee.* This committee shall present a list of nominations for the election to be held annually by this Association. One member from each class of individual membership except Junior membership class shall make up this committee.

SECTION 17. *EMS Committee.* This committee shall consist of five (5) EMS class individual members and two (2) alternates who are active members of an Adams County EMS Department or EMS unit holding first due area in Adams County for at least one year. The individual members of the EMS Class shall select members of this committee. Terms for committee members will be staggered. The members of the Committee will select the Chairperson of this Committee. Any EMS Class member may attend any special meetings of this committee. The EMS Committee will be responsible for reviewing any EMS related issues. They shall be responsible for preparing a budget for EMS items and present it to the Budget and Finance Committee for their review. The decisions/recommendations of the EMS Committee will then be brought before the Association General Meeting.

SECTION 18. *Junior Members Committee.* This committee shall be made up of all members from the Junior Class of membership. The President and Vice President shall serve as advisors to this committee. They shall appoint their own Chairperson.

SECTION 19. *Chiefs Committee.* This committee shall be made up of five (5) individual members of the Chiefs Class of membership who are current line officers of an Adams County Fire Department. These members shall be selected by the Chiefs class members. Any member of the Chiefs Class of membership may attend Committee meetings. The elected class delegate shall chair this committee. They shall be responsible for reviewing any line officer related issues. They shall make recommendations to the Association on issues involving their committee's decisions.

SECTION 20. *Firefighters Committee.* This committee shall be made up of all individual members of the Firefighters Class of membership. The elected class delegate shall chair this committee. They shall be responsible for reviewing any firefighter related issues. They shall make recommendations to the Association on issues involving their committee's decisions.

SECTION 21. *Property Committee.* This Committee shall be made up of one representative from each class of individual membership and the Vice President. The Vice President will chair this committee.

SECTION 22. *Selection and Review Committee.* This Committee shall be made up of four (4) individual members of this Association and the three (3) County Commissioners. Their responsibility is described in Article VIII, Section 8.

ARTICLE XII

Association Representatives

SECTION 1. *Appointment of Representatives.* The President shall appoint representatives from this association to be a liaison to other associations and organizations, **as** deemed necessary. They shall report at association meeting updates from their respective organizations.

ARTICLE XIII

Discipline and Suspension

SECTION 1. *Conduct of Members.* All individual members of this Association shall act in a professional manner when attending meetings of this association, representing the Association at public functions, carrying out the obligations of their elected positions, and serving on committees.

SECTION 2. *Suspensions and Hearings.* The Board of Directors of this Association shall serve as the Disciplinary Review Board of this Association. They shall investigate and review individual members who are in violation of Article XIII, Section 1, of these Bylaws. Any individual member of this Association, or member of the general public who feels an individual member or members are acting in an unprofessional manner as an individual member of the Adams County Volunteer Emergency Services Association may bring evidence in writing of such conduct to the Disciplinary Board for their review and investigation. After reviewing such acts of misconduct by an individual member or members of this Association, the Disciplinary Board shall discipline or suspend the offender, as they deem necessary in the best interest of the Association.

ARTICLE XIV

Amendment of Bylaws

SECTION 1. *Amendments.* No alterations or amendments shall be made to these Bylaws, unless presented in writing, reviewed by the Bylaws Committee, and proposed at a meeting of this association. Said proposed amendments shall lay on the table until the next meeting at which time they will be voted on by the individual membership. A two-thirds (2/3) majority vote of individual members present is needed for the amendments to pass.

SECTION 2. *Special provisions for amendments.* The merger committee shall remain in effect for one year from the date of adoption of these Bylaws. Amendments in this period may be proposed at any regular meeting or special meeting of the Association by the Merger Committee for immediate adoption without needing to be reviewed by the Bylaws Committee or lay on the table until the next meeting. A two-thirds (2/3) majority vote of individual members present is needed for the amendment to pass.

ARTICLE XV

Dissolution of Association or Corporation

SECTION 1. *Event of Dissolution.* In the event the Association and/or Corporation is to be dissolved and its functions or assets transferred to any other organization, all departments would be notified by a letter from the President of this proposed dissolution action, notifying them when and where a meeting will be held to vote on said proposal. The proposal will be submitted to that meeting provided there is an attendance of more than 50 % of the eligible departments entitled to vote pursuant to the By-Laws of the Association/Corporation. This vote must be passed by two-thirds (2/3) of the individual members present at said meeting. The proposal shall include, among other things, provisions for the disposition of any assets, and that all monies would be divided equally among all departments in good standing in the Association at that time, and an authorization for an officer or individual member to take all steps necessary to execute this dissolution and disposal of assets.