

Schuylkill County Volunteer
Firefighters Association

Constitution
And
By-Laws

CONSTITUTION

ARTICLE 1

NAME

The name of the organization is the Schuylkill County Volunteer Firefighters Association of the State of Pennsylvania.

ARTICLE 2

PURPOSE

The purpose of this association shall be the general improvement of the volunteer fire service of Schuylkill County; to promote the welfare of the volunteer fire companies; to arouse interest in improving our service as firefighters; and to create feelings of good will and fellowship among our volunteer fire companies.

ARTICLE 3

MEMBERSHIP

The membership of this association shall be comprised of volunteer fire companies, firefighter relief associations, fire police associations, and volunteer rescue squads that perform rescue services and provide other volunteer services to the local and county firefighter organizations located and chartered in Schuylkill County, PA, who have been elected membership in this association.

All membership organizations of the association shall be represented by four delegates chosen by their respective organizations and shall serve for a period of one year, except when filling an unexpired term as herein after provided.

All delegates to be registered with the Recording Secretary.

ARTICLE 4

OFFICERS

Section 1 – The officers of the association shall be: a President, a First Vice-President, a Second Vice-President, a Financial Secretary/Secretary of the Death Fund; a Recording Secretary; and a Treasurer, each to be elected to serve for one year, and a Board of Five Trustees.

Section 2 – The officers of the association shall be elected by the delegates of the member organizations of this association.

BY-LAWS

ARTICLE 1

MEMBERSHIP AND DUES

Section 1 – The membership shall be comprised of duly organized volunteer fire companies, firefighter relief associations, and volunteer rescue squads which provide other volunteer services to the local and county firefighter organizations, located or chartered in Schuylkill County, PA, and which have been accepted into membership in the Association.

Section 2 – Each duly elected organization shall be entitled to four delegates appointed or elected by them. These delegates shall serve for the calendar year of the Association. Any delegates who may resign or be removed for cause by their organization during the year may be followed by another delegate selected by that organization to complete the unexpired term.

Section 3 – The membership fee for each organization and four delegates for the period one year shall be One Hundred Dollars (\$100.00) payable on January 1st of each year.

Section 4 – Any member organization failing to pay the annual dues for three months after the specified time shall have neither voice nor vote at any meeting.

Section 5 – Any member organization failing to pay the annual dues six months after the specified time shall become delinquent and will be dropped from the Association. Delinquent member organizations shall be ineligible for awards in the annual SCVFA Convention Parade.

Section 6 - Any delinquent member Organization or any new organization joining or re-joining the association will be assessed \$200.00. Of this \$200.00, one half (\$100) will be considered payment of the annual dues and one half (\$100) will be considered an application fee.

ARTICLE 2

OFFICERS

Section 1 – The officers of this Association shall be a President; a First Vice-President, a Second Vice-President, a Financial Secretary/Secretary of the Death Fund (one position); a Recording Secretary; a Treasurer; and a Board of Five Trustees. The Financial Secretary, Recording Secretary, and Treasurer shall receive a stipend of \$200.00 annually for their faithful performance of their duties as approved by the parent organization. This is payable at the final meeting of the year.

Section 2 – The office of the President is to be rotated annually; to be elected from one of the member organizations of the Association and must be a delegate from a member organization.

The balance of the officers are to be nominated and elected annually, and must be delegates from their respective organizations, and are to remain in office until their successors have qualified for their respective offices.

Section 3 – Past-presidents of the Association shall become delegates-at-large and may be appointed to serve on the committees of the Association. They will have the rights of a delegate; however, they may not be elected to the office of President of the Association as a delegate-at-large.

Section 4 – Any Officer found to be negligent or derelict of their duties of their Office, by hearing of the Executive Committee, may on a motion and second by a member in good standing, be removed from Office by a 2/3rd vote of a members present in good standing.

ARTICLE 3

Section 1 – After the annual election, the President shall appoint the following committees:

Auditing	Chaplain	Constitution and By-Laws
Convention Guidelines	Credentials	Executive
Fire Prevention	Fire School	Laws and Legislation
Publicity	Quarterly	Resolution

And any other committee deemed necessary.

Each committee shall be composed of not more that 9 members. With the exemption of the Fire School Committee.

Section 2 – There shall be an Executive Committee comprised of past-presidents and current officers of the Association. The chairperson shall be the immediate past-president.

Section 3 – Committees must give a report at each Quarterly Meeting. Failure to do so will result in the removal of that committee chairman.

ARTICLE 4

MEETINGS

Section 1 – The regular meetings of this Association shall be held at a time and place to be selected at the previous quarterly meeting. Meeting notices shall be mailed before the first day of each meeting month.

Section 2 – Special meetings may be called by the President or at the request of the Board of Trustees, or on application of nine organizations, each to be from a different community, at such a time and place as may be determined. All calls for special meetings shall clearly state in writing the business to be transacted at said meeting and no other business shall be in order.

Section 3 – Any delegate rising to address the chair at any meeting must announce his name and organization before being accorded floor privileges. Each delegate shall be responsible for all reports of information to be given his or her organization concerning the acts of the Association.

Section 4 – The delegates from nine (9) member organizations shall constitute a quorum for any quarterly meeting of the Association.

Section 5 – Each organization in good standing with the Association shall be entitled to four (4) votes, and each delegate must be present at the meetings to be eligible to vote, and at no time shall any vote be made by proxy.

Section 6 – The 1st quarterly meeting of the Association shall be held in the month of January of each year.

ARTICLE 5

NOMINATIONS

Section 1 – Nomination of officers shall be held during the 4th quarterly meeting each year and the election to be held at the 1st quarterly meeting in the month of January of each year.

Section 2 – It shall require a majority of votes of the delegates present and eligible to vote to be elected to any office.

Section 3 – The President shall appoint three (3) tellers to distribute and collect and to tabulate the votes cast.

ARTICLE 6

DUTIES OF OFFICERS

PRESIDENT

Section 1 – The President shall preside at all meetings of the Association, appoint committees and chairperson and be ex-officio member of all committees; and perform all other duties incidental to this office under parliamentary procedure.

VICE-PRESIDENT

Section 2 – The Vice-President shall perform all the duties of the President in the absence of the President, and perform such other duties as may be assigned to this office. The Vice-President according to rank shall succeed to vacancies of the President or Vice-President.

RECORDING SECRETARY

Section 3 – The Recording Secretary shall keep a complete record of the Association's business.

Section 4 – The Secretary shall answer all communications addressed to the Secretary pertaining to the business of the Association and file same together with copies of correspondence. Any communications received by the Secretary pertaining to the duties of any committee shall be referred to them for consideration.

Section 5 – The Secretary shall turn over to the succeeding Secretary all property of the association.

FINANCIAL SECRETARY

Section 6 – The Financial Secretary shall keep the accounts of the delegates who represent their companies, showing their financial standing in the Association.

Section 7 – The Financial Secretary shall within sixty (60) days after the calendar year advise all companies who have not paid their dues for the current year of their delinquency and urge them to continue their membership in the Association.

Section 8 – The Financial Secretary is authorized to receive all monies due the Association and pay the same to the Treasurer.

Section 9 – The Financial Secretary shall countersign all checks for payment of claims against the Association, whenever directed to do so by the Association.

Section 10 – The Financial Secretary shall make a joint report with the Treasurer every quarterly meeting, showing the receipts and expenditures for the quarter and the balance in each fund of the Association.

The Financial Secretary shall make a detailed statement of the receipts and expenditures for the year.

Section 11 – The Financial Secretary shall turn over to the successor in office all property of the Association.

TREASURER

Section 12 – The Treasurer shall keep an accurate account of all money received and disbursed by the Treasurer, showing specifically for what account collected and for what purpose expended.

Section 13 – The Treasurer shall make a quarterly report showing the receipts and expenditures for the quarter and the balance in each of the Association's funds. The Treasurer shall make a detailed statement of the receipts and expenditures for the year at each quarterly meeting and to the Board of Trustees and Auditing Committee whenever requested to do so.

Section 14 – The Treasurer shall pay out no money except through checks countersigned by two of the following officers: financial secretary, treasurer or recording secretary; upon approval of a majority of The Board of Trustees present at the meeting. Refer to Article 6 Section 22

Section 15 – The Treasurer shall deliver to the successor in office all property of the Association.

Section 16 – The Treasurer shall give a bond to be approved by the Board of Trustees in the sum of Three Thousand Dollars (\$3,000.00) or more, if requested by the Board of Trustees; and the bond is to be held by the Trustees. The bond is to be paid by the Association.

TRUSTEES

Section 17 – The Board of Trustees shall consist of five (5) delegates of the Association. They shall organize one week after each annual election, selecting one of the duly elected to act as chairperson of the Board of Trustees, and a Trustee will elected at the 1st quarterly meeting to serve for a period of five (5) years.

Section 18 – They shall have charge of any or all property of the Association and shall perform, in addition, any and all duties which by law pertain to the Board of Trustees.

Section 19 – They shall direct the contracting of all bills and their payment through proper vouchers except where otherwise provided for in these By-laws. They shall have the right to invest surplus money in securities recommended by them and approved by a majority vote of the delegates present at a regular quarterly meeting of the Association.

Section 20 – They shall fill any vacancies in the offices of the Association for unexpired terms and shall have the right to request the President to call a special meeting of the Association.

Section 21 – They shall make a report of their proceedings for the year at the 1st quarterly meeting, and a report to the quarterly meetings of their actions between meetings. They shall inquire into and report to the Association upon all questions referred to them arising from disputes in relation to eligibility for admission to membership in the Association.

Section 22 - Any expenditure and / or contract entered into by the association in the amount greater than \$10,000, shall be presented to legal council. Legal council will be obtained by the trustees to review and approve any legal documents concerning said contract.

Once legal council approves said contract, the trustees will then report back to the body for their action.

ARTICLE 7

ABSENCE OF OFFICERS

Section 1 – Any officer or delegate or member of a committee failing to attend two (2) consecutive regular meetings of their respective boards of the Association without a reasonable and acceptable excuse, the office or committee membership held by said officer or committee member shall be declared vacated by the President and shall be filled in accordance with Section 20 of Article 6 of these By-Laws.

Section 2 – A company or relief association or Schuylkill County Fire Police Association or Volunteer Rescue Squad must have been represented in at least two (2) meetings in the year previous to the election of officers at the 1st quarterly meeting in order that any of its delegates can qualify to run for an office in the Association.

ARTICLE 8

COMMITTEES AND THEIR DUTIES

All Committees are required to give a report of all meetings at each quarterly meeting of the SCFA. Any committees handling money will also include a written financial report.

AUDITING

Section 2 – The Auditing Committee shall audit the books of the Financial Secretary and Treasurer at the end of each calendar year, and as many times in addition as in their judgment is deemed advisable. For the purpose of their work, they shall have the power to demand from any and all officers and committees of the Association all books and papers concerning the Association's financial concerns, and the officers and committees presence, if necessary, in their judgment to perfect the work. Trustees should contract with an outside Auditing Company to Audit all books of the Association every three years or as deemed necessary.

CHAPLAIN

Section 3 - A Chaplain will work with all Convention Committees to co-ordinate the Convention Memorial Service; will be the leader of Prayer at the Wake of an Association Member; will be an informational resource in the event of a Line of Duty death within the County and will give the invocation at any and all County Meetings.

CONSTITUTION AND BY-LAWS

The Constitution and By-Laws committee shall meet to review any aspects of the Constitution and By-Laws of the SCFA at the request of the body of member delegates or as deemed necessary by the President of the Association. The Committee shall act in accordance with Article 10 Sec. 1 of the By-Laws.

CONVENTION GUIDELINES

Section 5 - The convention guidelines will meet with all active convention committees when requested. Their duties are to serve as an advisory board at each convention.

CREDENTIALS

Section 6 - The Credential Committee shall keep a record of all delegates attending the meetings of the association and shall separate the delegates from all other persons in attendance. They shall make a report on delegates every six months.

EXECUTIVE

Section 7 – The Executive Committee shall meet at least once every three months at the call of the chairperson, and shall transact such business as they may find necessary for the welfare of the Association, Fire Companies, Relief Associations, and Fire Police Associations and shall render such assistance in organizing new companies as they see fit.

FIRE PREVENTION

Section 8 – The Committee on Fire Prevention shall suggest to the Association from time to time methods and precautions that should be taken to prevent fires and save human lives and the unnecessary destruction of property. It shall see that the Fire Prevention be given publicly through the press, school, churches, theatres, and other means of circulating such information, especially so for Fire Prevention Week.

A majority of the members of each committee shall constitute a quorum for the transaction of business.

FIRE SCHOOL

Section 9 - The Fire School Committee shall have charge of the Annual Fire School and the direction and maintenance of same. They shall have the power to raise the necessary funds for the proper conduct of the Fire School. The funds for the Fire School shall be kept in a separate account. Any and all expenditures will be handled by a Purchase Order system. Any expenditure over \$100 should be approved by the Fire School Committee. Any expenditure over \$1000 to \$5000 should be approved by the Board of Trustees. Any expenditure in question or larger than \$5000 shall be approved by the Schuylkill County Volunteer Firefighters' Association.

The Chairperson of the Fire School Committee may appoint committee members to the Fire School Committee who are not delegates to the Schuylkill County Volunteer Firefighters' Association. However, these non-delegate fire school committee members must be recommended for committee membership by two or more qualified delegate committee members. These non-delegate fire school committee members shall not have any voting privileges in the meetings of the parent organization, the Schuylkill County Volunteer Firefighters Association. Refer to Article 6 Section 22.

LAW AND LEGISLATION

Section 10 – The Law & Legislation Committee shall attend to all matters pertaining to National, State, and County Legislation of interest to the Firefighters of Schuylkill County and the State of Pennsylvania, shall assist in organizing and advancing the interests of Firefighters Relief Associations and Fire Companies and Fire Police associations throughout the county; they shall make an annual report of their proceedings at the end of each calendar year and special reports to the President when requested.

PUBLICITY

Section 11 – The Committee on Publicity shall furnish news and pictures to the press and interest them in everything pertaining to the Association's welfare throughout the year.

They shall visit newly organized companies eligible to membership into the Association, explaining to them the objects and work of the Association and solicit their membership.

QUATERLY

The Quarterly Committee will organize a publication for each regular meeting of the SCFA. This publication can consist of news items, stories, advertisements, notifications, and any other item deemed necessary for the good of the Association.

RESOLUTIONS

Section 13 – The Committee on Resolutions shall have the power, upon being notified by the Recording Secretary of the death of a delegate or member of this Association, to draw up a suitable resolution and present the same to the family of the deceased. They shall also prepare such resolutions as directed from time to time by the Association. They shall make a report to the Association of their activities at each quarterly meeting.

ARTICLE 9

The Association shall become affiliated with the State Fireman's Association; the President to select the delegate to the State Association.

ARTICLE 10

AMENDMENTS

Section 1 – Amendments to these By-Laws may be presented in writing by any representative in good standing at any Quarterly Meeting. Such recommendations shall be reviewed by the Constitution and By-Laws Committee and a report on these recommendations shall be presented at the next Quarterly Meeting where they can be adopted by a majority vote.

DEATH BENEFIT FUND

ARTICLE 11

OFFICERS

Section 1 – The officers of the Association shall be the officers of the Death Benefit Fund. The Financial Secretary shall serve as Secretary of the Death Fund and maintain records of all dues received and death benefit payments.

ARTICLE 12

MEMBERSHIP

Section 1 – All members of a fire company, firefighter's relief association, and fire police association which are members of this Association can become a member of the Death Benefit Fund.

Section 2 – No member shall be admitted to membership to the Death Benefit Fund after reaching the 45th birthday.

ARTICLE 13

DUES

Section 1 – Dues to be paid to the Death Benefit Fund shall be \$2.00 (two dollars) per year payable in the first three months of each year, to the secretary of their company.

Section 2 – The Financial Secretary of each company shall then send the membership dues to the Financial Secretary/Secretary of the Death Fund.

Section 3 – Any member of the Death Benefit Fund who fails to pay dues on or before the 31st of March of each year shall be in a non-beneficial status; any member who fails to pay dues by 31st of December of each year shall be dropped as a member of the Death Benefit Fund and shall be ineligible to rejoin.

ARTICLE 14

BENEFITS

Section 1 – Upon the death of any member who is in good standing in the Death Benefit Fund, a sum as determined by the Association shall be paid to the beneficiaries.

Section 2 – If at any time the Death Benefit Fund is unable to continue by the payment of \$2.00 dues, the officers of the Association shall have the right to increase the dues so as to make the Death Benefit Fund solvent.

These By-Laws were approved at a meeting of the Association held on July 24, 1968.

These By-Law and Amendments thereto approved at the January 2003 meeting of the Association.

ARTICLE 15

DISSOLUTION

Should the Schuylkill County Volunteer Firefighter Association decide by a majority vote of the member delegates in a meeting assembled, dissolve the Association, the Board of Trustees of the Association shall after paying or making provisions for the payment of all liabilities of the corporation, dispose of all assets of the Association on a pro rata basis to all member organizations under section (c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law) as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Schuylkill County Pennsylvania exclusively to all member organizations who qualify as exempt organizations under the Internal Revenue Code of 1986 (or corresponding provision of any future United States internal revenue law).

ARTICLE 16

ORDER OF BUSINESS

1. Call to order, Invocation, Pledge of Allegiance
2. Address of Welcome by Officers of local company entertaining
3. Response by the President
4. Reading minutes of last regular meeting and intervening meetings
5. Announcements by President of deaths in membership since the last meeting.
Moment of Silence.
6. Report of Trustees
7. Report of Financial Secretary and Treasurer and Secretary of the Death Fund
8. Report of Fire School and Standing Committees
9. Report of Special Committees
10. Communications
11. Reading of bills for payment
12. Unfinished Business
13. Roll Call of officers and companies
14. New Business
15. Remarks for the good of the Association
16. Announcement of place of next meeting and closing prayer
17. Motion for Adjournment

ORIGINAL BY-LAW COMMITTEE

Peter Mahalage, Chairman; George H. Heim, Leo J. McDonald, John F. Clemson,
Stephen Pinchot

COMMITTEE ON BY-LAW AMENDMENTS

Peter Mahalage, Past-President
Frank Behr, Past-President
Andrew Yealusky, Past-President

COMMITTEE ON BY-LAW AMENDMENTS – 1971

Peter Mahalage, Past-President
Joseph J. Dower, Secretary of Death Fund
Francis X Gober, Past-President
Joseph P. Olshalsky, Past-President

COMMITTEE ON BY-LAW AMENDMENTS – 1980

Daniel J. Metzger, Financial Secretary
Albert Kershetsky, Past-President
Thomas Towers, Trustee
Francis X. Gober, Past President
Stanley Kaleda, Past-President

COMMITTEE ON BY-LAW AMENDMENTS – 2002 - 03

Mark Valentine, Past-President, Chairman
Daniel J. Metzger
Dan Pascavage, Past-President
Brian Connely
Thomas Towers

COMMITTEE ON BY-LAW AMENDMENTS – 2006

Mark Valentine, Past-President, Chairman
Daniel J. Metzger
Brian Connely
John Kohr