

DELAWARE VALLEY FIRE CHIEF'S ASSOCIATION CONSTITUTION & BY-LAWS Organized 1962 CONSTITUTION ARTICLE I—NAME

The name of the organization shall be the Delaware Valley Fire Chiefs Association

ARTICLE II—MEETINGS

Section A

The meetings of this Association shall be conducted on the 3rd Thursday of the months of February, April, June, August, October, and December at a time and place designated by the host company at the previous meeting. Meeting dates may be rescheduled at a regular meeting by a vote of the membership.

Section B

The December meeting shall be held in the State of the outgoing President. The location may be changed by a vote of the membership at a previous meeting. The December meeting shall include a Christmas Party. The host company may charge a reasonable fee to be announced at the previous meeting for the additional cost of refreshments and entertainment. This fee shall cover the additional expenses incurred by the host company for usual refreshments.

Section C

If for any reason a meeting must be cancelled, it shall be the duty of the President to notify the host company, all officers, and directors. Each director shall notify the respective Fire Communication Center and request notification of the cancellation. The President shall have the responsibility of rescheduling the meeting if at all possible for the following Thursday.

ARTICLE III—TERRITORY

The activities of the Association shall be confined to the area comprising the State of Delaware; Camden, Gloucester, and Salem County New Jersey; and Chester, Delaware and Philadelphia County Pennsylvania; and Cecil County Maryland.

ARTICLE IV—GOAL AND PURPOSE

The purposes and goals of this Association are declared to be the following:

Section A

To invite and urge all active former volunteer and career Fire Chiefs, Deputy Chiefs, Assistant Chiefs, Battalion Chiefs, Industrial Fire Chiefs, Fire Marshals and those officers who by a different title are considered the ranking officer of their Companies or Departments to join together in this Association to give their active and moral support to the cause of safeguarding life and property against fire.

Section B

To distribute information on fire protection, and arouse public interest in fire prevention and suppression.

Section C

To establish and recommend methods and procedures to be used by the various companies at such time when they may require aid from other departments at different locations.

BY-LAWS

LAW I—MEMBERSHIP

Section 1 The membership of this Association shall consist of Active, Associate, Life, and Honorary members.

Section 2 Active members shall be Chief Fire Officers, Deputy, Assistant and Battalion Chiefs of Volunteer and Career Fire Departments and Industrial Fire Brigades; Fire Marshals and those officers who by different title are considered ranking officers of their particular companies or departments.

Section 3 Associate members shall be all other persons who are members of a Fire Department or Industrial Fire Brigade. Associate Members shall enjoy the same privileges as an Active Member.

Section 4 Honorary Members are those persons so elected by a majority of the members present at any meeting as one who has been of exemplary service to the goals and purpose of the organization. Honorary Members will not pay dues nor have the right to vote or hold office.

Section 5 Life Membership shall be bestowed on those Active and Associate Members in good standing who have completed 15 continuous years of membership in the Association. Life members will not pay dues. They shall enjoy all the privileges of the Association.

LAW II—OFFICERS AND DIRECTORS

Section 1 The officers shall consist of President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, and Treasurer. Each shall be elected for a one (1) year term. The order of the election of Presidents shall be governed by the states represented. The office of President shall be held on a rotating basis among Delaware, New Jersey, and Pennsylvania so that each state will have a President every three (3) years. Each lesser presidential office will be filled by a representative of the other states. Each of these offices will rotate among representatives from the three (3) states.

Section 2 There shall be one (1) Director from Delaware, New Jersey, and Pennsylvania. They will serve a one (1) year term.

Section 3 The Board of Directors shall consist of the State Directors, Officers, Immediate Past President and up to two (2) appointees made by the President. These appointments shall be for a term of one (1) year. The President shall preside at meetings of the Board of Directors.

LAW III—DUTIES OF OFFICERS AND DIRECTORS

- 1.** The President shall preside at all meetings and shall manage the affairs of the Association between meetings with the advice and consent of the Board of Directors.
- 2.** It shall be the duty of the President to appoint committees.
- 3.** The President shall have the authority to sign all checks. He shall have custody of the Association Banner and shall pass it on to his successor.
- 4.** The President shall be an ex-officio member of all committees.
- 5.** The First Vice President shall assume the duties of the President in his absence.
- 6.** The Second Vice President shall assume the duties of the First Vice President in his absence.
- 7.** The Financial Secretary shall collect dues and keep records of same, issue membership cards, send out meeting notices and keep records of all members of the Association. He shall deliver all funds to the Treasurer. The Financial Secretary shall have the authority to sign all checks.
- 8.** The Recording Secretary shall keep a complete record of the proceedings of the Association. He shall receive and answer all communications as directed by the President. The Recording Secretary shall have the authority to sign all checks.
- 9.** The Treasurer shall receive all funds and retain custody of same. Funds shall be deposited in a federally insured bank, approved by the Board of Directors. He shall have the authority to sign all checks and keep a true and accurate account of all funds.
- 10.** The State Directors shall audit the Treasurer's books at the first regular scheduled meeting of the new year.
- 11.** The Board of Directors shall fill any vacancy until the next regular meeting when the vacancy shall be filled by an election for the remaining portion of the unexpired term.
- 12.** Directors shall file an oral report at each meeting. They shall notify the President and other directors of any significant event within their area that is within the scope of the Association such as death of a member.
- 13.** The Officers of the Association shall be bonded or have similar insurance to be provided by and in the name of the Association.

LAW IV—ELECTIONS

Section 1 All nominations shall be made from the floor at the December meeting. Candidates shall declare their willingness to serve orally at this meeting or in writing prior to the meeting.

Section 2 The election will be held at the February meeting followed by the Installation.

LAW V—DUES

Dues shall be collected annually at a fee set by the membership. After the first regular meeting of the new year, any member three (3) years in arrears will be notified by mail. If the dues are not paid by the end of the third year, membership will be terminated.

LAW VI—AMENDMENTS

The By-Laws and Constitution may be amended at any regular meeting provided the proposed amendments are presented in writing at the previous meeting and the proposed change mailed to the membership at least ten (10) days prior to the meeting. A two thirds vote of the members present shall be necessary to adopt any change.

LAW VII—GOVERNMENT

Roberts Rules of Order shall be followed for any matter not covered in the By-Laws and Constitution

Revised: 12/29/90

Revised: 10/26/96

Revised: 6/20/02

Delaware Valley Fire Chief's Association Recommended By-Law Changes—04/20/2006

Change ARTICLE III—TERRITORY to read:

The activities of the Association shall be confined to the areas comprising the states of Delaware, Maryland, New Jersey, and Pennsylvania.

Change By-Laws, Law I—Membership to read:

The membership of this Association shall consist of Active, Associate, Life, and Honorary members 21 years of age or older. Effective date of the age requirement is 6/15/2006.