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{2} Meeting minimum requirements of tech level by KOSHA and NFPA

**SECTION 3:** Active membership may be obtained in the KFA by paying annual dues of \$75.00 per year. Associate Personal Membership may be obtained in the KFA by paying annual dues of \$25.00 per year. Dues are payable on **October 1st** of each year. Dues not paid by **December 1st**, of each year, render that membership delinquent. The fiscal year of this organization shall be August 1, through July 31. A letter shall be mailed to the last known chief of said department, vice president and director of said area by the secretary of the KFA. The director shall try to make contact with said department(s) to encourage membership in the KFA. A department whose dues are in arrears may be reinstated to the roll of active membership by paying dues at the registration desk of the conference and have full voting powers in any conference or other meetings of the association with proper authorization. {Refer article 3 section 4a}. Delinquent membership shall be reported by the secretary at the opening of the business session of any conference and shall be removed from the KFA rolls.

**SECTION 3A: SUSTAINING MEMBERSHIP:** Sustaining membership may be obtained in the KFA, by paying annual dues of \$150.00 per year. Dues are due June 1<sup>st</sup> of each year.

**SECTION 4:** A voting delegate, as identified by the Chief of a due-paying department, shall be permitted to represent up to two dues-paying departments. Provided that said delegate is an active member of both departments, and the delegate forms bear the signature of the Chief of each department designating said person to be the voting delegate.

Every active membership in the KFA, which is in good standing, shall be entitled to two voting delegates at all conferences. In the event only one delegate is sent this person shall be entitled to cast both votes. **THERE SHALL BE NO PROXY VOTES ALLOWED AT ANY CONFERENCE.**

**SECTION 4A:** The Secretary SHALL ON THE FIRST DAY OF JUNE OF EACH YEAR send a 'DELEGATE AUTHORIZATION CERTIFICATE TO EACH ASSOCIATION MEMBER DEPARTMENT WHICH WILL REQUIRE:

[1] THE NAME OF THE DEPARTMENT OR AGENCY

[2] THE NAME OF THE DELEGATE (S)

[3] A 'STATEMENT OF CERTIFICATION' ATTESTED TO BY THE CHIEF

[4] THAT THE CERTIFICATE BE PRE-FILED OR PRESENTED TO THE

CREDENTIALS COMMITTEE AT THE CONFERENCE.

**SECTION 4B:** Executive Board by virtue of their office are delegates at large and shall be entitled to one vote. An Executive Board member shall not be a delegate of their department.

87 **SECTION 5:** ASSOCIATE MEMBERS - The privilege of Associate membership is  
88 extended to all public officials, the officials and inspectors of insurance rating bureaus. Fire  
89 department members of other states, the Chairman of the governor’s Commission on Fire  
90 Standards and Training and Education. The Fire Marshal and others who are interested in  
91 the welfare and success of this Association when complying with the sections of this  
92 Constitution and By-Laws governing Associate members. Associate membership may be  
93 obtained by approval of the executive board.

94  
95 **SECTION 6:** SUSTAINING MEMBERSHIP - Every manufacturer and their  
96 representatives of fire department apparatus, fire prevention and protective devices and any  
97 other company dealing with the Fire Service can become a Sustaining member.

98  
99 **SECTION 7:** Associate members, Associate Personal Members and Sustaining  
100 members are afforded all benefits and privileges of this Association with the exception of  
101 the right to hold office and vote.

102  
103 **SECTION 8:** LIFE MEMBERSHIP - may be conferred upon persons for a distinctive  
104 service rendered, for the cause of fire service in Kentucky. The President shall confer such  
105 membership, with approval of the Executive Board, or by the majority vote of all delegates  
106 present at the annual Conference.

107  
108 (A) An outgoing President, upon completion of their term of office as President,  
109 shall receive a Life Membership in this Association.

110  
111 (B) Life Membership holders may be called upon for their opinions or thoughts, but  
112 no Life Membership holder shall be entitled to voting privileges, unless seated as a  
113 designated delegate.

114  
115 **SECTION 9:** ASSOCIATE PERSONAL MEMBERS – any person who has a desire to  
116 support the fire & EMS service in Kentucky.

117  
118 **SECTION 10:** An Honorary membership in appreciation for services rendered to the  
119 KFA, Commonwealth of Kentucky, or the U S A, may be awarded. This membership  
120 would not grant voting privileges to the holder, and may be awarded by the President, with  
121 Executive Board approval.

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123  
124 **ARTICLE 4**  
125 **ELECTION OF OFFICERS**

126  
127 **SECTION 1:** The elective officers of this Association shall be a President, and three (3)  
128 Vice Presidents, a Vice President at Large, along with a Secretary and Treasurer. The Vice  
129 Presidents shall represent the fire department members in their area as defined in Article 4  
130 Section 1 Item A. A VP at Large will be elected from any where in the state, and will

131 state, and will represent all fire departments in the state.

132

133 (A) The K F A recognizes the following areas – West, North, East, and Central.

134 Each area shall elect one vice president. These areas are comprized of the

135 following Associations:

136

137

138 WEST: BARREN RIVER, GREEN RIVER, JACKSON PURCHASE, PENNYRILE

139

140 NORTH: BUFFALO TRACE, CENTRAL KY., NORTHERN KY., DANIEL BOONE

141

142 EAST: EASTERN KY., MOUNTAIN, PIKE COUNTY, SOUTHEASTERN

143

144 CENTRAL: BLUEGRASS, DIXIE, JEFFERSON COUNTY, LAKE CUMBERLAND

145

146 (SEE ATTACHED MAP) The KFA Executive committee shall place any future fire  
147 association, which may be formed, in their geographical Area.

148

149 The area of vacancy can only replace the vacating Vice President. Each area shall  
150 file with the KFA Secretary the order of rotation agreed upon and such shall be  
151 binding.

152

153 (B) The Vice Presidents from each area, on a rotation basis, assume the office of  
154 President. The rotation or move up of Vice Presidents shall follow the order of the  
155 numerical position – 1<sup>st</sup> VP, 2<sup>nd</sup> VP, 3<sup>rd</sup> VP, until all these Vice-presidents have  
156 served a term as President

157

158 At all times the Executive Committee shall consist of the elected Vice  
159 Presidents as outlined on the previous schedule, a President, a Secretary, a  
160 Treasurer.

161

162 (C) Nominations for the positions of Secretary, Treasurer, and Vice President at  
163 large will be accepted from the floor at the annual conference. The nominee need  
164 not be a delegate. The Secretary, Treasurer, and Vice President at Large shall be  
165 elected by a simple majority of votes cast by the designated delegates present and  
166 voting, at the conference. In even years the Secretary shall be elected to a two- year  
167 term. In odd years the treasurer shall be elected to a two- year term. A Vice  
168 President at large shall be elected, from all active members to a two-year term, in  
169 odd years.

170

171 (D) A Director shall be elected, one from each association. The term of office for  
172 the Director shall be one (1) year. A Director may represent the Vice President  
173 from their area on occasions of absences or at Executive Committee meetings, with  
174 all rights and privileges, if the Vice-president is not able to attend. The Directors  
175 shall be elected by **July 1** each year and take office at the Annual Conference. Each  
176 association shall send in the name of their elected director to the K F A secretary by

177 director to the K F A secretary by the start of the annual conference. If any  
178 association fails to report a change in their elected director, it shall be assumed that  
179 the director remains the same.

180  
181 All vice presidents and directors shall reside in the area of their representation.  
182

183 **SECTION 2:** Eligibility to run and hold office the nominee shall be a member of a dues  
184 paying department in good standing of the KFA. Nominee department shall be a dues  
185 paying department in their Regional Association. Whereas a nominees department does not  
186 have a regional association near enough to join, they may run for office as long as other  
187 requirements are met and the person shall make every effort, monitored by the KFA  
188 executive board, to start a regional association or join an existing one for their term of  
189 office.

190  
191 **SECTION 3:** Should any vacancy occur by reason of death, resignation or loss of  
192 membership in the office of President or Vice President. The association Director of the  
193 vacated office shall assume that office for the remainder of the term.

- 194  
195 (A). In the event the director is unable to fulfill these duties. The directors of that  
196 area, by rotation, shall be given the opportunity to fill the position.  
197 (B). If the vacated position is not filled within 45 calendar days of notification,  
198 the Executive Board shall fill the position.  
199

200 Should any vacancy occur by reason of death, resignation or loss of membership in  
201 the offices of Director(s), such vacancy shall be filled by a special election from the  
202 members of the association represented  
203

204 Should any vacancy occur by reason of death, resignation or loss of membership in  
205 the offices of Secretary or Treasurer such vacancy shall be filled through appointment by  
206 the President, until the next conference. At the conference an election shall be held to fill  
207 the term of the vacated position.  
208

209 Should any vacancy occur by reason of death, resignation or loss of membership in  
210 the office of Vice President at Large, such vacancy shall be filled by the Executive Board  
211 until the next conference. After election at conference this person will serve until the end  
212 of the unfulfilled term.  
213

214 **SECTION 4:** The duties of elected officers, committee chairman, directors,  
215 parliamentarian, and chaplain are described under separate cover, known as standard  
216 operating Guidelines and Job Descriptions for KFA.  
217

## 218 **ARTICLE 5**

### 219 **EXPENSES FOR OFFICERS**

220  
221 **SECTION 1:** The president may expend for the good of the KFA an amount set by the

222 the executive committee, to send members to meetings. Statement of expenditure must be  
223 furnished to the Executive Committee for payment.

224

225 (A) Chairperson of all committees shall attend all regular meetings or called  
226 meetings by the President and their expenses paid on approval of the President.

227

228 (B) The president shall receive \$1,500.00 per year for expenses, plus all other  
229 receipt expenses turned into the Treasurer.

230

231 (C) The Treasurer shall receive \$750.00 per year for expenses, plus all other  
232 expenses with receipts turned into the Secretary.

233

234 (D) The treasurer shall be bonded, and this expense paid by this organization.

235

236 (E) The Secretary shall receive \$750.00 per year for expenses, plus all other  
237 expenses with receipts turned into the Treasurer.

238

239 (F) The president shall authorize expenses of the Chaplain

240

241 (G) The expenses of the members of committees, when called to meet in special  
242 session by the President shall be paid out of the Association treasury, when  
243 approved by the Executive Committee.

244

245

## 246 **ARTICLE 6** 247 **MEETINGS**

248

249 **SECTION 1:** The Annual Conference of this Association shall convene during the  
250 months of July and or August in each year, except in the case of an emergency. The  
251 Executive Committee may determine the dates of the meeting, as well as the city in which  
252 the Annual Conference will be held. The Annual Conference shall be held in one of the  
253 four areas as outlined in Article 4 Section 1 Item A.

254

255 The schedule shall be:

256

257	2004 North	2009 East
258	2005 East	2010 Central
259	2006 Central	2011 West
260	2007 West	2012 North
261	2008 North	2013 East

262

263 And shall be repeated perpetually in this order.

264

265 The host(s) of these Annual Conferences shall be the President(s) of the area fire  
266 association(s).

267

268 **SECTION 2:** A quorum at any regular or special meeting of the K F A shall consist of  
269 the qualified representatives of fourteen (14) or more fire departments, in good standing.

271

272 **SECTION 3:** All business not provided for in the by-laws and the Rules of Conference  
273 shall be transacted according to Robert's Rule of Order.

274

275 **SECTION 4:** ANY DEPARTMENT SUBMITTING RESOLUTION (S) FOR THE  
276 ANNUAL CONFERENCE MUST DO SO 45 (DAYS) PRIOR TO THE FIRST DAY OF  
277 THE CONFERENCE OPENING WITH THE SECRETARY. ANY RESOLUTION,  
278 SUBMITTED AT THE CONFERENCE MUST BE ACCEPTED BY 2/3 VOTE OF THE  
279 DELEGATES ASSEMBLED.

280

281 **SECTION 5:** Prefilled Resolutions shall be presented to the appropriate committee chair  
282 30 days prior to the start conference, as determined by the President.

283

284 **SECTION 6:** The Executive Committee may meet at least four (4) times a year to  
285 discuss KFA business. These meetings may be held, In the Spring, During State Fire  
286 School, During the Annual Conference, and In the Winter. Additional meetings shall be  
287 called by the President as business warrants.

288

289 Failure to hold any meetings at the time designated in this Constitution and By-  
290 Laws shall in no manner cause dissolution of the K F A.

291

292 At all meetings of the Executive Committee, a majority of the Committee shall  
293 constitute a quorum and a majority of such quorum may determine all questions. Only the  
294 Vice-presidents along with the Secretary and Treasurer shall have a vote, unless there is a  
295 tie in which case the President shall cast the deciding vote. If the President is unable to  
296 preside at any of the Executive committee meetings, the remaining members shall elect one  
297 of those present to serve as Chairman for that meeting.

298

299 **SECTION 7:** All authority given to the officers and Executive Board shall be extended  
300 to the delegates at the Annual Conference or any special called Conference.

301 **SECTION 8:** Resolutions presented on the floor at the Conference must come from 1)  
302 A registered voting delegate representing dues paying department, 2) An Executive Board  
303 Member, or 3) A Committee Chairman.

304

305 Pre-filled Resolutions from an individual KFA dues paying department shall be presented  
306 first through the Area Association in which that department is a member. With approval of  
307 the area association, the resolution shall then be presented to the KFA Secretary within the  
308 time frame as stated in Article 6, Section 4.

309

310 All resolutions and By-Laws changes shall become effective at the closing of the  
311 conference ratified.

312

313 **SECTION 9:** The KFA has adopted an ethics policy and procedure, to be described  
314 under a separate cover, known as the Standard Operating Guidelines and Job Descriptions.

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## ARTICLE 7 COMMITTEES

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320

321 **SECTION 1:** The Special Committees consisting of Credentials, Parliamentarian,  
322 Housing Board, Fire Districts, and such other appointed committees may meet on the first  
323 day of the Annual Conference with the Executive Committee for the discussion of business  
324 and the making up of their reports for the business session on the last day.

325

326 **SECTION 2:** Standing Committees, consisting of Fire School, Memorial, Scholarship,  
327 NVFC, Honor Guard, Legislative, Constitution and By-Laws, Advisory, Public Safety &  
328 Education, Resolutions, Parliamentarian, Ethics, Credentials, Special Events, Hall of Fame,  
329 Finance, Conference, History, and any such others as may be authorized by the  
330 Association. These committees shall be appointed by the President and shall consist of  
331 such number of members necessary to perform the duties specified by the President for the  
332 transaction of business. Their reports shall be made on the second day of the Annual  
333 Conference.

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335 (A) FINANCE COMMITTEE – shall assist the Treasurer and the Executive Board  
336 in all KFA financial matters.

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- (i) Shall consist of four members and the Treasurer as a non-voting member.
- (ii) Shall prepare the KFA annual budget and present it to the Executive Board for review and acceptance at the Executive Board meeting at State Fire School.
- (iii) Shall work on long-term financial planning.
- (iv) Shall meet with Executive Board at the Officer's School to review status of budget.

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- (i) Shall advise and assist with:
  - (a) Budget Planning.
  - (b) Site selection (minimum 250 rooms)
  - (c) Negotiations with site contract

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- (d) Conference must-do list; Memorial Service, meeting schedule, Presidents and Hall of Fame Banquet.
- (e) Conference option list; Sunday Night Welcome, Golf Outing, Ladies Luncheon, Firefighter Olympics, other events.
- (ii) Shall report to the Executive Board at annual conference on the status of all Vice President’s Conference plans.

**ARTICLE 8  
FIREFIGHTER ASSOCIATIONS**

**SECTION 1:** To further the purpose of this organization, and to promote the practice of mutual assistance among cities in fire control, this Association encourages the organization of Firefighters Associations throughout the State, and solicits their affiliation with this Association. These Associations will be subject to their own By-Laws and Regulations, but will be a charge upon the officers of this Association and especially upon the Vice-President, to assist in the promotion of these Associations and the development of their programs that they might be a permanent agency for the promotion of fire safety in Kentucky.

**ARTICLE 9  
AMENDMENTS**

**SECTION 1:** This Association shall have full power at its annual Conference to alter, amend or revise this Constitution and By-Laws, but it shall be necessary by a two-thirds vote of all qualified voting delegates present and voting to do the same.

**SECTION 1A:** The Standard Operating Guidelines may be amended by a 2/3 vote of the Executive Board, during a scheduled meeting, or by a majority vote of voting delegates at a KFA conference.

**SECTION 2:** The proposed amendments, signed by a delegate, shall be submitted in writing to the secretary for presentation to the membership.

**SECTION 3:** All alterations, amendments or revisions shall take affect immediately upon adoption unless otherwise specified.

**SECTION 4:** Amendments shall be presented to the appropriate committee chair as determined by the President before conference.

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**ARTICLE 10  
ENDORSEMENTS**

**SECTION 1:** This Association will not recommend any product for sale, in the state or out of the State, regardless of the affiliation to this Association or to any other fire department within the Commonwealth of Kentucky, or the United States.

**ARTICLE 11  
GENDER**

**SECTION 1:** “THE KENTUCKY FIREFIGHTERS ASSOCIATION SHALL NOT DISCRIMINATE RELATIVE TO MEMBERSHIP AND PRIVILEGES BECAUSE OF SEX, RACE, OR NATIONAL ORIGIN AND ALL REFERENCES IN THESE BY-LAWS TO ONE GENDER SHALL MEAN TO INCLUDE BOTH GENDERS.”

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