

1 **KENTUCKY FIREFIGHTERS ASSOCIATION, INC.**
2 **CONSTITUTION AND BY-LAWS**

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4 Revised August 1988	Revised August 1999	Revised August 2005
5 Revised August 1991	Revised August 2000	Revised July 2007
6 Revised August 1993	Revised August 2001	Revised August 2008
7 Revised August 1996	Revised August 2002	Revised August 2009
8 Revised August 1997	Revised August 2003	Revised August 2010
9 Revised August 1998	Revised August 2004	

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12 **ARTICLE 1**
13 **NAME**

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15 **SECTION 1:** This organization shall be known as The Kentucky Firefighters
16 Association, Incorporated hereafter referred to as the KFA.

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19 **ARTICLE 2**
20 **PREAMBLE**

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22 **SECTION 1:** The object of this organization shall be to form a perfect organization,
23 establish harmony of action, insure protection and success, provide pecuniary support,
24 secure protection and to promote the best interests of the firefighters in the state of
25 Kentucky. To complete statistics of information concerning the practical workings of
26 various apparatus in the use of extinguishing fires, also the cultivation of fellowship
27 between all the fire departments in the Commonwealth.

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30 **ARTICLE 3**
31 **MEMBERSHIP**

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33 **SECTION 1:** Members of this Association shall be classed as Active, Associate,
34 Sustaining, Life, and Honorary.

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36 **SECTION 2: ACTIVE MEMBERSHIP;** All individuals, shall by virtue of their
37 membership in their respective fire departments, be members of the KFA, so long as
38 said organization remains a member of this association. Eligible KFA membership
39 shall be limited to public and private emergency response organizations including, fire
40 departments and fire districts “structural” Fire Brigades, hazardous material response
41 team, Fire authorities, Fire Insurance or other salvage corps,

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43 {1} Structural fire brigades as defined by KOSHA and or NFPA

44 {2} Meeting minimum requirements of tech level by KOSHA and NFPA
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46 **SECTION 3:** Active membership may be obtained in the KFA by paying annual
47 dues of \$85.00 for fiscal year 2010-2011, \$95.00 for fiscal year 2011-2012, \$100.00 for
48 fiscal year 2012-2013, and until such time as this bylaw maybe further amended shall
49 be \$100.00 per year. Associate Personal Membership may be obtained in the KFA by
50 paying annual dues of \$25.00 per year. Dues are payable on **October 1st** of each year.
51 Dues not paid by **December 1st**, of each year, render that membership delinquent. The
52 fiscal year of this organization shall be August 1st, through July 31st. A letter shall be
53 mailed to the last known chief of said department, vice president and director of said
54 area by the secretary of the KFA. The director shall try to make contact with said
55 department(s) to encourage membership in the KFA. A department whose dues are in
56 arrears may be reinstated to the roll of active membership by paying dues at the
57 registration desk of the conference and have full voting powers in any conference or
58 other meetings of the association with proper authorization. {Refer article 3 section
59 4a}. Delinquent membership shall be reported by the secretary at the opening of the
60 business session of any conference and shall be removed from the KFA rolls.

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

65
66 **SECTION 4:** A voting delegate, as identified by the Chief of a due-paying
67 department, shall be permitted to represent up to two due-paying departments.
68 Provided that said delegate is an active member of both departments, and the delegate
69 forms bear the signature of the Chief of each department designating said person to be
70 the voting delegate.

71
72 Every active membership in the KFA, which is in good standing, shall be entitled to two
73 voting delegates at all conferences. In the event only one delegate is sent this person
74 shall be entitled to cast both votes. **THERE SHALL BE NO PROXY VOTES**
75 **ALLOWED AT ANY CONFERENCE.**

76
77 **SECTION 4A:** The Secretary SHALL ON THE FIRST DAY OF JUNE OF EACH
78 YEAR send a 'DELEGATE AUTHORIZATION CERTIFICATE TO EACH
79 ASSOCIATION MEMBER DEPARTMENT WHICH WILL REQUIRE:

80 [1] THE NAME OF THE DEPARTMENT OR AGENCY

81 [2] THE NAME OF THE DELEGATE (S)

82 [3] A 'STATEMENT OF CERTIFICATION' ATTESTED TO BY THE CHIEF

83 [4] THAT THE CERTIFICATE BE PRE-FILED OR PRESENTED TO THE
84 CREDENTIALS COMMITTEE AT THE CONFERENCE.

85
86 **SECTION 4B:** Executive Board by virtue of their office are delegates at large and shall
87 be entitled to one vote. An Executive Board member shall not be a delegate of their
88 department.

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

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

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

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

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

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

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

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

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126 **ARTICLE 4**
127 **ELECTION OF OFFICERS**

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129 **SECTION 1:** The elective officers of this Association shall be a President, and three
130 (3) Vice Presidents, a Vice President at Large, along with a Secretary and Treasurer.
131 The Vice Presidents shall represent the fire department members in their area as defined

132 in Article 4 Section 1 Item A. A VP at Large will be elected from any where in the
133 state, and will represent all fire departments in the state.

134

135 (A) The K F A recognizes the following areas – West, North, East, and Central.
136 Each area shall elect one vice president. These areas are comprized of the
137 following Associations:

138

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

140

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

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

144

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

146

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

149

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

153

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

158

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

162

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

171

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

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

181
182 All vice presidents and directors shall reside in the area of their representation.
183

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

191
192 All officers of the KFA, President, Vice Presidents, Secretary, Treasurer, Directors,
193 shall be certified by the Secretary of their home Association, as meeting all
194 qualifications of holding office in the KFA, as per Article 4 Section 2.

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

- 199
200 (A). In the event the director is unable to fulfill these duties. The directors of
201 that area, by rotation, shall be given the opportunity to fill the position.
202
203 (B). If the vacated position is not filled within 45 calendar days of
204 notification, the Executive Board shall fill the position.
205

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

209
210 Should any vacancy occur by reason of death, resignation or loss of membership
211 in the offices of Secretary or Treasurer such vacancy shall be filled through
212 appointment by the President, until the next conference. At the conference an election
213 shall be held to fill the term of the vacated position.
214

215 Should any vacancy occur by reason of death, resignation or loss of membership
216 in the office of Vice President at Large, such vacancy shall be filled by the Executive
217 Board until the next conference. After election at conference this person will serve
218 until the end of the unfulfilled term.
219

220 **SECTION 4:** The duties of elected officers, committee chairman, directors,
221 parliamentarian, and chaplain are described under separate cover, known as standard
222 operating guidelines for KFA.

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**ARTICLE 5
EXPENSES FOR OFFICERS**

SECTION 1: The president may expend for the good of the KFA an amount set by the executive committee, to send members to meetings. Statement of expenditure must be furnished to the Executive Committee for payment.

- (A) Chairperson of all committees may attend all regular meetings or called meetings by the President and their expenses paid on approval of the President.
- (B) The president shall receive \$1,500.00 per year for expenses, plus all other receipt expenses turned into the Treasurer.
- (C) The Treasurer shall receive \$750.00 per year for expenses, plus all other expenses with receipts turned into the Secretary.
- (D) The treasurer shall be bonded, and this expense paid by this organization.
- (E) The Secretary shall receive \$750.00 per year for expenses, plus all other expenses with receipts turned into the Treasurer.
- (F) The president shall authorize expenses of the Chaplain
- (G) The expenses of the members of committees, when called to meet in special session by the President shall be paid out of the Association treasury, when approved by the Executive Committee.

**ARTICLE 6
MEETINGS**

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

The schedule shall be:

262 2011 West 2016 North
263 2012 North 2017 East
264 2013 East 2018 Central
265 2014 Central 2019 West
266 2015 West 2020 North

267 And shall be repeated perpetually in this order.

268

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

271

272 **SECTION 2:** A quorum at annual conference meeting of the K F A shall consist of
273 the qualified representatives of fourteen (14) or more fire departments, in good
274 standing.

275

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

278

279 **SECTION 4:** ANY DEPARTMENT SUBMITTING RESOLUTION (S) FOR THE
280 ANNUAL CONFERENCE MUST DO SO 45 (DAYS) PRIOR TO THE FIRST DAY
281 OF THE CONFERENCE OPENING WITH THE SECRETARY. ANY
282 RESOLUTION, SUBMITTED AT THE CONFERENCE MUST BE ACCEPTED BY
283 2/3 VOTE OF THE DELEGATES ASSEMBLED.

284

285 **SECTION 5:** The secretary shall forward prefiled resolutions to the resolutions
286 chairman 30 days prior to the start of the conference

287

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

292

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

295

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

302

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

305

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

309

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

314

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

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318 **SECTION 9:** The KFA has adopted an ethics policy and procedure, to be described
319 under a separate cover, known as the Standard Operating Procedure.

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ARTICLE 7 COMMITTEES

323

324

325 **SECTION 1:** The Special Committees consisting of Finance, Credentials,
326 Conference City, and such other appointed committees shall meet on the evening of the
327 first day of the Annual Conference with the Executive Committee for the discussion of
328 business and the making up of their reports for the business session on the last day.

329

330 **SECTION 2:** Standing Committees, Consisting of Legislative, Constitution and By-
331 Laws, Advisory, Public Safety & Education, Resolutions, Parliamentarian, Ethics, and
332 Credentials, Special Events, Hall of Fame, and any such others as may be authorized by
333 the Association. These committees shall be appointed by the President and shall consist
334 of such number of members necessary to perform the duties specified by the President
335 for the transaction of business. Their reports shall be made on the second day of the
336 Annual Conference.

337

338 (A) FINANCE COMMITTEE – shall assist the Treasurer and the Executive
339 Board 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.
- (B) CONFERENCE COMMITTEE – shall advise and observe the planning of the Vice Presidents upcoming conference plans and report to the KFA

- 350 Executive Board as to their conference event planning and conference
351 financial status.
- 352 (i) Shall advise and assist with:
 - 353 a. Budget Planning.
 - 354 b. Site selection (minimum 250 rooms)
 - 355 c. Negotiations with contract
 - 356 d. Conference must-do list: Sunday Night Welcome, Golf Outing,
357 Ladies Luncheon, Firefighter Olympics, other events.
 - 358 (ii) Shall report to the Executive Board at annual conference on the status of
359 all Vice President's Conference plans.
- 360
361

362 **ARTICLE 8**
363 **FIREFIGHTER ASSOCIATIONS**

364

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

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375 **ARTICLE 9**
376 **AMENDMENTS**

377

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

381

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

385

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

388

389 **SECTION 3:** All alterations, amendments or revisions shall take affect at end of
390 conference.

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392 **SECTION 4:** Amendments and resolutions shall be presented to the appropriate
393 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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