

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	Revised August 2011

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

59
60 **SECTION 3A: SUSTAINING MEMBERSHIP** - Sustaining membership may be
61 obtained in the KFA, by paying annual dues of \$150.00 per year. Dues are due June 1st
62 of each year.
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64 **SECTION 4:** A voting delegate, as identified by the Chief of a due-paying
65 department, shall be permitted to represent up to two due-paying departments.
66 Provided that said delegate is an active member of both departments, and the delegate
67 forms bear the signature of the Chief of each department designating said person to be
68 the voting delegate.

69
70 Every active membership in the KFA, which is in good standing, shall be entitled to two
71 voting delegates at all conferences. In the event only one delegate is sent this person
72 shall be entitled to cast both votes. **THERE SHALL BE NO PROXY VOTES**
73 **ALLOWED AT ANY CONFERENCE.**
74

75 **SECTION 4A:** The Secretary SHALL ON THE FIRST DAY OF JUNE OF EACH
76 YEAR send a 'DELEGATE AUTHORIZATION CERTIFICATE TO EACH
77 ASSOCIATION MEMBER DEPARTMENT WHICH WILL REQUIRE:
78 [1] THE NAME OF THE DEPARTMENT OR AGENCY
79 [2] THE NAME OF THE DELEGATE (S)
80 [3] A 'STATEMENT OF CERTIFICATION' ATTESTED TO BY THE CHIEF
81 [4] THAT THE CERTIFICATE BE PRE-FILED OR PRESENTED TO THE
82 CREDENTIALS COMMITTEE AT THE CONFERENCE.
83

84 **SECTION 4B:** Executive Board by virtue of their office are delegates at large and shall
85 be entitled to one vote. An Executive Board member shall not be a delegate of their
86 department. Executive Board members shall be Associate Personal Members.
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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:** Personal members and Sustaining members are afforded all benefits
102 and privileges of this Association with the exception of the right to hold office and vote.

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

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

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

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

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

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

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

- WEST: BARREN RIVER, GREEN RIVER, JACKSON PURCHASE, PENNYRILE
- NORTH: BUFFALO TRACE, CENTRAL KY., NORTHERN KY., DANIEL BOONE
- EAST: EASTERN KY., MOUNTAIN, PIKE COUNTY, SOUTHEASTERN
- CENTRAL: BLUEGRASS, DIXIE, JEFFERSON COUNTY, LAKE CUMBERLAND

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

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

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

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

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

(D) A Director shall be elected, one from each association. The term of office for the Director shall be one (1) year. A Director may represent the Vice President from their area on occasions of absences or at Executive Committee meetings, with all rights and privileges, if the Vice-president is not able to attend. The Directors shall be elected by July 1 each year and take office at the Annual Conference. Each association shall send in the name of their elected 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
179 that 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
184 dues paying department in good standing of the KFA. Nominee department shall be a
185 dues paying department in their Regional Association. Whereas a nominees department
186 does not have a regional association near enough to join, they may run for office as long
187 as other requirements are met and the person shall make every effort, monitored by the
188 KFA executive board, to start a regional association or join an existing one for their
189 term of office.

190
191 All officers of the KFA, President, Vice Presidents, Secretary, Treasurer, Directors,
192 shall be certified by the Secretary of their home Association, as meeting all
193 qualifications of holding office in the KFA, as per Article 4 Section 2.

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

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199 (A). In the event the director is unable to fulfill these duties. The directors of
200 that area, by rotation, shall be given the opportunity to fill the position.

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202 (B). If the vacated position is not filled within 45 calendar days of
203 notification, the Executive Board shall fill the position.

204
205 Should any vacancy occur by reason of death, resignation or loss of membership
206 in the offices of Director(s), such vacancy shall be filled by a special election from the
207 members of the association represented

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

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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.

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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 2012 North 2017 East
263 2013 East 2018 Central
264 2014 Central 2019 West
265 2015 West 2020 North
266 2016 North 2021 East

267

268 And shall be repeated perpetually in this order.

269

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

272

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

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

279

280 **SECTION 4:** ANY DEPARTMENT SUBMITTING RESOLUTION (S) FOR THE
281 ANNUAL CONFERENCE MUST DO SO 45 (DAYS) PRIOR TO THE FIRST DAY
282 OF THE CONFERENCE OPENING WITH THE SECRETARY. ANY
283 RESOLUTION, SUBMITTED AT THE CONFERENCE MUST BE ACCEPTED BY
284 2/3 VOTE OF THE DELEGATES ASSEMBLED.

285

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

288

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

293

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

296

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

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

306

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

310

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

315

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

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

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ARTICLE 7 COMMITTEES

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

330

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

338

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

341 (i) Shall consist of four members and the Treasurer as a non-voting
342 member.

343 (ii) Shall prepare the KFA annual budget and present it to the Executive
344 Board for review and acceptance at the Executive Board meeting at State
345 Fire School.

346 (iii) Shall work on long-term financial planning.

347 (iv) Shall meet with Executive Board at the Officer’s School to review status
348 of budget.

349 (B) CONFERENCE COMMITTEE – shall advise and observe the planning of
350 the Vice Presidents upcoming conference plans and report to the KFA

- 351 Executive Board as to their conference event planning and conference
352 financial status.
- 353 (i) Shall advise and assist with:
 - 354 a. Budget Planning.
 - 355 b. Site selection (minimum 250 rooms)
 - 356 c. Negotiations with contract
 - 357 d. Conference must-do list: Sunday Night Welcome, Golf Outing,
358 Ladies Luncheon, Firefighter Olympics, other events.
 - 359 (ii) Shall report to the Executive Board at annual conference on the status of
360 all Vice President's Conference plans.
- 361
362

363 **ARTICLE 8**
364 **FIREFIGHTER ASSOCIATIONS**

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

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376 **ARTICLE 9**
377 **AMENDMENTS**

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

382

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

386

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

389

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

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

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**ARTICLE 10
ENDORSEMENTS**

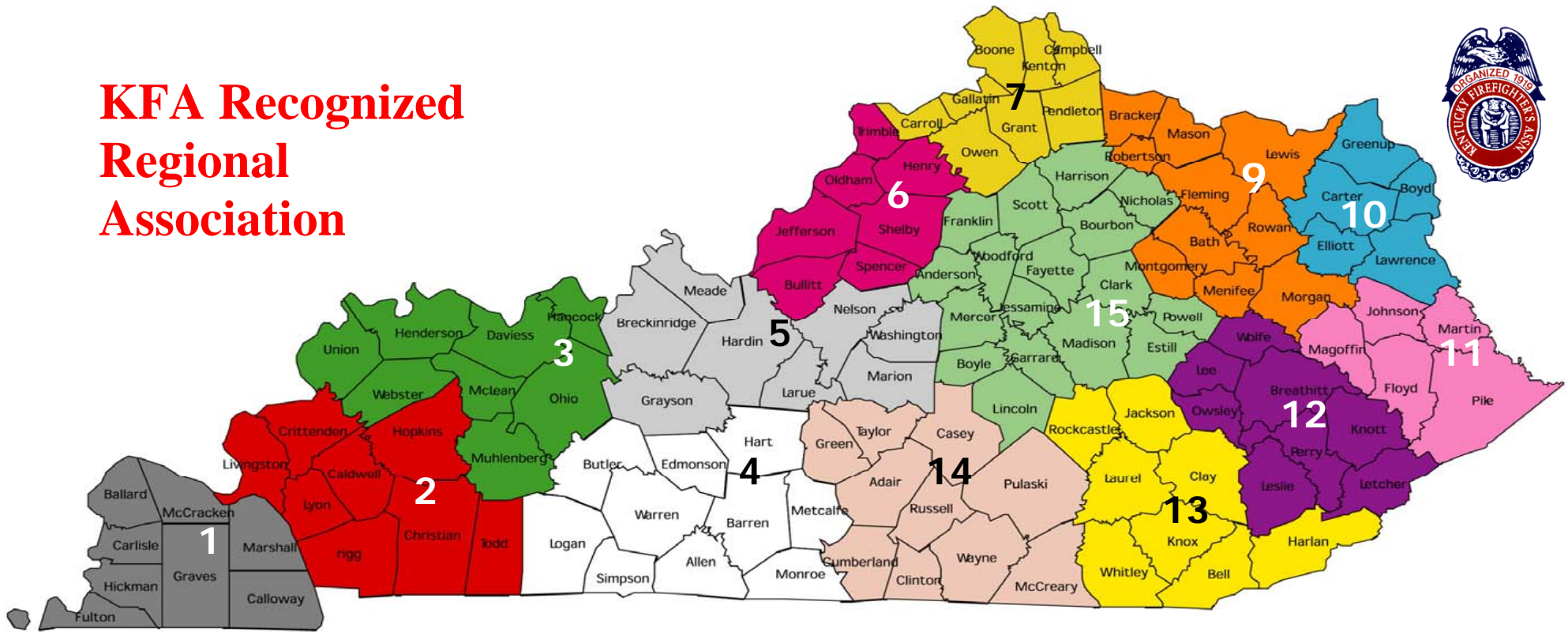
SECTION 1: This Association will not recommend any product for sale, in the state or out of the State, regardless of the affiliation to this Association or to any other fire department within the Commonwealth of Kentucky, or the United States.

**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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KFA Recognized Regional Association



KFA Directors and the Associations they represent.

West		Central		North		East	
1. Jackson Purchase Fred Ross 726 Juniper Street Calvert City KY 42029 270-395-4809 Home 270-395-4612 fred.ross@kyfa.org	3 Green River Steve Lenoard 6296 Pleasant Valley Rd Philpot, KY 42366 270-687-8407 Home 270-281-4418 steve.leonard@kyfa.org	5 Dixie Dale Dobson 991 McCubbins Road Hodgenville KY 42748 270-872-9570 Home 270-358-9208 Cell 270-735-2481 dale.dobson@kyfa.org	14 Lake Cumberland Junior Fortenberry 121 South Central Ave Somerset, KY 42501 606-679-1161 Home 606-871-9528 junior.fortenberry@kyfa.org	7 Northern Ky Bud Lederer 8449 East Main Street Alexandria, KY 41001 859-635-9803 Bud.lederer@kyfa.org	9 Buffalo Trace Vacant	10 Eastern Ky Duane Suttles 210 Meadowview Rd Grayson, KY 41143 606-784-1393 888-301-2946 duane.suttles@kyfa.org	12 Mountain Johnny Mills PO Box 98 Beattyville KY 41311 606-560-4585 johnny.mills@kyfa.org
2 Pennyriple Ed Schmidt 2001 US 62 W PO Box 150 Princeton, KY 42445 270-365-0729 Tol free 888-306-7986 Cell 270-625-3889 ed.schmidt@kyfa.org	4 Barren River Vacant	6 Jefferson County Bob Frizzell 10540 Watterson Trail Louisville KY 40299 502-267-7300 Home 502-267-4051 bob.frizzell@kyfa.org	6. Bluegrass Rick Bobo PO Box 1027 Shellbyville KY 40065 502-747-8844 Cell 502-321-1827 rick.bobo@kyfa.org	15 Central Ky Tom Barber 2340 Cedar Road Stamping Ground, KY 40066 502-535-6979 Cell 502-229-9118 tom.barber@kyfa.org	9 Daniel Boone Danny Blevins 8330 US 60 East Morehead KY 40351 Home: 606-784-3869 danny.blevins@kyfa.org	11 Pike County Lewis Ratliff PO Box 981 Pikeville KY 41502 Home 606-432-2408 Cell 606-424-2620 lewis.ratliff@kyfa.org	13 Southeastern John W. Dyehouse 248 Fuzzy Duck Rd Brodhead KY 40409 Home 606-758-4664 Cell 606-308-3479 John.dyehouse@kyfa.org