

1 **KENTUCKY FIREFIGHTERS ASSOCIATION, INC.**
2 **CONSTITUTION AND BY-LAWS**
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4

5 Revised August 1988 Revised August 2001 Revised August 2010 Revised July 2018
6 Revised August 1991 Revised August 2002 Revised August 2011 Revised August 2019
7 Revised August 1993 Revised August 2003 Revised July 2012 Revised August 2021
8 Revised August 1996 Revised August 2004 Revised August 2013 Revised August 2022
9 Revised August 1997 Revised August 2005 Revised August 2014
10 Revised August 1998 Revised August 2007 Revised August 2015
11 Revised August 1999 Revised August 2008 Revised August 2016
12 Revised August 2000 Revised August 2009 Revised August 2017
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16 **MISSION STATEMENT**
17 **KENTUCKY FIREFIGHTERSASSOCIATION**
18

19 The Kentucky Firefighter’s Association was established to serve and promote, coordinate, represent
20 and support the interests of all firefighters in the Commonwealth of Kentucky.
21

22 **ARTICLE 1**
23 **NAME**
24

25 **SECTION 1:** This organization shall be known as The Kentucky Firefighters Association,
26 Incorporated hereafter referred to as the KFA.
27

28 **ARTICLE 2**
29 **PREAMBLE**
30

31 **SECTION 1:** The object of this organization shall be to form a perfect organization, establish
32 harmony, of action, ensure protection and success, provide pecuniary support, secure protection
33 and to promote the best interests of the firefighters in the Commonwealth of Kentucky. To
34 cultivate the fellowship between all the fire departments, in the Commonwealth.
35

36 **ARTICLE 3**
37 **MEMBERSHIP**

38 **SECTION 1:** Members of this Association shall be classified as Active, Associate, Sustaining, Life,
39 Personal, Emeritus, and Honorary.
40

41 **SECTION 2: ACTIVE MEMBERSHIP:** All individuals, shall by virtue of their membership in their
42 respective fire departments, be members of the KFA, so long as said organization remains a
43 member of this association. Eligible KFA membership shall be limited to public and private
44 emergency response organizations including, fire departments and fire districts, “structural” Fire
45 Brigades, hazardous material response team, properly recognized rescue squads & Fire authorities.
46

- 47 (1) Structural Fire Brigades as defined by KOSHA and or NFPA.
- 48 (2) Meeting minimum requirements of tech level by KOSHA and NFPA.
- 49 (3) Meeting minimum requirements of KRS 39(F)

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51 **SECTION 3:** Active membership may be obtained in the KFA by paying annual dues of \$85.00,
52 dues are payable on October 1st of each year. Dues not paid by December 1st, of each year,
53 render that membership delinquent. The fiscal year of this organization shall be August 1st
54 through July 31st. A letter shall be mailed to the last known Chief of said department, Vice
55 President and Director of said area by the treasurer of the KFA. The Director shall try to make
56 contact with said department(s) to encourage membership in the KFA. A department whose
57 dues are in arrears may be re-instated to the roll of active membership by paying dues at the
58 registration desk at the conference and have full voting powers in any conference or other
59 meetings of the association with proper authorization. (Refer Article 3, Section 4a). Delinquent
60 memberships shall be reported by the secretary at the opening of the business session at any
61 conference and shall be removed from the KFA rolls.
62

63 **SECTION 3A: SUSTANING MEMBERSHIP –** Sustaining membership may be obtained, in the
64 KFA by paying annual dues of one hundred and fifty (\$150.00) per year. Dues are due June 1st
65 of each year.
66

67 **SECTION 3B: PERSONAL MEMBERSHIP –** may be obtained in the KFA by paying annual
68 dues of twenty-five dollars (\$25.00) per year.
69

70 **SECTION 4:** A voting delegate is identified by the Chief of a dues-paying department. The delegate
71 may be an active, support or retired member, and shall be permitted to represent up to two dues-
72 paying departments, as noted. Provided that said delegate is an active, support or retired member
73 of both departments, and the delegate form bear the signature of the Chief of
74 each department designating said person to be the voting delegate.
75

76 Every active membership in the KFA, which is in good standing, shall be entitled to two voting
77 delegates at all conferences. In the event only one delegate is sent, this person shall be entitled
78 to cast both votes. THERE SHALL BE NO PROXY VOTES ALLOWED AT ANY
79 CONFERENCE.
80

81 **SECTION 4A:** The Secretary SHALL ON THE FIRST DAY OF JUNE OF EACH YEAR send a
82 ‘DELEGATE AUTHORIZATION CERTIFICATE’ TO EACH ASSOCIATION MEMBER
83 DEPARTMENT WHICH WILL REQUIRE:
84 [1] THE NAME OF THE DEPARTMENT OR AGENCY

85 [2] THE NAME OF THE DELEGATE(S)
86 [3] A STATEMENT OF CERTIFICATION' ATTESTED TO BE THE CHIEF THAT CERTIFICATE BE PRE-FILED
87 OR PRESENTED TO THE CREDENTIALS COMMITTEE AT THE CONFERENCE
88

89 **SECTION 4B:** Executive Board members, by virtue of their office, are delegates at large, and
90 shall be entitled to one vote. An Executive Board member shall not be a delegate of their
91 department. Executive Board members shall be Personal Members.
92

93 **SECTION 5: ASSOCIATE MEMBERS** – The privilege of Associate membership is extended to
94 All public officials, the officials, and inspectors of insurance rating bureaus. Fire department
95 members of other states, the Chairman of the Governor’s Commission on Fire Standards and
96 Training and Education, the Fire Marshal and others who are interested in the welfare and
97 success of this Association when complying with the sections of this Constitution and By-Laws
98 governing Associate members. Associate membership may be obtained by approval of the
99 executive board.
100

101 **SECTION 6: SUSTAINING MEMBERSHIP** – Every manufacturer and their representatives of
102 fire department apparatus, fire prevention and protective devices and any other company
103 dealing with the Fire Service can become a Sustaining member.
104

105 **SECTION 7:** Associate members and sustaining members are afforded all benefits and
106 privileges of this Association with the exception of the right to hold office and vote.
107

108 **SECTION 8: LIFE MEMBERSHIP** – may be conferred upon persons for a distinctive service
109 rendered, for the cause of fire service in Kentucky. The President shall confer such
110 membership, with approval of the Executive Board, or by the majority vote of all delegates
111 present at the annual Conference.
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113
114 (A) Life Membership holders may be called upon for their opinions or thoughts, but no Life
115 Membership holder shall be entitled to any voting privileges, unless seated as a
116 designated delegate.
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120 **SECTION 9:**
121 An Honorary membership in appreciation for services rendered to the KFA, Commonwealth of
122 Kentucky, or the USA, may be awarded. This membership would not grant voting privileges to the
123 holder, and may be awarded by the President, with executive Board approval.
124

125 **SECTION 10:** Personal Membership is afforded all benefits and privileges of this association,
126 with the exception of the right to hold office and vote. Executive Board members are excluded.
127

128 **SECTION 11:** By Resolution, Emeritus Membership May be conferred upon, all past, President,
129 Secretary, Treasurer and Vice Presidents at large, who successfully completed their commitment to
130 the Kentucky Firefighters Association. Emeritus members are afforded all benefits and privileges of
131 this association and shall be a delegate at the annual Conference or Any Special Conference.
132 Emeritus Status is entitled to no more than ONE vote.
133

134 **ARTICLE 4**

135 **ELECTION OF OFFICERS**

136

137 **SECTION 1:** The elective officers of this Association shall be a President, three (3) Vice
138 Presidents, a Vice President at Large, along with a Secretary and Treasurer. The Vice
139 Presidents shall represent the fire department members in their area as defined in Article 4,
140 Section1, Item A. A Vice President at Large shall be elected from anywhere in the State, and
141 shall represent all fire departments in the State.
142

143 (A) The KFA recognizes the following areas – West, North, East, and Central. Each area
144 shall elect a Vice President. These areas are comprised of the following Associations:
145

146 WEST: GREEN RIVER, JACKSON PURCHASE.

147 NORTH: BUFFALO TRACE, CENTRAL KY, NORTHERN KY, DANIEL BOONE

148 EAST: EASTERN KY, MOUNTAIN, SOUTHEASTERN

149 CENTRAL: BLUEGRASS, DIXIE, JEFFERSON COUNTY, LAKE CUMBERLAND
150

151 (B) (SEE ATTACHED MAP) The KFA Executive Board shall place any future fire
152 association, which may be formed, in their geographical area. The area of vacancy
153 can only replace the vacating Vice President. Each area shall file with the KFA
154 Secretary the order of rotation agreed upon and such shall be binding.
155

156 (C) The Vice Presidents from each area, on a rotation basis, assume the office of
157 President. The rotation or move up of Vice Presidents shall follow the order of the
158 numerical position – 1st Vice President, 2ND Vice President, 3rd Vice President, until
159 all these Vice-Presidents have served a term as President. At all times the Executive
160 Board shall consist of the elected Vice Presidents as outlined on the previous
161 schedule, a President, a Secretary, a Treasurer, and a Vice President at Large.
162

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

171 (E) A Director shall be elected, one from each association, by their respective
172 association. The term of office for the director shall be one (1) year. A Director may
173 represent the Vice President as a voting delegate on occasions of absences at
174 Executive Board meetings if the Vice President is not able to attend. Directors filling these roles
175 shall be sworn in by the highest-ranking Executive Board member present for the duration of the
176 absence. The directors shall be elected by State Fire School each year and take office at the Annual
177 Conference. Each association shall send in the name of their elected director to the KFA Secretary
178 by the start of the annual conference. If any association fails to report a change in their elected
179 director, the area Vice President shall contact the Association President for the appointment of a
180 Director. All Vice Presidents and Directors shall reside in the area of their representation.

181
182 **Section 2:** Eligibility to run and hold office the nominee shall be a member of a dues paying
183 department in good standing of the KFA. Nominee department shall be a dues paying
184 department in their Regional Association. Whereas a nominee’s department does not have a
185 Regional Association near enough to join they may run for office as long as other requirements
186 are met and the person shall make every effort, monitored by the KFA Executive Board, to start a
187 Regional Association or join an existing one for their term of office. All officers of the KFA President,
188 Vice Presidents, Secretary, Treasurer, Directors, and incoming 3rd. Vice President shall be certified
189 by the Secretary of their home Association, as meeting all qualifications of holding office in the KFA,
190 as per Article 4 Section 2, by June meeting at State Fire School of each calendar year.

191
192 **SECTION 3:** In the event that a State of Emergency at the National or State level has been
193 lawfully declared due to health or other concerns, the Executive Board shall have the authority to
194 suspend any section(s) of the Rules that may pose a threat or hardship to the good and welfare of
195 the organization and membership for the duration of the Declared State of Emergency. If the
196 declaration extends through the nominations and election cycle of officers, the Executive Board
197 shall be authorized to extend the current officers for another term providing they agree to
198 continue in their role.

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201 **ARTICLE 5**
202 **EXPENSES FOR OFFICERS**

203
204 **SECTION 1:** The President may authorize reimbursement of travel expenses for the following:
205 A. Executive board members
206 B. Committee Chairperson when required at a meeting to report to the executive board.
207 C. Committee members called to attend executive or committee meeting.
208 D. KFA Chaplain
209 E. KFA Honor Guard
210 F. KFA Executive Director
211 G. The Treasurer may receive \$2,000.00 per year stipend.
212 H. The Treasurer shall be bonded, and this expense paid by this organization.
213 I. The Secretary may receive \$2,000 per year stipend.

214 J. KFA Directors may be reimbursed mileage for attending two (2) executive board meetings but
215 shall not be reimbursed for attending the annual conference.
216 **SECTION 2:** The finance committee shall recommend reimbursement rates to the executive board
217 for the coming fiscal year at the June board meeting.
218 **SECTION 3:** The president shall have an expense account to entertain dignitaries, for the good of
219 the association in reasonable amounts.

220
221 **ARTICLE 6**
222 **MEETINGS**

223
224 **SECTION 1:** The Annual Conference of this Association shall convene during the months of
225 July or August in each year, except in the case of an emergency. The Executive Board may
226 determine the dates of the meeting, as well as the city in which the Annual Conference will be
227 held. The Annual Conference shall be held in one of the four areas as outline in Article 4
228 Section 1 Item A. The schedule shall be:

229

230	2019 West	2024 West	2028 West	2032 West
231	2021 North	2025 North	2029 North	2033 North
232	2022 East	2026 East	2030 East	2034 East
233	2023 Central	2027 Central	2031 Central	2035 Central

234
235 This schedule shall be repeated perpetually in this order.

236
237 The host(s) of these Annual Conferences shall be the Associations of the region President.

238
239 **SECTION 2:** A quorum at Annual Conference meeting of the KFA shall consist of the qualified
240 representatives of fourteen (14) or more fire departments, in good standing.

241
242 **SECTION 3:** All business not provided for in the by-laws and the Rules of Conference shall be
243 transacted according to Robert’s Rule of Order.

244
245 **SECTION 4:** The Executive Board may meet at least four (4) times a year to discuss KFA
246 business. These meetings may be held, in the Spring, during State Fire School, during the
247 Annual Conference, and in the winter. Additional meetings shall be called by the President as
248 business warrants. Failure to hold any meetings at the time designated in this Constitution and
249 By-Laws shall in no manner cause dissolution of the KFA.

250
251 In the event of a Declaration of a State of emergency at the State or National Level, when it is
252 determined that it is unsafe due to the health or other conditions for the Kentucky Firefighters
253 Association to conduct business at an in-person meeting or conference, a virtual meeting may be
254 utilized. Provided the required quorum of dues paying departments via a virtual meeting
255 platform, business shall be conducted no differently than at any in-person, unless
256 specifically prohibited in the by-laws.

257 At all meetings of the Executive Board, a majority of the Board shall constitute a quorum
258 and a majority of quorum may determine all questions. Only the Vice-Presidents along with
259 the Secretary and Treasurer shall have a vote, unless there is a tie in which case the
260 President shall cast the deciding vote.

261

262 **SECTION 5:** All authority given to the officers and Executive Board shall be extended to the
263 delegates at the Annual Conference or any special called Conference.

264

265 **SECTION 6:** ANY DEPARTMENT SUBMITTING RESOLUTION(S) FOR THE ANNUAL
266 CONFERENCE MUST DO SO 45 (DAYS) PRIOR TO THE FIRST DAY OF THE
267 CONFERENCE OPENING WITH THE SECRETARY. FIRE DEPARTMENT RESOLUTIONS,
268 SUBMITTED AT THE CONFERENCE MUST BE ACCEPTED BY 2/3 VOTE OF THE
269 DELEGATES ASSEMBLED.

270

271 **SECTION 7:** The secretary shall forward pre-filed resolutions to the President 30 days prior
272 to the start of the conference, for distribution to the proper Committee Chair.

273

274 **SECTION 8:** Resolutions presented on the floor at the Conference must come from;

275 (A) An Executive Board member,

276 (B) A committee Chairman

277

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

282

283 All resolutions and By-Law changes shall become effective at the closing of the conference
284 ratified.

285

286 **SECTION 9:** The KFA has adopted an ethics policy and procedure, to the described under a
287 separate cover, known as the Standard Operating Guideline.

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ARTICLE 7 COMMITTEES

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292 **SECTION 1:** The special Committees consisting of Credentials, Conference Oversight, and
293 such other appointed committees shall report during the business session.

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295 **SECTION 2:** Standing committees, consisting of Finance, Legislative, Constitution and By-
296 Laws, Advisory, Public Safety & Education, Resolutions, Scholarship, Ethics, Special Events,
297 and Hall of Fame, and any such others as may be authorized by the association. These
298 committees shall be appointed by the President and shall consist of such number of members
299 necessary to perform the duties specified by the President for the transaction of business. Their

300 reports shall be made on the second day of the Annual Conference.

301

302 **SECTION 3:** Finance Committee – shall assist the Treasurer and the Executive Board in all
303 KFA financial matters.

- 304 a. Shall consist of at least four members and the Treasurer as a non-voting member.
- 305 b. Shall prepare the KFA annual budget and present it to the Executive Board for review and
306 acceptance at the Executive Board meeting at State Fire School.
- 307 c. Shall work on long-term financial planning.
- 308 d. Shall meet with the Executive Board at the quarterly meetings to review status of budget.
- 309 e. d. CONFERENCE OVERSIGHT COMMITTEE – shall be described a separate cover, known as
310 the Standard Operating Guideline.

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ARTICLE 8

FIREFIGHTER ASSOCIATION

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316 **SECTION 1:** To further the purpose of this organization, and to promote the practice of
317 mutual assistance among cities in fire control. This Association encourages the organization
318 of Firefighter’s Associations throughout the Commonwealth, and solicits their affiliation with
319 this Association. These Associations will be subject to their own By-Laws and Regulation, but
320 will be a charge upon the officers of this Association and especially upon the Vice Presidents,
321 to assist in the promotion of these.

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ARTICLE 9

AMENDMENTS

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

329

330 **SECTION 1A:** The Standard Operating guidelines may be amended by a 2/3 vote of the
331 Executive board, during a scheduled meeting, or by a majority vote of voting delegates at a
332 KFA Conference.

333

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

336

337 **SECTION 3:** All alterations, amendments or revisions shall take affect at the end of the
338 conference.

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340 **SECTION 4:** Amendments shall be presented to the appropriate Committee Chair as
341 determined by the President at 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.

SECTION 2: This Association shall not endorse any political candidate for any office within The Commonwealth or outside the Commonwealth.

ARTICLE 11
GENDER

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