

Constitution and By-Laws
Of the
Connecticut Fire Chiefs Association, Inc.

General
Article I

This organization shall be known as the Connecticut Fire Chiefs Association, Incorporated.

Section I

Connecticut Fire Chiefs Association fiscal year shall be January 1 through December 31.

Article II

The mission of this organization is to promote the position of Chief Fire Officer in Connecticut as the leader of the fire service through continuing education, promotion of legislation and education relating to fire safety, unity in the fire service, safety and professionalism as a fire officer.

Article III

Section I

The officers of this association shall consist of a President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer. All are recognized as Executive Officers. The Board of Directors shall consist of the Executive Officers, the immediate Past President and eight members, one representing each county in the State of Connecticut.

Section II

The Executive Officers shall be elected at the October meeting. The installation of officers shall take place at the annual meeting in November.

Section III

The President on or before the January meeting shall appoint the Board of Directors. Each county member so appointed must be an active member of this association.

Section IV

The President may appoint Chaplains as he or she deems necessary. Active membership in this association shall not be necessary for this office.

Section V

Only active Chiefs of established fire departments shall be eligible for election to President, First Vice President or Second Vice President in this association.

Section VI

If a President, First Vice President or Second Vice President retires or for any other reason leaves his respective fire department position as Chief before expiration of term in office, he or she may continue in said office until the end of the association's fiscal year.

Section VII

Any officer of the association retiring from or for any other reason leaving or changing his respective fire department position during his term in office shall immediately notify the Recording Secretary. The Recording Secretary shall then notify the President and the Chairman of the Nominating Committee.

Section VIII

Any officer retiring as Chief Officer of any established fire department shall notify the Recording Secretary of his or her status.

Section IX

Any vacancy caused by death, resignation etc. of the President or First Vice President shall be filled by his or her successor. The Nominating Committee shall present the name for the office of Second Vice President, Recording Secretary, Assistant Recording Secretary, Financial Secretary and Treasurer to be voted on at the second succeeding meeting.

Section X

Any active member of this association shall be eligible for the election to the offices of Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

Article IV Membership

Section I

There shall be four classes of membership; Active, Associate, Honorary Life and Associate Honorary Life members.

Section II

Active Member

Active members shall be Chiefs of established fire departments and officers with the rank of a Chief Officer. Any member who shall have an active member status of this association for at least five years preceding the vacating of his office may retain his active status in the association.

Section III

Associate Member

Associate Members shall be fire officers below the rank of Battalion Chief of established fire departments, the State Fire Marshal and members of his staff, local Fire Marshals and Deputy Fire Marshals, hospital and school Fire Marshals, Fire Commissioners and individuals representing firms or corporations interested in the protection of life and property from fire. Associate members shall not have the power to vote or make motions.

Section IV

Honorary Life Member

Honorary Life membership may be confirmed upon active members on their retirement provided they have been members of this association for a period of ten years immediately preceding the date of their retirement and provided further that they are not identified with fire protection from a commercial or profit making standpoint. Honorary life membership carries all the privileges of active membership without dues. A plaque shall be presented to active members who have been members of the Chiefs Association in good standing for ten years upon their retirement. Active members not having ten years shall be presented with a Certificate of Appreciation upon their retirement. To receive honorary life membership, a member must request in writing a letter of intent to the Secretary of the Chiefs Association. The request shall be acted on by the Board of

Directors and read the next regular meeting. Honorary life membership may be extended by a majority vote at any regular meeting.

Section V *Associate Honorary Life Member*

Associate Honorary Life membership may be conferred upon associate members upon their retirement from office provided they have been such members of the association for a period of ten years immediately preceding the date of their retirement. Such membership precludes them from paying dues.

Section VI *Suspension or Revocation of Membership*

The Board of Directors may temporarily suspend or revoke the membership of any member for conduct unbecoming a member of the Association. The member will be notified and granted a appeal of such action to the board.

Article V
Applications

Section I

Applications for membership shall be presented to the Secretary on forms furnished by him or her together with the required fee and shall be endorsed by the Chief a ranking officer of the department or associate member.

Section II

Each applicant for active or associate membership shall be read at a regular meeting, referred to the Board of Directors for investigation and recommendation, and voted on at the next meeting, requiring a majority vote of the active members present for acceptance.

Section III

Upon acceptance or denial of membership, the prospective member will be notified by letter signed by the President or delegated officer.

Article VI Meetings

Section I

Regular meetings shall be held on the months of January-May, July-November unless otherwise voted on by the Board.

Section II

The annual meeting shall be held in November.

Section III

Special meetings shall be called at such time and place as the President may deem necessary or by the written request of fifteen active members. He or she shall notify all members of said meeting at least seven (7) days prior to the date of said called meeting.

Section IV

Twenty five (25) active members shall constitute a quorum.

Section V

Requests to host monthly meetings shall be submitted in writing to the Executive Board by the October board meeting, stating the month desired and the location where the meeting will be held. The Executive Board shall make the final decision and notify the requesters by the annual meeting.

Article VII
Duties of Officers

Section I *President*

The President shall preside at all meetings of the association. He or she shall familiarize themselves with all of the by-laws. He shall be a member *ex-officio* of all committees. He or she shall appoint all committees not otherwise provided for and perform such other duties as may be required by this office.

Section II *Vice-President*

The First Vice President shall perform the duties of the President in his or her absence.

Section III *Second Vice- President*

The Second Vice President shall perform the duties of the President in the absence of both the President and First Vice President.

Section IV *Secretary*

The Recording Secretary shall keep a record of all proceedings of the association at all regular and special meetings of the Board of Directors. He or she shall notify each applicant for membership of his or her election or rejection within a week thereof. He or she conducts the general correspondence of the association and performs such other duties as pertain to this office. If at any time he or she shall be unable to attend any meetings of the association, he or she shall convey all books and papers to the Assistant Recording Secretary which are required for the meeting. He or she shall receive an annual remuneration amount determined by the membership. The Board of Directors shall review the performance of the Secretary and based on their findings may recommend to the body that remuneration is made to this office provide that funds are available. Amount of remuneration shall be recommended by the Board of Directors and voted on by the membership at the annual meeting.

Section V *Assistant Secretary*

The Assistant Recording Secretary shall perform all the duties of the Recording Secretary during his or her absence.

Section VI

Treasurer

The Treasurer shall keep the financial books and preserve the financial records of the association. He or she shall collect any other money due the association giving proper receipt thereof. He or she shall file all applicable Federal, State, and local financial paperwork as required by law or statute. He or she shall pay all bills after approved by the membership and signed by the President. He or she shall give a detailed financial statement at the annual meeting. He or She shall provide the Executive Board a detailed written report at the October Board meeting with sufficient copies for all members. The report shall consist of the current and past fiscal years income and expenditures. He or she shall promptly deliver to his successor in office all money and books and papers in his or her possession. He or she shall be bonded to the sum of \$50,000. He or she shall receive an annual remuneration determined by the membership. The Board of Directors shall review the performance of the Treasurer and based upon their findings may recommend to the body that remuneration is made to this office, provided the funds are available. The amount of the remuneration shall be recommended by the Board of Directors and voted by the membership at the annual meeting.

Section VII

Assistant Treasurer

The Assistant Recording Secretary shall perform all the duties of the Recording Secretary during his or her absence.

Section VIII

Sergeant at Arms

The Sergeant at Arms shall be responsible for maintaining proper decorum and order at all meetings of the association. The Sergeant at Arms shall be responsible to the President or presiding officer of the Chiefs Association. The President shall appoint the Sergeant at Arms.

Section IX

Board of Directors

The Board of Directors shall have charge and control of the management of the association, including the ways and means of carrying out its' objectives and purposes, subject to the wishes of the members expressed at any regular or special meeting.

Section X

It shall be the duty of the elected officers and all county Directors to attend a minimum of 60% of all Board of Directors meetings and 60% of all regular meetings. The Board of Directors has ten meetings a year. If any officer fails to meet this requirement, he or she may be asked to step down from their position on the Board of Directors. The Board of Directors shall have full authority to enforce this section.

Article VIII ***Dues Structure***

Section I

The Board of Directors shall have the authority to review the dues structure and may adjust the dues as may be deemed necessary to meet the needs of the budget that will be presented with the annual budget and must be approved by a majority vote of the members present at the annual meeting.

Section II

Any member who is in arrears for dues for one year shall not be entitled to vote at any meeting of the association. Any member who is in arrears for two consecutive years shall be dropped from membership by a majority vote of the members present. Dropped members shall be notified by the Financial Secretary within seven days after the vote was taken at a regular meeting.

Article IX **Committees**

Section I

Standing committees shall consist of Auditing, Nominating, Legislative and Education.

Section II

All other committees shall be special committees.

Section III

All committees shall be appointed by the President by the January meeting except those special committees as needed.

Section IV *Auditing Committee*

The Auditing Committee shall consist of the immediate past three Presidents willing to serve.

Article X
Duties of Standing Committees

Section I *Auditing Committee*

The Auditing committee shall review the books of the association and present a detailed audit at the January meeting.

Section II *Nominating Committee*

The Nominating Committee, appointed by the President, shall present a slate of officers of the organization at the September meeting. Nominations from the floor shall be accepted at this meeting only. The election of officers shall take place at the October meeting of the association. Installation of officers shall take place at the annual meeting in accordance to Article VI section II. It shall be the duty of the Nominating Committee to present a name to fill any vacancy caused by death or resignation of any officer other than the President or First Vice President whose position shall be filled by his or her successor.

Article clarification due to rewrite

Section III *Legislative Committee*

The Legislative Committee shall take aggressive action to promote legislation to improve fire protection and education relating to fire safety.

Section IV *Education Committee*

The Education Committee shall provide a program of interest relating to fire safety and fire protection at each monthly meeting.

Section V *By-Law Committee*

The By-law Committee shall review the by-laws biennially or more often as needed.

Article XI

Amendments

Amendments to the Constitution and By-laws may be made at any regular meeting by a two-thirds vote of the active membership voting provided that notice of such amendment has been given in writing and read at a previous meeting.

Article XII

Definitions

Whenever required to effectuate the meaning or intent here of, the singular shall include the plural, the masculine shall include the feminine and visa-versa.

Order of Business

Call of the Meeting

Invocation

Pledge of the Colors

Introduction of the Host Chief and Guests

Adjourn for Dinner

Education Committee- program

Minutes of previous meeting- Recording Secretary's Report

Financial Secretary's Report

Treasurer's Report

President's Report

Committee Reports

Old Business

New Business

Bills

Correspondence

Good of the Association

Benediction

Adjournment

Article XIII Host Department Meeting Requirements

The Connecticut Fire Chief's Association Inc. (from here on referred to as CT Chiefs) has established the following measures for those Departments' that would like to host a CT Chief's monthly meeting.

All requests to act as a Host Chief shall be written on the requesting Departments letterhead stating the month(s) that are they are requesting along with a tentative location for said meetings. These letters shall be addressed to the President of the CT Chief's and delivered prior to the October Board of Director's meeting so that the Executive Board may present a schedule to the membership by the Annual meeting.

All meeting locations will contain the following:

- A head table that can accommodate the President, 1st and 2nd Vice Presidents, Secretary, Assistant Secretary, Treasurer, Financial Secretary, Chaplain, Sergeant of Arms, Host Chief, Guest Speaker and Immediate Past President for a total of one dozen.
- Enough space up to host up to 100 members while maintain all applicable state and local fire codes.
- The ability to arrange and or supply any needed audiovisual equipment including a sound system with a microphone (two would be preferred, one for the meeting chair and one for member comments).
- At a minimum, a 3 X 5 American Flag in a stanchion.
- A six-foot long receiving table with two chairs to allow the Treasurer to collect incoming meeting funds and display any pertinent literature.
- Any deviations to this list must be pre-approved by the Secretary prior to a Department being selected to host a CT Chiefs meeting.

Submitted by the By-Law Committee

Connecticut Fire Chiefs Association, Inc.

September 17, 2013

Approved by the membership November 26, 2013

Rich McDonough

Chuck Flynn