

## **PREAMBLE**

We, the various companies, comprising the Volunteer and Career Fire Departments of the County of Cambria and Vicinity, in the Commonwealth of Pennsylvania, United States of America have assembled, feeling the necessity of, combined action, and hereby form ourselves into an association to be called and known as the Cambria County Regional Firefighters Association.

## **MISSION**

The mission of Cambria County Regional Firefighters' Association shall be as follows:

- A. To train and educate firefighters as well to create and maintain a facility for this endeavor.
- B. To offer and administer multiple discipline certifications programs that meets national standards for our association members and Fire Companies/Departments.
- C. To engage in discussion to employ the best accepted practices of firefighting and rescue techniques along with achieving standardization of firefighting and rescue operations
- D. To actively support local, state, federal legislation that benefits the welfare of firefighters and Fire Companies/Departments of this Association
- E. To promote fire prevention and safety education programs.
- F. To reduce our communities' fire insurance rates by providing a quality service.
- G. To encourage and build fraternal friendship among the association firefighters through the various association's activities.

## **BY-LAWS**

### **ARTICLE 1 MEMBERSHIP**

Section 1. Non-Discrimination, the Cambria County Regional Firefighters' Association will accept members into this organization regardless of sex, race, color, national origin, religion, disabilities, or age.

Section 2. The Association shall be comprised of delegates duly elected each year by their respective fire organizations belonging to the Association. Each company must pay the sum of one hundred (\$100.00) Dollars each year and is entitled to delegates each year who will be entitled to vote provided the company he/she represents, meets the requirements set forth in Article 1 Section 11. Each Fire Company/Department shall also be entitled to elect a delegate for each member in good standing that had died during the past year. These additional replacement delegates shall pay the regular dues as set by the Association By-Laws.

Section 3. Every person who has been or shall become a member of this Association shall continue to be a member as long as he/she shall pay the annual dues of Ten (\$10.00) Dollars. The money received from the members to be divided as follows:

Three Dollars (\$3.00) Dollars to the General Fund

Two Dollars (\$2.00) Dollars to the Death Fund

Two Dollars and Fifty Cents (\$2.50) to the Fire School Fund

Two Dollars and Fifty Cents (\$2.50) to the town holding the convention providing they hold a banquet otherwise the amount remains in the General Fund.

With One Dollar and Fifty Cents (\$1.50) being given at the first meeting of the year in which the convention is being held, and an additional One Dollar (\$1.00) be given at the afternoon

business of that year's convention. This Two Dollar and Fifty Cents (\$2.50) will be held in the Association General Fund to be disbursed accordingly.

Section 4. Any fire organization wishing to become a member of this association shall make an application in writing and pay an initiation fee of One Hundred and Fifty (\$150.00) Dollars.

Section 5. For any fire organization to become a member of this association it must have organized for at least one (1) year, have motorized firefighting apparatus, and must be a bona fide firefighting organization. Said company shall submit an application for membership to be turned over to the Application Review Committee. The committee shall submit to the Association their report at the next scheduled monthly meeting for accepting or rejecting said applicant.

Section 6. Every member of the association in good standing shall be entitled to vote. Any member of this association failing to pay his or hers annual dues shall forfeit their membership and may be restored to membership only upon payment of his or hers arrearages, if his or her membership has not been forfeited over a one (1) year, or by re-election as a representative delegate, provided, however that any member of this association in the armed forces of this country, who fails to pay their annual dues, shall be entitled to become a member in good standing and beneficial upon payment of their dues for the year after discharged from the armed forces.

Section 7. An elected delegate can become a member of this Association in good standing with full benefits and voting privileges, except for the first year will not be covered under the death benefit. After completion of the first year then said member will be covered under the death benefit provided that payment of the regular dues as specified in the By-Laws is made.

Section 8. To remain in good standing and be considered beneficial, all membership dues must be paid on or before July 1st. Any member not paying their dues will be considered non-beneficial until payment of said dues.

Section 9. Any Fire Company/ Department that does not pay dues for a period of two (2) years in succession shall receive a letter from the Association Secretary notifying them of their status. If the organization still has not paid their dues they shall be dropped and shall be permitted to be remitted upon complying with the provisions of Article 1 Sections 4 and 5.

Section 10. A Fire Company/Department must answer roll call in order to be considered in attendance at a meeting. The following individuals may answer roll call for a member Fire Company/Department

- A. An association member that belongs to that Fire Company/Department, or
- B. An elected delegated from that Fire Company, or
- C. Any Individuals who are a bona fide member of that Fire Company/Department,

provided that prior notification is given to the Secretary that he or she is representing that Fire Company/Department. However, such person may not make a motion or vote on any issue before the Association.

Section 11. Any company not attending two (2) meetings during the year, excluding the county convention, the delegates and members of said Fire Company / Department will be denied voting rights at the convention concluding that year.

Sections 12. Honorary membership: Honorary membership shall consist of a person elected at the annual convention in recognition of some meritorious act in the interest of this association in particular or that of the fire service in general. They shall have all privileges of membership except of voting and

holding office. They shall be exempted from payment of dues and shall not be entitled to death benefits herein provided for.

Section 13. Members-at-Large: Members-at-Large are those individuals who for any reason live out of the area or no longer members of a Fire Company/Department, can remain an Association member in good standing if they continue to pay their dues as per by-laws. The Fire Company/ Department to which the member had previously belonged can be credited with replacement delegate at the time the person becomes a member-at-large.

## **ARTICLE II                    OFFICERS AND THEIR ELECTION**

Section 1. The Officers of this Association shall consist of a President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Membership Secretary, and nine (9) Academy Directors. Refer to Article III Sections 1 and 2 for election of delegates. The Association may appoint a Chaplin for the benefit of the Association.

Section 2. The officers shall hold their respective offices for one year or until their successors shall be elected at the convention meeting of the Association by the largest number of votes cast by the members present and entitled to vote. In case of a tie for any office, it shall be re-voted until the tie is broke. The Elected Officer's term shall take place after the swearing ceremony at the annual convention's afternoon meeting session and shall end the same according to their respective term with the exception of the Fire Advisory Board Member, refer to Article VIII, Fire Advisory Board Member section 6.

Section 3. Nominations for all offices shall be held at the June regular meeting of the Association. The Secretary shall have the ballots printed at the expense of the Association and present the ballots to the Credentials Committee at the convention. A delegate who is nominated for office can decline the nomination at the meeting under the nomination process or a delegate has up to fifteen calendar days from the nomination meeting to decline the nomination. In the latter case, the delegate shall submit a signed letter to the Secretary of the association indicating their decision.

Section 4. The elections of officers shall be held on the Thursday of the week of the annual convention from seven (7:00 P.M.) until eight thirty (8:30 P.M.) and also be conducted on the day of the annual convention meeting from eight (8:00 A.M.) until nine thirty (9:30 A.M.) at a site previously announced. A member who is entitled to vote shall upon registering and presenting his membership card and if requested a photo identification card to the Credentials Committee. The membership card will be stamped indicating the member voted, the voting member shall receive a ballot. After the member having voted, he/she will place the ballot in the ballot box.

Section 5. Should a vacancy occur in any office herein before provided for, nominations and election shall be held at the next regular meeting to fill the vacancy for the unexpired term, except in the case of the President when the First Vice President shall succeed to the office of the President. The Second Vice President will automatically move up in office. The office of the Second Vice President shall then be filled by election. In case of the First Vice President, the Second Vice President will automatically move up in office.

Section 6. The person filling the office of the First Vice President and Second Vice President shall automatically result in their progressing to the next higher office in succeeding years.

Section 7. To be eligible for office, a person must be a member in good standing, have four (4) years in the fire service, have four (4) county meetings from the previous year and if elected you must attend no less than four (4) monthly meetings.

Section 8. If an officer misses three meetings in a row without a valid excuse, then that office will be declared vacant and the process will be filled under Article II Section 5. The secretary shall notify the officer in writing of his/her forfeiting the office.

### **ARTICLE III ELECTION OF DELEGATES AND CONVENTION TOWN**

Section 1. The delegate to the State Firemen's Convention shall be the retiring President. The alternate delegate shall be elected as the other officers. The delegate's report of the State Convention is to be given in person at the first meeting of the Association after the convention and turned over to the Association Secretary for inclusion into the Association minutes. The delegate shall receive the sum of Two Hundred Fifty (\$250.00) Dollars to cover all expenses. Failure to comply with the above provision will result in the expense money remaining in the treasury.

Section 2. The nominations and election of a delegate to the Central District Volunteer Firemen's Association, Western Pennsylvania Fire Association, State Alternate, or any other regional fire association this Association may belong to, shall be done in the same manner as outlined for the nomination and election of officers to the Association.

Section 3. Nominations for the Convention Town shall be made by the June regular meeting of the Association. The nomination shall consist of a signed letter from the Secretary of the Fire Company/Department attesting to the nomination and the resolution by the governing body of the political subdivision of the requesting Fire Company/Department.

Section 4. The convention town shall be awarded by the majority of the votes cast. The vote will be in accordance with Article II, Section 4.

Section 5. The host company for the convention shall be designated two (2) years in advance thus giving the Company/Department time in which to prepare for the convention.

### **ARTICLE IV DUTIES OF OFFICERS**

Section 1. The President shall preside over all meetings of the Association, whether annual, monthly, or special. He or she shall sign all checks drawn on the Treasury. Call special meetings whenever he or she deem it necessary or at the request of eight (8) members of the Association stating the reason to hold a special meeting. The meeting will be held within thirty (30) days of the request. The time and location will also be announced.

Section 2. The President shall, on his election, appoint annually a membership secretary and the following committees: An Executive Committee consisting of all Past Presidents, Law and Legislative, Resolution, Credential, Fire Prevention, Fire Training, Tuition Assistance, Recruitment and Retention, Certification, Application Review, Awards, Convention Competition Rules, By Laws, Historical and any other committee deemed necessary. By virtue of the office, he or she shall be an advisory on each committee. The President shall serve on the Fire Advisory and Awards Committees. The President shall have the power to appoint or remove the chairman or co-chairman, or member of an Association committee.

Section 3. The President shall receive One Hundred Fifty (\$150.00) Dollars for the faithful performance of these duties. Upon retiring the President shall also receive a Life Membership which

exempts him or her from all dues and entitles him or her to full privileges as an Association Member. The retiring President shall serve as a delegate to the Pennsylvania State Firefighters Association.

Section 4. The First Vice President shall fill in for the president in case of his absence at a meeting and should a vacancy occur in the office of President the First Vice President may move up into the vacancy. If the First Vice President elects not to move up he/she shall fill the vacancy until a new President is elected. The First Vice President shall serve on the Fire Advisory and Awards Committees.

Section 5. The Second Vice President shall fill in for the President at a meeting in the absence of the President or 1<sup>st</sup> Vice President. Should a vacancy occur in the position of 1<sup>st</sup> Vice President then the 2<sup>nd</sup> Vice President may move up into the 1<sup>st</sup> Vice President. The second Vice President shall serve as a delegate to the Central District. He/she shall serve on the Training and Awards Committees. The Second Vice President upon being elected shall take a Fire Academy Facilitator Orientation.

Section 6. The duties of the Secretary shall include:

Record and maintain the minutes and proceedings of the Association. Make a full report at the annual convention of its condition. Make such reports as required to the President or the Executive Committee. Countersign all checks drawn on the Treasury. Notify all members in good standings of all regular and special meetings. Report on communications directed to the Association. Receive all monies paid by members for dues and for company membership dues. He/she shall maintain a list of all members and company members. The Secretary shall serve on the Awards Committee and as a member of the Academy Directors by the virtue of the office. The Secretary will coordinate Death Claims of members. The Secretary shall receive One Thousand (\$1000.00) Dollars for the faithful performance of these duties annually.

Section 7. The duties of the Assistant Secretary will assume the duties if the Secretary in his/her absence. The Assistant Secretary is responsible for registering students for fire training programs and will keep records as well as refunds for the annual fire training weekends. The Assistant Secretary will serve as a member on the fire training committee. For their faithful services, the Assistant Secretary will receive two (\$2.00) per fire training application received.

Section 8. It shall be the duties of the Treasurer as follows:

Countersign all checks drawn upon the Treasury. Maintain an account of all receipts and disbursements. Make a written financial itemized report to the Association at its regular meeting. Give a bond as may be required for the faithful performance of his or her duties, expenses of the same to be paid by the Association. The Treasurer shall secure a firm for providing an annual audit of the association. The Treasurer will serve on the Awards Committee and be a member of the Academy Directors by virtue of the office. The Treasurer shall receive One Thousand (\$1,000.00) for the faithful performance of these duties annually.

Section 9. The Assistant Treasurer shall assume the duties of the Treasurer in the event of his/her absence.

Section 10 The duties of the Membership Secretary shall include: handling the application and registration process for new members which includes individual delegates and fire company/department members making sure all members meet the Association's membership requirements. In addition, the membership secretary will maintain an active data base of Association members that includes contact information, membership status, and any other relevant data. The membership secretary shall make monthly reports at the Association meetings and at the annual convention, present a written report of the membership status. For this service the Membership Secretary shall be paid One Thousand dollars (\$1,000) for the faithful service



Section 3. Resolution Committee's duties is to attend to all memorials of deceased members and to instruct the Secretary to mail the same to the nearest kin. A resolution will be read at each Association's regular meeting when a member has died.

Section 4. Credentials Committee's duties is to make a report at the convention meeting of the Fire Companies/Departments that are eligible to be seated for voting. Conduct the election at the convention as outlined in Article II Section 4. In addition, if there is a need for a special election to fill a vacancy, or a vote for a by-law change, or addition, then the Credentials Committee will oversee that role. They shall maintain the security of the ballot and ballot box for the voting session. Any voting conducted by the Credentials Committee shall require a membership card and may request member voting to produce a photo identification to establish a member's identity.

Section 5. Fire Prevention Committee's duty is to promote fire prevention in the area covered by the Association.

Section 6. Training Committee's duties are:

- A. Conduct the annual training classes held at the Academy and other locations where training is being held
- B. Work with the Pennsylvania State Fire Academy on training programs.
- C. Conduct the annual fire training and various fire training programs throughout the year.
- D. Establish fire training curriculum and provide qualified instructors for the same.
- E. Provide meals and transportation, if necessary, for the students attending classes at the annual training Academy.
- F. The Second Vice President by virtue of his office will serve on this committee along with the Chairman, Vice Chairman and one other member of the Academy Directors. When any training program(s) are to be conducted at the county Fire Academy, the training committee must submit their training plan and schedule to the Academy Directors for approval.

Section 7. The Certification Committee's duty is to offer National and State Certification Programs to both the Association and Non-Association members in the disciplines which are permitted by the Pennsylvania State Fire Academy. This committee has the right to collect money and fees that are incurred at the time of each certification test. A list of all money taken in for the testing process will be given to the Treasurer and receipt for expenditures shall also be turned over to the Treasurer. There shall not be any person working under the age of fourteen (14) at the training academy or any other functions as an independent contractor. All child labor laws will be complied with. If the independent contractor is over the age of eighteen (18) that person must refer to the Pennsylvania State Fire Academy Administrative Manual. The Chairman will be appointed by the Association President with the approval by the State of Pennsylvania Fire Academy. Once a schedule plan for the various certification programs is scheduled for the year, then the certification committee must submit that schedule to the Academy Directors for approval.

Section 8. Tuition Assistance Committee's duty is to receive, review, and evaluate all applications for higher education assistance. The committee shall establish such rules as are deemed necessary for the operation of the Tuition Assistance Program. The committee shall announce the name of the persons selected to receive any and all award(s) for assistance at the Annual Convention Awards Program. The committee shall set the amounts of the awards and categories for which they are granted.

Section 9. The Application Review Committee is responsible for investigating new Fire Company/Department who wishes to join the Association and to make sure they meet the guidelines of the Association. After the committee's investigation is completed. They shall submit to the Association their report at the next scheduled regular meeting for accepting or rejecting said applicant.

Section 10. The Convention Competition and Rules Committee's duty are to establish and enforce competition rules which are conducted at the convention in order to ensure fair competition.

Section 11. The By-Laws Committee's duty is when called upon by the Association to revise, change, or add by-laws as well as interrupt the intent of those by-laws which govern the Association.

Section 12. The Historical Committee is to maintain records of historical significance of the Association.

Section 13. The Awards Committee's duty shall be to receive all nominations for the awards, review the nominations, and vote on the recipients for the various awards. They shall be present at the awards ceremony to oversee the presentation of the awards to the various recipients. The Secretary and Treasurer of the Association by virtue of their office shall be members of the Awards Committee.

Section 14. The Recruitment and Retention Committee's duty is to promote Fire Company/Department members to join the Association and maintain their membership as active participants in the Association.

Section 15. The Personnel Committee's duties shall be to conduct all matters relating to the employment of any independent contractors for the Association. The Committee shall determine a job description, establish a rate of pay, terms and conditions of contract, and conduct investigations for cause and recommendations for discipline for all such independent contractors. The Committee shall report to the body all recommendations and justifications for any new positions, as well as the budgetary impacts of any position. The committee shall report an annual assessment of each position and a recommendation for continuation, modification, or discontinuation of any position. The committee shall consist of the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Treasurer, Secretary, Fire School Chair, Site Committee Chair, and the immediate Past President (Chair of the Executive Committee). In the event of any matters relating to a relative of any member of the Committee, the President shall appoint an alternate from the body of the Executive Committee.

Section 16. The Procurement Committee was established in 2024. The purpose of this committee is to review proposed financial expenditures that meet or exceed the monetary threshold defined in the Procurement Policy of \$501.00 for the Cambria County Regional Firefighters' Association. The committee shall evaluate such expenditures, review bids when required, ensure compliance with all established procurement procedures, and make recommendations to the appropriate governing body as outlined in the Procurement Policy. The Procurement Committee is also responsible for enforcing the Procurement Policy and ensuring all committees of the Association follow the approved procedures when making when making expenditures. The President of the Association may appoint additional members of the committee as needed. Standing members of the committee shall include the following positions: Sitting Treasurer (who shall serve as chairman), Site Director Chairperson, Sitting President, Sitting First Vice President, Sitting Second Vice President, Sitting Second Vice President, Sitting Recording Secretary, and Sitting Executive Committee Chairperson.

Section 17. The CRF Knock Down Cancer Committee shall consist of nine members appointed by the President. The committee's duties are to provide a clearinghouse of information for all member fire department personnel, their families, and the general public on how to protect people from the risks of contracting cancers and other diseases while in the course of their duties or in the course of their job. The committee will also provide peer support for anyone in need of it.

## **ARTICLE VII                      POLITICAL ACTIVITY**

Section 1. This association takes the position that it will not support or endorse any candidate running for political office.

Section 2. This association may support any local, state or federal fire/emergency related legislation that will benefit its members or member Fire Companies/Departments in the performance of their duties and welfare.

Section 3. A political candidate may pass out political information before or after a meeting but not during the meeting.

Section 4. A candidate may address the members at a meeting. They may speak no longer than ten (10) minutes.

Section 5. If the political candidate wishes; they can wait until the meeting is over and talk with the members.

## **ARTICLE VIII                      FIRE ADVISORY BOARD MEMBER**

Section 1. To be eligible to be nominated for the position for the Five Advisory Board Member to represent the County Association; one shall be an active member of the County Association by attending a minimum of four (4) meetings in a fiscal year and have four (4) years in the fire service. This number of meetings shall also be for any elected office in this Association.

Section 2. The Association shall elect one (1) representative to the Fire Advisory Board every year, for which they will serve a two (2) year term. The Association shall also appoint the President and the 1st Vice President to the Fire Advisory Board every year. The Frist Vice President will serve a two (2) year term which will include their term as Association President. This will be in conjunction with the By-Laws of the Fire Advisory Board.

Section 3. The representatives from the County Association that serve on the Fire Advisory Board shall function in the best interest to the Association. They shall request input from the membership on matters concerning the Association and member companies. This may be done at an Association meeting or by written survey.

Section 4. Members of the Fire Advisory Board shall give a report at the next regular meeting of the Association following the Fire Advisory Board meeting.

Section 5. Any elected representative of the Fire Advisory Board that cannot serve their full term, the President shall appoint a new representative from the association membership at large to fill the term as described in Article VIII Section 1.

Section 6. The term of all Fire Advisory Board members shall begin January 1st and end December 31st consisting of a two (2) year term. Newly elected and appointed members described in Article VIII Section 2, shall assume their duties on January 1st after being elected and/or appointed to follow suit with the Fire Advisory Board By-Laws.

## **ARTICLE IX                      ACADEMY DIRECTORS**

Section 1. The Academy Directors shall have full authority to operate and maintain the Academy and to develop policy, rules, regulations, and scheduling for the use of the regional training academy.

Section 2. The Academy Directors shall consist of Fire Academy Emeritus members, nine (9) elected members, and by virtue of their office, the Secretary and Treasurer of the Association.

Section 3. Nominations and elections for the Academy Directors shall take place annually in the same manner as prescribed for by the election of the officers of the Association. All nominees must be members in good standing of the Association, have completed four (4) years in the fire service, and have attended the required Association meetings to run for office. Every year, three (3) Academy Directors shall be elected for a three (3) year term. The three (3) members receiving the highest votes shall be declared the winner. In the case of a tie vote then a revote will be taken until the tie is broken.

Section 4. The term of all Academy Directors shall begin after the convention swearing in ceremony at the end of their respective term. The fiscal year of the Academy Directors shall coincide with that of the Association.

Section 5. The Academy Directors shall meet the first Wednesday of September, November, April, and June, at a time and location to be determined by the Academy Directors. An Academy Director must attend 2 meetings of the Academy Directors to maintain their status as an Academy Director. Special meetings if needed may be called by the Chairman or five members of the Academy Directors in writing to the Chairman. A special meeting may take place after receiving a written notice. Notification of all Academy Directors shall be made with a time, date, and location of the special meeting.

Section 6. Five Academy Directors shall constitute a quorum for the transaction of the business.

Section 7. An annual election of a Chairman and Vice Chairman for the Academy Directors shall be selected at the first meeting in September. The Secretary and Treasurer of the association shall serve in their respective capacities for the Academy Directors. The Chairman, Vice Chairman and one other member appointed by the Chairman shall serve as a liaison and be part of the training committee. Any of the remaining Academy Directors who wish to serve on the training committee may do so by contacting the Chairman of the training committee advising the chairman their desire to serve.

Section 8. Should a vacancy occur with the Academy Director Chairman then the Vice Chairman shall fill that position and an election shall be done by the Academy Directors to replace the Vice Chairman likewise should the vacancy occur in the Vice Chairman. If a vacancy occurs in the term of any Academy Director, an election shall be held in accordance with Article II, Section 5

Section 9. Any Academy Director not fulfilling their attendance at meetings or refusing to perform their duties or misconduct will be removed from office. See ARTICLE V REMOVAL FROM OFFICE

## **ARTICLE X POWERS AND DUTIES OF ACADEMY DIRECTORS**

Section 1. It shall be the power of the Academy Directors to.

A. When annual training is being held. Attendance is a must requirement at least for 3 (three) days during this time. Advance notice will be given when training will be held. Not being here at the academy for this could be just cause for removal as an Academy Director.

B. If there is other use of the academy for training or testing an Academy Director or a Facilitator will be the Academy Facilitator. He/she will be contacted to be here. The Academy Director must give just reason for not being able to be here.

C. A chairperson will be appointed or elected out of the current sitting Fire Academy Directors. The chairperson will serve for a 1 (one) year term. Refer to Article IX, Section 7

D. Schedule and coordinate activities for the use of the Academy.

E. Create and enforce ground rules and operating guidelines for the use of the Academy.

F. Operate and Maintain the Academy.

G. Approval is required at an Academy Directors' meeting to hire any help that is deemed necessary for the operation and maintenance of the Academy and set the compensation rate for the help. Prior to any person being hired, said person must have the necessary State Child and Background Clearances. Job descriptions for any hired help will be provided by the Academy Directors.

H. Make necessary purchases or designate those who can for the operation and maintenance of the Academy. Bring to the Association for approval of any expenditures costing over (\$500.00) Five Hundred Dollars.

I. Execute any contracts needed for the operation of the Academy upon the Association's approval.

J. Establish and manage a yearly budget for the operation of the Academy.

K. Annually perform an inventory of the Association property at the Academy and provide a written report to the Treasurer.

L. Develop and maintain a long-range plan for the Academy to address current and future needs of the Academy.

M. Give a report at the regular scheduled Association meeting on any activity, transactions, or expenditures involving the Academy.

N. The Academy Directors must get prior approval from the members of the Association in order to: purchase or sell land, purchase, or sell any equipment that is set by the limits in Article X Section 1.H, dealing with the operation of the Academy.

## **ARTICLE XI      ACADEMY DIRECTOR EMERITUS**

Section 1. An Academy Director Emeritus is a member of the elected Academy Directors who has served a minimum of (4) terms or (12) years and wishes to move to an Emeritus status. Nothing prevents a member for serving a longer time or wishing to remain as an elected Academy Director providing that an Academy Director is elected every three years.

Section 2. A member who has completed the requirements to achieve this status and wishing to become an Academy Director Emeritus shall send a letter to the Chairman of the Academy Directors requesting this action.

Section 3. A member who is placed on Academy Director Emeritus can remain in this status as long as that member wishes or until said member submits a letter of resignation to the Academy Director Chairman.

Section 4. An Academy Director Emeritus shall have the same power as an Academy Director which includes voting privileges.

## **ARTICLE XII                    ASSOCIATION MEETINGS**

Section 1. A failure to hold any convention meeting at the time designated in the By-Laws shall in no way constitute a dissolution of this Association.

Section 2. The regular meeting of the Association shall be held on the Fourth Thursday of each month, except the month of July, August, November, and December. The December the meeting shall be held on the second Thursday due to conflicts with holidays. There will be no meetings held in November. The convention meeting may be held either in July or August depending on the dates selected by the host of the convention. If the month of July is selected then there will be no meeting in August, likewise if the convention meeting is held in August, then there would be no July meeting. In either case the meeting of the Association during the convention will be held on a Friday.

Section 3. All meetings will be held at 7:00 P.M. except the convention meeting which will have a `morning session starting at 11:00 A.M. followed by a recess and an afternoon session starting at 2:00 P.M.

Section 4. The January meeting shall be the first of the new financial year.

Section 5. A photo identification card and the Association membership card shall be required when there is a secret ballot.

Section 6. A special meeting may be called by the President or may be at request of eight (8) members of the Association stating the reason to hold a special meeting. The meeting will be held within ten (10) days of the request. The time and location will be announced by the Secretary through written notification to the member Fire Companies/Departments.

Section 7. The current edition of "Roberts Rule of Order" and any special rules and regulations adopted by this Association shall be the rules and regulations governing this Association.

Section 8 The meetings will be conducted under the following order of business:

- A. Call Meeting to Order
- B. Pledge of Allegiance
- C. Reading of Minutes
- D. Communications
- E. Reading of Bills
- F. Treasurer's Report
- G. Committee Reports
- H. Roll call of Officers
- I. Roll Call of Companies
- J. Old and Unfinished Business
- K. New Business
- L. Good of the Association

M. Announcement of Next Meeting (Date and Location)

N. Adjournment

Section 9. The presiding officer shall preserve order and decorum. All questions of order shall be decided by the presiding officer subject to appeal to the Association.

Section 10. Every member when they speak, shall be standing in his or her place, addressing the presiding officer, giving their name and company.

Section 11. When two or more members shall rise at once the presiding officer shall name the member to speak first.

Section 12. A member called to order shall immediately sit down unless permitted to explain to the Chair. If there be no appeal, the decision shall be conclusive.

Section 13. Seven (7) member companies of the Association in good standing shall constitute a quorum for the transaction of business.

Section 14. Should a State or National Emergency be declared or where there is some type of calamity such as war, pandemic, Etc. Meetings will be allowed to be conducted through technological means or platforms that may be available at the time to permit Association business to be conducted without jeopardizing the welfare of the Association members or their communities.

Section 15. The Financial year of this Association shall begin on January 1<sup>st</sup> and end on December 31 of the same year.

Section 16. When a motion is properly made and second. A vote will be taken to accept or reject the motion that was made. The motion that was made, rejected, or accepted will be recorded in the meeting minutes.

At a later scheduled monthly meeting. The motion that was accepted at a previous meeting comes into question and rescinding the motion is recommended for the good of the Association. Only the person who made the motion and the person who seconded the motion can rescind the motion. Both people must agree to rescind a motion.

There are three (3) ways to rescind a motion. In person at a scheduled monthly meeting, A letter signed by both parties and delivered to the President of the Association, or by social media (Text, Email, Etc). Using social media can be used if the first two options cannot accommodate the members who made the motion and second the motion.

## **ARTICLE XIII**

## **DEATH BENEFITS**

Section 1. The amount of benefits shall be Two Hundred Seventy Five (\$275.00) Dollars as long as any money remains in the Death Fund. The amount of benefits are subject to change by a majority vote according to the By-Laws.

Section 2. The proper Officers of this Association are authorized to write a check on the Death Fund payable to the beneficiary by the assured as soon as notification of death is given. A member in good standing upon his death is only entitled to one death benefit. A designated beneficiary or estate has up to one year from the date of death of a member in good standing to file a death claim with the Treasurer of the Association.

## **ARTICLE XIV                      AMENDMENTS**

Section 1. This Association shall have the power at any time to alter, amend or revise the By-Laws. All amendments to the By-Laws shall be presented in writing, signed by five (5) members in good standing at any regular meeting of the Association.

Section 2. The amendment(s) will be presented and read at the first meeting.

Section 3. It shall lay over and be reread by the Association Secretary at the following monthly meeting.

Section 4. Before the third monthly meeting in which the amendment(s) will be voted on by secret ballot the Secretary will send a letter or an Electronic Mail to all member companies with a copy of the amendment(s) and stating the time and location of the vote.

Section 5. A photo identification card and the Association membership card must be presented in order to obtain a ballot.

Section 6. Any amending, adding or revising of the Cambria County Regional Firefighters' Association By-Laws shall require a Simple Majority vote by the members attending the meeting which the proposal is being voted in order for said proposal to be enacted as a By-Law

## **ARTICLE XV                      BY-LAWS ENFORCEMENT**

Section 1. At the adoption of these By-Laws of the Cambria County Regional Firefighters' Association, all former By-Laws and rules or copies thereof, are here by declared null and void.

## **ARTICLE XVI                      DISSULTION**

Section 1. Upon the dissolution of this Association, the Officers shall after paying or making provisions for the payment of all the liabilities of the Association, dispose of all assets of the Association in such a manner, or to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an organization or organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954 ( or corresponding provisions of any future United States Internal Revenue Law) as the Officers shall determine. Any such

assets not so disposed of shall be disposed of by the Court of Common Pleas of Cambria County in which the principal office of the Association is then located exclusively for such purpose as said court shall determine, which organized and operated exclusively for such purposes.

## **ARTICLE XVII                   NON-DISCRIMINATION**

Section 1. The Cambria County Regional Firefighters Association will accept members into this organization regardless of sex, race, color, national origin, religion, disabilities or age. (as provided in Article 1, Section 1, Membership).

## **ARTICLE XVIII                 CONVENTION DATES**

Section 1. The Cambria County Firefighters' Convention shall be conducted from the first day of July until the end of August of any year. The host department may conduct four (4) to eight (8) day convention of their choice. The mandatory Firefighters' games during the convention must be pumping contest, bucket brigade, and battle the barrel. Additional events can be approval of the Rules Committee.

## **ARTICLE XIX                   INSURANCE**

Section 1. The Association shall bond all of its officers and committees. The amount of the Bond required, will be need to be greater than the highest cash balance the association may have at one time. All officers and committee members will be covered by the Accident and Health Policy. Any delegate performing duties for the Association will be afforded the rights of insurance coverage. Should the association direct any Officer, delegate, or committee member to perform a duty / function, attend a training, public relations event, fund raising event or meeting on behalf of the association will be considered covered. Any of these events that may occur between the normally scheduled Association meetings must be acknowledged by the President, or any of the Vice Presidents to be covered by the rules and regulations of our Policy.

Section 2. Any insurance claim filed against the Association must be approved by the signatures of the President, Secretary, and Treasurer before the insurance company will act on the claim.

Section 3. Every two years, on the odd year, the insurance of the Association shall be reviewed by the officers of the Association. During this review, the Officers will have the right to add, subtract, increase or decrease coverage of our Policies in conjunction with the practices of our Association, and with the recommendation of our Academy Directors (Committee). As any large asset items are obtained or sold (retired) (within the 2-year time period) the Policy may be adjusted by written correspondence from the Association Secretary directly to our Agent of record.

## **ARTICLE XX                   Independent Contractors**

Section 1. Purpose

The Association may from time to time find it necessary to hire people to perform certain tasks and jobs with specific skills sets and/or time commitments that benefit the Association but are beyond those skills or commitments typical of volunteer members. In doing so, the Association will set terms and conditions for their contract.

## Section 2. Process

As described under Article VI, Section 15, the Personnel Committee will meet to determine job justifications and budgetary impacts of any position. A proposal shall be taken by the body of the Association at a regular meeting for consideration by the body. If accepted by the body, a job description shall be created, and postings made to fill the position. All qualified candidates shall be interviewed by the Personnel Committee. If a selection is made, it shall be proposed to the Association at a regular meeting, subject to the approval of the body.

## Section 3. Pay

Pay intervals for contractors shall be determined by the Personnel Committee. All pay shall be reported via IRS Form 1090 filed annually.

## Section 4. Terms and Conditions

All such positions are created “at will” contractors. The Personnel Committee shall act in accordance with generally accepted principles of management but retains the power to end the position or remove the person with cause or upon finding that a needs justification no longer exists or the budgetary condition of the Association no longer supports the position. A termination “for cause” may be subjected to an appeal to the Executive Committee via written request filed within 5 days of the notice of termination. The Executive Committee may meet in person or virtually, but in any case, within 2 weeks of the appeal notice being filed. Their decision shall be final.

By-Laws Revised and adopted 12/9/2021

By-Laws Amended 7/30/2022

By-Laws Amended 3/23/2023

By-Laws Amended 8/4/2023

By-Laws Amended 12/14/2023

By-Laws Amended 5/23/2024

By-Laws Amended 2/27/2025

By-Laws Amended 2/26/2026