**Delaware State Fire Chiefs Association**



**Constitution and BY-LAWS**

**Reprinted: September 2016**

Table of Contents

[**CONSTITUTION** 4](#_Toc461869395)

[**ARTICLE I - Name** 4](#_Toc461869396)

[**SECTION 1** 4](#_Toc461869397)

[**ARTICLE II - Territory** 4](#_Toc461869398)

[**SECTION 1** 4](#_Toc461869399)

[**ARTICLE III – Purpose and Objectives** 4](#_Toc461869400)

[**SECTION 1** 4](#_Toc461869401)

[**BY-LAWS** 5](#_Toc461869402)

[**ARTICLE I ‑ MEMBERSHIP** 5](#_Toc461869403)

[**SECTION 1** 5](#_Toc461869404)

[**SECTION 2** 5](#_Toc461869405)

[**SECTION 3** 6](#_Toc461869406)

[**ARTICLE II ‑ OFFICERS** 6](#_Toc461869407)

[**SECTION 1** 6](#_Toc461869408)

[**SECTION 2** 6](#_Toc461869409)

[**SECTION 3** 6](#_Toc461869410)

[**SECTION 4** 7](#_Toc461869411)

[**SECTION 5** 7](#_Toc461869412)

[**SECTION 6** 7](#_Toc461869413)

[**SECTION 7** 7](#_Toc461869414)

[**SECTION 8** 7](#_Toc461869415)

[**ARTICLE III ‑ DUTIES OF OFFICERS** 7](#_Toc461869416)

[**SECTION 1 - PRESIDENT** 7](#_Toc461869417)

[**SECTION 2 - FIRST VICE PRESIDENT** 7](#_Toc461869418)

[**SECTION 3 - SECOND VICE PRESIDENT** 7](#_Toc461869419)

[**SECTION 4 - SECRETARY** 8](#_Toc461869420)

[**SECTION 5 - ASSISTANT SECRETARY** 8](#_Toc461869421)

[**SECTION 6 - TREASURER** 8](#_Toc461869422)

[**SECTION 7 - DIRECTORS** 8](#_Toc461869423)

[**SECTION 8 - AT LARGE DIRECTOR** 8](#_Toc461869424)

[**SECTION 9 – EXECUTIVE DIRECTORS** 8](#_Toc461869425)

[**ARTICLE IV ‑ ELECTIONS AND MEETINGS** 8](#_Toc461869426)

[**SECTION 1** 8](#_Toc461869427)

[**SECTION 2** 8](#_Toc461869428)

[**SECTION 3** 9](#_Toc461869429)

[**SECTION 4** 9](#_Toc461869430)

[**SECTION 5** 9](#_Toc461869431)

[**SECTION 6** 9](#_Toc461869432)

[**ARTICLE V ‑ DUES** 9](#_Toc461869433)

[**SECTION 1** 9](#_Toc461869434)

[**SECTION 2** 9](#_Toc461869435)

[**SECTION 3** 9](#_Toc461869436)

[**SECTION 4** 9](#_Toc461869437)

[**SECTION 5** 10](#_Toc461869438)

[**SECTION 6** 10](#_Toc461869439)

[**ARTICLE VI ‑ AMENDMENTS** 10](#_Toc461869440)

[**SECTION 1** 10](#_Toc461869441)

[**ARTICLE VII ‑ RULES OF ORDER** 10](#_Toc461869442)

[**SECTION 1** 10](#_Toc461869443)

[**SECTION 2** 10](#_Toc461869444)

[**SECTION 3** 10](#_Toc461869445)

[**SECTION 4** 11](#_Toc461869446)

[**SECTION 5** 11](#_Toc461869447)

[**SECTION 6** 11](#_Toc461869448)

[**SECTION 7** 11](#_Toc461869449)

[**SECTION 8** 11](#_Toc461869450)

[**SECTION 9** 11](#_Toc461869451)

[**SECTION 10** 12](#_Toc461869452)

[**POLICIES** 12](#_Toc461869453)

[**SECTION 1** 12](#_Toc461869454)

# **CONSTITUTION**

## **ARTICLE I - Name**

### **SECTION 1**

The name of this Association shall be known as:

**"THE DELAWARE STATE FIRE CHIEFS ASSOCIATION**" hereinafter referred to as DSFCA.

## **ARTICLE II - Territory**

### **SECTION 1**

The activities of this Association shall be confined to THE STATE OF DELAWARE.

## **ARTICLE III – Purpose and Objectives**

### **SECTION 1**

The purposes and objectives of this Association are as declared in the following:

A. To invite and to urge all fire department Chiefs, Deputy Chiefs, Assistant Chiefs, Chief Engineers, Industrial Chiefs, Fire Marshal, and Past Officers of the above positions active members and to give their active and moral support to the course of safeguarding life and property against fire, accidents and natural disasters.

B. To promote speakers and exhibitions of proper and efficient suppression and rescue techniques.

C. To promote and support legislation that will result in better building construction and better safety conditions to both the firefighters and the public.

D. To distribute information and to arouse public interest in fire prevention.

E. To establish the fire service as a safety and fire prevention organization as well as an effective extinguishment organization.

# **BY-LAWS**

## **ARTICLE I ‑ MEMBERSHIP**

### **SECTION 1**

The voting membership of this Association shall consist of:

A. **ACTIVE MEMBERS:**

All fire department Chiefs, Deputy Chiefs, Assistant Fire Chiefs, Chiefs Engineers, Industrial Fire Chiefs, Fire Marshalls, and all persons who have these positions in the past.

**Only active and Life members shall be eligible to vote and to hold office**

### **SECTION 2**

**A. ASSOCIATE MEMBERS:**

Any person interested in the subject of fire prevention, fire suppression and fire protection is eligible for Associate Membership.

**Associate Members shall have voice but no vote in the affairs of this Association.**

 **B. HONORARY MEMBERS:**

Any person who has rendered outstanding service in fire prevention, fire suppression or fire protection work may be recommended by the Board of Directors to be elected to Honorary Membership. Honorary Membership shall continue for life unless it's canceled by a two-thirds vote of those members present and voting at a meeting of the Board of Directors.

 **Honorary member shall have voice, but no vote in the affairs of this Association**

 **C. LIFE MEMBERS:**

All Past Presidents completing said office in good standing will have a Life Membership bestowed on them. Any person who has rendered outstanding service in fire prevention, fire suppression or fire protection work may be recommended by the Board of Directors to be elected to Life Membership. Life Membership shall continue for life unless it’s canceled by a two-thirds vote of those members present and voting at a meeting of the Board of Directors.

 **Life member has voice and vote and are eligible for all elected offices**

**D. SUSTAINING MEMBERSHIP:**

The overall goal of this program is to reach out to others that have an interest in the mission of DSFCA. The name will appear on the web page.

**1. INDIVIDUAL MEMBERSHIP**

Any person that is not in a fire related activity that has an interest in the prevention, suppression, and promotion of fire related activities.

**Individual membership shall be able to attend all meetings, but have no vote.**

**2. CORPORATE MEMBERSHIP**

Any company that is not in a fire related activity that has an interest in the prevention, suppression, and promotion of fire related activities.

**Corporate membership shall be able to attend all meetings, but have no vote.**

**3. FIRE COMPANY MEMBERSHIP**

Any individual fire company in state or out of state that has an interest in the prevention, suppression, and promotion of fire related activities.

### **SECTION 3**

Applications for membership shall be submitted in writing to the Association at the winter, spring, summer, or conference meeting, or may be acted on by the Board of Directors. Applications will be provided by the designated dues collection Director from each county, and shall state the type of membership the applicant is applying for.

## **ARTICLE II ‑ OFFICERS**

### **SECTION 1**

The officers of this Association shall consist of a President, First Vice President, Second Vice President, Secretary, Assistant Secretary, and Treasurer who shall be elected by ballot from the active membership for a term of one year and six Directors who shall be elected in accordance with Section 2 of this Article. The Immediate Past President shall be appointed to serve one year as an At Large Director.

### **SECTION 2**

Directors shall consist of six members and shall be elected for two year terms from the active members of this Association. The Directors shall consist of two Directors from each of the three counties in the state and elected for two year terms on alternating years for each County Director.

### **SECTION 3**

The current president of each County Chiefs Associations will be appointed to serve for one year as an Executive Director. The Executive Directors will have voice and vote on the Board of Directors.

### **SECTION 4**

The Board of Directors of this Association shall consist of the President, First Vice President, Second Vice-president, Secretary, Assistant Secretary, Treasurer, six elected Directors, three Executive Directors, and the At Large Director. The Board shall meet at such times and places that the President, or ranking Vice Presidents shall designate. Seven (7) members shall constitute a quorum for the transaction of business

### **SECTION 5**

The President shall be an ex‑officio member of all committees, except the Nominating Committee, and may appoint as his designee, any other officer of the Association.

### **SECTION 6**

Vacancies in offices shall be filled by the Board of Directors until the next election for the unexpired term.

### **SECTION 7**

The Board of Directors shall have general charge in directing its activities and expenditures, and in auditing the accounts of the Treasurer.

### **SECTION 8**

All officers of this Association shall be expected to attend the regularly scheduled meetings and shall not be permitted to miss more than two consecutive meeting without written consent of the President and Secretary of this Association. Any officer that misses more than two consecutive meetings shall be called upon by the Board of Directors to solicit the officer’s resignation.

## **ARTICLE III ‑ DUTIES OF OFFICERS**

### **SECTION 1 - PRESIDENT**

It shall be the duty of the President to preside over all meeting of the Association and Board of Directors meeting. He/she shall appoint standing or special committees as required to promote the aims and objective of the Association, and to perform other duties as required by his office.

### **SECTION 2 - FIRST VICE PRESIDENT**

It shall be the duty of the First Vice President to perform all duties of the President in his/her absence, and shall assist the President in any way when he/she is presiding at any function.

### **SECTION 3 - SECOND VICE PRESIDENT**

It shall be the duty of the Second Vice President to perform the duties of the President if the President and First Vice President are absent, and shall assist the President and First Vice President in any way when they are present at any function.

### **SECTION 4 - SECRETARY**

It shall be the duty of the Secretary to keep a complete record of the proceedings of the regular and Board of Directors meeting. He/she shall receive and respond to all communication for the business of the Association in a prompt manner.

### **SECTION 5 - ASSISTANT SECRETARY**

It shall be the duty if the Assistant Secretary to perform the duties of the Secretary in his/her absent, and to assist the Secretary when required.

### **SECTION 6 - TREASURER**

It shall be the duty of the Treasurer to have custody of the funds of the Association and all monies in his/her possession shall be deposited in a chartered bank approved by the Board of Directors. He/she shall keep a true and complete record of all monies received and disburse, and report the same in writing at each regular meeting of the Association. He/she shall disburse funds under proper authorization by checks.

### **SECTION 7 - DIRECTORS**

It shall be the duty of the Directors to keep the membership rosters from each county, collect annual dues, and turn dues money over to the Treasurer. The Directors will insure that all Past President are listed as Life Member on the dues invoice and maintain an updated list. They shall also join the Board of Directors in conducting business between the regular scheduled meetings of the Association.

### **SECTION 8 - AT LARGE DIRECTOR**

It shall be the duty of this Director to serve the President and or the Board of Directors in all matters of the Association

### **SECTION 9 – EXECUTIVE DIRECTORS**

It shall be the duty of these Directors to report to Board of Directors on all matters pertaining to their County Chiefs Association and serve the President in all matters of the Association.

## **ARTICLE IV ‑ ELECTIONS AND MEETINGS**

### **SECTION 1**

Any candidate seeking an office of President, First Vice-President, and Second Vice-President of this association shall submit a letter of endorsement from the County Fire Chiefs Association from which county he/she is active as well as from the member company that he/she is an active member. All other offices should have a letter if possible.

### **SECTION 2**

There shall be a Nominating Committee of three (3) active members, one from each county, appointed at the winter meeting. It shall be their duty to report to the Secretary a list of the nominations for the officers at least thirty (30) days prior to the summer meeting. The list shall be signed by a majority of the Nominating Committee members. Nominations from the floor will be permitted at the summer meeting and the requirement for letters of endorsement are not needed, however the candidate should submit a letter from his member company that he/she is an active member.

### **SECTION 3**

At least four meetings per calendar year shall be held. A meeting shall be held in the winter, spring, summer, and the fourth meeting shall be held during the D.V.F.A. Conference. Dates and locations will be announced at the previous meeting.

### **SECTION 4**

The annual election of officers shall be held at the summer meeting, and the installation of officers shall be held at the D.V.F.A. Conference meeting.

### **SECTION 5**

The D.V.F.A. Conference meeting shall consist of the installation of officers, payment of bills, and a program. Social activities will follow the meeting.

### **SECTION 6**

A current membership card and proper identification must be presented to be admitted to the D.V.F.A. Conference meeting.

## **ARTICLE V ‑ DUES**

### **SECTION 1**

Life and Honorary members shall pay no dues. The annual dues for the Active and Associate members shall be decided by a majority vote of the Board of Directors, and the results stated at the winter meeting. Dues are collected at the summer meeting and run from July 1st of current year to June 30th of the following year.

### **SECTION 2**

Dues for Honorary members shall be free

### **SECTION 3**

Dues for Sustaining:

Individual membership will be $50.00.

Corporate Membership will be $200.00

Fire Company Membership will be $50.00

### **SECTION 4**

The annual membership dues shall be collected by a designated Director from each county, and they shall maintain the membership rolls for their respective county. The designated Director shall report on the status of all members at the summer meeting.

### **SECTION 5**

Any member that is delinquent in his/her dues shall not be eligible to run for any office until his/her dues are paid in full.

Any member that has delinquent dues for more than two consecutive meetings shall be called upon by Board of Director to solicit explanation for non-payment. All members shall be afforded one opportunity to have dues paid in arrears and any delinquency will be reason for termination by the Board of Directors.

All members’ sponsoring company or corporate membership must be in good standing or the member is ineligible to hold any office of this Association.

### **SECTION 6**

The Association may provide funds for officers and or individuals to cover such expenses that are approved by the Board of Directors and the Association.

## **ARTICLE VI ‑ AMENDMENTS**

### **SECTION 1**

In order to alter, amend or revise the Constitution or BY-LAWS, the alteration, amendment or revision has to be submitted to the Secretary of this Association on or before the spring meeting. The Secretary shall notify all members of the proposed changes at least (30) days in advance of the summer meeting. A two thirds Yes vote of the members present during the summer meeting shall be necessary for the adoption of each change.

## **ARTICLE VII ‑ RULES OF ORDER**

### **SECTION 1**

The presiding officer shall preserve order and decorum, and shall take no part in debate while he/she in presiding. All questions on order shall be decided by him/her, subject to an appeal to the floor, and upon such an appeal, the vote shall be taken without debate. The presiding officer may state his/her reasons for the decision given and shall put the question as follows: "shall the decision of the chair be sustained" a two thirds majority of the eligible voting members shall be necessary to reverse the decision if the chair.

### **SECTION 2**

Every member who speaks or offers a motion shall raise in his/her place, state his/her name and company, and when finished speaking, shall resume his/her seat at once. When speaking, a member must confine himself/herself to the question under debate, and avoid all personal or indecorous language, and if required, he/she shall put his/her motion into writing.

### **SECTION 3**

When two or more members rise to speak at the same time, the presiding officer shall decide who is entitled to take the floor first.

### **SECTION 4**

A member called to order shall immediately cease speaking and resume his/her seat until the point of order in question has been declared and decided; then he/she shall be entitled to the floor again.

### **SECTION 5**

A motion to take the previous question shall always be in order, except when a member is in possession of the floor, and must be put without debate, and if supported by a majority of the voting members present, shall be declared carried and no further debate or amendments shall be in order until the main question shall have been decided.

### **SECTION 6**

A motion to adjourn shall always be in order, except when a member is in possession of the floor, or a vote is being taken when it has been decided that a vote be taken now. A motion to adjourn is not debatable, but a motion to a given time is open to debate.

### **SECTION 7**

The consideration of any proposed amendments to the Constitution/BY-LAWS or Rules of Order, of which proper notice has been given previously to the opening of the summer meeting, shall be the first item of new business at this meeting.

### **SECTION 8**

Any question coming before a meeting for which no provisions have been made in the Constitution or BY-LAWS, the presiding officer shall be guided in his/her decision by the rules laid down in Roberts Rules of Order. (Revised)

### **SECTION 9**

**ORDER OF BUSINESS (WINTER, SPRING, AND SUMMER) MEETING**

**1. Meeting call to order**

**2. Pledge to the flag**

**3. Invocation**

**4. Welcome by Chief of Host Company**

**5. Response from State Chiefs Officer**

**6. Introduction of Speaker and/or Program**

**7. Officer Roll Call**

**8. Recognition of Past Presidents**

**9. Minutes from previous meeting**

**10. Report of Officers (President thru Directors)**

**11. Introduction of guests**

**12. Report of standing committees**

**13. Reading of communications**

**14. Unfinished business**

**15. New business**

**16. Election of Officers (summer meeting only)**

**17. Good of the Association**

**18. Date and place of next meeting**

**19. Benediction**

**20. Adjournment**

**CONFERENCE MEETING, ORDER OF BUSINESS**

**1. Meeting call to order**

**2. Pledge to the flag**

**3. Invocation**

**4. Recognition of Past Presidents**

**5. Payment of bills**

**6. Speaker and or Program for the evening**

**7. Heroic Firefighter of the year presentation**

**8. Installation of Officers**

**9. Date and place of next meeting**

**10. Benediction**

**11. Adjournment**

### **SECTION 10**

A quorum for transaction of business at any stated or called meeting of this Association shall be twenty-five (25) active members.

# **POLICIES**

### **SECTION 1**

This section is for standing motions or activities that require ongoing action. The action can be monthly or yearly.

### **SECTION 2**

The motion or activity can be added, change, and deleted at any regular meeting of this Association, except the Conference meeting by a majority vote of the members present.

### **SECTION 3**

**The standing motions are:**

**1.** The association will send the President or his designee of their choice to the FDIC or IAFC Conference. The Board of Directors will set the expense money.

**2.** The association will send the President or his designee to fire caucus (CFSI) in Washington. The Board of Directors will set the expense money.

**3.** The association will send the President or his designee to the Eastern Chiefs Association Conference. The Board of Directors will set the expense money.

**4.** The association will continue to give awards to the fire prevention winners at the DVFA executive meeting.

**5.** The association will continue to recognize and award the Heroic Fireman (firemen) of the year at the Annual DVFA conference State Chiefs banquette meeting.

### **SECTION 4**

**The activities are:**

**1.** The President shall attend the event scheduled for the State Fire Prevention Awards.

**2.** The President shall attend the Memorial Service at the Annual DVFA Conference

**3.** The association will continue to send the sustaining membership to all fire departments.