

Delaware State Fire Chiefs Association



Constitution and BY-LAWS

Revised: March 2024

Table of Contents

CONSTITUTION 4

ARTICLE I - Name 4

SECTION 1 4

ARTICLE II - Territory 4

SECTION 1 4

ARTICLE III – Purpose and Objectives 4

SECTION 1 4

BY-LAWS 5

ARTICLE I - MEMBERSHIP 5

SECTION 1 5

SECTION 2 5/6

SECTION 3 7

ARTICLE II - OFFICERS 7

SECTION 1 7

SECTION 2 8

SECTION 3 8

SECTION 4 8

SECTION 5 8

SECTION 6 8

SECTION 7 8

SECTION 8 9

SECTION 9 9

ARTICLE III - DUTIES OF OFFICERS 9

SECTION 1 - PRESIDENT 9

SECTION 2 - FIRST VICE PRESIDENT 9

SECTION 3 - SECOND VICE PRESIDENT 9

SECTION 4 - SECRETARY 10

SECTION 5 - ASSISTANT SECRETARY 10

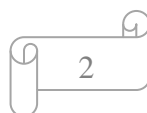
SECTION 6 - TREASURER 10

SECTION 7 – ASSISTANT TREASURER 10

SECTION 8 - DIRECTORS 10

SECTION 9- AT LARGE DIRECTOR 10

SECTION 10 – EXECUTIVE DIRECTORS 10



ARTICLE IV - ELECTIONS AND MEETINGS..... 11

SECTION 1 11

SECTION 2 11

SECTION 3 11

SECTION 4 11

SECTION 5 11

SECTION 6 11

ARTICLE V - DUES 12

SECTION 1 12

SECTION 2 12

SECTION 3 12

SECTION 4 12

SECTION 5 12

SECTION 6 12

ARTICLE VI - AMENDMENTS 13

SECTION 1 13

ARTICLE VII - RULES OF ORDER 13

SECTION 1 13

SECTION 2 13

SECTION 3 13

SECTION 4 13

SECTION 5 14

SECTION 6 14

SECTION 7 14

SECTION 8 14

SECTION 9 14/15

SECTION 10 15

POLICIES 15

SECTION 1 15

SECTION 2 15

SECTION 3 15

SECTION 4 16

SECTION 5 16

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 are 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. Associate EMS Member: Adopted 1/26/23

The purpose of this membership is to entitle an EMS person to be a member of the DSFCA to serve on the Delaware State Chiefs EMS committee. To be eligible for this category you must be an active EMS person holding a valid NREMT card and your dues must be paid in full either by yourself or your department/organization. Dues will be what is set forth by the DSFCA bylaws Article V Section 3. This membership entitles you to attend the meetings and have a voice & vote on EMS issues (ONLY) brought up by the committee. You will not be able to have a voice or a vote on any Delaware State Fire Chiefs Association issues that come to the floor or run for any office of this Association. The President of the Delaware State Fire Chiefs Association will appoint one of the members of this category as chairperson of the committee for a minimum of one year term. The committee will stay current and up to date with all State EMS protocols, rules and regulations that pertain to the Delaware EMT's as well as represent the DSFCA on county, state or national issues that may require EMS representation. This committee may still present EMS awards at the annual conference meeting of the DSFCA. The funds that were turned over from the DSEMSA will go into a separate saving account named for the EMS committee, this will be overseen by the DSFCA treasure. The request for funds must be approved by the EMS committee with a vote as well as all active DSFCA members attending the meeting when funds are requested.

E. 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 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 Adopted 3/24/22

Code of conduct and discipline

All officers of this Association are expected to conduct themselves in a professional and respectful manner that reflects the goals of our Constitution and Bylaws as well as the members they represent.

If at any time an officer of this Association engages in any activity which reflects negatively on this Association, or if at any time an officer of Association is considered not in good standing of their Fire Company of which he or she is a member of that officer shall no longer be eligible to serve as an officer of the Delaware State Fire Chiefs Association. The President has the authority to take immediate temporary action removing said officer from office. The Association board of directors shall meet at the earliest possible time to make a final decision on the status of that individual's position as an officer of this Association.

If an officer is pending any due process within their fire department or within the judicial system relative to the conduct in question, the President may suspend the officer from office until the result of those proceedings are complete. At which time the association board will meet will make a final decision on the status of said officer. If the conduct in question reflects negatively on the Chiefs Association the President can take immediate action regardless of any actions or nonaction by the officers Fire company. The board of directors have the final say on all disciplinary action the decision of the Delaware State Fire Chiefs Association board of directors Shall be final.

In compliance with this by law if the infraction involves the President of this Association the board of directors have authority to take appropriate actions in compliance with this by law to issue punishment on the President

SECTION 2- Adopted 1/25/24

The officers of this Association shall consist of a President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer and Assistant 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 3

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 4

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 5

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 6

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 7- Adopted 1/25/24

Vacancies in offices of the President or 1st Vice President will be filled by their successor for remaining term and will be permitted to complete their scheduled election term. The office of Secretary and Treasurer will be filled by their assistant. The 2nd vice President shall be filled by the Board of Directors until the next election for the unexpired term. If a vacancy occurs within the first six months of the term, a special election can be called. If it is in the last 6 months or less in the remaining term the vacancy will be filled without an election.

SECTION 8-Adopted 3/28/24

The Board of Directors shall have general charge in directing its activities, expenditures and in auditing the accounts of the Treasurer. It shall be the duty of the President to call for a meeting of the officers after the September installation meeting. The purpose of the meeting is to set a budget for income and expenditures to be presented to the membership for vote at the January meeting. The fiscal year will run from January 1 to December 31.

SECTION 9

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-Adopted 3/28/24**

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. It shall be the duty of the President to call for a meeting of the officers after the September installation meeting. The purpose of the meeting is to set a budget for income and expenditures to be presented to the membership for vote at the January meeting 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 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-Adopted 1/26/23

It shall be the duty of the Treasurer to have custody of the funds of the Association and all monies in the treasurer’s possession shall be deposited in a chartered bank approved by the Board of Directors. The treasurers shall keep a true and complete record of all monies received, disbursed, and credit card usages and report the same in writing at each regular meeting of the Association. To ensure that the credit card usage complies with this association’s credit card policy listed in this bylaw under policies the treasurer shall disburse funds under proper authorization by checks.

SECTION 7 – Assistant Treasurer Adopted 1/25/24

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

SECTION 8 - 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 ensure 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 regularly scheduled meetings of the Association.

SECTION 9 - 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 10 – 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 Adopted 3/24/22

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 DVFA Conference. Dates and locations will be announced at the previous meeting. The President with approval of the board of directors may change, alter, or cancel any meeting or event of this Association due to an act of God, government, state of emergency (State or Federal) riot, war, civil disorder, terrorism, epidemic, pandemic, or any other cause beyond reasonable control.

SECTION 4

The annual election of officers shall be held at the summer meeting, and the installation of officers shall be held at the DVFA Conference meeting.

SECTION 5

The DVFA 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 DVFA 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	\$10.00.
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 Adopted 6/25/20

In order to alter, amend or revise the Constitution or bylaws, the alteration, amendment, or revision has to be submitted to the bylaws committee in written form and signed or electronically submitted with a name. The committee will review the bylaws and forward their recommendations to the Secretary of this Association. Bylaws can amended at any meeting except conference. The committee must send the recommendations to the secretary of this association and the secretary must notify the membership electronically a minimum of 30 days prior to the meeting with the changes. A two-thirds yes vote of the membership present during the 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 is 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 rise 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, changed, 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 banquet 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.

SECTION 5-Adopted 1/26/23

CREDIT CARD POLICY

Policy:

The Association may obtain one or more credit cards if needed and will assign cards directly to the Delaware State Fire Chiefs Association officers and or individuals requiring the same for official business purposes. The authorized cardholder will only use the credit card for official business of the Association. As administrator, the Treasurer has the authority to set credit limits based on the required need for each user. Unauthorized use of the credit card will result in forfeiture of the credit card along with possible disciplinary action. Use of debit cards for any type of cash withdrawal will not be permitted for any reason.

Card Issuance:

The Association credit cards shall be issued in the name of the Delaware State Fire Chiefs Association as well as in the name of the individual to whom the card is issued. All cardholders are personally responsible for the care and safekeeping of same while in their possession. Upon the completion of the office, removal, or changes in personnel the credit card shall be turned in to the Treasurer of the Association.

Advance Approval:

Budgetary items such as conferences, travel, operating expenses, etc. require no advance approval for use of the credit card. Purchases not covered within the budget must need prior approval from the President before proceeding. However, the use of the credit card for large purchases should also be coordinated through the President and Treasurer of the Association.

Credit Card Purchases:

The cardholder shall give the original receipt(s) from each credit card purchase to the Treasurer. The receipt(s) shall be initialed by the purchaser prior to turning over same. The cardholder shall also make sure the receipt (s) includes the following:

- The date of purchase
- The vendor with whom the transaction was made.
- For meals, the names of all the people attending the meal and a description of the business purpose in accordance with IRS regulations.
- The total amount of each credit card purchase and the budget line item the expenditure falls within

If the cardholder fails to produce a receipt, the cardholder will be held personally responsible to reimburse the Association for such expenditure.

