

PUTNAM COUNTY FIRE CHIEFS ASSOCIATION, INC.  
Constitution and By-Laws

**ARTICLE 1**

**Name**

Section A. The Name of this organization shall be “Putnam County Fire Chief’s Association, Inc.”.

**ARTICLE 2**

**Objects**

Section A. The object of this association shall be:

1. To interest Supervisors, Mayors, Trustees, Commissioners, Fire Chiefs, and volunteer Firemen of all cities, town, villages, or local fire districts within the limits of the Association, who may be connected in any way with the firematic matters within those boundaries, for the improvement, assistance and cooperation of all for more effective fire fighting and fire prevention.
2. To Work to unite its members in the closest bond of good fellowship and to promote a closer business and social union amongst them.
3. To Encourage active consultation and training in all matters related to fire fighting equipment and procedures.
4. To mutually exchange opinions and preparation in the event of a general conflagration.
5. To bring about a better understanding of the Association by the general public.
6. To promote the concept that organization and cooperation are more valuable than strife, vicious rivalry, destructive competition
7. To encourage recognition from Federal, State, and local authorities.
8. To cooperate with all other organization engaged in laudable efforts for the betterment of Fire Departments and Ambulance Corp.s, and of the Police in their relation to firematic matters.

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**ARTICLE 3**

**Membership**

**Section A.** There shall be three classes of membership, Active, Associate and Honorary.

1. Active members of this Association shall consist of Chiefs, Assistant and Ex-Chiefs, and County Fire Coordinators within the County of Putnam.
2. Associate members shall consist of all others who are directly connected with any Fire Department or Ambulance Corp. within Putnam County.  
Associate members shall not have the right to vote or hold office.
3. Honorary Members shall be all others who have performed any distinguished service for the Association or for any Fire Department connected with the Association and who are elected by unanimous vote of the membership at any meeting. Honorary members shall have not the rights to hold office or vote.
4. All Active Members with (20) years consecutive service shall achieve "Life Membership Status" and shall be exempt from dues. They shall retain all rights and privileges of an Active Member.

**Section B.** All active members whose dues from 1997 shall have been paid not later than the March Meeting, 1997, shall be known as Honorary Charter Members of this Association, and shall have the right through all time to vote provide their dues are paid even though their status may change.

**ARTICLE 4**

**Dues**

**Section A.** The membership fee for Active members shall be \$10.00 dollars per year, for Associate members it shall be \$20.00 dollars per year, payable at the January and February meetings, and at the March meeting before the election of officers. No Active member may vote at any time unless his current dues are paid in full and past dues are up to date.

**Section B.** In the event of a collation or entertainment at any meeting of the Association, or Board of Directors, the cost of such collation or entertainment shall be borne by the host company.

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**ARTICLE 5**

**Resignations**

**Section A.** Resignations are to be made in writing. Such resignations are to be read and recorded in the minutes of the next regular meeting.

**ARTICLE 6**

**Expulsions**

**Section A.** Any Member may be expelled from this Association by two-third vote of the eligible voting members at any given meeting for actions which are considered detrimental to the good and welfare of the Association.

**Section B.** The expulsion of any member shall become effective upon his failure to pay his dues as defined in Article 4 Section A. without a hearing.

**Section C.** Any member will have the right to a hearing, other than for non-payment of dues, by the Board of Directors on a expulsion charges. The procedure for said hearing shall be in accordance with the State Administrative Procedure Act.

**ARTICLE 7**

**Reinstatements**

**Section A.** Application for reinstatement is to be determined by the general membership on a majority vote and will be handled as a new application.

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**ARTICLE 8**

**Officers**

**Section A.** The officers of the Association will consist of a President, First Vice-President, a Second Vice-President, a Third Vice-President, A Treasurer, a Recording and Corresponding Secretary, a Financial Secretary, Sergeant of Arms and a Chaplain. The Board of Directors shall consist of the Current Chief of each Department or his representative. Only Active members can be Officers or Directors in the Association.

**Section B.** A majority plus one of the Board shall constitute a quorum at any of its meetings.

**Section C.** Any Officer absent from three (3) consecutive meetings, except for reasons of health or emergency, shall be considered void of his office and a new officer shall be elected immediately as provided in this constitution

**ARTICLE 9**

**Elections**

**Section A. 1.** Nominations for all officers shall be on or before the regular meeting of the Association in February by a Nominating Committee of three which shall be appointed by the president at the January Meeting of each year.

**Section A. 2.** Nomination may also be made in addition to those from the Nominating Committee from the floor at the February meeting and such nominations which shall be seconded shall be added to the list as submitted by said Nominating Committee.

**Section B.** Election for all officers shall be made at the regular meeting of the Association in March of each year.

**Section C.** All officers shall be elected annually, and shall take office at the April meeting following their election and shall hold office for one (1) year or until their successor shall have been elected and qualified.

**Section D.** The first nominations and election under this Constitution shall be made immediately upon the pass of this Constitution.

**Section E.** The election shall be made by ballot, the persons receiving the majority of votes cast being declared elected, and in case there is no election by the second ballot, the candidate receiving the lowest number of votes on each succeeding ballot shall be dropped.

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**ARTICLE 10**

**Qualifications of Office**

**Section A.** No person shall be eligible to hold office in this Association unless he shall be an Active member in good standing.

**Section B.** No Officer nor Director shall receive any compensation for any service rendered this Association

**Section C.** Before being elected to the position of President a member must meet the following requirements:

1. He must have held the rank of Chief in his career or he must have been a member of the Putnam County Fire Chiefs Association from at least five (5) years
2. He must have served as one of the Vice-Presidents for at least one (1) of those five (5) years

**Section D.** No officer other than the Financial Secretary, Recording and Corresponding Secretary, Treasure, Chaplain and Sergeant at Arms may hold the same office more than two (2) consecutive years. All officers must be voted upon each year

**Article 11**

**Duties of Officers**

**Section A. 1.** The president shall be the Chief Executive Officer of this Association and shall preside at all meetings of this Association and the Board of Directors. He shall call special Meeting as may be necessary and shall be ex-officio members of all committees.

**Section A. 2.** The president shall appoint a committee to audit the books and accounts of the Association at least annually or more often at his discretion.

**Section B.** If for any reason the president shall be unable to perform his duties, The Vice-President, next in rank, shall occupy the President's chair and perform his duties having the same authority as the President.

**Section C. 1.** If for any reason the President shall become vacant the Vice-President shall succeed in office in order of their rank.

**Section C. 2.** Should a vacancy occur in the office of the Vice-President, the Vice-President of the next lower rank shall be advanced.

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**Section C. 3.** In the event of a vacancy in the office of the Third Vice President or any other office, there shall be a special election at the next regular meeting to fill the vacancy.

**Section D. 1.** The Recording and Corresponding Secretary shall keep a record of all transaction of every meeting of the Association, and of the Board of Directors and shall keep and maintain a correct list of all members of the Association and their attendance at meetings, and shall keep a full description of it business. He shall also supply an up to date list of the members at the June meeting to all who request same. He shall also attend to the correspondence of the Association.

**Section E. 1.** The Financial Secretary shall send out notices, collect and receive all monies due the Association and shall attend to the correspondence pertaining thereto...

**Section E. 2.** He shall turn over to the Treasurer all monies received in the name of the Association, and shall be given a receipt for them.

**Section F. 1.** The Treasurer shall receive all monies from the Financial Secretary, and shall deposit them in a bank approved by the Board of Directors and shall pay out money only after approval of any three officers or a vote of the members at an Association Meeting.

**Section F. 2.** All checks shall be signed by the Treasurer. Only in the absence of the Treasurer may the President sign an Association check in accordance with Section F.1.

**Section F. 3.** The Treasurer shall give such bond as the Board of Directors may desire but the cost of such bond shall be borne by the Association.

**Section G.** The duties of the Board of Directors shall be as follows:

1. They shall hold meetings at the call of the President.
2. The President shall be obligated to call a meeting upon the written demand of three members of the Board.
3. They shall approve a bank for deposit of funds for the Association and shall invest all surplus funds.
4. They shall approve a surety Company for the bonding of the Treasurer.
5. They shall act on any matter delegated to them by the Association.

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**ARTICLE 12**

**Powers of Association**

**Section A.** Any act of the Board of Directors can be rescinded by the Association at its next regular meeting or at a special meeting called for that purpose. It shall require a two-thirds vote of the voting Association members present to rescind the act of the Board.

**ARTICLE 13**

**Meeting of Association**

**Section A.** Regular meetings of the Association shall be held on the third Wednesday of each month. Meeting may be changed at the discretion of the membership. Meeting cancellations on Putnam County Fire Radio is possible, and/or other means. The Secretary will notify each Chief who will notify association members in each Department.

**Section B.1.** Special meetings of the Board of Directors may be called as necessary by the President upon notice to all members of the Board.

**Section B.2.** Special Meeting of the Association may be called by the President upon notice to all Active and Associate members.

**Section C.** An attendance of a majority plus one of Active members in good standing shall constitute a quorum at any meeting of the Association.

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**ARTICLE 14**

**Conduct of Meetings**

**Section A.** Roberts Rule of Order shall prevail unless controverted by the provisions of the Constitution and By Laws.

**Section B.** Agenda of a Regular Meeting

1. Pledge of Allegiance
2. Prayer
3. Introduction of host Chief
4. Reading of the Minutes of previous meeting.
5. Collection of dues
6. Fire and EMS Coordinators report
7. Reports of Standing Committees
8. Reports of Special Committees
9. Report of Treasurer
10. Report of the Board of Directors
11. Communications and Application for new Members
12. Bills and action thereon
13. Unfinished Business
14. New Business
15. Roll call of Departments, log book
16. Election of Officers or new members
- 17 Adjournment

**Section C.** Action may be taken on any report immediately after it has been given.

**ARTICLE 15**

**Amendments**

**Section A.** The Constitution may be amended at any regular business meeting of the Association by a two-third favorable vote of the members present and voting, provide a draft of the proposed change has been read for information at the previous regular meeting of the Association.



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**ARTICLE 16**

**Dissolution**

In the event of dissolution of this organization, all assets shall be distributed to the Firemen's Home for indigent volunteer firemen in Hudson, New York.

**BY-LAWS**

**No.1. Section A.** This Association at no time shall endorse or recommend any candidate for political office, nor shall politics or political candidates be discussed at the meetings.

**No. 2. Section A.** No officer or member of this Association shall use it for a means of furthering his personal, political, or other aspirations, nor shall the Association take part in any movement not in keeping with the object of the Association.

**No. 3. Section A.** The follow standing committees shall be appointed by the President: Membership, Entertainment, Finance, Publicity, By-laws, Educational, Judiciary, and Mutual Aid and Fire Prevention.

**Section B.** The President shall be Ex-officio member of all committees.

**Section C.** All Standing committees shall consist of at least three members exclusive of the President except as herein below provided.

**Section D.** The Publicity Committee shall consist of one member.

**Section E.** The Membership Committee shall investigate the character and eligibility of person proposed for membership and shall report its findings to the Association and it shall also have the right to recommend person for Honorary Membership.

**Section F.** The Entertainment Committee shall be appointed one meeting in advance and shall serve for the following three meeting being charged with the duty of providing a suitable program for those following three meetings.

**Section G.** The Finance Committee shall report from time to time upon matter affecting the public welfare which may be of special interest to members shall devise plans for the financial where withal of the Association.

**Section H.** The Publicity Committee shall devise and put into execution plans to disseminate information relative to affairs of the Association.

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**Section I.** The constitution and By-Laws Committee shall investigate and report on all proposed changes in the Constitution and By-Laws and shall propose such changes in accordance with No.4 Section A. below.

**Section J.** The Educational Committee shall disseminate information and shall promote the principles, purpose and code of ethic of the Association amongst its members.

**Section K.** The Judiciary Committee shall receive, prepare and present all proposed or suggested changes in the State law or in local ordinances affecting the action of Fire Department.

**Section L.** Duties of the Mutual Aid Committees shall be to study and evaluate the execution of the County mutual-aid plan and cooperate with the Coordinators.

**No. 4 Section A.** These By-laws may be altered or amended at any regular meeting of the Association a two-thirds vote of the members present and voting provided a draft of the proposed changes has been read at the previous regular meeting of the Association.