

KENTON COUNTY FIRE CHIEFS ASSOCIATION

CONSTITUTION AND BY-LAWS

ARTICLE I

Name And Purpose

Section 1. This organization shall be known as the Kenton County Fire Chiefs Association and it's purpose will be to coordinate better fire and EMS service for the residents of Kenton County.

ARTICLE II

Membership

Section 1. Membership of this organization shall be restricted to the Chiefs of the Fire &/or EMS agencies providing direct service to the residents of Kenton County, and the Director (who shall be considered a Chief throughout these by-laws) of the Kenton County Office Of Homeland Security & Emergency Management. If a Fire &/or EMS agency provides service to multiple counties, the majority of their territory and covered population must be in Kenton County to be eligible.

Section 2. The Chief will submit in writing the names of a first and second alternate to represent the Chief in the event of his/her absence. If none of these three (3) persons can attend the meeting, then the Chief may designate in writing a substitute representative for that meeting only.

Section 3. Membership shall be renewable each year. Payment of dues of five hundred dollars (\$500.00) per department will be due each January starting in the year 2002.

Section 4. To retain membership, it is necessary that the participating departments regularly attend the scheduled meetings of this organization. If a department is absent two (2) consecutive meetings, the secretary of this organization shall send a notice to the Chief that a representative must be present at the next meeting. If the representative does not attend the next meeting, or if the same department receives two (2) such notifications in a twelve (12) month period, then a vote by the membership shall be taken to remove said department from the membership.

Section 5. If a membership department is voted out of this organization, then any and all physical equipment obtained through their membership in this organization shall be returned and all rights and privileges as a participating member revoked.

Section 6. Any department that has been voted out according to Section 4 above may be re-instated by application at any regular meeting of this organization. A majority vote is required for re-instatement.

Section 7. Life Member - Lifetime membership is an honorary position that may be granted to a person by a motion of recommendation and a majority vote of acceptance by the membership. Life Member is a non-dues paying and non-voting position.

KENTON COUNTY FIRE CHIEFS ASSOCIATION

CONSTITUTION AND BY-LAWS

ARTICLE III

Officers

Section 1. The Officers of this organization shall consist of Chairman, Vice-Chairman/Treasurer, and Secretary. (NOTE: Vice-Chairman/Treasurer is one position.) There shall also be three (3) Board Members with one (1) from each of the following districts:

District One: Independence, Kenton, Piner-Fiskburg, Ryland, Taylor Mill

District Two: Covington, Fort Mitchell, Fort Wright, Park Hills, Edgewood

District Three: Bromley, Crescent Springs, Elsmere, Erlanger, Ludlow

Section 2. The Officers/Board Members shall hold office for a period of two years, unless removed for just cause or until their successors are elected and installed.

Section 3. A special project coordinator may be appointed to handle funding disbursement for the project and the appointed position shall be voted on by the membership.

ARTICLE IV

Meetings

Section 1. The regular meeting night of this organization shall be the third Thursday of each month. The time of these meetings shall be set by the Chairman and approved by the membership, and the place of the meeting shall be designated by the host department.

Section 2. The host department shall be determined by a list of organizations prepared by the Secretary.

Section 3. The date of a future regular meeting may be changed by a motion from the floor and approval by a simple majority of those present during a regularly scheduled meeting or special meeting.

Section 4. The Chairman may call a special meeting of the organization for a specific purpose. The date, time, and location shall be at the discretion of the Chairman but must allow for at least 3 days notice to the membership. The notice of the special meeting must include the specific item or items to be discussed and acted upon, and no other actions or discussion items shall be allowed at the meeting.

Section 5. The Chairman may invite representatives of other associations, agencies, or companies to attend any meeting of the Association if their presence is or may be needed for action or discussion on a specific topic. Any special association, vendor, or individual not specifically invited by the Chairman must obtain permission to address the organization by contacting the Chairman at least 24 hours prior to the start of the meeting.

Section 6. Once a meeting is called to order, no person in attendance shall consume alcohol until after the meeting is adjourned. Once the meeting is adjourned, the serving of alcohol will be at the discretion of the hosting department.

KENTON COUNTY FIRE CHIEFS ASSOCIATION

CONSTITUTION AND BY-LAWS

ARTICLE V

Voting

Section 1. Motions and Seconds to those motions must be made by the Chief or designated representative of a member department on any issue. Each member department shall be allotted one (1) vote, also by Chief or designated representative.

Section 2. If so requested, any issue may be voted by secret ballot.

Section 3. The Secretary and Treasurer will carry no voting privileges unless they are the designated representative of a member department.

ARTICLE VI

Quorum

Section 1. A simple majority of the member departments must be present at the meeting for business to be conducted.

ARTICLE VII

Elections

Section 1. Regular elections of Officers and Board members shall take place at the February meeting in even numbered years. Nominations shall be accepted at the January meeting, and also from the floor prior to the voting at the February meeting. The nominees for President shall be a representative of a member department, and be limited to the position of Chief or Chief Officer. The nominees for Secretary and Treasurer shall be a representative of a member department and is not limited to the position of Chief or Chief Officer. The nominees for Board Members must be member of a department within the district, and only those departments within the district shall vote on each Board Member. The elected Officers and Board Members shall be installed at the March meeting.

Section 2. If a vacancy is created during an unexpired term, the Chairman may appoint someone to handle the duties temporarily until an election fills the position. Once a vacancy is created, nominations for a replacement shall be taken from the floor at the earliest possible regular meeting. A special election will be held at the next regular meeting and the person elected shall immediately assume the duties of the office.

ARTICLE VIII

Duties Of Officers

Section 1. CHAIRMAN - It shall be the duty of the Chairman to preside at all meetings of the organization, to enforce the Constitution and By-Laws of the organization, to maintain order during its deliberations, sign checks and pay bills in the absence of the Treasurer, appoint all committees not otherwise provided for, perform all other duties as properly belonging to the Chairman or that which may be necessary by any law, vote, or regulation of the organization.

KENTON COUNTY FIRE CHIEFS ASSOCIATION

CONSTITUTION AND BY-LAWS

He/she shall be an ex-officio member of all committees. He/she shall have the power to appoint individuals to committees who are outside of the organization as he/she sees fit.

He/she shall have the power to call a special meeting of the organization.

Section 2. VICE CHAIRMAN/TREASURER - It shall be the duty of the Vice Chairman/Treasurer to assist the Chairman in performing his/her duties, to take the Chairmanship in the absence of the Chairman, to keep the books, records and sign checks for any expenditures of moneys belonging to the organization.

Section 3. SECRETARY - It shall be the duty of the Secretary to conduct all correspondence pertaining to his/her office. He/she shall notify all members of a special meeting at least three (3) days prior to that meeting. He/she shall also take charge of all books, papers and other properties other than the books of the Treasurer. He/she shall keep a correct record of accounts of all regular meetings. He/she may countersign checks.

Section 4. BOARD MEMBERS -It shall be the duty of the Board Member to attend a Board meeting called by the Chairman, to contact the representative of member departments in their district, to obtain an opinion and/or recommendation on a given subject. The Board Members shall be empowered to approve an expenditure up to five hundred (\$500.00) dollars on any item deemed an emergency by the Chairman of this organization.

ARTICLE IX

Order Of Business

Section 1. The following order of business shall be followed at all regular meetings of the organization:

1. Call meeting to order.
2. Pledge allegiance to the flag.
3. Roll call.
4. Special guests or speakers.
5. Approval of minutes of last meeting.
6. Special elections (only as needed).
7. Installation of Officers and Board Members (only as needed).
8. Report of committees.
9. Applications for membership.
10. Communications.
11. Payment of bills and Treasurer's report.
12. Unfinished business.
13. New business.
14. Nominations/elections of Officers and Board (only as scheduled).
15. Good and welfare of organization.
16. Adjournment.

Section 2. The following order of business shall be followed at all special meetings of the organization:

1. Call meeting to order.
2. Pledge allegiance to the flag.

KENTON COUNTY FIRE CHIEFS ASSOCIATION

CONSTITUTION AND BY-LAWS

3. Roll call.
4. Discussion and action on specific items as listed in the meeting notice.
5. Adjournment.

Section 3. In accordance with KRS 61.805 – 61.850, the organization may go into executive session to discuss topics allowed by law. The executive session will be a closed discussion involving only member agencies and other parties who are necessary for the topic of discussion. No action can be taken during executive session, but may be taken on the floor after the executive session is concluded and the open meeting resumed.

ARTICLE X **Amendments**

- Section 1. No alteration or amendments shall be made to these BY-LAWS unless proposed, in writing, at a regular meeting.
- Section 2. The proposed change shall be read and discussed, then held over till the next regular meeting, at which time it may be acted upon and adopted.
- Section 3. A three quarters (3/4) majority of the membership present shall be required to adopt the proposed change.

ARTICLE XI

- Section 1. The Chairman shall appoint a committee at the February meeting to audit the records of the Treasurer. They shall report their findings with the Treasurer's report at the March meeting.

Amended: March 23, 2001 (Increase dues)

Amended: May 17, 2007 (Change meeting night; clarify special meeting provisions; increase terms of office to 2 years)

Amended: September 20, 2012 (include the Director of Kenton County EMA as a Chief and a member with full membership rights); (changed the annual dues from \$500.00 to \$1,200.00 for a period of three years).

Amended: May 16, 2016 (eliminate Associate Membership, eliminate temporary dues increase from 2012, remove language covering separate fire and EMS agencies, allow for closed meetings/executive sessions in accordance with Sunshine Laws, remove Roberts Rules Of Order)