## **Hancock County Firefighters’ Association Constitution & Bylaws**

**Constitution**

Article I — Name

Section 1. This organization shall be known as the "Hancock County Firefighters' Association."

Article II — Objective

Section 1. The objective of this association shall be to promote an understanding and working relationship between member departments, to assist in further education along the lines of firefighting and emergency services, to gather and disseminate information of interest to local fire departments and other safety forces, to provide a forum serving as a medium for exchange of ideas on common problems and activities, to establish and improve mutual aid, and to improve our service dedicated to protecting the lives and property of Hancock County citizens through cooperative spirit in the association.

Article III — Membership

Section 1. Any fire department, industrial brigade, EMS, law enforcement or the EMA within Hancock County, Ohio or any other party to the Hancock County Fire Mutual Aid Agreement shall be eligible for voting membership.

Section 2. The Dues of the association shall be $100.00 per year, payable at the January meeting each year. Any member who does not pay by March 31st shall not be a member in good standing with the association, and will lose voting privileges until dues are current.

Section 3. The fiscal year of this association shall be from January 1 to December 31.

Section 4. Any individual or organization not defined in Section 1 shall be granted associate membership status. Associate members shall not have voting privileges nor shall they hold office. Associate membership shall be granted upon a majority of two-thirds (2/3) roll call vote of members present.

Article IV — [Officers](http://www.hancockfirefighters.com/officers.html)

Section 1. Officers of this association shall consist of President, Vice President, Secretary, and Treasurer.

Section 2. Election of officers will be held in the December meeting. A slate of officers will be presented at the November meeting by a nominating committee appointed by the president at the October meeting. Nominations will also be accepted from the floor at the November meeting.

Section 3. All officers shall be elected for a period of one year.

Section 4. In case of resignation or death of an officer, the president shall call for nominations and an election to fill said vacancy at the regular or special meeting.

Section 5. Each association officer who shall be absent two (2) consecutive regular meetings shall be presented to the organization on the 2nd regular meeting for a vote of delinquency. Same to be declared by secret ballot, which must show majority of two-thirds (2/3) vote of all members present.

Excused absences: Job responsibilities, sickness, vacation, and emergencies shall be excluded.

Section 6. When a member has been declared delinquent, he or she may make application for reinstatement. The application is to be made in person if possible or in writing to be considered. If he or she does not make application as mentioned, he or she shall be removed from office.

Section 7. In the event that an officer cannot fulfill the obligation associated with the position or is found delinquent, such officer will be relieved of the said office. Any member in good standing with the organization may bring the issue up at a regular meeting of the organization, at which time a committee consisting of two officers and two members shall investigate the allegations and report back to the general membership with their recommendations. At such time a remedy of resignation, removal from office, or the recommendation no action to be taken will be brought before the general membership in the form of a motion and subsequent vote.

Article V — Duties of [Officers](http://www.hancockfirefighters.com/officers.html)

Section 1. It shall be the duty of the President to preside at all meetings, to preserve strict order and decorum during the meeting, to enforce the bylaws of the association and allow proper discussion on a subject before a vote, to cast the deciding vote on questions in case of a tie vote, and to promote the interest and welfare of the association at all times.

Section 2. It shall be the duty of the Vice President to assist the President at all times and in the absence of the President to assume his duties and preside at the meetings.

Section 3. It shall be the duty of the Secretary to record accurate minutes of the transactions of the association, to read reports, communications and other documents presented to the association, to carry on communications and convey summons of the association, and to keep records of all of these mentioned.

Section 4. It shall be the duty of the Treasurer to receive all moneys and maintain an accurate record of all receipts and disbursements of the association.

Article VI — [Time and Place of Meetings](http://www.hancockfirefighters.com/meetings.html)

Section 1. The association shall meet on the second Tuesday of each month at 7:00 PM.

Section 2. The place of the meeting shall be designated by the "host" fire department each month, and will be rotated to member departments on a yearly schedule.

Section 3. Special meetings may be called by the President. All members must be notified at least five (5) days in advance by the Secretary.

Section 4. A majority of two-thirds (2/3) vote of the members present shall constitute a quorum.

Article VII — Representation

Section 1. Each member shall be entitled to one (1) vote on all matters of business pertaining to conduct of the association and its activities.

Section 2. Every member delegate and/or alternate shall be recognized only when properly certified by his respective department.

Section 3. Any member may express an opinion from the floor after being properly recognized by the President.

Article VIII — Order of Business

Section 1. All meetings shall be conducted according to "Robert's Rules of Order."

Section 2. Any delegate wishing to voice an opinion will address the President and receive permission before speaking.

Section 3. The President may exercise the authority to ask any member to be seated or leave the meeting should said member become too troublesome.

Section 4. Meeting shall be conducted in the following manner:

Call to order

Call roll of officers, members and associate members

Reading and approval of meeting minutes

Reading and approval of Treasurer's report

Reports of officers and committees

Reading of communications, notices, and bills

Unfinished business

New business

Nominations and elections

Good of the association

Place of next meeting

Adjournment

Article IX — [Association Educational Scholarship](http://www.hancockfirefighters.com/scholarship.html)

This article is to establish a Scholarship Fund Committee to administer a fund, designated by the members of the Hancock County Firefighters' Association, to provide a $500 scholarship toward an education in a fire related field, Law enforcement, or the medical field (i.e. EMS, Nursing, Medical Doctor, or any other related medical field). Such scholarship fund can be awarded to any High School graduate or GED holder that lives in the fire district of a member of The Hancock County Firefighters' Association in Ohio. This scholarship is made in memory of Frank Potts and Frank Parcher, both highly respected fire educators from Hancock County.

The President will be responsible to serve as chairman of such scholarship committee, and as chairman, will appoint four (4) members to serve on this committee. Two (2) members will be representatives of the fire service, one (1) member will represent the emergency medical service and one (1) member will represent the law enforcement service. No two members will be from the same fire department. The appointment of the committee members shall be made by or at the March meeting of the Association each year. The review of applications and a determination of the selected recipient shall be made by the May meeting of the Association. The presentation of the scholarship shall be made at the June meeting of the Association. The money will be paid to an accredited school of the recipient's choice account in their name.

**Bylaws**

Article I. Bylaws

The By-laws of the association shall be equally binding with the constitution.

Article II. Fund Appropriations

No appropriations of any funds belonging to the association may be made or contracted except by authority of two-thirds (2/3) vote of the members present at any meeting.

Article III. Audit Committee

The President shall appoint, at the regular November meeting, a committee of three to audit the accounts and books of the Treasurer by the end of the fiscal year.

Article IV. Amendments

Amendments to these by-laws and/or Constitution must be presented in writing at a regular meeting of the association, and shall be held over for action until the next scheduled (regular) meeting, at which time they may be adopted by a two-thirds (2/3) vote of the members present.

Article V. Memorial Donations

As funds permit, a memorial donation may be made in memory of active members in good standing or retired members who were active and in good standing during their years of service. A donation of twenty-five (25) dollars will be made to the organization of their choice. The chief of the member’s department must notify the association President of such passing for the donation to be given.

Article VI. Life Members

In effort to honor individual’s years of service and dedication to the association, Life Memberships can be granted to individuals in good standing with the association upon retirement with a minimum of 25 years of membership. Nominations for Life Membership must be presented by a current member in good standing with the association. The nomination will be adopted by a majority of two-thirds (2/3) roll call vote of members present.