

**NORTHERN NEW YORK  
VOLUNTEER FIREMEN'S  
ASSOCIATION, INC.**

**BY-LAWS**

**As adopted by the membership on 7 June, 2013  
117<sup>th</sup> Annual Convention Meeting  
Potsdam , NY**

## **PREAMBLE**

**The name of the Association shall be the Northern New York Volunteer Firemen's Association, Inc. The object of this Association shall be the advancement of knowledge in the preservation of life and property and the interest of its membership. The promotion of good fellowship among its members and the public relations of the Fire Service to the people we protect.**

## **ARTICLE I**

### **ORGANIZATIONAL MEMBERSHIP**

Section 1. All applications for membership in this Association by Volunteer Fire Departments, Fire Companies or Chartered Benevolent Exempt Associations located in the Counties of Jefferson, St. Lawrence, Franklin, Essex, Lewis, Oswego, Clinton, Hamilton, Oneida and Herkimer shall be submitted in writing to the Secretary of the Association, on a form approved for this purpose, giving name, location and number of active members of said Department, Company or Chartered Benevolent Exempt Association. Any Fire related organization or Association located outside the boundaries as stated may also apply for membership in the manner as prescribed in these By-Laws.

Section 2. All original applications for Department, Company or Chartered Benevolent Exempt Associations membership in this Association shall be read by the Secretary at any meeting of this Association.

Section 3. Election of Department, Company or Chartered Benevolent Exempt Association membership in this Association shall be by a favorable vote of the members entitled to vote *and* present at the meeting of the Association to which the original or reinstatement application shall be presented, as prescribed in the By-Laws.

## **ARTICLE II**

### **INDIVIDUAL MEMBERSHIP**

Section 1. Any person who is an active, honorary or exempt member of, or has received an honorable discharge from any Volunteer Fire Department, Company or Chartered Benevolent Exempt Association, may become an individual member of this Association, upon payment of dues, as set by the body and proof of eligibility.

Section 2. Any individual member of this Association who is serving in the Armed Forces of the United States shall be exempt from payment of dues to this association while in service for a period of six months after he has been honorably discharged there from.

Section 3. Notwithstanding with reference to gender throughout these By-Laws, it is not to construe that there is or shall be discrimination of any person or member because of sex (gender) of that person.

## **ARTICLE III**

### **LIFE MEMBERSHIP**

Section 1. Any individual member of this Association may obtain a life membership in this Association by payment of Fifty Dollars (\$50.00) membership dues into the treasury of the association at one (1) time.

Section 2. Any member paying a life membership shall receive a life membership card from the Association and shall not be subject to any further dues.

Section 3. "Association" Life membership may be conferred on a person who has rendered conspicuous service to this Association, provided that such membership shall be recommended by the Administrative Committee and voted on by resolution at the Annual Convention Meeting.

Section 4. Any person who has served this Association as President shall receive a full life membership in this Association, a Past Presidents Badge upon his retirement from office and shall not be subject to any further dues.

## **ARTICLE IV**

### **OFFICERS AND THEIR SELECTION**

Section 1. The President, First Vice President, Second Vice President, Secretary and Treasurer of this Association shall be elected by a majority vote of the members present at the Annual Convention Meeting of the Association entitled to vote.

Section 1a. There shall be Two (2) Directors. The immediate Past President of the NNYVFA shall be one (1). The current President of the NNYVFP&DTCA shall be the other

Section 2. A person must be an individual member or life member of this Association, to be eligible for election to any of the above named Officers of this Association.

Section 3. Installation of Officers shall take place at the conclusion of the Annual Convention Meeting.

Section 4. When there is but one nomination for any office to be filled at the Annual *Convention* Meeting, the provisions of Article IV, Section 1 of these By-Laws shall be waived, and upon the voice of the meeting, the Secretary shall cast one ballot for the nominee to said uncontested office and the President shall cast one ballot for the Secretary.

Section 5. The offices of President, First Vice President, Second Vice President, shall be filled from different counties unless there is no qualified candidate to fill this criteria. They shall be allowed to succeed themselves in the office which they have held. The term of office for the President and Vice Presidents shall be for one year and not to exceed two years.

Section 6. Any vacancy in the office of the Secretary or the Treasurer of this Association, either through resignation or death, shall be filled by the Administrative Committee for the balance of the unexpired term.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

Section 1. The President shall preside over all regular, special and administrative meetings of this Association. He shall call special meetings when requested, in writing, by at least five organizational members at such place and time as he may decree. He shall act as chairman of the Administrative Committee. He shall appoint within thirty days of his installation into office, all standing committees and such other special committees as may be required from time to time. He shall sign all orders drawn on the Treasurer for the disbursement of Association funds. He shall perform such other duties as may be incidental to his office, or which shall be required of him by the Annual Convention Meeting of the association or by the membership.

Section 1a. He shall be by virtue of his office, the delegate of this Association to the Annual Convention of the Firemen's Association of the State of New York and shall be appropriated a per diem rate as directed by the Administrative Committee from the Northern New York Volunteer Firemen's Association funds to defray his or his representative's expenses to this Convention. In the event it is impossible for the President to attend, the First Vice President shall be given the opportunity to represent the Association. In further event the First Vice President is unable to attend, the Second Vice President will represent the Association. However, only one shall attend at the expense of this Association. The President or his representative shall have his necessary hotel expenses paid from the Association funds for attendance at the Annual Convention of FASNY.

Section 2. The First Vice President shall assist the President in the discharge of his duties. In the absence or inability of the President, he shall perform all the duties of that office. Should a vacancy occur in the office of President, he shall assume the duties and responsibilities of that office. He shall also perform such duties a may be required of him at the Annual Convention Meeting of the Association or by the membership.

Section 3. The Second Vice President shall assist the President and the First Vice President in conducting the business of the Association. In the absence or inability of both of these officers, he shall assume the duties and responsibilities of the President. In the absence or inability of the First Vice President, he shall assume the duties of that officer. Should a vacancy occur in the office of first vice president, he shall at once assume all the duties and responsibilities of the First Vice President. He shall also perform such duties as may be required by him by the Annual Convention Meeting of the association or by the membership.

Section 4. The secretary shall keep a true and accurate record of the proceedings of the regular and special meetings of this Association. He shall call the roll at all such meetings. He shall handle all correspondence of the Association. He shall receive all applications for membership in the Association and shall present them at any meeting. He shall receive all monies due the Association and shall pay the same over to the Treasurer, He shall sign all orders drawn on the Treasurer for disbursement of the Association funds ordered paid by the Association. He shall take charge of all papers and books of his office, keeping a correct account of all funds received and orders drawn. He shall prepare an Annual report of the receipts and expenditures for the fiscal year ended May 31<sup>st</sup>. He shall submit this report and his books to the annual meeting for examination by the Finance and Investment Committee. He shall prepare such other reports as the President or membership may require. He shall notify department members of their election to membership in this association and issue certificates to them. He shall present each individual member with a dues receipt card upon payment of dues, which shall be used as a voting credential. He shall send notices of all meetings to all members at least month previous to holding of said meeting. He shall send notice of all meetings at least one month in advance of date of said meeting. The Secretary shall be compensated to the extent of \$650.00 payable annually at the Annual Convention Meeting and shall have his necessary hotel for attendance at the Annual Convention Meeting paid from the funds of the Association.

Section 4a: Before entering upon his duties as may be set by the Association, he shall furnish the Association with a surety bond of sufficient security, as approved by the majority of the Administrative Committee of the Association, for the faithful performance of his duties. This Bond shall be filed with the Secretary. The cost of this Bond shall be paid by the Association. If the Secretary shall neglect to execute and deliver his bond within one month after being elected, his office shall be declared vacant.

Section 4b: The Secretary shall select a recording secretary of his choosing for the recording of the minutes of this association. The Secretary shall recommend to the Administrative Committee the name of the recording secretary. Final appointment of the recording secretary will be made at their direction. The duties of the recording secretary will be to answer to the secretary and prepare the minutes in a format as directed by the NNYVFA Secretary. The recording secretary will record all minutes of the meetings.

Section 4c: The Secretary of NNYVFA shall provide at least monthly a list (Feb-May) of all paid member departments and companies in the NNYVFA to the NNYP&DTCA. The NNYVFA secretary shall insert all the winning times attained by members of the NNYP&DTCA from the annual convention into the yearbook as provided by the NNYP&DTCA secretary. The date of submission of material will be set by the NNYVFA secretary.

Section 5: The Treasurer shall take charge of all funds of the Association which may be derived from any source. He shall receive all monies belonging to the Association from the Secretary and promptly deposit the same in an account for that purpose in the designated depository for the Association funds. He shall issue checks in payment of all orders drawn on him by the President and countersigned by the Secretary and authorized by the Association. He shall keep an accurate record of all receipts and expenditures for the fiscal year ended May 31st. He shall submit this report, together with his books, orders, cancelled checks and current bank statements to the Finance and Investment Committee of this Association for examination. Before entering upon his duties as Treasurer he shall furnish the Association with a Surety Bond of sufficient security, as approved by the Administrative Committee of the Association, for the faithful performance of his duties. The Bond shall be filed with the secretary. The cost of the bond shall be paid by the Association. If the Treasurer shall neglect to execute and deliver his bond within one month after being elected, his office shall be declared vacant. He shall make such other reports as the President, Secretary or member shall require. The Treasurer shall be compensated to the extent of \$400.00 payable annually at the Annual Convention Meeting and shall have his necessary hotel expenses for attendance at the Annual Convention Meeting paid from the funds of the Association.

Section 6: No officer or member shall incur any expense in the name of this Association without the authority of a meeting of this association or of the Administrative Committee, except the Secretary, for the necessary expenses of his office.



## **ARTICLE VI**

### **MEETINGS**

Section 1: All meetings of this Association shall be conducted under the laws of Parliamentary Procedure, Robert's Rules of Order.

A Quorum for meetings shall be as follows:

1. Twenty-five (25) members shall constitute a quorum at the Annual Convention Meeting of this Association.
2. Fifteen (15) members will constitute a quorum at all other meetings of this Association.
3. A majority of members at all meetings will constitute a quorum at all meetings of other committees of this Association.

Section 2: The Annual Convention Meeting of the members of the Association shall be held for the Election of Officers and for the transaction of such business as may be properly brought before it. The Annual Convention Meeting shall be held in the months of June or July. The Convention may take place in a three day window and shall start no sooner than Thursday and end no later than Sunday of any consecutive four (4) day period.

Section 3: The Association site committee shall review all submitted applications and submit a report to the body for action at the previous Annual Convention Meeting.

Section 4: The host department or company shall Provide or furnish insurance of an amount determined by the NNYVFA to be sufficient to cover all events associated with the Annual Convention and the Annual Convention Meeting of the Association. The NNYVFA shall be named as Additional Insured on the host's insurance policy. If the Annual Convention is to include a "State Sanctioned Drill" and Parade, The NNYVP&DTCA, NYSVFP&DTCA and the NNYVFP&DOA shall also be named as Additional Insureds.

Section 5: Officers of Firematic Organizations invited as guests shall be the decision of the NNYVFA President and the Chairman of the Steering Committee. They shall be given a formal invitation to attend the Annual Convention Meeting of this Association each year by the Secretary, during the month of January or February.

Section 6: The Annual Convention Meeting of this Association shall be devoted to the business session and such other programs as may be arranged by the local committee. The business session shall include a suitable Memorial Service to the memory of those members who have answered their last call since the last convention and the Annual NNYVFA Fire Fighter of the Year Ceremony and/or Awards Ceremony. It will be at the discretion of the department or company hosting the Annual Convention whether or not they will host a drill/demonstration of fire rescue techniques. The host department or company shall have the option of conducting a firematic drill or parade, and any other activities that may be deemed acceptable by the Site Committee of the NNYVFA.

Section 7: In the event that no approved invitation is extended for the next Annual Convention Meeting of this Association, the Administrative Committee shall designate the location, date and time for the next annual business meeting and associated activities.

Section 8: There shall be quarterly meetings held “Mid-Winter”, “Spring”, “Annual Convention Meeting” and “Fall Meeting”. In the event of multiple applications to host the “Mid-Winter” or “Fall” meeting, the department or company not having hosted either of these meetings will have precedence over all other applications and will automatically be awarded the hosting duties for the next meeting. The host of the Annual Convention shall also be responsible for hosting the “Spring Meeting”. The department or company having the most years since last having hosted either of these meetings will automatically be awarded the hosting duties for the next meeting. The host department or company shall be reimbursed to the extent of \$200.00 each year that the department or company acts as host for the “Mid-Winter”, “Spring” or “Fall” meeting. The Administrative Committee meeting shall have the sum of \$150.00 to cover the expenses of such meeting, wherever it may be called by the President of this Association.

Section 9: If a meeting or election of this Association shall not be held on the day fixed by this article, the Corporation shall not on that account be dissolved, but the meeting or election, may be held on a subsequent day in accordance with these By-Laws.

## **ARTICLE VII**

### **COMMITTEES**

Section 1: The Administrative Committee of this Association shall consist of the elected officers and directors, to handle any emergency which shall arise between meetings. In addition to the signature of the Treasurer, the signature of the elective officers shall be filed with the designated depository for the Association funds. In the event of the incapacity to act, by resignation or otherwise, of the Treasurer, the signature of the President or First Vice President of the Administrative Committee shall be substituted. In the event of change of Treasurers, the Administrative Committee shall have an audit by an outside independent auditing organization completed.

Section 2: The Finance and Investment Committee of this Association shall be appointed by the President for a term of one year. It shall be the duty of this committee to examine diligently the financial reports and records of the Secretary and of the Treasurer and to report their findings, in writing, to the Annual Convention Meeting.

Section 3: The Resolution and By-laws Committee of this Association shall be appointed by the President for a term of one year. It shall be the duty of this committee to receive, from the Office of the Secretary, all communications relating to proposed resolutions or By-Law amendments to the Association. The Secretary should log the receipt of all communications and where they were routed for the record. All resolutions, petitions and other written communications which reference amendments or clarifications of the By-Laws of this Association, to be acted upon at any meeting must be in the hands of the resolutions committee in sufficient time to be read at any two meetings and voted on at the second meeting. This committee shall also receive all propositions to alter, amend or revoke this Constitution and By-laws.

Section 4: The Administrative Committee shall appoint a Steering Committee. Members of the Steering Committee shall be limited to members as follows: The seven (7) elected Officers and Directors of this Association, they shall be ex-officio members with all rights including voting privileges. Plus one (1) member to represent Essex, Clinton and Franklin Counties; One (1) member to represent St. Lawrence County; One (1) member to represent Jefferson, Oswego and Lewis Counties; One (1) member to represent Herkimer, Oneida and Hamilton Counties; plus additional members at large at the Administrative Committees discretion. The Administrative Committee shall appoint the Chairman at the Administrative Committee Organizational Meeting.

Section 5: The Administrative Committee each year shall appoint a Site Committee of which the Second Vice President shall be Chairman. Said committee shall have representation from the NNYVFA, NNYVFP&DTCA, NNYVFP&DOA and the NNY Ladies Aux. This committee shall review the bids for the Annual Convention and shall investigate the bids for the Annual Convention. The committee shall report their findings and recommendations at the previous Annual Convention Meeting. This committee shall have a maximum of seven (7) members.

Section 6: The Memorial/Chaplains Committee shall be appointed by the President of this Association for a period of one year. It shall be the duty of this committee to compile a necrology of the members who passed on to their reward during the year, to be read at the Annual Convention Meeting and to arrange and present, in conjunction with the local committee, a suitable Memorial Service at the Annual Convention Meeting. Names to be included in the necrology shall be submitted to the office of the Secretary not later than the adjournment of the Spring meeting. It shall also be the duty of this committee, when requested, to assist with Line of Duty incidents involving members of this Association.

## **ARTICLE VIII**

### **DUES**

Section 1: The Administrative Committee shall review and recommend the dues structure for approval by the membership of this Association.

## **ARTICLE IX**

### **VOTING**

Section 1: All dues paying members of this Association shall be entitled to one (1) vote at the meetings of the Association.