

Proposed Changes to the

Constitution and By-Laws

Cambria County

Regional

Firefighters Association



Last Updated: _____ February 16, 2021 _____

First Reading: _____

Second Reading: _____

Adopted: _____

PREAMBLE

We, the various companies, comprising the Volunteer and Career Fire Departments of the County of Cambria and Vicinity, in the Commonwealth of Pennsylvania, United States of America have assembled, feeling the necessity of, combined action, and hereby form ourselves into an association to be called and known as the Cambria County Regional Firefighters Association.

MISSION

The mission of Cambria County Regional Firefighters' Association shall be as follows:

- A. To train and educate firefighters as well to create and maintain a facility for this endeavor.
- B. To offer and administer multiple discipline certifications programs that meets national standards. for our association members and fire companies/departments.
- C. To engage in discussion to employ the best accepted practices of firefighting and rescue techniques along with achieving standardization of firefighting and rescue operations
- D. To actively support local, state, federal legislation that benefits the welfare of firefighters and fire companies/departments of this Association
- E. To promote fire prevention and safety education programs.
- F. To reduce our communities' fire insurance rates by providing a quality service.
- G. To encourage and build fraternal friendship among the association firefighters through the various association's activities.

BYLAWS

ARTICLE 1 MEMBERSHIP

Section 1. Non-Discrimination, the Cambria County Regional Firefighters' Association will accept members into this organization regardless of sex, race, national origin, religion, or age.

Section 2. The Association shall be composed of delegates duly elected each year by their respective fire organizations belonging to the Association. Each company must pay the sum of Fifty (\$50.00) Dollars each year and is entitled to one (1) or two (2) or three (3) delegates each year who will be entitled to vote provided the company he represents meets the requirements set forth in Article 1 Section 11. Each fire company shall also be entitled to elect a delegate for each member in good standing that had died during the past year. Eighteen (\$18.00) Dollars fee for each additional delegate for the first year. Then these additional delegates shall pay the regular dues as set by the Association Constitution.

Section 3. Every person who has been or shall become a member of this Association shall continue to be a member as long as he/she shall pay the annual dues of Ten (\$10.00) Dollars. The money received from the members to be divided as follows:

Three Dollars (\$3.00) Dollars to the General Fund

Two Dollars (\$2.00) Dollars to the Death Fund

Two Dollars and Fifty Cents (\$2.50) to the Fire School Fund

Two Dollars and Fifty Cents (\$2.50) to the Town holding the convention providing they hold a banquet otherwise the amount remains in the General Fund.

With One Dollar and Fifty Cents (\$1.50) being given at the first meeting of the year in which the convention is being held, and an additional One Dollar (\$1.00) be given at the afternoon

business of that year's convention. This Two Dollar and Fifty Cents (\$2.50) will be held in the Association General Fund to be disbursed accordingly.

Section 4. Any fire organization wishing to become a member of this association shall make an application in writing and pay an initiation fee of One Hundred (\$100.00) Dollars.

Section 5. For any fire organization to become a member of this association it must have organized for at least one (1) year, have motorized firefighting apparatus, and must be a bona fide firefighting organization. Said company shall submit an application for membership to be turned over to the Application Review Committee. The committee shall submit to the Association their report at the next scheduled monthly meeting for accepting or rejecting said applicant.

Section 6. Every member of the association in good standing shall be entitled to vote. Any member of this association failing to pay his or hers annual dues shall forfeit their membership and may be restored to membership only upon payment of his or hers arrearages, if his or her membership has not been forfeited over a one (1) year, or by re-election as a representative delegate, provided, however that any member of this association in the armed forces of this country, who fails to pay their annual dues, shall be entitled to become a member in good standing and beneficial upon payment of their dues for the year after discharged from the armed forces.

Section 7. An elected delegate can become a member of this Association in good standing with full benefits and voting privileges, except for the first year will not be covered under the Death Benefit. After completion of the first year then said member will be covered under the death benefit provided that payment of the regular dues as specified in the By-Laws is made.

Section 8. To remain in good standing and be considered beneficial all membership dues must be paid on or before July 1st. Any member not paying their dues will be considered non-beneficial until payment of said dues.

Section 9. Any company not paying dues for a period of two (2) years in succession shall receive a letter from the Association Secretary notifying them of their status. If the organization still has not paid their dues they shall be dropped and shall be permitted to be remitted upon complying with the provisions of Article 1 Sections 3 and 4.

Section 10. A Fire Company/Department must answer roll call in order to be considered in attendance at a meeting. The following individuals may answer roll call for a member Fire Company/Department

- A. An association member that belongs to that Company/Department, or
- B. An elected delegated from that Fire Company/Department, or
- C. Any Individuals who is a bona fide member of that Fire Company/Department,

provided that prior notification is given to the Secretary that he or she is representing that Fire Company/Department. However, such person may not make a motion or vote on any issue before the Association.

Section 11. Any company/department not attending two (2) meetings during the year, excluding the county convention, delegates and members of said Fire Company / department will not be seated and will be denied voting rights at the convention concluding that year.

Sections 12. Honorary membership: Honorary membership shall consist of a person elected at the annual convention in recognition of some meritorious act in the interest of this association in particular or that of the fire service in general. They shall have all privileges of membership except of voting and

holding office. They shall be exempted from payment of dues and shall not be entitled to death benefits herein provided for.

Section 13. Members-at-Large: Members-at-Large are those individuals who for any reason live out of the area or no longer members of a fire company, can remain an Association member in good standing if they continue to pay their dues as per by-laws. The Fire Company/ Department to which the member had previously belonged can be credited with a replacement delegate at the time the person becomes a member-at-large.

ARTICLE II OFFICERS AND THEIR ELECTION

Section 1. The Officers of this Association shall consist of a President, First Vice President, Second Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer, nine (9) Site Directors, and Delegates to the Central District, Western and Alternate to the State Firefighters' Association.

Section 2. The officers shall hold their respective offices for one year or until their successors shall be elected at the convention meeting of the Association by the largest number of votes cast by the members present and entitled to vote. In case of a tie for any office, it shall be re-voted until the tie is broke.

Section 3. Nominations for all offices shall be held at the June regular meeting of the Association. The Secretary shall have the ballots printed at the expense of the Association and present the ballots to the Credentials Committee at the convention.

Section 4. The elections of officers shall be held on the Thursday of the week of the annual convention from seven (7:00 P.M.) until eight thirty (8:30 P.M.) and also be conducted on the day of the annual convention meeting from eight thirty (8:00 A.M.) until nine thirty (9:30 A.M.) at a site previously announced. A member who is entitled to vote shall upon registering and presenting his membership card and if requested, a photo identification card to the Credentials Committee. The membership card will be stamped indicating the member voted, The voting member shall receive a ballot. After the member having voted, he/she will place the ballot in the ballot box.

Section 5. Should a vacancy occur in any office herein before provided for, nominations and election shall be held at the next regular meeting to fill the vacancy for the unexpired term, except in the case of the President when the First Vice President shall succeed to the office of the President. The Second Vice President will automatically move up in office. The office of the Second Vice President shall then be filled by election. In case of the First Vice President, the Second Vice President will automatically move up in office.

Section 6. The person filling the office of the First Vice President and Second Vice President shall automatically result in their progressing to the next higher office in succeeding years.

Section 7. To be eligible for office, a person must be a member in good standing, have six years in the fire service, have four (4) county meetings from the previous year and if elected you must attend no less than four (4) monthly meetings.

Section 8. If you miss a monthly meeting a valid reason must be given to be excused from the meeting, so credit can be given.

Section 9. If an officer misses three meetings in a row without a valid excuse then that office will be declared vacant and the process will be filled under Article II Section 5. The secretary shall notify the officer in writing of his/her forfeiting the office.

ARTICLE III ELECTION OF DELEGATES AND CONVENTION TOWN

Section 1. The delegate to the State Firemen's Convention shall be the retiring President. The alternate delegate shall be elected as the other officers. The delegate's report of the State Convention is to be given in person at the first meeting of the Association after the convention and turn over to the Association Secretary for inclusion into the Association minutes. The delegate shall receive the sum of Two Hundred Fifty (\$250.00) Dollars to cover all expenses. Failure to comply with the above provision will result in the expense money remaining in the treasury.

Section 2. The nominations and election of delegates to the Central District Volunteer Firemen's Association or any other regional fire association this Association may belong to, shall be done in the same manner as outlined for the nomination and election of officers to the Association.

Section 3. Nominations for the Convention Town shall be made by the June regular meeting of the Association. The nomination shall consist of a signed letter from the Secretary of the Fire Company/ department attesting to the nomination and the resolution by the governing body of the political subdivision of the requesting fire company / department.

Section 4. The convention town shall be awarded by the majority of the votes cast. The vote will be in accordance with Article II, Section 4.

Section 5. The host company for the convention shall be designated two (2) years in advance thus giving the company / department. time in which to prepare for the convention.

ARTICLE IV DUTIES OF OFFICERS

Section 1. The President shall preside over all meetings of the Association, whether annual, monthly, or special he or she shall sign all checks drawn on the Treasury. Call special meetings whenever he or she deem it necessary or at the request of eight (8) members of the Association stating the reason to hold a special meeting. The meeting will be held within thirty (30) days of the request. The time and location will also be announced.

Section 2. The President shall, on his election, appoint annually the following committees: an Executive Committee consisting of all Past Presidents, Auditing Committee consisting of three (3) members, Law and Legislative Committee, Resolution Committee, Credential Committee, Fire Prevention Committee, Fire Training, Tuition Assistance, Recruitment and retention, Certification, Application Review, Awards, Convention Competition Rules, By Laws, Historical and any other committee deemed necessary. By virtue of the office, he or she shall be an advisory on each committee. The President shall serve on the Advisory Committee. The President shall have the power to appoint or remove the chairman or co-chairman, or member of an Association committee.

Section 3. The President shall receive One Hundred Fifty (\$150.00) Dollars for the faithful performance of these duties. Upon retiring the President shall also receive a Life Membership which exempts him or her from all dues and entitles him or her to full privileges as an Association Member. The retiring President shall serve as a delegate to the Pennsylvania State Firefighters Association.

Section 4. The First Vice President shall fill in for the president in case of his absence at a meeting and should a vacancy occur in the office of President the First Vice President may move up into the vacancy. If the First Vice President elects not to move up, he/she shall fill the vacancy until a new President is elected. The First Vice President shall serve on the Advisory Committee.

Section 5. The Second Vice President shall fill in for the President at a meeting in the absence of the President or 1st Vice President. Should a vacancy occur in the position of 1st Vice President then the 2nd Vice President may move up into the 1st Vice President. The second Vice President shall serve as a delegate to the Central District. He/she shall serve on the Training Committee.

Section 6. The duties of the Secretary shall include:

Record and maintain the minutes and proceedings of the Association. Make a full report at the annual convention of its condition. Make such reports as required to the President or the Executive Committee. Countersign all checks drawn on the Treasury. Notify all members in good standings of all regular and special meetings. Report on communications directed to the Association. Receive all monies paid by members for dues and for company membership dues. He/she shall maintain a list of all members and company members. The Secretary shall serve on the Awards Committee and the Fire Academy Directors. The Secretary will coordinate Death Claims of members. The Secretary shall receive Seven Hundred Fifty (\$750.00) Dollars for the faithful performance of these duties annually.

Section 7. The duties of the Assistant Secretary will assume the duties if the Secretary in his/her absence. The Assistant Secretary is responsible for registering students for fire training programs and will keep records as well as refunds for the annual fire training weekends. The Assistant Secretary will serve as a member on the fire training committee. For the service, the Assistant Secretary will receive two (\$2.00) per application received.

Section 8. It shall be the duties of the Treasurer as follows:

Countersign all checks drawn upon the Treasury. Maintain an account of all receipts and disbursements. Make a written financial itemized report to the Association at its regular meeting. Give a bond as may be required for the faithful performance of his or her duties, expenses of the same to be paid by the Association. The Treasurer shall secure a firm for providing an annual audit of the association. The Treasurer will serve on the Awards Committee and the Fire Academy Directors. The Treasurer shall receive Seven Hundred Fifty (\$750.00)

Section 9. The Assistant Treasurer shall assume the duties of the Treasurer in the event of his/her absence.

Section 10. Officers are to be installed at the Association's convention meeting after the results of the election are announced. In the case of filling a vacant office, the officer will be installed once the vacancy is filled. The installation of officer(s) can be done by any Past President.

ARTICLE V REMOVAL FROM OFFICE

Section 1. Elected officers of this Association can be removed from his or her elected office for the following reasons:

- A. Breach of trust
- B. Violation of the by-laws or the constitution
- C. Not fulfilling the duties of the elected office
- D. Failure to make deposits of money
- E. Misappropriating property of the Association
- F. Slandering of the Officers or the Association
- G. Unauthorized representation of the Association to the public or media
- H. Missing more than three (3) consecutive meetings without a valid excuse.

Section 2. The violation(s) shall be investigated by the Executive Committee. The investigation shall be completed no later than 45 Days after the charges are brought forth.

Section 3. When the investigation is complete. The Executive Committee shall recommend to the President whether to retain or dismiss the Officer involved. This committee shall be made up of no less than five (5) members.

Section 4. The members of the Association have the final decision to dismiss or retain the Officer.

ARTICLE VI DUTIES OF THE COMMITTEES

Section 1. The Executive Committee is comprised of all the Past Presidents of the Association. The outgoing President or newest Past President will serve as chairman of this committee. The Executive Committee shall review and investigate any complaints made about this Association. The complaint shall be signed by eight (8) members of this Association and forward to the President so action can be taken.

Section 2. Audit Committee duty to exam and audit all accounts and property of the Association annually and present at the convention meeting the completed audit for the Association approval.

Section 3. Law and Legislative Committee duty to report on all matters pertaining to any legislation whether federal or state legislation, impacting the interest of the members of the Association.

Section 4. Resolution Committee to attend to all memorials of deceased members and to instruct the Secretary to mail the same to the nearest kin. A resolution will be read at each Association's regular meeting when a member has died.

Section 5. Credentials Committee duty is to make a report at the convention meeting of the fire companies/departments that are eligible to be seated for voting. Conduct the election at the convention as outlined in Article II Section 4. In addition, if there is a need for a special election to fill a vacancy or a vote for a by-law change, or an addition then the Credentials Committee will oversee that role. They shall maintain the security of the ballot and ballot box for the voting session. Any voting conducted by the Credentials Committee shall require a membership card and may request member voting to produce a photo identification to establish a member's identity.

Section 6. Fire Prevention Committee to promote fire prevention in the area covered by the Association.

Section 7. Academy Training Committee duties are:

- A. Conduct the annual training classes held at the Academy and other locations where training is being held
- B. Work with the Pennsylvania State Fire Academy on training programs.
- C. Conduct various fire training programs throughout the year.
- D. Establish fire training curriculum and provide qualified instructors for the same.
- E. Provide meals and transportation if necessary, for the students attending classes at the annual training Academy.
- F. The Second Vice President by virtue of his office will serve on this committee along with the Chairman, Vice Chairman and one other member of the Site Directors. When any training program(s) are to be conducted at the county fire academy the training committee must submit their training plan and schedule to the Site Directors for approval.

Section 8. The Certification Committee's duty to offer National and State Certification Programs to both the Association and Non-Association members in the disciplines which are permitted by the Pennsylvania State Fire Academy. This committee has the right to collect money and fees that are incurred at the time of each certification test. A list of all money taken in for the class will be given to the Treasurer and receipt for expenditures shall also be turned over to the Treasurer. There shall not be any person working under the age of fourteen (14) at the fire academy or any other functions as an independent contractor. All child labor laws will be complied with. If the independent contractor is over the age of eighteen (18) that person must refer to the State Administrative Manual. The Chairman will be appointed by the Association President with the approval by the State of Pennsylvania Fire Academy. Once a schedule plan for the various certification programs is scheduled for the year, then the certification committee must submit that schedule to the Site Directors for approval.

Section 9. Tuition Assistance

A. It shall be the duty of the committee to receive, review, and evaluate all applications for higher education assistance. The committee shall establish such rules as are deemed necessary for the operation of the Tuition Assistance Program. The committee shall announce the name of the persons selected to receive any and all award for assistance at the Annual Convention Awards Program. The committee shall set the amounts of the awards and categories for which they are granted.

Section 10. The Application Review Committee is responsible for investigating new fire company/department who wishes to join the Association and to make sure they meet the guidelines of the Association. After the committee's investigation they shall submit to the Association their report at the next scheduled regular meeting for accepting or rejecting said applicant.

Section 11. The Convention Competition and Rules Committee's duty are to establish and enforce competition rules which are conducted at the convention in order to ensure fair competition.

Section 12. The By-Laws Committee's duty is when called upon by the Association to revise, change, or add by-laws as well as interrupt the intent of those by-laws which govern the Association.

Section 13. The Historical Committee is to maintain records of historical significance of the Association.

Section 14. The Awards Committee's duty shall be to receive all nominations for the awards, review the nominations, and vote on the recipients for the various awards. They shall be present at the awards ceremony the presentation of the awards to the various recipients. The Secretary and Treasurer of the Association by virtue of their office shall be members of the Awards Committee.

ARTICLE VII

POLITICAL ACTIVITY

Section 1. This association takes the position that it will not support or endorse any candidate running for political office.

Section 2. This association may support any local, state or federal fire / emergency related legislation that will benefit its members or member fire companies / departments in the performance of their duties or their welfare.

Section 3. A political candidate may pass out political information before or after a meeting but not during the meeting.

Section 4. A candidate may address the members at a meeting. They may speak no longer than ten (10) minutes.

Section 5. If the political candidate wishes they can wait until the meeting is over and talk with the members.

ARTICLE VIII

FIRE ADVISORY BOARD MEMBER

Section 1. To be eligible to be nominated for the position for the Fire Advisory Board Member to represent the County Association; one shall be an active member of the County Association by attending a minimum of four (4) meeting in a fiscal year. This number of meetings shall also be for any elected office this Association has.

Section 2. The Association shall elect one (1) representative to the Fire Advisory Board every year, for which they will serve a two (2) year term. The Association shall also appoint the 1st Vice President to the Fire Advisory Board every year, for which they will serve a two (2) year term which will their term as Association President. This will be in conjunction with the By-Laws of the Fire Advisory Board.

Section 3. The representatives from the County Association that serve on the Fire Advisory Board shall function in the best interest to the Association. They shall request input from the membership on matters concerning the Association and member companies. This may be done at Association meeting or by written survey.

Section 4. Members of the Board shall give a report at the next regular meeting of the Association following the Fire Advisory Board meeting.

Section 5. Any elected representative that cannot serve their full term, the President shall appoint a new representative from the association membership at large to fill the term as described in Section 1.

Section 6. The term of all Fire Advisory Board members shall begin January 1st and end December 31st consisting of a two (2) year term. Newly elected and appointed members described in Section 2, shall assume their duties on January 1st after being elected and/or appointed to follow suit with the Fire Advisory Board By-Laws.

ARTICLE IX TRAINING ACADEMY DIRECTORS

Section 1. The Academy Directors shall have full authority to operate and maintain the training site and to develop policy, rules, regulations and scheduling for the use of the regional training academy.

Section 2. The Academy Directors shall consist of eleven (11) members of the Association. This includes nine (9) elected members that will be referred to as Site Directors and the Secretary and Treasurer of the association which by virtue of their office will also be members of the Site Directors.

Section 3. Nominations and elections for the site directors shall take place annually in the same manner as prescribed for by the election of the officers of the Association. All nominees must be members in good standing of the Association, have completed six years in the fire service, and have attended the required Association meetings to run for office. Every year, three (3) site directors shall be elected for a three (3) year term. The three (3) members receiving the highest votes shall be declared the winner. In the case of a tie vote then a revote will be taken until the tie is broken.

Section 4. The term of all site directors shall begin September 1st and end the following August 31st of their respective term. The fiscal year of the site shall coincide with that of the Association.

Section 5. The site directors shall meet the first Wednesday of September, November, April, and June, at a time and location to be determined by the site directors. A site director must attend 2 meetings of the site directors to maintain their status as a site director. Special meetings if needed may be called by the Chairman or five members of the site directors in writing to the Chairman. A special meeting may take place after receiving a written notice within two weeks. Notification of all site directors shall be made with a time, date, and location of the special meeting.

Section 6. Five site directors shall constitute a quorum for the transaction of the business.

Section 7. Site Directors meetings shall follow the current Robert's Rule of Order and Association's rules. The order of business at the site directors meetings is as follows:

1. Call to order
2. Pledge of Allegiance
3. Reading of the minutes
4. Roll call of Directors
5. Entertain any visitors or speakers
6. Reading of Minutes
7. Treasurer's Report
8. Report of Committees
9. Reading of Communications
10. Reading of Bills
11. Unfinished Business
12. New Business
13. Good of Order
14. Adjournment

Section 7. An annual election of a chairman and vice chairman for site directors shall be selected at the first meeting in September. The secretary and treasurer of the association shall serve in their respective capacities for the site directors. The Chairman, Vice Chairman and one other member appointed by the Chairman shall serve as a liaison and be part of the training committee.

Section 8. Should a vacancy occur with the site director chairman then the vice chairman shall fill that position and an election shall be done by the site directors to replace the Vice Chairman likewise should the vacancy occur in the Vice Chairman. If a vacancy occurs in the term of any site director then the President of the Association shall appoint a qualified member to fill the remainder of the term.

Section 9. Any site director not fulfilling their attendance at meetings or refusing to perform their duties or misconduct will be removed from office. See ARTICLE V REMOVAL FROM OFFICE

ARTICLE X POWERS AND DUTIES OF THE TRAINING ACADEMY DIRECTORS

Section 1. It shall be the power of the Academy Directors to.

A. When annual training is being held. Attendance is a must requirement at least for 3 (three) days during this time. Advance notice will be given when training will be held. Not being here at the academy for this could be just cause for removal as a Director.

B. If there is other use of the academy for training or testing a Director will be the site Facilitator. He/she will be contacted to be here. The Director must give just reason for not being able to be here.

C. A chairperson will be appointed or elected out of the current sitting Directors. The chairperson will serve for a 1 (one) year term. The appointment or election will take place at the annual convention. The term will be from January 1st to December 31st.

D. Schedule and coordinate activities for the use of the site.

E. Create and enforce ground rules and a set of operating guidelines for the use of the site.

F. Operate and Maintain the site.

G. Hire any help that is deemed necessary for the operation and maintenance of the site. Develop a job description for this help and set the compensation rate for the help.

H. Make necessary purchases or designate those who can for the operation and maintenance of the site. Bring to the Association for approval of any expenditures costing over (\$1500.00) One Thousand Five Hundred Dollars.

I. Execute any contracts needed for the operation of the site upon the Association's approval.

J. Establish and manage a yearly budget for the operation of the Site

K. Annually perform an inventory of the Association property at the site and provide a written report to the Treasurer

L. Develop and maintain a long-range plan for the site to address current and future needs of the site.

M. Give a report at the regular scheduled Association meeting on any activity, transactions, or expenditures involving the site.

ARTICLE XI TRAINING EMERITUS

Section 1. A site Director Emeritus is a member of the site directors who has served a minimum of (4) terms or (12) years and wishes to move to an Emeritus status. Nothing prevents a member for serving longer time or wishing to remain as a Site Director providing that a Site Director is elected every three years.

Section 2. A member who has completed the requirements to achieve this status and wishing to become Site Director Emeritus shall send a letter to the Chairman of the Site Directors requesting this action.

Section 3. A member who is placed on Site Director Emeritus can remain in this status as long as that member wishes or until said member submits a letter of resignation to the Site Director Chairman.

Section 4. Site Director Emeritus is an honorary position and will hold no voting rights on decisions pertaining to the site, however, Site Director Emeritus will serve in a capacity as a counsel to the Site Directors as needed or when requested and can attend Site Director Meetings.

ARTICLE XII ASSOCIATION MEETINGS

Section 1. A failure to hold any convention meeting at the time designated in the Constitution shall in no way constitute a dissolution of this Association.

Section 2. The regular meeting of the Association shall be held on the Fourth Thursday of each month, except the month of July, August, November and December. The December the meeting shall be held on the second Thursday due to conflicts with holidays. There will be no meetings held in November. The convention meeting may be held either in July or August depending on the dates selected by the host of the convention. If the month of July is selected then there will be no meeting in August, likewise if the convention meeting is held in August then there would be no July meeting. In either case the meeting of the Association during the convention will be held on a Friday.

Section 3. All meetings will be held at 7:00 P.M. except the convention meeting which will have a morning session starting at 11:00 A.M. followed by a recess and an afternoon session starting at 2:00 P.M.

Section 4. The convention shall be the first meeting of the new fiscal year.

Section 5. A photo identification card and the Association membership card shall be required when there is a secret ballot.

Section 6. A special meeting may be call by the President or may be at request of eight (8) members of the Association stating the reason to hold a special meeting. The meeting will be held within thirty (30) day of the request. The time and location will be announced by the Secretary through written notification to the member fire companies/departments.

Section 7. The current edition of "Roberts Rule of Order" and any special rules and regulations adopted by this Association shall be the Rules and regulations governing this Association.

Section 8 The meetings will be conducted under the following order of business:

- A. Call Meeting to Order
- B. Pledge of Allegiance
- C. Reading of Minutes
- D. Communications
- E. Reading of Bills
- F. Treasurer's Report
- G. Committee Reports
- H. Roll call of Officers
- I. Roll Call of Companies
- J. Old and Unfinished Business
- K. New Business
- L. Good of the Association
- M. Announcement of Next Meeting (Date and Location)
- N. Adjournment

Section 9. The presiding officer shall preserve order and decorum. All questions of order shall be decided by the presiding officer subject to appeal to the Association.

Section 10. Every member when they speak, shall be standing in his or her place, addressing the presiding officer, giving their name and company.

Section 11. When two or more members shall rise at once the presiding officer shall name the member to speak first.

Section 12. A member called to order shall immediately sit down unless permitted to explain to the Chair. If there be no appeal, the decision shall be conclusive.

Section 13. Seven (7) member companies of the Association in good standing shall constitute a quorum for the transaction of business.

Section 14. Should a State or National Emergency be declared or where there is some type of calamity such as war, pandemic, Etc. Meetings will be allowed to be conducted through technological means or platforms that may be available at the time to permit Association business to be conducted without jeopardizing the welfare of the Association members or their communities.

Section 15. The Financial year of this Association shall begin on the 1st day of July and end one year hence.

ARTICLE XIII

DEATH BENEFITS

Section 1. The amount of benefits shall be Two Hundred Seventy Five (\$275.00) Dollars as long as any money remain in the Death Fund. The amount of benefits are subject to change by a majority vote according to the constitution.

Section 2. The proper Officers of this Association are authorized to write a check on the Death Fund payable to the beneficiary by the assured as soon as notification of death is given. A member in good standing upon his death is only entitled to one death benefit.

ARTICLE XIV AMENDMENTS

Section 1. This Association shall have the power at any time to alter, amend or revise the By-Laws. All amendments to the By-Laws shall be presented in writing, signed by five (5) members in good standing at any regular meeting of the Association.

Section 2. The amendment(s) will be presented and read at the first meeting.

Section 3. It shall lay over and be reread by the Association Secretary at the following monthly meeting.

Section 4. Before the third monthly meeting in which the amendment(s) will be voted on by secret ballot the Secretary will send a letter to all member companies with a copy of the amendment(s) and stating the time and location of the vote.

Section 5. A photo identification card and the Association membership card must be presented in order to obtain a ballot.

ARTICLE XV BYLAWS ENFORCEMENT

Section 1. At the adoption of these By-Laws of the Cambria County Regional Firefighters Association, all former By-Laws and rules or copies thereof, are here by declared null and void.

ARTICLE XVI DISSOLUTION

Section 1. Upon the dissolution of this Association, the Officers shall after paying or making provisions for the payment of all the liabilities of the Association, dispose of all assets of the Association in such a manner, or to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an organization or organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or corresponding provisions of any future United States Internal Revenue Law) as the Officers shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of Cambria County in which the principal office of the Association is then located exclusively for such purpose as said court shall determine, which organized and operated exclusively for such purposes.

ARTICLE XVII

NON-DISCRIMINATION

Section 1. The Cambria County Regional Firefighters Association will accept members into this organization regardless of sex, race, national origin, religion or age. (as provided in Article 1, Section 1, Membership).

ARTICLE XVIII

CONVENTION DATES

Section 1. The Cambria County firemen's convention be conducted from the first day of July until the end of August of any year. The host department may conduct four (4) to eight (8) day convention of their choice. The mandatory firemen's games during the convention must be pumping contest, bucket brigade, and battle the barrel. Additional events can be approved by the Rules Committee.