

1 **KENTUCKY FIREFIGHTERS ASSOCIATION, INC.**
2 **CONSTITUTION AND BY-LAWS**

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Revised August 1988	Revised August 2001	Revised August 2010	Revised July 2018
Revised August 1991	Revised August 2002	Revised August 2011	Revised August 2019
Revised August 1993	Revised August 2003	Revised July 2012	
Revised August 1996	Revised August 2004	Revised August 2013	
Revised August 1997	Revised August 2005	Revised August 2014	
Revised August 1998	Revised August 2007	Revised August 2015	
Revised August 1999	Revised August 2008	Revised August 2016	
Revised August 2000	Revised August 2009	Revised August 2017	

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14 **MISSION STATEMENT**
15 **KENTUCKY FIREFIGHTERS ASSOCIATION**

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The Kentucky Firefighter’s Association was established to serve and promote, coordinate, represent and support the interests of all firefighters in the Commonwealth of Kentucky.

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21 **ARTICLE 1**
22 **NAME**

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SECTION 1: This organization shall be known as The Kentucky Firefighters Association, Incorporated hereafter referred to as the KFA.

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28 **ARTICLE 2**
29 **PREAMBLE**

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SECTION 1: The object of this organization shall be to form a perfect organization, establish harmony, of action, insure protection and success, provide pecuniary support, secure protection and to promote the best interests of the firefighters in the Commonwealth of Kentucky. To cultivate the fellowship between all the fire departments, in the Commonwealth.

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37 **ARTICLE 3**
38 **MEMBERSHIP**

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SECTION 1: Members of this Association shall be classified as Active, Associate, Sustaining, Life, Personal, and Honorary.

42 **SECTION 2: ACTIVE MEMBERSHIP:** All individuals, shall by virtue of their membership in their
43 respective fire departments, be members of the KFA, so long as said organization remains a
44 member of this association. Eligible KFA membership shall be limited to public and private
45 emergency response organizations including, fire departments and fire districts, “structural” Fire
46 Brigades, hazardous material response team, properly recognized rescue squads & Fire
47 authorities.

- (1) Structural Fire Brigades as defined by KOSHA and or NFPA.
- (2) Meeting minimum requirements of tech level by KOSHA and NFPA.
- (3) Meeting minimum requirements of KRS 39(F)

51 **SECTION 3:** Active membership may be obtained in the KFA by paying annual dues of \$85.00,
52 Dues are payable on **October 1st** of each year. Dues not paid by **December 1st**, of each year,
53 render that membership delinquent. The fiscal year of this organization shall be August 1st,
54 through July 31st. A letter shall be mailed to the last known Chief of said department, Vice
55 President and Director of said area by the treasurer of the KFA. The Director shall try to make
56 contact with said department(s) to encourage membership in the KFA. A department whose
57 dues are in arrears may be re-instated to the roll of active membership by paying dues at the
58 registration desk at the conference and have full voting powers in any conference or other
59 meetings of the association with proper authorization. (Refer Article 3 Section 4a). Delinquent
60 memberships shall be reported by the secretary at the opening of the business session at any
61 conference and shall be removed from the KFA rolls.

62
63 **SECTION 3A: SUSTANING MEMBERSHIP –** Sustaining membership may be obtained, in the
64 KFA by paying annual dues of one hundred and fifty (\$150.00) per year. Dues are due June 1st
65 of each year.

66
67 **SECTION 3B: PERSONAL MEMBERSHIP –** may be obtained in the KFA by paying annual
68 dues of twenty five dollars (\$25.00) per year.

69
70 **SECTION 4:** A voting delegate, as identified by the Chief of a dues-paying department, shall be
71 permitted to represent up to two due-paying departments. Provided that said delegate is an
72 active member of both departments, and the delegate form bear the signature of the Chief of
73 each department designating said person to be the voting delegate.

74
75 Every active membership in the KFA, which is in good standing, shall be entitled to two voting
76 delegates at all conferences. In the event only one delegate is sent, this person shall be entitled
77 to cast both votes. **THERE SHALL BE NO PROXY VOTES ALLOWED AT ANY**
78 **CONFERENCE.**

79
80 **SECTION 4A:** The Secretary SHALL ON THE FIRST DAY OF JUNE OF EACH YEAR send a
81 ‘DELEGATE AUTHORIZATION CERTIFICATE TO EACH ASSOCIATION MEMBER
82 DEPARTMENT WHICH WILL REQUIRE:

- [1] THE NAME OF THE DEPARTMENT OR AGENCY
- [2] THE NAME OF THE DELEGATE(S)
- [3] A ‘STATEMENT OF CERTIFICATION’ ATTESTED TO BE THE CHIEF THAT
CERTIFICATE BE PRE-FILED OR PRESENTED TO THE CREDENTIALS
COMMITTEE AT THE CONFERENCE

88 **SECTION 4B:** Executive Board members, by virtue of their office, are delegates at large, and
89 shall be entitled to one vote. An Executive Board member shall not be a delegate of their
90 department. Executive Board members shall be Personal Members.

91

92 **SECTION 5: ASSOCIATE MEMBERS** – The privilege of Associate membership is extended to
93 all public officials, the officials and inspectors of insurance rating bureaus. Fire department
94 members of other states, the Chairman of the Governor’s Commission on Fire Standards and
95 Training and Education, the Fire Marshal and others who are interested in the welfare and
96 success of this Association when complying with the sections of this Constitution and By-Laws
97 governing Associate members. Associate membership may be obtained by approval of the
98 executive board.

99

100 **SECTION 6: SUSTAINING MEMBERSHIP** – Every manufacturer and their representatives of
101 fire department apparatus, fire prevention and protective devices and any other company
102 dealing with the Fire Service can become a Sustaining member.

103

104 **SECTION 7:** Associate members and sustaining members are afforded all benefits and
105 privileges of this Association with the exception of the right to hold office and vote.

106

107 **SECTION 8: LIFE MEMBERSHIP** – may be conferred upon persons for a distinctive service
108 rendered, for the cause of fire service in Kentucky. The President shall confer such
109 membership, with approval of the Executive Board, or by the majority vote of all delegates
110 present at the annual Conference.

111

112 (A) An outgoing President, upon completion of their term of office as President shall
113 receive a Life Membership in this Association.

114 (B) Life Membership holders may be called upon for their opinions or thoughts, but no Life
115 Membership holder shall be entitled to voting privileges, unless seated as a
116 designated delegate.

117

118 **SECTION 9:** An Honorary membership in appreciation for services rendered to the KFA,
119 Commonwealth of Kentucky, or the U S A, may be awarded. This membership would not grant
120 voting privileges to the holder, and may be awarded by the President, with executive Board
121 approval.

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123 **SECTION 10:** Personal Membership is afforded all benefits and privileges of this association,
124 with the exception of the right to hold office and vote. Executive Board members are excluded.

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ARTICLE 4 ELECTION OF OFFICERS

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134 shall represent all fire departments in the State.

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136 (A) The KFA recognizes the following areas – West, North, East, and Central. Each area
137 shall elect a Vice President. These areas are comprised of the following Associations:

138

139 **WEST:** GREEN RIVER, JACKSON PURCHASE.

140 **NORTH:** BUFFALO TRACE, CENTRAL KY, NORTHERN KY, DANIEL
141 BOONE

142 **EAST:** EASTERN KY, MOUNTAIN, SOUTHEASTERN

143 **CENTRAL:** BLUEGRASS, DIXIE, JEFFERSON COUNTY, LAKE
144 CUMBERLAND

145

146 (B) (SEE ATTACHED MAP) The KFA Executive Board shall place any future fire
147 association, which may be formed, in their geographical area. The area of vacancy
148 can only replace the vacating Vice President. Each area shall file with the KFA
149 Secretary the order of rotation agreed upon and such shall be binding.

150

151 (C) The Vice Presidents from each area, on a rotation basis, assume the office of
152 President. The rotation or move up of Vice Presidents shall follow the order of the
153 numerical position – 1st Vice President, 2nd Vice President, 3rd Vice President, until all
154 these Vice-Presidents have served a term as President. At all times the Executive
155 Board shall consist of the elected Vice Presidents as outlined on the previous
156 schedule, a President, a Secretary, a Treasurer, and a Vice President at Large.

157

158 (D) Nominations for the positions of Secretary, Treasurer, and Vice President at Large
159 shall be accepted from the floor of the annual conference. The nominee need not be
160 a delegate. The Secretary, Treasurer, and Vice President at Large shall be elected a
161 delegate. The Secretary, Treasurer, and Vice President at Large shall be elected by
162 a simple majority of votes cast by the designated delegates present and voting at the
163 conference. In even years the Secretary shall be elected to a two-year term. In odd
164 years the treasurer shall be elected to a two-year term. A Vice President at Large
165 shall be elected, from all active members to a two-year term, in odd years.

166

167 (E) A Director shall be elected, one from each association, by their respective
168 association. The term of office for the director shall be one (1) year. A Director may
169 represent the Vice President as a voting delegate on occasions of absences at
170 Executive Board meetings, if the Vice President is not able to attend. Directors filling
171 these roles shall be sworn in by the highest ranking Executive Board member present
172 for the duration of the absence. The directors shall be elected by State Fire School
173 each year and take office at the Annual Conference. Each association shall send in
174 the name of their elected director to the KFA Secretary by the start of the annual
175 conference. If any association fails to report a change in their elected director, the
176 area Vice President shall contact the Association President for the appointment of a

177 director. All Vice Presidents and Directors shall reside in the area of their
178 representation.
179

180 **SECTION 2:** Eligibility to run and hold office the nominee shall be a member of a dues paying
181 department in good standing of the KFA. Nominee department shall be a dues paying
182 department in their Regional Association. Whereas a nominees department does not have a
183 Regional Association near enough to join they may run for office as long as other requirements
184 are met and the person shall make every effort, monitored by the KFA Executive Board, to start
185 a Regional Association or join an existing one for their term of office. All officers of the KFA
186 President, Vice Presidents, Secretary, treasurer, Directors and incoming 3rd Vice President,
187 shall be certified by the Secretary of their home Association, as meeting all qualifications of
188 holding office in the KFA, as per Article 4 Section 2, by June meeting at State Fire School of
189 each calendar year.
190

191 **SECTION 3:** Should any vacancy occur by reason of death, resignation or loss of membership
192 in the office of President or Vice President. The Presidents of the Executive Board shall
193 assume the vacant office in successive order for the remainder of the term.

194 (A) The vacated Presidents Association and/or region associations shall fill the
195 position of 3rd Vice President.

196 (B) If the vacated region Association refuses the position the Executive Board shall
197 fill the position for the remainder of the term.
198

199 Should any vacancy occur by reason of death, resignation or loss of membership in the office of
200 Director(s), such vacancy shall be filled by a special election from the members of the
201 Association represented.
202

203 Should any vacancy occur by reason of death, resignation or loss of membership in the offices
204 of Secretary or Treasurer such vacancy shall be filled through appointment by the President,
205 until the next conference. At the conference an election shall be held to fill the term of the
206 vacated position.
207

208 Should any vacancy occur by reason of death, resignation or loss of membership in the office of
209 Vice president at Large, such vacancy shall be filled by the Executive Board until the next
210 conference. After election at conference this person shall serve until the end of the unfulfilled
211 term.
212

213 Any appointment shall be duly sworn and shall assume all responsibilities and benefits, as if
214 elected.
215

216 **SECTION 4:** The duties of elected officers, committee chairmen, directors, parliamentarian,
217 and chaplain are described under separate cover, known as Standard Operating Guidelines for
218 KFA.
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222 **ARTICLE 5**
223 **EXPENSES FOR OFFICERS**

224
225 **SECTION 1:** The President may expend for the good of the KFA an amount set by the
226 Executive Committee, to send members to meetings. Statement of expenditure must be
227 furnished to the Executive Board for payment.

- 228 (A) The President may receive expenses for his duties as president, with receipts
229 attached.
- 230 (B) The Treasurer may receive \$1,000.00 per year for expenses, plus all other expenses
231 with receipts turned into the Secretary.
- 232 (C) The Treasurer shall be bonded, and this expense paid by this organization.
- 233 (D) The Secretary may receive \$1,000.00 per year for expenses plus all other
234 expenses with receipts turned into the Treasurer.
- 235 (E) The President may authorize expenses of the Chaplain.
- 236 (F) The expenses of the members of committees, when called to meet in special
237 sessions by the President shall be paid out of the Association treasury.

238
239 **SECTION 2: EXPENSES:** Expenses of all KFA offices are described under separate cover,
240 known as Standard Operating Guideline for KFA.

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243 **ARTICLE 6**
244 **MEETINGS**

245
246 **SECTION 1:** The Annual Conference of this Association shall convene during the months of
247 July or August in each year, except in the case of an emergency. The Executive Board may
248 determine the dates of the meeting, as well as the city in which the Annual Conference will be
249 held. The Annual Conference shall be held in one of the four areas as outline in Article 4
250 Section 1 Item A. The schedule shall be:

251

252 2019 West	2023 West	2027 West	2031 West
253 2020 North	2024 North	2028 North	2032 North
254 2021 East	2025 East	2029 East	2033 East
255 2022 Central	2026 Central	2030 Central	2034 Central

256
257 This schedule shall be repeated perpetually in this order.

258
259 The host(s) of these Annual Conferences shall be the Associations of the region President.

260
261 **SECTION 2:** A quorum at Annual Conference meeting of the KFA shall consist of the qualified
262 representatives of fourteen (14) or more fire departments, in good standing.

265 **SECTION 3:** All business not provided for in the by-laws and the Rules of Conference shall be
266 transacted according to Robert's Rule of Order.

267
268 **SECTION 4:** The Executive Board may meet at least four (4) times a year to discuss KFA
269 business. These meetings may be held, in the Spring, during State Fire School, during the
270 Annual Conference, and In the Winter, Additional meetings shall be called by the President as
271 business warrants.
272 Failure to hold any meetings at the time designated in this Constitution and By-Laws shall in
273 no manner cause dissolution of the KFA.

274
275 At all meetings of the Executive Board, a majority of the Board shall constitute a quorum
276 and a majority of quorum may determine all questions. Only the Vice-Presidents along with
277 the Secretary and Treasurer shall have a vote, unless there is a tie in which case the
278 President shall cast the deciding vote.

279
280 **SECTION 5:** All authority given to the officers and Executive Board shall be extended to the
281 delegates at the Annual Conference or any special called Conference.

282
283 **SECTION 6:** ANY DEPARTMENT SUBMITTING RESOLUTION(S) FOR THE ANNUAL
284 CONFERENCE MUST DO SO 45 (DAYS) PRIOR TO THE FIRST DAY OF THE
285 CONFERENCE OPENING WITH THE SECRETARY. FIRE DEPARTMENT RESOLUTIONS,
286 SUBMITTED AT THE CONFERENCE MUST BE ACCEPTED BY 2/3 VOTE OF THE
287 DELEGATES ASSEMBLED.

288
289 **SECTION 7:** The secretary shall forward pre-filed resolutions to the President 30 days prior
290 to the start of the conference, for distribution to the proper Committee Chair.

291
292 **SECTION 8:** Resolutions presented on the floor at the Conference must come from;

- 293 (A) An Executive Board member,
294 (B) A committee Chairman

295
296 Pre-filed Resolutions from an individual KFA dues paying department, shall be presented first
297 through the Area Association in which that department is a member. With approval of the area
298 association, the resolution shall then be presented to the KFA Secretary within the time frame as
299 stated in Article 6, Section 4.

300
301 All resolutions and By-Law changes shall become effective at the closing of the conference
302 ratified.

303
304 **SECTION 9:** The KFA has adopted an ethics policy and procedure, to the described under a
305 separate cover, known as the Standard Operating Guideline.

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309 **ARTICLE 7**
310 **COMMITTEES**

311
312 **SECTION 1:** The special Committees consisting of Credentials, Conference Oversight, and
313 such other appointed committees shall report during the business session.

314 **SECTION 2:** Standing committees, consisting of Finance, Legislative, Constitution and By-
315 Laws, Advisory, Public Safety & Education, Resolutions, Scholarship, Ethics, Special Events,
316 and Hall of Fame, and any such others as may be authorized by the association. These
317 committees shall be appointed by the President and shall consist of such number of members
318 necessary to perform the duties specified by the President for the transaction of business. Their
319 reports shall be made on the second day of the Annual Conference.

320
321 **SECTION 3:** Finance Committee – shall assist the Treasurer and the Executive Board in all
322 KFA financial matters.

323 (A) Shall consist of at least four members and the Treasurer as a non-voting member.

324 a. Shall prepare the KFA annual budget and present it to the Executive
325 Board for review and acceptance at the Executive Board meeting at
326 State Fire School.

327 b. Shall work on long-term financial planning.

328 c. Shall meet with the Executive Board at the quarterly meetings to review
329 status of budget.

330 d. CONFERENCE OVERSIGHT COMMITTEE – shall be described a separate
331 cover, known as the Standard Operating Guideline.

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334 **ARTICLE 8**
335 **FIREFIGHTER ASSOCIATION**

336
337 **SECTION 1:** To further the purpose of this organization, and to promote the practice of
338 mutual assistance among cities in fire control. This Association encourages the organization
339 of Firefighter’s Associations throughout the Commonwealth, and solicits their affiliation with
340 this Association. These Associations will be subject to their own By-Laws and Regulation, but
341 will be a charge upon the officers of this Association and especially upon the Vice Presidents,
342 to assist in the promotion of these.

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345 **ARTICLE 9**
346 **AMENDMENTS**

347
348 **SECTION 1:** This Association shall have full power at its annual Conference to alter, amend or
349 revise this Constitution and By-Laws, but it shall be necessary by a two thirds vote of all

350 qualified voting delegates present and voting to do the same.

351

352 **SECTION 1a:** The Standard Operating guidelines may be amended by a 2/3 vote of the
353 Executive board, during a scheduled meeting, or by a majority vote of voting delegates at a
354 KFA Conference.

355

356 **SECTION 2:** The proposed amendments, signed by a delegate, shall be submitted in writing
357 to the Secretary for presentation to the membership.

358

359 **SECTION 3:** All alterations, amendments or revisions shall take affect at the end of the
360 conference.

361

362 **SECTION 4:** Amendments shall be presented to the appropriate Committee Chair as
363 determined by the President at conference.

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ARTICLE 10 ENDORSEMENTS

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369 **SECTION 1:** This Association will not recommend any product for sale, in the State or out of
370 the State, regardless of the affiliation to this Association or to any other fire department within
371 the Commonwealth of Kentucky, or the United States.

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373 **SECTION 2:** This Association shall not endorse any political candidate for any office within
374 the Commonwealth or outside the Commonwealth.

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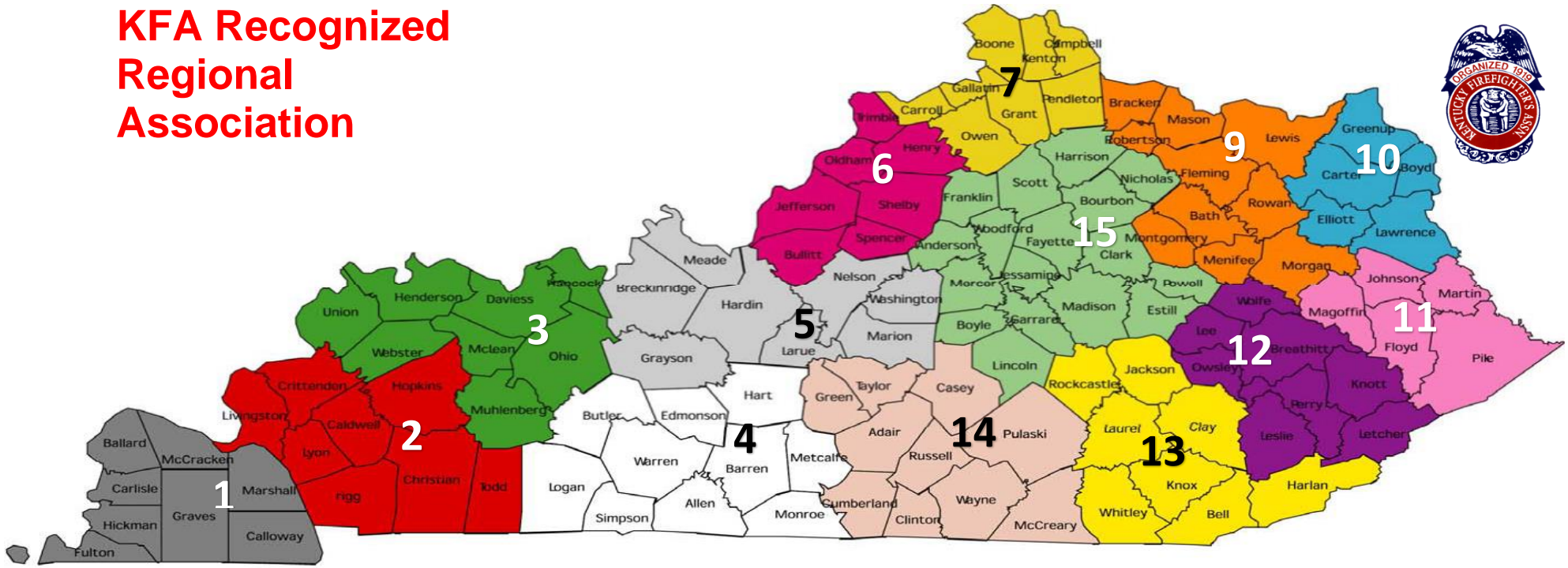
ARTICLE 11 GENDER

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380 **SECTION 1:** "THE KENTUCKY FIREFIGHTERS ASSOCATION SHALL NOT
381 DISCRIMINATE RELATIVE TO MEMBERSHIP AND PRIVILEGES BECAUSE OF SEX,
382 RACE, OR NATION OF ORIGIN AND ALL REFERENCES IN THESE BY-LAWS TO ONE
383 GENDER SHALL MEAN TO INCLUED BOTH GENDER

KFA Recognized Regional Association



West		Central		North		East	
REGION 1	REGION 3	REGION 5	REGION 6	REGION 7	REGION 9	REGION 10	REGION 12
REGION 2	REGION 4	REGION 6	REGION 14	REGION 9	REGION 15	REGION 11	REGION 13