

1 **KENTUCKY FIREFIGHTERS ASSOCIATION, INC.**
2 **CONSTITUTION AND BY-LAWS**
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4

5 Revised August 1988 Revised August 2001 Revised August 2010 Revised July 2018
6 Revised August 1991 Revised August 2002 Revised August 2011 Revised August 2019
7 Revised August 1993 Revised August 2003 Revised July 2012 Revised August 2021
8 Revised August 1996 Revised August 2004 Revised August 2013
9 Revised August 1997 Revised August 2005 Revised August 2014
10 Revised August 1998 Revised August 2007 Revised August 2015
11 Revised August 1999 Revised August 2008 Revised August 2016
12 Revised August 2000 Revised August 2009 Revised August 2017
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16 **MISSION STATEMENT**
17 **KENTUCKY FIREFIGHTERSASSOCIATION**
18

19 The Kentucky Firefighter’s Association was established to serve and promote, coordinate, represent
20 and support the interests of all firefighters in the Commonwealth of Kentucky.
21

22 **ARTICLE 1**
23 **NAME**
24

25 **SECTION 1:** This organization shall be known as The Kentucky Firefighters Association,
26 Incorporated hereafter referred to as the KFA.
27

28 **ARTICLE 2**
29 **PREAMBLE**
30

31 **SECTION 1:** The object of this organization shall be to form a perfect organization, establish
32 harmony, of action, ensure protection and success, provide pecuniary support, secure protection
33 and to promote the best interests of the firefighters in the Commonwealth of Kentucky. To
34 cultivate the fellowship between all the fire departments, in the Commonwealth.
35

36 **ARTICLE 3**
37 **MEMBERSHIP**

38 **SECTION 1:** Members of this Association shall be classified as Active, Associate, Sustaining, Life,
39 Personal, Emeritus, and Honorary.
40

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

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

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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:

- 83 [1] THE NAME OF THE DEPARTMENT OR AGENCY
- 84 [2] THE NAME OF THE DELEGATE(S)

85 [3] A STATEMENT OF CERTIFICATION' ATTESTED TO BE THE CHIEF THAT CERTIFICATE BE PRE-FILED
86 OR PRESENTED TO THE CREDENTIALS COMMITTEE AT THE CONFERENCE

87

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.

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112

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

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SECTION 9:

120 An Honorary membership in appreciation for services rendered to the KFA, Commonwealth of
121 Kentucky, or the USA, may be awarded. This membership would not grant voting privileges to the
122 holder, and may be awarded by the President, with executive Board approval.

123

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

126

127 **SECTION 11:** By Resolution, Emeritus Membership May be conferred upon, all past, President,
128 Secretary, Treasurer and Vice Presidents at large, who successfully completed their commitment to
129 the Kentucky Firefighters Association. Emeritus members are afforded all benefits and privileges of
130 this association and shall be a delegate at the annual Conference or Any Special Conference.
131 Emeritus Status is entitled to no more than ONE vote.
132

133 **ARTICLE 4** 134 **ELECTION OF OFFICERS**

135
136 **SECTION 1:** The elective officers of this Association shall be a President, three (3) Vice
137 Presidents, a Vice President at Large, along with a Secretary and Treasurer. The Vice
138 Presidents shall represent the fire department members in their area as defined in Article 4,
139 Section1, Item A. A Vice President at Large shall be elected from anywhere in the State, and
140 shall represent all fire departments in the State.
141

142 (A) The KFA recognizes the following areas – West, North, East, and Central. Each area
143 shall elect a Vice President. These areas are comprised of the following Associations:
144

145 WEST: GREEN RIVER, JACKSON PURCHASE.

146 NORTH: BUFFALO TRACE, CENTRAL KY, NORTHERN KY, DANIEL, BOONE

147 EAST: EASTERN KY, MOUNTAIN, SOUTHEASTERN

148 CENTRAL: BLUEGRASS, DIXIE, JEFFERSON COUNTY, LAKE CUMBERLAND
149

150 (B) (SEE ATTACHED MAP) The KFA Executive Board shall place any future fire
151 association, which may be formed, in their geographical area. The area of vacancy
152 can only replace the vacating Vice President. Each area shall file with the KFA
153 Secretary the order of rotation agreed upon and such shall be binding.
154

155 (C) The Vice Presidents from each area, on a rotation basis, assume the office of
156 President. The rotation or move up of Vice Presidents shall follow the order of the
157 numerical position – 1st Vice President, 2ND Vice President, 3rd Vice President, until
158 all these Vice-Presidents have served a term as President. At all times the Executive
159 Board shall consist of the elected Vice Presidents as outlined on the previous
160 schedule, a President, a Secretary, a Treasurer, and a Vice President at Large.
161

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

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

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

190
191 **SECTION 3:** In the event that a State of Emergency at the National or State level has been
192 lawfully declared due to health or other concerns, the Executive Board shall have the authority to
193 suspend any section(s) of the Rules that may pose a threat or hardship to the good and welfare of
194 the organization and membership for the duration of the Declared State of Emergency. If the
195 declaration extends through the nominations and election cycle of officers, the Executive Board
196 shall be authorized to extend the current officers for another term providing they agree to
197 continue in their role.

200 **ARTICLE 5**

201 **EXPENSES FOR OFFICERS**

202
203 **SECTION 1:** The President may expend for the good of the KFA an amount set by the
204 Executive Committee, to send members to meetings. Statement of expenditure must be
205 furnished to the Executive Board for payment.

206 (A) The President may receive expenses for his duties as president, with receipts
207 attached.

208 (B) The Treasurer may receive \$2,000.00 per year for expenses plus all other expense
209 with receipts turned into the secretary.

210 (C) The Treasurer shall be bonded, and this expense paid by this organization.

211 (D) The Secretary may receive \$1,000.00 per year for expenses plus all other
212 expenses with receipts submitted to the Treasurer.

213 (E) The President may authorize expenses of the Chaplain.
214 (F) The expenses of the members of committees, when called to meet in special
215 Sessions by the President shall be paid out of the Association treasury.
216 **SECTION 2: EXPENSES:** Expenses of all KFA offices are described under separate cover,
217 Known as Standard Operating Guideline for KFA.

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220 **ARTICLE 6**
221 **MEETINGS**

222
223 **SECTION 1:** The Annual Conference of this Association shall convene during the months of
224 July or August in each year, except in the case of an emergency. The Executive Board may
225 determine the dates of the meeting, as well as the city in which the Annual Conference will be
226 held. The Annual Conference shall be held in one of the four areas as outline in Article 4
227 Section 1 Item A. The schedule shall be:

228

229	2019 West	2024 West	2028 West	2032 West
230	2021 North	2025 North	2029 North	2033 North
231	2022 East	2026 East	2030 East	2034 East
232	2023 Central	2027 Central	2031 Central	2035 Central

233
234 This schedule shall be repeated perpetually in this order.

235
236 The host(s) of these Annual Conferences shall be the Associations of the region President.

237
238 **SECTION 2:** A quorum at Annual Conference meeting of the KFA shall consist of the qualified
239 representatives of fourteen (14) or more fire departments, in good standing.

240
241 **SECTION 3:** All business not provided for in the by-laws and the Rules of Conference shall be
242 transacted according to Robert’s Rule of Order.

243
244 **SECTION 4:** The Executive Board may meet at least four (4) times a year to discuss KFA
245 business. These meetings may be held, in the Spring, during State Fire School, during the
246 Annual Conference, and in the winter. Additional meetings shall be called by the President as
247 business warrants. Failure to hold any meetings at the time designated in this Constitution and
248 By-Laws shall in no manner cause dissolution of the KFA.

249
250 In the event of a Declaration of a State of emergency at the State or National Level, when it is
251 determined that it is unsafe due to the health or other conditions for the Kentucky Firefighters
252 Association to conduct business at an in-person meeting or conference, a virtual meeting may be
253 utilized. Provided the required quorum of dues paying departments via a virtual meeting
254 platform, business shall be conducted no differently than at any in-person, unless
255 specifically prohibited in the by-laws.

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

260

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

263

264 **SECTION 6:** ANY DEPARTMENT SUBMITTING RESOLUTION(S) FOR THE ANNUAL
265 CONFERENCE MUST DO SO 45 (DAYS) PRIOR TO THE FIRST DAY OF THE
266 CONFERENCE OPENING WITH THE SECRETARY. FIRE DEPARTMENT RESOLUTIONS,
267 SUBMITTED AT THE CONFERENCE MUST BE ACCEPTED BY 2/3 VOTE OF THE
268 DELEGATES ASSEMBLED.

269

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

272

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

274 (A) An Executive Board member,

275 (B) A committee Chairman

276

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

281

282 All resolutions and By-Law changes shall become effective at the closing of the conference
283 ratified.

284

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

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ARTICLE 7 COMMITTEES

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

293

294 **SECTION 2:** Standing committees, consisting of Finance, Legislative, Constitution and By-
295 Laws, Advisory, Public Safety & Education, Resolutions, Scholarship, Ethics, Special Events,
296 and Hall of Fame, and any such others as may be authorized by the association. These
297 committees shall be appointed by the President and shall consist of such number of members
298 necessary to perform the duties specified by the President for the transaction of business. Their

299 reports shall be made on the second day of the Annual Conference.

300

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

- 303 a. Shall consist of at least four members and the Treasurer as a non-voting member.
- 304 b. Shall prepare the KFA annual budget and present it to the Executive Board for review and
305 acceptance at the Executive Board meeting at State Fire School.
- 306 c. Shall work on long-term financial planning.
- 307 d. Shall meet with the Executive Board at the quarterly meetings to review status of budget.
- 308 e. d. CONFERENCE OVERSIGHT COMMITTEE – shall be described a separate cover, known as
309 the Standard Operating Guideline.

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ARTICLE 8

FIREFIGHTER ASSOCIATION

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

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ARTICLE 9

AMENDMENTS

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325 **SECTION 1:** This Association shall have full power at its annual Conference to alter, amend or
326 revise this Constitution and By-Laws, but it shall be necessary by a two thirds vote of all qualified
327 voting delegates present and voting to do the same.

328

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

332

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

335

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

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

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ARTICLE 10
ENDORSEMENTS

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

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

ARTICLE 11
GENDER

SECTION 1: “THE KENTUCKY FIREFIGHTERS ASSOCIATION SHALL NOT DISCRIMINATE RELATIVE TO MEMBERSHIP AND PRIVILEGES BECAUSE OF SEX, RACE, OR NATION OF ORIGIN AND ALL REFERENCES IN THESE BY-LAWS TO ONE GENDER SHALL MEAN TO INCLUDED BOTH GENDER