KENTUCKY FIREFIGHTERS ASSOCIATION, INC.
CONSTITUTION AND BY-LAWS

MISSION STATEMENT
KENTUCKY FIREFIGHTERS ASSOCIATION
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.

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

ARTICLE 2
PREAMBLE
SECTION 1: The object of this organization shall be to form a perfect organization, establish harmony, of action, ensure 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.

ARTICLE 3
MEMBERSHIP
SECTION 1: Members of this Association shall be classified as Active, Associate, Sustaining, Life, Personal, Emeritus, and Honorary.
SECTION 2: ACTIVE MEMBERSHIP: All individuals, shall by virtue of their membership in their respective fire departments, be members of the KFA, so long as said organization remains a member of this association. Eligible KFA membership shall be limited to public and private emergency response organizations including, fire departments and fire districts, “structural” Fire Brigades, hazardous material response team, properly recognized rescue squads & Fire 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)

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

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

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

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

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

SECTION 4A: The Secretary SHALL ON THE FIRST DAY OF JUNE OF EACH YEAR send a ‘DELEGATE AUTHORIZATION CERTIFICATE’ TO EACH ASSOCIATION MEMBER 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

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

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

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

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

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

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

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

SECTION 10: Personal Membership is afforded all benefits and privileges of this association, with the exception of the right to hold office and vote. Executive Board members are excluded.
SECTION 11: By Resolution, Emeritus Membership May be conferred upon, all past, President, Secretary, Treasurer and Vice Presidents at large, who successfully completed their commitment to the Kentucky Firefighters Association. Emeritus members are afforded all benefits and privileges of this association and shall be a delegate at the annual Conference or Any Special Conference. Emeritus Status is entitled to no more than ONE vote.

ARTICLE 4
ELECTION OF OFFICERS

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

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

WEST: GREEN RIVER, JACKSON PURCHASE.
NORTH: BUFFALO TRACE, CENTRAL KY, NORTHERN KY, DANIEL, BOONE
EAST: EASTERN KY, MOUNTAIN, SOUTHEASTERN
CENTRAL: BLUEGRASS, DIXIE, JEFFERSON COUNTY, LAKE CUMBERLAND

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

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

(D) Nominations for the positions of Secretary, Treasurer, and Vice President at Large shall be accepted from the floor of the annual conference. The nominee need not be a delegate. The Secretary, Treasurer, and Vice President at Large shall be elected a delegate. The Secretary, Treasurer, and Vice President at Large shall be elected by a simple majority of votes cast by the designated delegates present and voting at the conference. In even years the Secretary shall be elected to a two-year term. In odd years the treasurer shall be elected to a two-year term. A Vice President at Large shall be elected, from all active members to a two-year term, in odd years.
(E) A Director shall be elected, one from each association, by their respective association. The term of office for the director shall be one (1) year. A Director may represent the Vice President as a voting delegate on occasions of absences at Executive Board meetings if the Vice President is not able to attend. Directors filling these roles shall be sworn in by the highest-ranking Executive Board member present for the duration of the absence. The directors shall be elected by State Fire School each year and take office at the Annual Conference. Each association shall send in the name of their elected director to the KFA Secretary by the start of the annual conference. If any association fails to report a change in their elected director, the area Vice President shall contact the Association President for the appointment of a Director. All Vice Presidents and Directors shall reside in the area of their representation.

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

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

ARTICLE 5
EXPENSES FOR OFFICERS

SECTION 1: The President may expend for the good of the KFA an amount set by the Executive Committee, to send members to meetings. Statement of expenditure must be furnished to the Executive Board for payment. (A) The President may receive expenses for his duties as president, with receipts attached. (B) The Treasurer may receive $2,000.00 per year for expenses plus all other expense with receipts turned into the secretary. (C) The Treasurer shall be bonded, and this expense paid by this organization. (D) The Secretary may receive $1,000.00 per year for expenses plus all other expenses with receipts submitted to the Treasurer.
(E) The President may authorize expenses of the Chaplain.

(F) The expenses of the members of committees, when called to meet in special Sessions by the President shall be paid out of the Association treasury.

SECTION 2: EXPENSES: Expenses of all KFA offices are described under separate cover, Known as Standard Operating Guideline for KFA.

ARTICLE 6
MEETINGS

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

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

This schedule shall be repeated perpetually in this order.

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

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

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

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

In the event of a Declaration of a State of emergency at the State or National Level, when it is determined that it is unsafe due to the health or other conditions for the Kentucky Firefighters Association to conduct business at an in-person meeting or conference, a virtual meeting may be utilized. Provided the required quorum of dues paying departments via a virtual meeting platform, business shall be conducted no differently than at any in-person, unless specifically prohibited in the by-laws.
At all meetings of the Executive Board, a majority of the Board shall constitute a quorum and a majority of quorum may determine all questions. Only the Vice-Presidents along with the Secretary and Treasurer shall have a vote, unless there is a tie in which case the President shall cast the deciding vote.

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

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

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

SECTION 8: Resolutions presented on the floor at the Conference must come from;
(A) An Executive Board member,
(B) A committee Chairman

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

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

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

ARTICLE 7
COMMITTEES

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

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

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

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

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

c. Shall work on long-term financial planning.

d. Shall meet with the Executive Board at the quarterly meetings to review status of budget.

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

ARTICLE 8
FIREFIGHTER ASSOCIATION

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

ARTICLE 9
AMENDMENTS

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

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

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

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

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