



## ***BY-LAWS***

*Revised February 14, 2015 @ Harmonville Fire Company, Station 44*

**BY-LAWS OF THE  
MONTGOMERY COUNTY  
VOLUNTEER FIRE POLICE ASSOCIATION  
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## IN MEMORY OF ALL DECEASED MEMBERS



**BY-LAWS APPROVED AND ADOPTED AT BRYN MAWR, JANUARY 12, 1929**

### REVISIONS

**SPRING MOUNT-JULY 10, 1943**

**HATBORO-JULY 9, 1960**

**SOUDERTON-SEPTEMBER 8, 1979**

**CENTRE SQUARE-MARCH 21, 1993**

**BARREN HILL-APRIL 12, 1997**

**TELFORD-JUNE 10, 2000**

**UPPER FREDERICK-JUNE 9, 2001**

**FIRE ACADEMY-JANUARY 18, 2003**

**UPPER SALFORD-JUNE 12, 2004**

**COLMAR-OCTOBER 8, 2004**

**BARREN HILL-DECEMBER 8, 2007**

**BARREN HILL-DECEMBER 12, 2009**

**BARREN HILL-DECEMBER 11, 2010**

**HARMONVILLE-FEBRUARY 11, 2012**

**HARMONVILLE-FEBRUARY 8, 2014**

**ORELAND-JANUARY 10, 1953**

**POTTSTOWN-MAY 10, 1969**

**GOODWILL-BRIDGEPORT-SEPTEMBER 14, 1985**

**TRAPPE-MAY 18, 1995**

**CENTRE SQUARE-MARCH 13, 1999**

**PERKIOMEN-MARCH 10, 2001**

**CENTRE SQUARE-JUNE 8, 2002**

**WORCESTER-MARCH 12, 2004**

**HUMANE ROYERSFORD-SEPTEMBER 11, 2004**

**CENTRE SQUARE-JUNE 10, 2006**

**POTTSTOWN-MARCH 14, 2009**

**EAST NORRITON-JUNE 12, 2010**

**WASHINGTON-JANUARY 21, 2012**

**WISSAHICKON-NOVEMBER 10, 2012**

**HARMONVILLE-FEBRUARY 14, 2015**

**BY-LAWS  
OF THE  
MONTGOMERY COUNTY  
VOLUNTEER FIRE POLICE ASSOCIATION**

**ARTICLE I**

**NAME**

The name of this Association shall be *Montgomery County Volunteer Fire Police Association*, located in the County of Montgomery, of the Commonwealth of Pennsylvania.

**ARTICLE II**

**OBJECTIVES**

The objectives of this Association shall be the general improvement of the Fire Police service, to promote the welfare of the Fire Police, to arouse interest in improving our services as Fire Police in certain phases of Fire Police procedures, to create the feeling of good will within the community and to promote fellowship among all its members.

The Association shall uphold and defend the Constitution of the United States of America, the Constitution of the Commonwealth of Pennsylvania, the Rules and Ordinances of the Municipalities of the County of Montgomery, and these By-Laws of the Montgomery County Volunteer Fire Police Association.

It is the policy of the Montgomery County Volunteer Fire Police Association to provide Equal Membership without Regard to Race, Color, Creed, Sex, Age, Handicap, Religion, National Origin, or Marital status as provided by law and the By-Laws of this Association.

## ARTICLE III

### MEMBERS AND MEMBERSHIP

**Section 1** – All Fire Police Officers in the County of Montgomery wishing to become members of this Association must be citizens of the United States of America and be duly sworn by the proper municipal authorities.

**Section 2** – All Fire Police Officers transferring to the County of Montgomery wishing to become members of this Association must meet all the requirements of Section I to be admitted as new members.

**Section 3** – The membership of this Association shall be divided as follows: Individual, Life and Honorary.

- A. Individual Members:** Proposed Individual Members shall consist of any Fire Police Officer in good standing in their respective Fire Companies, and have attained the age of eighteen (18), (municipalities govern). These members shall be granted the full privileges of this Association including the right to attend meetings, to hold office, to vote and upon meeting the requirements of this Association.
- B. Life Members:** Life Membership shall be conferred on all officers of this Association who have served eight (8) years. They shall be presented with a Life Membership Card. Life Memberships may also be conferred on members of this Association who have attended at least five (5) meetings a year for a total of twenty (20) years, or have paid dues for a period of twenty five (25) consecutive years, regardless of number of meetings attended. Life Membership may also be conferred upon any individual member of this Association who sustains a permanent disabling injury in the line of duty. Membership in this class shall be exempt from the payment of dues. If a Life Member wishes the Death Benefit of this Association, they will be required to pay the annual premium. Life Members shall be granted full privileges of this Association including the right to attend meetings, to hold office and to vote upon meeting the requirement to the By-Laws. Life Members that do not return the yearly membership forms and the required fee shall remain as a Life Member on a separate list. These members cannot receive full privileges, nor be able to hold an elected office and shall not be eligible to vote. They may attend meetings as a member. Upon the death of *this* Life member, their survivors shall receive from this Association, a sympathy card and a Commonwealth of Pennsylvania flag.
- C. Honorary Members:** Honorary Members shall be persons who receive recognition for meritorious service for the betterment of this Association, in particular, of that of the Fire Service in general, and also Officers of Fire Service Organizations. They shall be nominated and elected by unanimous vote of the members present at any regular membership meeting of this Association. They shall be exempt from payment of dues and shall have no vote on the floor, nor shall they hold any office. They shall be issued an Honorary Member's card.

**Section 4-** All members shall conduct themselves in such a way as to uphold the name of this Association. Any member who disturbs the order or harmony thereof, or shall refuse obedience to the presiding officer shall be subject to proper disciplinary action.

**Section 5-** A written accusation concerning any member of this Association who has conducted himself / herself in a manner unbecoming a Fire Police Officer in the performance of his / her duties, shall be referred to the Second Vice President for the appropriate action.

**Section 6-** Each member shall be furnished with a membership card which is to be signed by the President and the Membership Secretary and bears the seal of this Association.

**Section 7-** All members in good standing upon the books of this Association at the time of the adoption of these revised By-Laws shall retain the positions they now hold in this Association until such time they would relinquish same through normal procedures.

## **ARTICLE IV**

### **ELECTED OFFICERS**

**Section 1-** The elected officers of this Association shall be President, First Vice President, Second Vice President, Recording Secretary, Membership Secretary, Treasurer, Fire Police Commissioner, Chaplain, Three (3) Trustees, One (1) Delegate and one (1) Alternate Delegate of the Pennsylvania Fire Police Association, one (1) Delegate to the Montgomery County Firemen's Association.

**Section 2-** The President, First and Second Vice Presidents shall be elected at the December meeting by a majority of the members present, voting and in good standing, to service for a period of two (2) years. The President and First Vice President shall be elected in December 1999, to serve a two (2) year term. (2000-2001). The Second Vice President shall be elected in December 1999, to serve a one (1) year term. (2000). Upon completion of the one (1) year term, (2000), the Second Vice President position shall become a two (2) year term, electing in December (2000) and serving for (2001-2002).

**Section 3-** The Recording Secretary, Membership Secretary, Treasurer, Fire Police Commissioner and Chaplain shall be elected at the December meeting by a majority of the members present, voting and in good standing, to serve for a period of three (3) years

**Section 4-** The Trustees shall be elected at the December meeting by a majority of the members present, voting and in good standing, to serve for a period of three (3) years. One (1) Trustee shall be elected each year. The Immediate Past President shall be advisor to the Trustees and that time served shall be credited towards Life Membership. The Senior Member of this committee shall be the Chairperson.

**Section 5-** The Assistant Recording Secretary, Assistant Membership Secretary, Assistant Treasurer and Assistant Chaplain shall be appointed by the office holder. e.g.: Secretary, Membership, Treasurer and Chaplain prior to the January Executive Board meeting. The President of the Association will review and approve the appointments to serve for a period of one (1) year.

**Section 6-** The one (1) Delegate and one (1) Alternate Delegate to the Pennsylvania Fire Police Association and the Delegate to the Montgomery County Firemen's Association shall be elected at the December meeting by a majority of the members present, voting and in good standing, to serve for a period of one (1) year.

**Section 7-** All property of this Association held by outgoing officers, including badges, records, etc. shall be made available to the Trustees at the January general meeting for reissue.

**Section 8-** An elected Officer shall not be permitted to hold more than one (1) elected office and cannot be appointed to an office that had no nominations.

## ARTICLE V

### EXECUTIVE BOARD

**Section 1-** There shall be an Executive Board consisting of the President, First and Second Vice President, Recording Secretary, Membership Secretary, Treasurer, Fire Police Commissioner, Chaplain, three (3) Trustees, one (1) Delegate and one (1) Alternate Delegate to the Pennsylvania Fire Police Association, one (1) Delegate to the Montgomery County Firemen's Association, Immediate Past President and one (1) Member-at-Large (appointed by the Executive Board). The Board shall be presided over by the Second Vice President and the Recording Secretary shall act as their Secretary. They shall enact rules and regulations for their internal government consistent with these By-Laws.

**Section 2-** They shall meet one-half hour prior to the regular stated meeting of this Association to transact their business, or shall be at the call of the Second Vice President. (Except the months of July and August, when no meetings are scheduled). The assistants appointed according to Article IV, Section 5 may represent the respective office holder if that officer holder is unable to attend the executive board meeting. If an assistant is representing an elected officer, such representation will be considered as one attendee for quorum consideration.

**Section 3-** All budget requests shall be submitted prior to the November meeting of the Executive Board. They shall reflect the period of one (1) year only, at which time they shall be reviewed and tentatively approved at the December meeting of the Executive Board. They shall then be presented for approval to the membership in attendance at the next regular meeting for action.

**Section 4-** The Executive Board shall review all grievances received in writing. Any member of the Executive Board who indicates that his / her presence may cause a conflict of interest will be excused. All recommendations shall be presented at the next regular meeting for action. *Refer to Article XV for grievance procedures.*

**Section 5-** Any member may be suspended for a period not to exceed one (1) year. A member may be expelled by the Executive Board for offenses incurred within these By-Laws.

**Section 6-** All vacancies on the Executive Board are to be filled in the same manner in which the original Board was created.

## **ARTICLE VI**

### **MEETINGS**

**Section 1-** The Annual Meeting shall be held in January on the third Saturday, starting at 7:00 PM at such a place as scheduled.

**Section 2-** The regular monthly meeting of this Association shall be held on the second Saturday of each month starting at 7:00 PM, (except July and August in which no meetings are scheduled) in accordance with the advance meeting schedule. Meeting schedules shall be drawn up and made available by the Recording Secretary

**Section 3-** Special meetings shall be called by the President, or shall be by written request of seven (7) members from at least seven (7) fire companies. All calls for special meetings shall clearly state the business to be transacted at said meeting and no other business shall be in order. A seventy-two (72) hour notice must be announced or posted.

**Section 4-** Ten (10) life or Individual members shall constitute a quorum for Annual, Regular and Special meetings. Seven (7) members of the Executive Board shall constitute a quorum for meetings of the Executive Board.

**Section 5-** The fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup> inclusive.

**Section 6-** Any member rising to address the chair must announce his / her name and fire company before accorded the floor privilege.

**Section 7-** Any elected officer not attending five (5) regular meetings and five (5) Executive Board meetings between January and December shall be removed from office. The office shall be declared vacant and said officer shall not be eligible to run for any office the following year.

**Section 8-** Any member shall be accounted as present at the Association meetings only if he / she signs the Attendance book prior to the New Business portion of the meeting. Members shall be excused from attending a meeting ONLY when on Official Business for the MCVFPA and has prior written approval of the President.

**Section 9-** This Association will donate one hundred twenty five dollars (\$125.00) for refreshments to each Fire Company that hosts the monthly meeting of this Association. If funds are not accepted by the host company, the funds will be returned to the General Fund of this Association.



## ARTICLE VII

### NOMINATIONS AND ELECTIONS OF OFFICERS

**Section 1-** No member shall be nominated or elected to any office unless he / she is in good standing upon the books of this Association, has been a member of this Association for the mandatory years of service required and has attended at least five (5) regular meetings up to and including the November meeting of the current year. If no candidates meet these requirements and no other qualified person in good standing is available, an exception can be accommodated for the number of meetings attended to be lowered to four (4). This exception must be approved by 2/3 vote of all members present.

**Section 2-** The Membership Secretary shall have the records of attendance available upon request for review of any nominee prior to nominations.

**Section 3-** Nominations of officers shall be made from the floor at the regular meeting held in November. Mandatory service qualifications of officers are as follows:

President, Fire Police Commissioner and Trustees- five (5) years; The Fire Police Commissioner must have served as Deputy or Assistant Fire Police Commissioner for at least one (1) year and having passed the following certified courses: Basic Fire Police, Advanced Fire Police, HAZ MAT Awareness or better and Legal Concepts of Fire Police. All certifications must be presented at the November regular meeting, before nominations, in order to be eligible for this office. First and Second Vice President and Recording Secretary: four (4) years. Membership Secretary and Treasurer-four: (4) years. Chaplain and Delegate to Pennsylvania Fire Police Association-three (3) years. Assistant Chaplain: two (2) years. Alternate Delegate to the Pennsylvania Fire Police Association, Delegate to the Montgomery County Firemen's Association, Assistant Recording Secretary, Assistant Membership Secretary and Assistant Treasurer-one (1) year. Each officer shall hold his / her office until a successor is elected. If there is more than one contested office, ballots shall be printed.

**Section 4-** Nominations will be accepted only at the November regular meeting. No other nominations will be accepted after the close of the same. If a possible candidate cannot be present and meets all requirements, a "letter of acceptance of nomination" will be accepted.

**Section 5-** The election of officers will take place at the December regular meeting. All candidates must be physically present. The election shall be conducted by a Judge of Election and two (2) Tellers appointed from the membership by the President. They shall not be candidates of any office.

**Section 6-** The election of officers shall require the majority of the members present voting and in good standing. To cast a vote for the election of officers, a member is required to have attended five (5) regular meetings of this Association within the current year and to show his/her current membership card, or to be certified by the Membership Secretary.

**Section 7-** In the event of a tie, another ballot shall be taken for only the offices which were tied. In the event of another tie, another ballot shall be taken. If a tie still exists after the third ballot, lots will be drawn and the successful candidate shall be declared the winner of that office.

**Section 8-** Voting shall be conducted by secret ballot. Write-in votes will not be accepted.

**Section 9-** The duly elected officers shall be sworn to their offices by a commissioned or elected officer of the Commonwealth of Pennsylvania and assume their offices at the Annual Meeting.

**Section 10-** In the event there are no nominees for an office, the President (newly elected) shall appoint a member to fill such office. That member must meet the qualifications of such said office and will only hold that office until the next scheduled election.

**Section 11-** In the event an elected officer quits or resigns in writing to the Association, or is removed by the Association, It shall be the duty of the President to appoint a qualified member at the next regular meeting of the Association to fill that office. The appointment shall be until the next annual election. The then elected member, shall only be elected to serve the UNEXPIRED term of that vacancy that he / she is filling.

**Section 12-** In the event of the death of an elected officer, other than the President, the office shall be filled the same as Section 11.

## ARTICLE VIII

### DUTIES OF OFFICERS

**Section 1- President:** The president shall preside over all regular and special membership meetings of this Association, appoint and be ex-officio member of all committees, countersign all drafts when necessary on the treasury for payment of all authorized indebtedness, and perform all other duties incidental to this office under parliamentary usages. Immediately upon taking office, the President shall appoint the following committees: Audit, Awards, Banquet, Budget, Emergency Services, Fire Chief's Association Delegate, Fire Police Awareness, Firemen's Legislative Federation, Fifth District, Law and Legislative, Montgomery County Radio, Quartermaster, Ways and Means, Web Pages and any other committees deemed necessary. The President shall receive a gratuity of one hundred fifty dollars (\$150.00) per annum.

**Section 2- First Vice President:** The First Vice President, in the absence of the President or Second Vice President, shall act in the full capacity of either office. He / She shall also serve in the capacity of Advisor / Liaison Officer between the Banquet Committee and the Executive Board. He / She shall receive a gratuity of one hundred fifty dollars (\$150.00) per annum.

**Section 3- Second Vice President:** It shall be the duty of the Second Vice President to preside over the Executive Board, and, in the absence of both the President and First Vice President, to act in the full capacity of the President. He / She shall receive a gratuity of one hundred fifty dollars (\$150.00) per annum.

**Section 4- Recording Secretary:** The Recording Secretary shall keep a complete account of the Association's business. In the absence of the Treasurer or President, he / she shall countersign all drafts when necessary. He / She shall prepare an advance schedule of meetings and distribute same to members of the Association. Also, he / she shall send all notices and other correspondence as requested by the Association. He / She shall receive one hundred fifty dollars (\$150.00) gratuity per annum.

**Section 5- Membership Secretary:** The Membership Secretary shall keep an account of all moneys received either by County dues, State dues and insurance premiums; welfare and disbursements to be submitted to the Treasurer and shall make the books of this office available to the Audit committee of this Association for review. He / She shall give a bond to be approved by the Trustees and to be held by the Recording Secretary. The sum of the bond shall be determined by the Association. The fee for said bond shall be paid by the Association. The Membership Secretary shall receive a gratuity of one hundred fifty dollars (\$150.00) per annum.

**Section 6- Treasurer:** The Treasurer shall keep an account of all moneys received and disbursed, give a detailed report at each regular meeting and provide an annual report at the Annual Meeting of this Association. All moneys received shall be deposited in the name of *Montgomery County Volunteer Fire Police Association*. The Treasurer shall pay out funds only upon the order of the Association. All drafts shall be countersigned by the President and / or Recording Secretary and / or Assistant Treasurer. It shall also be the duty of the Treasurer to have the books of the Association audited by a Certified Public Accountant completed before the April Executive Board meeting. He/ she shall make said books available to the Audit Committee. The Treasurer shall give a bond to be approved by the Trustees and to be held by the Recording Secretary. The sum of the bond shall be determined by the Association. The fee for said bond shall be paid by the Association. The Treasurer shall receive a gratuity of one hundred fifty dollars (\$150.00) per annum.

**Section 7- Assistant Recording Secretary, Assistant Membership Secretary and Assistant Treasurer:** The duties of these offices shall be to assist in the duties of their respective offices and to perform the duties of said offices in the absence of the officer. They shall be bonded in the same manner as the Membership Secretary and Treasurer.

**Section 8- Trustees:** It shall be the duty of the Trustees to make available to the Association, at any time, and record of any and all property, including investments of this Association. They shall ensure the Association will have Bond and Liability insurance to cover its members in place. The fee for this insurance will be paid by the Association. They shall perform any and all duties assigned to them. They shall present a report at the Annual Meeting of this Association.

**Section 9- Fire Police Commissioner:** The Fire Police Commissioner shall have full authority over all deputies. He / She shall submit, in writing, all appointments of his / her staff to the Executive Board for review and approval. He / She shall also, if needed, appoint three (3) Assistant Commissioners who shall only have the powers directed by him / her. He / She shall inform, in writing, the Executive Board and Membership Secretary of these appointments. The requirements for these appointments are as follows: *Assistant Commissioner* shall have completed a minimum of four (4) years of service; *Deputy Commissioners* shall have completed a minimum of three (3) years of service. If the candidate for Assistant and / or Deputy Commissioner does not meet the years of service requirement for office, the Executive Board may approve them on a probation period until they meet the years of service requirement. The Fire Police Commissioner shall keep a complete record of all emergency and non-emergency calls and forward a monthly report to the State and County Associations. All calls for mutual aid shall be under the Standard Operating Procedures (SOP) of the Fire Police Commissioner and staff. The Deputy Fire Police Commissioner will be a *Liaison Officer* between the officer in command of an incident and the fire companies dispatched to assist. The Fire Police Commissioner nor his / her staff *shall not* be in command of any incident calling for mutual aid unless requested by the officer in command, where applicable in said community. Within seventy-two (72) hours, a written report shall be made to the Fire Police Commissioner on all staff assisted calls. The Fire Police Commissioner shall coordinate any and all training of this Association. At the December Executive Board meeting, the Fire Police Commissioner shall submit for recommendation his / her budget covering a period of one (1) year. He / She shall receive a gratuity of one hundred fifty dollars (\$150.00) per annum plus the current Internal Revenue Service rate-per-mile expenses.

**Section 10- Chaplain and Assistant Chaplain:** The duties of the Chaplain and Assistant Chaplain shall be to open all meetings of this Association. They shall perform any and all duties assigned to them when called upon. The Chaplain shall submit a listing of deceased members of the Montgomery County Volunteer Fire Police Association, to the membership, at December's regular meeting. The list of names and a donation will be sent to the designated Burn Center in their memory. The dollar amount will be determined at December's meeting.

## ARTICLE IX

### COMMITTEES

**Section 1-** All Committees shall be appointed by the President, excluding the Awards Committee (see Section 3). A majority of the committees shall constitute a quorum.

**Section 2-** No committee shall be discharged unless all of its expenses have been paid and its final report has been accepted by the Association.

**Section 3- Awards Committee:** This Awards Committee shall consist of the following members: President, Fire police Commissioner, Chairpersons of Fire Police Awareness and Trustees and the recipient of the previous year's President's Award. The Chairperson of this committee shall be selected by said members of this committee.

**Section 4- Budget Committee:** The Budget Committee shall consist of the following members: Treasurer, *who shall be Chairperson*, Assistant Treasurer, Banquet Committee Chairperson and Fire Police Commissioner. These members shall act as a standing committee. In addition, the President shall appoint two (2) Association members to this committee. The *first* appointee shall be appointed for only a one (1) year term, 1995. Upon completion of the one (1) year term, the President shall appoint a new appointee to serve a term of two (2) years. The *second* appointee shall be appointed by the President for a two (2) year term, 1995 & 1996. The President shall appoint a replacement at the expiration of their respective terms. No appointee shall be permitted to succeed themselves.

**Section 5- Audit Committee:** The Audit Committee shall be appointed by the President and consist of three (3) active members of this Association. They shall meet at least once a year and review the books of this Association. They shall review any committee or office that handles any funds of this Association. They shall report their findings to the Executive Board.

## ARTICLE X

### APPOINTMENTS

**Section 1-** All appointments made by the President or by a committee, shall be deemed null and void at the December meeting.

## **ARTICLE XI**

### **APPLICATIONS AND DUES**

**Section 1-** The application fee for all Individual Members shall be three dollars (\$3.00).

**Section 2-** The annual dues of seven dollars (\$7.00) for all Individual Members shall be paid by March 31<sup>st</sup> of each year. The annual dues consist of five dollars (\$5.00) dues and two dollars (\$2.00) for death benefits. Life Members are exempt from paying the dues portion, but, must pay the two dollars (\$2.00) portion if they wish to receive the death benefit. If the two dollars (\$2.00) is not paid, there will be no death benefit paid on that member's behalf.

**Section 3-** If a member has not paid their dues by the April regular meeting, their names will be read and recorded into the minutes. The member's name will be dropped from the rolls and removed from the records. Any member dropped from the rolls shall be required to re-apply for membership and the time of service shall commence from that point. All previous service shall be deemed null and void. In the event the member makes payment of dues during the probationary period, up until the reading of names at the April regular meeting, he / she shall be received as a member in good standing

## **ARTICLE XII**

### **DEATH BENEFIT**

**Section 1-** It shall be the purpose of this Association to provide a Death Benefit to all individual and life members in good standing for the Fund Membership Year. For the purpose of this Article, a Fund Membership Year shall be defined as the one (1) year period from January 1 to December 31. All new members of this Association shall be covered as of their date of being accepted into membership.

**Section 2-** The sole and exclusive purpose of said fund shall be for the accomplishment of the purpose of this article.

**A-** The fee for the Death Benefit fund shall be two dollars (\$2.00) which is included in the yearly dues. These funds shall be transferred to the Death Benefit fund prior to the May regular meeting. Other funds from the general fund may be transferred upon the recommendation of the Treasurer and the majority vote of the members present at the general meeting. Life members that do not return the yearly membership forms and the required Death Benefit fee shall remain as a Life Member on a separate list. These members cannot receive full privileges, hold an elected office and shall not be allowed to vote. They may attend meetings as a member. Upon the death of a member without the Death Benefit, their survivors shall receive a sympathy card and a Commonwealth of Pennsylvania flag.

**B-** The Death benefit shall be four hundred dollars (\$400.00) effective January 18, 2003.

**C-** Any amendments to Section 2B shall be proposed and voted on at the Annual meeting.

**D-** The time limit to file a claim shall be six (6) months from the time of death.

**E-** In the event of a Line of Duty Death (LODD) of a member in good standing with MCVFPA, a plaque in memory of the deceased member shall be presented to their designated beneficiary. If there is no survivor, the plaque will be presented to the deceased member's fire company.

**Section 3-** The designated beneficiary or estate, as the case may be, of any Association member in good standing, as aforesaid, shall be paid a Death Benefit which is authorized by the Association. At the commencement of the implementation of this Article, the authorized Death Benefit may be paid by the Association as hereinafter provided. The Death Benefit shall be made payable to the beneficiary listed on the deceased member's application, unless, a "change of beneficiary" form has been properly received, dated and signed by the Membership Secretary. In the event the designated beneficiary is deceased, a check will be drawn to the estate of the deceased member.

**Section 4-** Death Benefit fund assets cannot be transferred nor used for any purpose save for the payment of a death benefit or upon the fund as hereinafter provided.

**Section 5-** In the event the general membership, by a two-thirds (2/3) vote of the voting members present, shall elect to terminate the Death Benefit fund, any assets of said fund shall be donated to the Philadelphia Burn Foundation.

**Section 6-** Distribution under Section 5 can only be accomplished in the event of the dissolution of the Montgomery County Volunteer Fire Police Association.

## ARTICLE XIII

### SECURITY AND COPYRIGHTS.

**Section 1-** The Association shall lease, as required, safety deposit boxes to ensure the proper storage of all papers of importance, certificates, bonds, stocks and all copyrights, etc. An index of all such items shall be on file with the Chairman of the Trustees and the Recording Secretary. The index shall be made available at the request of the Executive Board.

**Section 2-** All items of this Association that require copyrights shall be properly recorded immediately. No copyrighted items shall be copied or reprinted by any outside group or individual without the approval of the Executive Board. This request shall be written and properly recorded in the minutes of the Executive Board.

## ARTICLE XIV

### DISCIPLINE

**Section 1-** Any member may be suspended or expelled by proper action as hereinafter stated in these By-Laws, for sitting in defiance of this Association.

**Section 2-** Any member may be suspended or expelled by proper action for any of the following offenses: non-payment of dues; grossly immoral conduct; persistent refusal to come to order in or about any Association meeting when called to do so by an officer or person in charge; defacing, destroying or appropriating any property; misappropriation or fraudulent conversion of funds; failure to correct all financial obligations, including, any service fees within thirty (30) of a certified letter being mailed; divulging information concerning business transacted at any regular, special or committee meeting, unless authorized to do so at an Association meeting for publicity purposes; conduct unbecoming a member; persistent neglect or refusal to perform the duties assigned to him / her; conviction of a felony under the laws of the Commonwealth of Pennsylvania or the United States of America.

## ARTICLE XV

### GRIEVANCE

**Section 1-** A grievance must be submitted, in writing, to the Second Vice President. All members of the Executive Board shall then be called into action. The Executive Board shall then forward a duplicate copy of the grievance to the accused by registered letter with a return receipt.

**Section 2-** A letter shall be sent to the involved parties requesting the presentation of evidence in writing. The letter shall state a meeting date, time and place. Notices to the accused and accuser shall be sent by registered mail with a return receipt.

**Section 3-** Any member preferring charges against another member or organization, which is refusing to appear before the Executive Board, refusing to testify as a witness, (unless prevented by illness or leave of activity), shall notify the Second Vice President in writing within ten (10) days of the hearing, the reason(s) for not appearing. If these reasons are found to be invalid, all charges shall be dropped and so recorded upon the record. Charges may then be filed against the original accuser by the original accused in the same manner set forth in this article.



## **ARTICLE XVI**

### **DELEGATES**

**Section 1-** It shall be the responsibility of a Delegate to make travel arrangements with the alternate or any other member wishing to attend.

**Section 2-** This Association agrees to pay the Delegate and the Alternate Delegate to the Pennsylvania Fire Police Association meetings the current Internal Revenue Service per mile rate, and turnpike fees for a total of two (2) persons or as the economy warrants. If overnight lodging will be required because of time and distance traveled, the request for this expense shall be brought before the general membership for approval.

**A-** This Association agrees to pay one (1) representative from this Association to the Pennsylvania Fire police Association the following: lodging for one (1) night, meals, IRS per mile rate and two (2) tickets to the Annual Banquet as expenses approved by the general membership.

**B-** In the event the delegate or alternate delegate cannot attend any meeting, any member wishing to attend must notify the delegate and this Association of his / her intention two (2) weeks prior to the meeting. Whom so ever attends the meeting shall be reimbursed the same as the delegate and alternate delegate.

**C-** This Association shall pay one (1) Delegate to the Montgomery County Firemen's Association meeting all turnpike fees and mileage per the current IRS rate and two tickets to the Firemen's Association Banquet.

**Section 3-** A written report shall be submitted to this Association by a delegate, alternate or a member attending, before transportation and expenses will be reimbursed. Receipts are required.

## **ARTICLE XVII**

### **BY-LAWS**

**Section 1-** Amendments to these By-Laws of this Association shall be presented in writing to the By-Law Committee for their review and recommendations. They shall be dated and signed by two (2) members in good standing. They shall then be read by the Recording Secretary and held over without debate until the next regular meeting. At that time, they shall be considered and acted upon. If they shall be approved by a majority of the members voting present, they shall then be recorded and adopted.

**Section 2-** Any By-Law that has been voted down and that is returned to the Montgomery County Volunteer Fire Police Association for consideration before its First anniversary shall require a vote and passage by a two thirds (2/3) vote of the members in attendance and in good standing.

## **ARTICLE XVIII**

### **RULES AND REGULATIONS**

**Article 1-** Cleanliness will be observed at all times.

**Article 2-** All trash and refuse from smoking shall be properly disposed.

**Article 3-** Excessive profanity will not be tolerated.

**Article 4-** Any person discovered tampering with apparatus, gauges, switches, etc. without authorization shall be immediately expelled upon conviction.

**Article 5-** Persons in the military shall be credited as having their dues paid to date; they will not be allowed to vote until they have attended two (2) meetings of the current year.

**Article 6-** Any person not coming to order when directed by an elected officer, when quarreling, using abusive language or threatening bodily harm may be suspended or expelled.

**Article 7-** Any member making threats to, or informing any agency of the Association's fund raising or operation of its committees shall be expelled upon conviction.

**Article 8-** Committee Chairpersons: chairpersons shall submit verbally or in writing to the Executive Board and the General membership or each meeting, the progress of their activities. If no report is received during any two (2) month period, the President shall remove and re-appoint same.

## **ARTICLE XIX**

### **RULES OF ORDER**

**Section 1-** All business shall be conducted according to Robert's Rules of Order.

**ARTICLE XX**  
**ORDER OF BUSINESS**

- 1 Call meeting to order
- 2 Salute to the colors and invocation
- 3 Appointment of Sergeant-at-Arms
- 4 Word of Welcome (Host Company)
- 5 Installation of Officers (**January meeting**)
- 6 Roll call of Officers
- 7 Reading of minutes
- 8 Reports of Officers
- 9 Reports of Committees
- 10 Unfinished Business
- 11 Nomination of Officers (**November meeting**)
- 12 Election Of Officers (**December meeting**)
- 13 Communications
- 14 Last call for attendance book and book closing
- 15 New Business
- 16 Payment of bills
- 17 Treasurer's report
- 18 Exhibits
- 19 Good of the Association
- 20 Credential report and next meeting location
- 21 Thanks to the host company
- 22 Adjournment

**ARTICLE XXI**  
**DISBURSEMENT OF FUNDS**

**Section 1- General funds accounts:** Upon dissolution of this Association, all bills must be paid and any remaining funds in the general account shall be donated to a charity to be determined by the General Membership or the Philadelphia Burn Foundation, by two-thirds (2/3) vote of the members voting. (Rev. 12/8/2007).

**Section 2- Death Benefit funds-**See Article XII, DEATH BENEFITS, Section 5.

## **OATH OF OFFICE**

I, (YOUR NAME), having been duly elected to the office of (YOUR OFFICE), do solemnly swear, or affirm, to uphold the Constitution of the United States of America, the Constitution of the Commonwealth of Pennsylvania, the Constitution and By-Laws of the Montgomery County Volunteer Fire Police Association, the office which I have been elected and will serve with fidelity, so help me God.

## **TO THE PRESIDENT**

Mr. President, I present you with the By-Laws of this Association. Read them and abide by them. I also wish to present you with the Gavel of your Authority. Use it to the best of your ability. Always remember, the Majority rules and the Minority must be heard. Congratulations.