

**BYLAWS of the:
LANCASTER COUNTY FIRE POLICE ASSOCIATION**

ARTICLE I - Name

1. *The name of this corporation is:*
“LANCASTER COUNTY FIRE POLICE ASSOCIATION” or LCFPA.
2. **Gender:**
All designations denoting gender are understood to be non-gender based.

ARTICLE II - Purposes

1. *The purpose of these bylaws:*
 - a. To set forth the general rules of management and governance of the LCFPA as a non-profit corporation of the Commonwealth of Pennsylvania and the rights and obligations of Members, Officers and Directors.
 - b. More detailed information about the day-to-day operation of the LCFPA may be found in the LCFPA “Standard Operating Guidelines.”
2. *The purposes for which this corporation is formed:*
 - a. To promote the observation of safety practices.
 - b. To promote the adoption of uniform guidelines for Fire Police while performing their duties.
 - c. To serve as a resource center of materials concerning uniform safety/security policies.
 - d. To provide communications between the various Lancaster County Volunteer Fire Companies for the purpose of sharing information relevant to the duties of Fire Police.
 - e. To perform any other lawful act for which corporations may be organized under the Non-Profit Corporation Law of 1972.

ARTICLE III - Membership

1. Member Fire Companies

- a. Shall be a Fire Company located in Lancaster County.
- b. Member Fire Companies must return annual dues payments with information requested on dues letter sent to them each November from the LCFPA by March of the new year.

2. Individual Members

- a. Any member in good standing of any Volunteer Fire Company in Lancaster County whose Fire Company is not a member of the LCFPA may become a member of the LCFPA providing they have been:
 - i. Nominated a Fire Police Officer by his respective Fire Company.
 - ii. Confirmed in accordance with Title 35, (Fire Police Law).
 - iii. Has been approved by the President of the LCFPA and has submitted the appropriate fee for membership as determined by the Board of Directors.

3. Inactive and/or Former Fire Police

- a. Any member of any Volunteer Fire Company in Lancaster County, who at one time was a Fire Police Officer and through no fault of his own, through elections, etc., is no longer a Fire Police Officer, and has been approved by the President of the LCFPA, shall be eligible for membership into the LCFPA upon payment of the annual fee for individuals as determined by the Board of Directors.

4. Life Members

- a. A life member of the LCFPA may be an individual that is active, inactive, former fire police officer of a member company who is distinguished through service to the LCFPA:
 - i. Has 10 years of active service and at some time holding an office within the LCFPA.
 - ii. Has distinguished oneself through previous service and has attended one third of the LCFPA meetings over a ten year period.
- b. Will be permitted to participate in all activities of the LCFPA including discussion, motions, voting and etc.

ARTICLE IV - Meetings

1. Business meetings of the LCFPA:

Meetings shall be held on the third Monday of January, April, July, and October of each year. Meetings will begin at 7:00 P.M. The Board of Directors shall meet one-half hour prior to the regularly scheduled meeting of members. A minimum of a two week notification period shall be given to all members prior to any meeting change, special meeting or additional meetings.

2. Business meeting location of the LCFPA:

The January and October meetings will be held at the Lancaster County Public Safety Training Center, 101 Champ Boulevard, Manheim, PA 17545. The April and July meetings will be held at County Fire Stations. A schedule of meetings for the year will be advertised on the web page each January.

3. Meetings of the Members and of the Board of Directors:

Meetings shall be conducted according to “Roberts’ Rules of Order, current edition. Any person who uses improper language or disrupts the meeting in any way may be expelled from the meeting and could face additional discipline by the Board of Directors.

4. Quorum:

- a. A quorum of seven (7) members, shall be a minimum for conducting all meetings of the Membership, including special meetings.
- b. Four (4) Board of Directors members, shall be considered a quorum, providing all members of the Board of Directors have been notified of the meeting as required by law.

ARTICLE V - Officers and Directors

1. Officers of LCFPA (elected) shall consist of the following:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Region Director – One for each Region of Lancaster County.

2. *Appointed positions:*

- f. Chaplain
- g. Two Delegates and Two Alternate Delegates to the Pennsylvania Fire Police Association
- h. A Delegate and an Alternate Delegate to the Fireman's Association of the State of Pennsylvania
- i. A Delegate and an Alternate Delegate to the Lancaster County Firemen's Association

3. *A through E* in "Article V.1 Officers and Directors" shall be elected by the voting membership for a two year term, then subject to re-election or replacement. F through I shall be appointed by the President for a two year term. Each may hold office for an unlimited number of terms.

4. *Only Fire Police Officers* who are in good standing with the member companies they represent or are individual members who are in good standing and have paid their own annual dues are eligible to hold elective office and shall have attended at least Two meetings in the year preceding the Members Annual Meeting for elections.

5. *Any Elected Officers* must maintain the requirements of Article 4 above.

6. All Elected Officers and Delegates must be members of LCFPA

ARTICLE VI - Nomination and Election of Officers

1. *Elective Offices:*

- a. Elective offices include the Officers and Directors as defined by "Article V- Officers and Directors", (a through f) which will hold office for a two year term.
- b. Elected Officers and Directors may succeed themselves in office, or be elected to another elective office if properly nominated and elected by the LCFPA Membership at the appropriate election of same. No Member will be permitted to hold two elective offices at the same time. A member of the Board of Directors will be permitted to hold an elective office and be a Delegate to other organizations at the same time for the LCFPA.

2. *Nominations:*

- a. At the October meeting of Members, recognized as the Annual Meeting of Members, nominations shall be called from the floor for election of Officers.
- b. Nominations for elective offices are made in even numbered years.
- c. Only members of LCFPA may hold elective offices.

3. *Elections:*

- a. Election of officers for the LCFPA including the Region Directors shall be held at the October Members meeting.
- b. Electors will be up to any four members of a member Fire Company which is not delinquent in its dues. Individual Memberships, where a home Fire Company is not a member, the LCFPA member shall be in good standing with their home Fire Company.
- c. Secret Ballots will be distributed to the eligible members of Fire Companies present at the meeting.
- d. Three election tellers, who are not nominees for any office, are to be appointed by the President.
- e. Tellers are to distribute and collect Ballots, tally the same, and give results to the Secretary for announcement. Results should include stated number of ballots cast for each nominee. A nominee shall receive a majority of ballots cast in order to be elected to that post. Re-balloting may be required. (All nominees are included in the re-balloting.)
- f. The Secretary shall prepare Blank Ballots prior to the October Member's meeting.
- g. In the event that only one member is present representing their Fire Company, that company is entitled to only one vote. If there are no members present, that company will not have any votes. Each Fire Company represented may not have more than four votes cast per ballot.
- h. No member may cast more than one Ballot at any given election unless a Re-balloting occurs. Voting by proxy will not be permitted. The President votes only in case of a tie.
- i. The new Officers/Directors will be installed at the end of the October meeting. However, the term of office takes effect on January 1 of the following year.

The new Officers/Directors will meet with the retiring office holders before the first of January for the purpose of transferring all LCFPA property and information pertinent to the various positions

ARTICLE VII - Duties of Officers and Directors

1. Duties of the President.

- a.** The President shall preside over all Quarterly meetings of the Association as outlined in “Roberts’ Rules of Order” current edition, Article X, Section 58 & 59.
- b.** At the first meeting of each year, the incoming President shall appoint all committee Chairmen, with exceptions as noted, that are necessary to further the interest of the LCFPA. The Auditing Committee shall be appointed at the October, Members Annual Meeting. (see Article VII.9)
- c.** The President shall supervise all affairs of the LCFPA that have had the approval from the Board of Directors.
- d.** The President shall appoint a successor to fill the unexpired term of any elective office vacated for any reason after reviewing with the Board of Directors a replacement.
- e.** The President shall co-sign with the Treasurer all checks over \$500.00 drawn from the LCFPA treasury.
- f.** The President and Secretary shall co-sign all contracts with vendors and any fund raising contracts after Board of Directors approval.
- g.** The President shall act as Chairman of the Board of Directors and shall vote only to break a tie.
- h.** If required by law or the Board of Directors, The President shall be bonded.

2. Duties of the Vice President.

- a.** The Vice President shall assist the President in the performance of his duties, and in the absence of, or incapacity of the President, shall perform his duties and assume his responsibilities.
- b.** At each business meeting, the Vice President is responsible for giving the meeting attendance report at the conclusion of each meeting.
- c.** In the absence of the President, the Vice President shall co-sign all checks issued by the Treasurer for more than \$500.00.
- d.** The Vice President shall serve on the Board of Directors.
- e.** If required by law or the Board of Directors, the Vice President shall be bonded.

3. *Duties of the Secretary.*

- a.** The Secretary shall keep an accurate record of the corporate business and meetings; send out all notices and announcements.
- b.** The Secretary shall have sole custody of the seal of this corporation and shall at the termination of office, turn over to the successor, the seal, corporate records and all other property belonging to the LCFPA.
- c.** The Secretary shall in the absence of the Vice President and Vice President Task Force proceed with scheduled meetings of the Membership and will abide by “Roberts Rules of Order” current edition, Article X, Section 59 as it pertains to meetings.
- d.** The Secretary and President shall co-sign all contracts with vendors and any fund raising contracts after Board of Directors approval.
- e.** The Secretary shall mail dues notices in November of each year to fire company members as well as individual members affiliated with a non-member fire company.
- f.** In the event that a member Fire Company or Individual Member has not paid its dues by March 31 of the year due, it shall be considered a non-member and the Secretary shall remove its name from the LCFPA membership roster. All efforts to make contact with the member will be done to determine why non-payment occurred in an effort to re-establish membership. The member Fire Company or Individual Member will not be eligible for reinstatement until any outstanding dues are paid as determined by the Board of Directors.
- g.** The Secretary shall keep a record of all memberships in the LCFPA; both Fire Company Memberships and Individual Memberships.
- h.** The Secretary shall serve on the Board of Directors.

4. *Duties of the Treasurer.*

- a.** The Treasurer shall keep an accurate accounting of all funds received and expended for the LCFPA showing specifically for what account collected and/or what purpose expended.
- b.** The Treasurer shall not pay out any monies from the LCFPA Treasury without the Board of Directors recommendation for approval to the membership for final approval for payment.

- c. The Treasurer shall make a report of his accounts at each meeting and submit his records to the LCFPA Auditing Committee at the end of the fiscal year.
- d. The Treasurer may singularly sign all checks from the LCFPA accounts for amounts up to \$500.00. All checks over \$500.00 shall be co-signed by a bank registered co-signer. The Treasurer shall be Bonded.
- e. All checks shall have the Treasurers' signature prior to being co-signed for amounts over \$500.00 by the President, or Vice President or Vice President Task Force.
- f. The Treasurer shall never permit a blank check to be properly endorsed with LCFPA signatures without first having the check totally filled in.
- g. The Treasurer is responsible for determining IRS filing and what is required by any needed accounting firm outside the LCFPA and forwards this information to the Board of Directors at the October meeting.
- h. The Treasurer shall, at the termination of office, turn over to the successor all moneys, corporate records and all other property belonging to the LCFPA.
- i. The Treasurer shall serve on the Board of Directors.

5. *Duties of the Region Director.*

- a. The Region Director handles the administrative functions for their specific Region
- b. The Region Director communicates both to the Region fire companies and to the LCFPA information relating to fire police operations.
- c. The Region Director, after receiving reports from fire police captains of the Region fire companies, condenses the information into a report for the Vice President.
- d. Region Directors serve on the Board of Directors.

6. *Duties of the Board of Directors.*

- a.** The Board of Directors shall be composed of one Region Director from each of the Regions of Lancaster County and the elected Officers of the Association, including all Assistant Officers if any, but excluding Delegates.
- b.** The President shall preside at all Board of Director meetings and shall vote only in the event of a tie.
- c.** Upon recommendation and membership approval, the business of the Association shall be managed by the Board of Directors. They shall have the power to purchase, lease and sell all real or personal property for the Association.
- d.** The Board of Directors shall inform the membership at the March meeting, the findings of the Auditing Committee for the previous years' financial business.
- e.** The Board of Directors shall serve as the trial board if any Officer, Director or Member violates directly or indirectly, any rules or regulations of the LCFPA; and to see that the person or persons so accused receive a fair and just trial. Discipline can result in suspension, removal from office, reinstatement or what is deemed to be proper by the Board of Directors.
- f.** The Board of Directors shall meet at the call of the President; or at any two Board of Director members request; or at any five members' request of the LCFPA not on the Board of Directors.
- g.** Three Board of Director members in attendance shall be considered a quorum, providing that all members of the Board of Directors have been notified of the meeting as required by law.
- h.** Any and all decisions, rules or regulations adopted by the Board of Directors can be set aside, amended or declared invalid by two-thirds vote of the membership attending any regular meeting.

7. *Duties of the Delegates*

- a.** Delegates, appointed to represent the LCFPA at meetings of other organizations, shall report at those meetings the activities of the LCFPA as they happened or are planned, unless otherwise instructed by the LCFPA.
- b.** Delegates shall report back to the LCFPA the activities or plans of the organizational meeting they attended.

8. *Duties of the Auditing Committee*

- a. The President shall appoint three members of the LCFPA to the Auditing Committee at the October meeting of the LCFPA.
- b. The Auditing Committee shall audit the books of the Treasury and report back at the April meeting to the Board of Directors and the general membership.
- c. The Auditing Committee may recommend additional auditing to be carried out by an accountant for the purpose of filing appropriate tax filings.

9. *Duties of the Chaplain*

- a. The Chaplain shall be an ordained minister of the gospel or a qualified layman of any denomination and reside in Lancaster County.
- b. The Chaplain may be in charge of and conduct all devotional exercises of the LCFPA.
- c. The Chaplain should be available for consultation meetings as needed by the members of the LCFPA.
- d. The Chaplain should be available to make visits to all members who are ill at home or in the hospital, including nursing homes and V.A. Homes or Hospitals.

11. *Duties of the Training Coordinator*

- a. The Training Coordinator shall be appointed by the President of the LCFPA and the Vice President.
- b. The Training Committee shall consist of the Coordinator and all region Directors.
- c. The Training Coordinator shall give a written report at each meeting on all upcoming training throughout the County as it pertains to overall Fire Police interests.

ARTICLE VIII - Committees

1. ***Standing Committees.*** At the January meeting the President shall appoint the Chairman of each Standing Committee except and the Auditing Committee.
 - a. Life Membership Committee – Shall consist of three persons including the Chairman. This Committee shall recommend to the Board of Directors any Member who they think qualifies for this honor to be presented at the annual meeting of members.
 - b. Training Committee – Shall consist of the Training Coordinator and all Region Directors.

2. ***Special Committees.***

May be appointed by the President with approval of the Board of Directors from time to time to attend to Bylaw Amendments, Elections and/or for other purposes as the occasion may arise.

3. ***Committee appointments.***

Other than Chairpersons who are appointed by the President, the Chairperson may select recommended number of committee members with the approval of the President. Only Members of the LCFPA may be appointed to committees.

ARTICLE IX - Financial Receipts and Expenditures:

1. ***Financial Receipts:***

All monies received shall be made payable to the Lancaster County Fire Police Association and given to the Treasurer who after making proper recording of same, will deposit the receipts into a National bank designated by the Board of Directors in the Lancaster County Fire Police Association account name.

2. ***Expenditures:***

The following types of expenditures are considered as normal and are hereby authorized by the Board of Directors to be paid upon receipt of invoice. The Treasurer shall be satisfied that such expenditures are authentic prior to payment.

- a. Secretarial and other Operating costs.
 - b. Expressions of sympathy and goodwill.
3. ***Any expenditure of \$1,000.00 or more*** shall be submitted to the Board of Directors before going to the Membership for approval.

ARTICLE - X

1. Bylaw Amendment Procedure:

These Bylaws may be amended at any regular meeting; or at a special meeting called by the President to consider an amendment provided the amendment or amendments shall have been read at a previous meeting. All proposed amendments shall have been reviewed by the Board of Directors prior to presentation to the members of the Association. The Bylaws shall be reviewed every two years (odd years) beginning 2015 by the Bylaws Committee and a report given to the membership by year end of the year reviewed.

ARTICLE - XI

1. Dissolution:

In the event of dissolution of the association, the association's property shall not be conveyed to any organization created or operated for profit or any individual for less than fair market value of such property. All assets remaining after all debts and expenses have been paid or provided for shall be conveyed or distributed to one, or more member organizations qualifying for the exemption afforded by Section 501(c)(3), or (4) of the Federal Tax Code.

A meeting of Members approval of these Bylaws: April 17, 2023

President: Merle Weaver _____

Secretary: Frank Mokros _____