

# Town of Hamburg Fire Chiefs Association, Inc.



## ACTIVE ORGANIZATIONS

Armor  
Big Tree  
Blasdell  
East Eden  
Eden  
Hamburg  
Lake Shore  
Lake View  
Newton Abbott  
North Boston  
Scranton  
Woodlawn

## ***CONSTITUTION and BYLAWS***

Originally Adopted: January 1980

Latest Revision: November 2009

**President:** George Utz

**Vice President:** Michael Quinn

**Secretary:** David Cole

**Treasurer:** Michael Chiacchia

**Sergeant at Arms:** Fred Bence

**Fire Coordinator:** John Carlin

**Assistant Coordinator:** Steven Ruesch

### **ARTICLE I: NAME. PURPOSE. & TERRITORY**

SECTION I: The name of this organization shall be the Town of Hamburg Fire Chiefs Association, Inc. herein after referred to as the Association.

SECTION II: The mission for which the Association is formed is as follows:

*The Town of Hamburg Fire Chiefs Association's mission is to promote cooperation between the Companies/Departments within the Association and to foster a closer working relationship in order to provide outstanding Fire, EMS and Emergency Services to the residents and businesses within the Towns and Villages we protect.*

### **ARTICLE II: ORGANIZATION MEMBERSHIP**

SECTION I: Charter Organizations in the Association shall include the nine (9) Volunteer Fire Department(s)/Company(s) within the borders of the Town of Hamburg. Charter Organizations shall have full rights and

privileges including voting on new Association members. Each Charter Member Organization shall have only one vote on any matter brought before the Association.

SECTION II: Active Organizations in the Association may be any Company/Department which is not located within the borders of the Township of Hamburg but are working within the Town's Mutual Aid Agreement, are dispatched by the Hamburg Fire Control, have successfully passed probationary status and have been voted into membership by a two-thirds (2/3) majority of the Charter Organizations. Active Organizations however upon voting into membership, shall be subject to regular yearly dues and other fees such as, but not limited to the Town Airbank Systems, Training Facilities and shared portion of awarded Regional Grants. Active Organizations that wish not to utilize the Town's Air Bank System and/or Training Facilities will not be subject to an annual fee. Active Member Organizations shall have all rights and privileges of Charter Member Organizations with the exception of voting on new Active Organization Membership and Association disbandment. Each Active Member Organization shall have only one vote on applicable matters brought before the Association.

SECTION III: Probationary Organizations in the Association may be any Department/Company which is not located within the Township of Hamburg, are dispatched by the Hamburg Fire Control and are working within the Town's Mutual Aid Agreement and have requested to become Active Members of the Hamburg Town Chiefs Association. The requesting Organization must make application and be sponsored by one or more of the Charter Member Organizations. The requesting Organization will be on probationary status for one full year and will not have any voting rights. Prior to being voted in as an Active Organization, a Probationary Organization will be given the option to decide if they wish to utilize the Town's Airbank Systems and Training Facilities and will agree to pay the current annual assessment fee. Probationary Organizations that wish not to utilize the Town's Air Bank System and/or Training Facilities will not be subject to an annual fee. Probationary Organizations will not be subject to Association dues. Probationary Organizations will not participate in any Regional Grants applied for or awarded to the Association during their probationary period. Probationary Organizations will not vote on any matter brought before the Association.

### **ARTICLE III: PERSONNEL MEMBERSHIP**

SECTION I: Active Members - Shall be past and present Chief's and Assistant Chief's of the Charter and Active Member Organizations.

SECTION II: Associate Members - Shall be past or Present Chiefs of the Department(s)/Company(s) under Hamburg Fire Control. They shall pay no dues or assessments. They will be able to vote on Base Station matters only.

SECTION III: Honorary Members - A person(s) who has donated their time and/or services for the betterment of the Association. They will be voted in by a majority vote of all Association Member Organizations. They will pay no dues, assessments and will have no vote.

SECTION IV: Life Member - A member who has served ten (10) years and is in good standing of the Town of Hamburg Chiefs Association Inc.

SECTION V: Charter Member - A member of the Town of Hamburg Chiefs Association, Inc. on February 28, 1973 the date the court approved the incorporation papers.

#### **ARTICLE IV: OFFICERS**

SECTION I The Officers of the Association shall consist of: President, Vice President, Secretary, Treasurer, and Sergeant-At-Arms; whose term of office shall be for one (1) year. All officers shall be elected through a majority vote of the charter and active organization members.

SECTION II The Officers shall be any member of the Association in good standing. Members currently elected as a Chief or Assistant Chief in their Company/Department are not eligible to hold an office in the Chiefs Association unless there is no member of the Association interested in running for said position.

SECTION III The President of the Association: It shall be the duty of the President to preserve order, preside at all meetings of the Association, for the transaction of business, to appoint committees, call special meetings where he shall deem it necessary, and see that all by-laws are carried into effect. Also appoint or fill vacancies, except Fire Coordinator or Assistant Fire Coordinator.

SECTION IV The Vice President It shall be the duty of the Vice President to perform all duties of the President during his absence should the office of President become vacant, he shall assume the duties of President.

SECTION V The Secretary It shall be the duty of the Secretary to maintain an accurate record of all minutes of the meetings. He shall give notice to all members of all meetings and receive and dispense of all communications as directed by Association.

SECTION VI The Treasurer: It shall be the duty of the Treasurer to receive and take charge of all monies due to the Association from all sources. He shall not dispense of any monies unless authorized by the body. He shall make a report of all receipts or expenditures at meetings and any time when called upon by the Association.

SECTION VII The Sergeant-At-Arms: His duties will be to keep order, maintain the role, tabulate votes, and assist the President in any manner required to admit authorized persons.

SECTION VIII Any officer who is absent from three (3) consecutive regular meetings of the Association, without valid excuse, shall forfeit that office and the President shall appoint a qualified replacement for the remainder of the term of the vacated office.

#### **ARTICLE V: FIRE COORDINATOR, ASSISTANT COORDINATOR**

SECTION I The Town of Hamburg Coordinator and Assistant Coordinator shall be a member of the Town of Hamburg Fire Chiefs Association, Inc., shall be an member in good standing of a Charter Member Organization, and shall be elected by a majority vote of only the Charter Member Organizations. Their term of office shall be for one (1) year. No present elected Chief or Assistant Chief shall be eligible.

SECTION II Duties of the Town of Hamburg Coordinator and Assistant  
Coordinator shall be to report to the Incident Commander and assist  
as required or directed.

#### **ARTICLE VI: MEETINGS**

SECTION I The regular meeting of the Association shall be held on the last  
Monday of the following months:  
January, February, March, April, May, June, July, October, November  
and December beginning at 1900 hours.

The September meeting shall be held on the third (3rd) Monday of  
that month. Five Chiefs or Assistant Chiefs and one Association  
Officer shall constitute a quorum.

SECTION II The meeting shall be held each month at a place designated at the  
previous meeting.

SECTION III Special meetings shall be held subject to written notice of the  
President. Any member in good standing can petition the President to  
call a special meeting. The written notice thereof shall specify the  
purpose of the meeting and no other business shall be transacted at  
that time.

SECTION IV The Roberts Rules of Order shall be used for the governing of all  
meetings when they are not in conflict with the Constitution and By-  
Laws of the Chiefs Association, Inc.

SECTION V A member shall not be considered present unless his/her name  
appears on the rolls before 1930 hours.

SECTION VI An "annual meeting" shall be held for in the Month of January for the  
Election of Officers and for the presentation of annual Association  
financial reports.

SECTION VII Meetings are open to members and invited guests as approved by  
the Association Officers.

#### **ARTICLE VII: DUES AND ASSESSMENTS**

SECTION I Dues: The dues shall be assessed to each Charter and Active  
Member Organization in the amount of \$25 per year.

SECTION II Assessments: Annual assessment amounts will be discussed at the  
January annual meeting with a full listing of assessment items and  
amounts provided to each Charter and Active Member Organization  
at the February Meeting.

SECTION III All payments for dues and annual assessments will be due no later  
than the May Meeting. Any Organization who does not pay said dues  
and/or assessment by the May Meeting will lose all voting rights  
until such time as the dues and/or assessments are paid in full.

SECTION IV Member Organizations who remain delinquent following the  
December Meeting will be subject to suspension or removal from the  
Association as recommended by the Officers and approved by the  
Association Membership (Charter and Active Member Organizations).  
Any recommendation shall be voted on and approved by a two thirds  
(2/3) majority of the Active and Charter Member Organizations.

## **ARTICLE VIII: DEBATE**

SECTION I                    A member shall be allowed two (2) minutes on any one subject and one (1) minute in rebuttal. No more on the same subject. It shall be so enforced at discretion of the President.

## **ARTICLE IX: ORDER OF BUSINESS**

1. Call to Order
2. Pledge of Allegiance
3. Introduction of Guests
4. Reading of Previous Minutes
5. Reading of Communications, Notices, Bills. Etc.
6. Report of Treasurer
7. Report of Fire Companies
8. Report of Officers and Committees
9. Report of Fire Coordinators
10. Unfinished Business
11. New Business
12. Good of the Organization
13. Report of Sergeant-of-Arms
14. Location of Next Meeting, Time and Date
15. Motion for Adjournment

## **ARTICLE X: DISBANDMENT OF ASSOCIATION**

SECTION I:                    Any motion for Association disbandment shall be made in writing to the Association by a Charter Member Organization and discussed at three (3) consecutive meetings following the date of the motion.

SECTION II:                    In the event that the Association Membership determines that the Association for any reason should be disbanded, such disbandment shall be approved only through a ballot vote of the Charter Member Organizations. All nine Charter Member Organizations will be required to vote on disbandment with a minimum of seven (7) votes required to approve Association disbandment. All ballots shall be submitted on Fire Company/Department letterhead and signed by the Chief of the Department/Company. The Chief or his representative (Assistant Chief) of every Charter Member Organization must be present at the Association meeting when the Ballots will be counted.

SECTION III:                    Upon successful majority vote of the Association to disband all Association assets (monies, documents, records, property and etc.), shall be handled as follows:

1. Records and Other written Documents: All official written documents shall be copied by the Association Secretary and copies provided to each Association member Company/Department. Original documents shall be turned over to the Association President in office at the time of disbandment.
2. All Association property shall be sold through auction or other mechanism (public bid, etc.) as deemed appropriate by the Association membership. Proceeds shall be disbursed as directed in Subsection 3 below.
3. All Association monies shall be disbursed to all Association member Companies/Departments on a prorated basis who are in good standing at the time of disbandment. Proration shall be based on the number of years that each Company/Department has been a full member of the Association.

## **ARTICLE XI: GRANT APPLICATION PROCEDURES**

- SECTION I: If the Association Active and Charter Member Organizations decide to submit a Grant application such grant proposal shall be brought forth by introduction through an Active or Charter Member Organization only. Associate and Probationary Member Organizations shall not introduce grant proposals. Unless otherwise agreed to by the Association, the proposing Organization shall be solely responsible for the grant application and implementation.
- SECTION II: Upon discussion by the Association Member Organizations, said proposal will be voted. Approval shall be by majority vote of the Active and Charter Membership.
- SECTION III: Grant proposals made on behalf of affiliated organizations (Water Rescue, Southtowns Haz Mat, etc.) can be made by the affiliated organization through a sponsoring Active or Charter Member Organization.

## **ARTICLE XII: SUBORDINATE SPECIALTY ORGANIZATIONS**

- SECTION I: Currently under the auspices of the Association there exist two subordinate specialty organizations (subordinate organizations). These two organizations are known as the Town of Hamburg Fire Chiefs Water Rescue Unit (Water Rescue) and the Town of Hamburg Fire Chiefs Association Southtowns Haz-Mat Unit (Haz-Mat).
- SECTION II: It is understood by the Association that these and any future subordinate organizations as may be established based on need, do and will continue to operate independent of the Association.
- SECTION III: It is further understood that the day to day operations of these Units are under the control of elected or appointed Boards of Directors and/or elected Operations Officers. Each Unit is required to report all activities to the Association on a regular (monthly) basis or as agreed to by and between the Association leadership and the leadership of the subordinate organization. It is agreed that one member of the Association executive committee (elected Association officers) shall be appointed to represent the Association on the governing board of each subordinate organization. The Association representative will have full voting authority on only those matters which require authorization or input from the Association. It is understood that the Association representative is given full authority of the Association to act in its best interest.
- SECTION IV: These subordinate organizations will prepare and operate under their own set of written rules, regulations and by-laws. Copies of all such documents shall be provided to the Association on an annual basis or any time the documents are revised or amended.
- SECTION V: If required by charter, bylaw, rules or regulation, approval of the Association will not be required in order for a subordinate organization to secure or negotiate contracts with the Towns and Villages or other outside agencies. All insurance required for the operation of the subordinate organization will be secured by the Association and paid for by these two units. The subordinate organization must report all contracts, policies and etc. to the Association and provide a copy of each agreement, contract and /or policy annually or upon renewal.
- SECTION VI: Unless otherwise stipulated, it is recognized that all property, equipment, buildings purchased by the Subordinate will belong to the Association. All financial reports must be reported to the Association

at the end of the subordinate organization's fiscal year in order for the Association to report all incomes and assets to the IRS as part of the 501C3 requirements.

SECTION VII:

In the event that the subordinate organization chooses to disband all property, equipment, and buildings will be inventoried and sold, donated or auctioned off to the highest bidder at the discretion of the subordinate organization's governing body. All proceeds of said sale or auction will be turned over to the Association. The Association shall at no time have the authority to force the disbandment of a subordinate organization unless directed to do so by the Town of Hamburg or other political subdivision (i.e.; County or State)

BY-LAWS UPDATED: JANUARY 1, 1989  
JUNE 1, 1992  
OCTOBER 31, 1995  
OCTOBER 29, 2001  
JUNE 2006  
MARCH 30, 2009 (full revision)  
NOVEMBER 30, 2009 (addition of Article

