



KENTUCKY ASSOCIATION OF FIRE CHIEFS

CONSTITUTION

PREAMBLE



We, the members of the Kentucky Association of Fire Chiefs, recognizing our responsibility to the community we serve and our obligations to society in general, and with the knowledge that our profession requires the highest ideals and rule of conduct, hereby adopt the following code of ethics for fire department executives and commend them to all persons in the firefighting profession for their guidance:

1. We will neither solicit nor accept any gift, privilege, favor, or advantage from any person which will place us under obligation to overlook any violation of the law or will violate the ethics of our profession.
2. Having efficient fire administration as our objective, we will recognize the need for professionalism on the part of fire department executives and subordinates. We pledge ourselves to advance the science of firefighting service through training courses and other methods adequate to meet the minimum requirements of our profession.
3. We will be fair with subordinates, showing only that favor which has been honestly earned by meritorious service to the public; and demanding that all fire department personnel perform their duties and enforce the laws.
4. Recognizing the mutual dependence of all firefighting forces and other public agencies, we pledge our cooperation to all officials and agencies interested in the promotion of safety and the improvement of the general public welfare. We will not allow envy, jealousy, or any other motive to interfere with such cooperation.
5. We recognize our responsibility to the news media of Kentucky as a medium through which the public is served. We pledge to deal with the news media honestly and to keep them informed regarding fire department activities. We shall seek its support in the promotion of fire department endeavors and its condemnation of any act or policy detrimental to the best interest of society.
6. **CORE VALUES**
 - Dedication (To mission, fire service advancement)
 - Integrity (doing right morally, legally; honesty)
 - Accountability (to membership, cities, boards/jurisdictions)
 - Cooperation (with fire service partners, public and private; within membership)
 - Respect (job done right; adherence to duty)

ARTICLE I NAME AND PURPOSE

Section 1.

The name of this body will be the “Kentucky Association of Fire chiefs”.

Section 2.

The purpose for which this Association is organized is; to secure a closer official relationship among fire and fire based EMS service officials throughout the State of Kentucky; to secure unity of action in fire departments matters; to evaluate the standard of fire departments in the fire and EMS profession; to generally encourage advancement and the perfection of a uniform fire and EMS system within the State of Kentucky; to advance along all lines pertaining to the prevention and detection of fires; to further educate and understand the emergency medical service needs; and to encourage membership and affiliation of members of this body with the Southeastern Division of the International Association of Fire Chiefs.

Section 3.

MISSION STATEMENT

The Kentucky Association of Fire Chiefs advocates for the leaders of the Kentucky Fire Service by providing education, information, unity, and support.

Section 4.

VISION STATEMENT

The Kentucky Association of Fire Chiefs will be the leading advocate for the fire service in the Commonwealth of Kentucky.

ARTICLE II

MEMBERSHIP

Section 1.

The association membership shall be divided into six classes: Active, Associate, Sustaining, Corporate Honorary Life and Retired Non-Active. All memberships are individual and not departmental. Membership is activated at the receipt of application and dues.

Part A – Active

Active members shall consist of Chief Officers of a regularly organized fire department in any municipality or county, private and government installations, paid or voluntary who provides fire and EMS services in the State of Kentucky Active membership shall carry one vote on matters requiring such.

Part B – Associate

Associate members shall be those members from any government agency allied with the fire service such as the officers of the Kentucky Firefighters Association, State Fire Marshal's Office, and the Executive Director, Program Director, and Division Director of Kentucky Fire Rescue Training, Public Safety Directors and Emergency Services Directors. Those persons holding an associate membership shall not have a vote or hold an office. An application must be filled out annually to be as associate member, but no dues is collected.

Part C – Sustaining Membership

Sustaining members shall be those persons specifically interested in the fire service and its advancement. They shall include, but not be limited to those persons involved in sales of fire apparatus, fire equipment, clothing, etc. Those persons holding a sustaining membership shall not have a vote or hold an office. Sustaining members shall pay \$500 annually.

- A. Member Logo will appear on the KAFC website linked to a website of members choosing.
- B. Member Logo will appear in our monthly E-Newsletter linked to a website of the members choosing.
- C. Will receive a 50% discount on a booth size of their choice at our annual conference.
- D. We will publish a one-page PDF add in our E-Newsletter 6 times a year (Add must be provided before the 25th of the month prior to publishing.)

Part D– Corporate Membership

Corporate members shall be those persons specifically interested in the fire service and its advancement. They shall include, but not be limited to those persons involved in sales of fire apparatus, fire equipment, and clothing, etc. Those persons holding a sustaining membership shall not have a vote or hold an office. Sustaining members shall pay \$150 annually.

- A. Member Logo will appear on our website linked to a website of members choosing.
- B. Member Logo will appear in our monthly E-Newsletter linked to a website of the members choosing.
- C. Will receive a 10% discount on a booth size of their choice at our annual conference.
- D. We will publish a one-page PDF add in our E-Newsletter 3 times a year (Add must be provided before the 25th of the month prior to publishing.)

Part E – Honorary Life

Honorary members shall be any active member of the Association as defined in Article II, Section I-A, who shall be honorably retired or honorably severed from active firefighting service and a member in good standing in this Association. This honor is automatically bestowed upon the member, who shall be exempt from the payment of dues and eligible to hold office and shall otherwise retain all the privileges of an active member.

Part F – Retired Non-Active

A chief who retires from the fire service in the State of Kentucky, and has not been a member of the Association, shall be eligible for membership in the Association, with voting privileges for a one-time charge of \$25.00. This member shall be ineligible to hold office.

Section 2.

Part A

Any person who is desirous of becoming an Active, Associate, Sustaining, or Honorary Life member and Retired Non-Active of the Association shall file an application with the Executive Director, giving his/~~or~~**her** name, position, residence, and department name or by using the current membership form.

Part B

Upon receipt of any application, the Executive Director shall make the necessary inquiry as to his/~~or~~**her** eligibility for membership. After such investigative inquiry, any disputes shall be referred to the executive committee.

ARTICLE III

OFFICERS

Section 1.

The officers of the Association shall be a Chief Officer elected from the active membership and or Honorary Life membership and shall consist of: President, First Vice-President, Second Vice-President, Fourteen (14) District Vice-Presidents one for each Fire Rescue Training District, Secretary, Treasurer, Kentucky State Director for SEAFRC, Chaplain, and Sergeant-at-Arms, all of whom shall hold their respective offices for a period of two (2) years or until their successor shall be elected or qualified. However, officers shall not be precluded from being re-elected to serve successive terms of office. Attendance requirement to retain office is 50% of the meetings per year, one of which is the Annual Conference. If attendance is not met an officer may be asked to step down. An appeal can be submitted to the Executive Director for just cause. The final decision will be made by the Executive Committee.

Section 2.

Officers shall be nominated via email using our Constant Contact Survey email system. Notice for nominations will be sent to entire email list the first week of June. Nominations will be accepted for a period of three (3) weeks. Once all nominated officers are verified to meet Article III, Section 3, they will be added to the ballot for the office nominated. Qualified candidates may be nominated for only one office.

Voting will be conducted using our Constant Contact Survey email system. All qualified candidates will appear on ballot and sent to Active, Honorary Life and Retired Non-Active members for voting. Voting will remain open for a period of two (2) weeks. Results will be verified, and membership will be notified of the results via email. The elected officers will take office the first meeting after the election and be sworn in at the Annual Conference.

Any questions as to the results of the election will be directed to the Executive Director.

Section 3.

At the time of their nomination, candidates for office in the Association shall be actively engaged in one of the positions set forth in Article II, Section 1, Part A or Article II, Section 1, Part E.

Section 4.

In the event a member vacates his/her position through retirement or otherwise while holding an elected office, the member may continue to hold said office until completion of the term. Any Honorary Life member in good standing is also eligible for elective office.

ARTICLE IV

DUTIES OF THE EXECUTIVE OFFICERS

Section 1. PRESIDENT

- A. Shall be the official representative and spokesman for the Association.
- B. Shall serve as Chairman of the Executive Committee.
- C. Shall preside at meetings of the Association and the meetings of the Executive Committee.
- D. Shall appoint all committees not otherwise provided for in the Constitution and By-Laws.
- E. Shall approve as such officer all checks and papers executed by or on behalf of the Association requiring the signature of such officer, for amounts exceeding \$500.
- F. Shall receive and lay before the members in their meetings and at other such times being necessary, the reports of the Executive Committee, Officers and Committees and generally do and perform duties pertaining to his/her office as required of him by the Constitution and By-Laws.
- G. Shall be ex-officio with no vote, but the power to break a tie vote and a member of all committees.
- H. Shall approve all expense allowances for the Executive Committee, in attending meetings call to transact business of the Association.
- I. Shall be reimbursed for registration and hotel expenses to attend the annual Southeastern Association of Fire Chiefs Conference.
- J. Shall submit bi-annually to the SEAFCA, a letter of endorsement for the Kentucky State Director position. (Kentucky Director is elected in even years)

Section 2. FIRST VICE-PRESIDENT

- A. In the absence of the president or inability of the President to perform all duties of his office, the First Vice-President shall be directed to assume the duties of the President.
- B. Shall assist the President in every way possible to fulfill his/her duties.
- C. In case of death, resignation, or inability of the President to serve, the First Vice-President shall be directed to assume all the duties of the President.
- D. In addition to all other duties required by the President, the First Vice-President shall perform such duties as may be required of him at direction of the Executive Committee.

Section 3. SECOND VICE-PRESIDENT

- A. Shall assist the President and First Vice-President in conducting the business and policies of the Association.
- B. In absence or inability of the President and First Vice-President, the Second Vice-President shall immediately be directed to assume all the duties and responsibilities of the President.
- C. In case of death, resignation, or inability of the First Vice-President to serve the Second Vice-President shall be directed to assume all of the duties of the First Vice-President.
- D. In addition to all other duties required by the President, the Second Vice-President shall perform such other duties as may be required of him at direction of the Executive Committee.

Section 4. SECRETARY

- A. Shall generally do and perform the duties, which usually pertain to this office, or may be directed of him by the Officers and Executive Committee.
- B. Shall attend meetings of the Association and keep full minutes of the proceedings and actions taken there at.
- C. Shall be ex-officio with power to vote and a member of all committees.
- D. Shall employ, with the consent of the Executive Committee, such assistance as deemed necessary to discharge the duties of this office.
- E. Meeting minutes shall be distributed to the executive committee via email for review two weeks prior to the next meeting.

Section 5. TREASURER

- A. Shall be guided by the Constitution and By-Laws of the Kentucky Association of Fire Chiefs in reporting and submitting data on membership and dues.
- B. Shall at each annual meeting submit to the Association a report of the financial condition of the Association. It shall be their duty to coordinate with the Executive Director on the collection of all monies, dues, and fees due the Association and shall keep active and correct records of all disbursements on behalf of the Association.
- C. Shall be and with the consent of the Executive Committee, select a chartered bank or banks in which the funds of the Association shall be deposited subject to such safeguards as the Executive Committee demand.
- D. Shall work with the Executive Director to maintain 501C-3 status and all other reporting requirements of the Association.
- E. Shall sign as such officer on proper warrants, such as checks, and papers executed on behalf of the Association as may be required by the Executive Committee.
- F. A debit card from the association account with the signatures of the Treasurer and Executive director shall be maintained by the Treasurer.
- G. Shall be ex-officio with power to vote and a member of all committees.

Section 6. DISTRICT VICE-PRESIDENT

There will be one District Vice-President for each Fire Rescue Training region per the 14 regions as of 1/1/2019.

- A. Shall be an advocate for the members in their respective district.
- B. Shall gather information from their district and report to the membership at regular meetings and the annual meeting.
- C. Distribute information to members and non-members throughout their district
- D. Actively recruit members from their district.
- E. To fill the newly created positions a onetime special election will be held in February 2020.
 - a. The current District Vice Presidents will fill the positions in their new district.
 - b. Notification will go out to the membership about the open positions prior to the November meeting.
 - c. Nominations will be taken from the floor at the November meeting. Email nominations will be accepted for any un-nominated positions.
 - d. Elections will take place at the February meeting,
 - e. The newly elected District Vice President will take office once elected and will hold that office until the next regular election.

Section 7. KENTUCKY STATE DIRECTOR OF SEAFRC

- A. Shall be the official representative of the KAFC to the Southeastern Association of Fire Chiefs. (SEAFRC)
- B. Shall serve as a member of the Executive Committee in KAFC.
- C. Shall serve by appointment to SEAFRC committees as made by SEAFRC.
- D. Shall preside over all Kentucky state meetings at annual SEAFRC conference.
- E. Shall lay before the members in the general membership meetings the reports of the annual SEAFRC Conference, or any relative SEAFRC information.
- F. Shall compile a quarterly newsletter article and submit to SEAFRC.

Section 8. SERGEANT-AT-ARMS

It shall be the duty of the Sergeant-at-Arms to preserve the decorum and security of all meetings and such duties as the President may appoint.

Section 9. CHAPLAIN

It shall be the responsibility of the Chaplain of the Kentucky Association of Fire Chiefs to lend spiritual guidance to the members of this Association.

Section 10. PAST PRESIDENT

The past president shall serve as a member of the executive for the term of two years after he leaves the office of president. He will lend the expertise he gained as president to the current president.

Section 11. EXECUTIVE DIRECTOR

- A. Be responsible for the supervision, management and maintenance of the Association Business Office and staff, and the conduct and administration of all business of the Association subject to the policies and direction established by the Executive Committee.
- B. Submit an Executive Directors report at all regular meetings of the association and the Annual Conference detailing activities conducted on behalf of the Association.
- C. Prepare a spending plan in conjunction with the Treasurer and present it to the Executive Committee at the meeting prior to the annual conference. The spending plan shall be approved at the annual conference.
- D. Coordinate and execute the Annual Conference.
- E. The executive director shall be a Part-time employee of the KAFC with no benefits. Will be paid an annual salary per employment contract. The employment contract will be reviewed by the Executive board and approved by the membership and executed by the President and Treasurer of the organization. The employment contract will be reviewed on an annual basis and renewed on a bi-annual basis.

Section 12. LEGISLATIVE AGENT

The Legislative agent shall be selected by the Executive Committee to monitor legislative bills and issues that have an effect on the KAFC and/or the Fire Service of Kentucky in general. The agent shall keep the association informed of legislative issues concerns or bills both proposed and passed. The agent shall represent the KAFC in providing testimony before legislative committees.

Section 13.

In case of death, resignation, or inability to serve, the Secretary, Treasurer, a District Vice-President, SEAFK VP, the Sergeant-at-Arms or the Chaplain, the President may appoint a member to fill the unexpired term with the approval of the Executive Committee.

ARTICLE V

EXECUTIVE COMMITTEE

Section 1. EXECUTIVE COMMITTEE

- A. There shall be an Executive Committee, which shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Sergeant-at-Arms, Chaplain, State Director of the SEAFK, *Legislative Agent*, the immediate past President, and all District Vice Presidents. The Executive Committee shall transact the business of the Association and shall exercise the jurisdiction and authority over all standing and special committees and may require a report of their activities at any time. It may interpret the provisions of the Constitution and By-Laws.

- B. A simple majority shall constitute a quorum for transaction of business at all meetings of the Executive Committee, which may be open or closed at the discretion of the President.
- C. It shall supervise and control all expenditures of the Association. It shall have the authority to make reasonable allowances for expenses incurred by the officers or its members in the transaction of business on behalf of the Association.
- D. For the purpose of orderly administration and supervision, the Executive Committee shall carry out other duties assigned by the President.
- E. It shall have the receipts and disbursements of the Association audited by a committee appointed by the President at least once each year. It may employ a qualified auditor to audit the books of the Association when deemed necessary.
- F. It shall have full power of authority to levy a conference registration fee and collect from member's amounts sufficient to defer expenses of the annual conferences.
- G. Nothing in the above section shall be construed as prohibiting the Executive Committee, in the case of extraordinary emergency, from changing the place or time of the conference.
- H. It shall direct the Secretary and Treasurer to publish to the membership such reports and papers, as it deems important.
- I. It shall establish the order of business to be followed during all meetings and conferences. In all other cases, a professional decorum shall govern the proceedings.

Section 2. ASSOCIATION EXPENSES

- A. No member or officer of the Association except for the Treasurer or the Executive Director in accordance with Article IV Section 5 shall incur any expense in the name of the Association without approval of the Executive Committee except that, in case of emergency, the President is empowered to authorize the expenditures of sufficient funds to meet the emergency.

ARTICLE VI INDEPENDENT CONTRACTORS

Section 1: General Provisions

- A. The KAFC may, at the discretion of the Executive Committee, enter into a memorandum of understanding (MOU) with an independent contractor, for the purposes of ensuring representation and continuity of the organization.
- B. The MOU outlines all responsibilities and compensation of the contractor. The contractor shall represent the best interest of the KAFC, however shall not be construed as an "employee" of such.
- C. The contractor shall report findings to the executive committee and general membership as referenced throughout the constitution and bylaws of the KAFC.
- D. All MOUs shall be reviewed on an annual basis and renewed on a bi-annual basis

ARTICLE VII COMMITTEES

Section 1.

- A. The President may establish a committee from time to time, as necessary and shall terminate with his term of office or prior if deemed necessary. Each committee chairperson will be accountable to provide a written report to the President and Executive Director prior to each quarterly board meeting. The committee chairperson should be prepared to discuss their report and bring any item pertinent to the full Board.
- B. The following is a list of committees but not limited to this list
 - 1. Resolution Committee
 - 2. Conference Committee
 - 3. Membership Committee
 - 4. Legislative Committee
 - 5. Health and Safety Committee
 - 6. EMS Committee

Section 2: Auditing Committee

The Auditing Committee shall be appointed by the President at the Annual Conference and shall report to the members.

Section 3: Constitution and By-Laws Committee

The Constitution and By-Laws Committee shall be appointed by the President to oversee and recommend any Constitution and By-Law changes. Proposed changes to the by-laws will be presented to the membership for consideration. Presentation will be at one of our meetings then sent to the membership via email. After at least a one-month period of consideration by the membership, if no changes are opposed, the proposed changes will be voted on at the next meeting. Any opposed changes will go back to the bylaws committee for reconsideration.

ARTICLE VII MEETINGS AND CONFERENCE

Section 1.

The Association shall have a minimum of four meetings per calendar year with one being the Annual Conference meeting.

Section 2.

Conferences of the Association shall be held at a place previously determined at conference or meeting and upon such date at the Executive Committee and Executive Director may determine after consultation with the Chief of the Fire Department of the conference city.

Section 3.

Meeting of the Executive Committee shall be held at such time and place as the President may designate. Special meetings may be called by the President upon request of a majority of members thereof.

BY-LAWS

ARTICLE I

DUES

Section 1. Active

- A. Volunteer \$25 per person per year.
- B. Career/Combination \$50 per person per year.

Section 2. Associate

Associate Membership \$50 per person per year.

Section 3. Sustaining

Sustaining Membership \$500 per year.

Section 4. Corporate

Corporate Membership \$150 per year.

Section 5. Honorary

No Dues Associated with this membership.

Section 6. Retired Non-Active

One time \$25 per person, no dues after the first year.

Section 7.

Dues for any membership requiring it will be due January 1 and be good until December 31 of that same year in which it is received.

ARTICLE II

Section 1.

The fiscal year of the Association shall be consistent with the calendar year. Terms of the elective officers shall coincide with the Annual Conference.

Section 2.

Invited speakers, distinguished guests, or visitors shall be permitted to register and receive the courtesies of the conference without cost, upon approval of the Executive Director of the Association.

Section 3.

Travel expenses for all persons authorized or requested by the President, Executive Committee or Executive Director for the transaction of Association business shall be paid by the Association at the rates established by the State of Kentucky.

Section 4.

Any nominee who desires to withdraw his name may do so at the time of nomination but shall not make any address nor request his sponsors to support any other candidate.

Section 5.

Only one (1) nominating speech or statement of endorsement shall be permitted by or for each candidate. Such speech shall not exceed (3) minutes.

Section 6.

For any office for which there is only one nomination, the presiding officer shall instruct the Secretary unless it is their position then the Treasurer as the representative of the conference assembled to cast a ballot for such nominee and shall thereupon declare such nominee elected.

Section 7.

In the election of officers, the candidate receiving the highest number of votes shall be elected. In the event of a tie vote, the voting on the second ballot shall be confined to the nominees so tied. The second ballot shall take place immediately after the results of the first ballot reveal a tie and shall be subject to the same procedure as on the first ballot.

ARTICLE III

Section 1. Rules of Order

The sergeant at arms shall issue a rule of order prior to each conference and meeting and voted on at the beginning of the meeting.

Section 2. Changes or Amendments to Constitution, Bylaws or Rules of order

The consideration of any proposed amendments to the Constitution, By-Laws or Rules of Order shall be presented to the membership no less than 30 days prior to the annual Conference. After notice has been given, amendments shall be acted upon during the annual business meeting each year. A two-thirds majority of the members voting shall be required to adopt such an amendment.

All amendments, alterations, or revisions of any part of this Constitution, By-Laws or Rules of Order shall take effect upon their adoption at the conference unless otherwise provided for.

Section 3. Order of Business

The order of business may be as follows, the president shall set the order prior to each meeting.

- A. Opening ceremonies
- B. Opening business session
 - 1. Adoption of minutes of previous conference or meeting
 - 2. Reports of Committees (standing and special)
 - 3. Reports of District Vice-President
 - 4. Reading of communications
- C. Unfinished business
- D. Nominations and elections
- E. Installation of incoming officers
- F. New business
- G. Appointment of committees
- H. Report of attendance and place of next conference or meeting
- I. Adjournment

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Revised November 2005

Revised August 2006

Revised January 2013

Revised August 2014

Revised August 2017

Revised August 2019

Revised March 2021

Revised August 2022