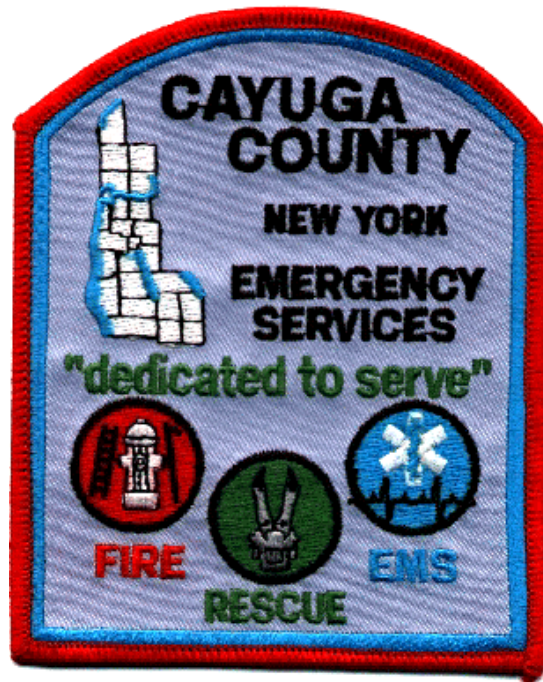


# The Constitution And By-Laws Of



# The Cayuga County Association Of Emergency Services

Established November 28, 1995  
First Meeting January 23, 1996

# Constitution and By-Laws

## Article 1: Title and Objectives

- Section #1 – This association shall be known as the **“Cayuga County Association of Emergency Services”**.
- Section #2 – The objective of this association shall be to cultivate the friendship, fellowship, cooperation, and unity of its members, fire departments, fire companies, exempts, rescue, and ambulance squads. Furthermore, the association is to promote, and encourage the advancement of skills, efficiency, and social activities of its members, and their organizations through involvement, and cooperation with each other.
- Section #3 – This association is organized for the charitable, educational, religious, or scientific purposes, within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any further Federal Tax code.
- Section #4 – No part of the net earnings of the association shall insure to the benefit of, or be distributable to its members, trustees, directors, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of section 510(c) purposes. No substantial part of the activities of the organization shall be used for the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing and distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Notwithstanding any other provisions of these articles, the association shall not carry on any other activities not permitted to be carried on . . .
- (a) by a corporation / organization exempt from Federal Income Tax under section 501 ( c ) (3) of the Internal Revenue code. (or corresponding section of any future Federal Tax code.)
  - (b) by a corporation / organization, contributions to which are deductible under section 170 ( c ) (2) of the Internal Revenue code. ( or corresponding section of any future Federal Tax Code.)

## Article II: Membership

### Section #1 – Departmental or Group Membership

Departmental or group membership into the association shall be open to the following: Any Cayuga County based fire department, fire company, rescue, or ambulance squad is entitled to join by submitting a completed registration card to the membership secretary of this association, and by paying the appropriate dues.

## Article II: Membership Con't.

Section #2 – Each Cayuga County department shall be assessed a fee of twenty-five Dollars (\$25.00) annually for membership into the association. Department dues are due in January of each year, and can be paid at the annual meeting, and installation of officers banquet held on the fourth (4<sup>th</sup>) Tuesday in January. Departmental dues cover membership in the association from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

Section #3 – Department dues not paid by July 1<sup>st</sup> of that year, shall make the department, and its members ineligible to vote on association business until said departments dues into good standings with the association.

### Section #4 – Individual Membership

Individual membership into this association is open to all interested and affiliated members, in good standing, of a Cayuga County fire department, fire company, and rescue or ambulance squad. This includes all exempt, honorary, and life members of an affiliated Cayuga County department.

Section #5 – Individual membership into this association can be obtained by submitting a completed registration card to the membership secretary of this association, and paying the appropriate dues.

Section #6 – Each individual member shall be assessed a fee of One dollar (\$1.00) annually for membership into this association. Individual dues are due in January, and can be paid at the annual banquet. Any member in arrears as of July 1<sup>st</sup>, shall not be eligible to vote at association business meetings.

Section #7 – Through the nature of their duties pertaining to the fire and rescue service in Cayuga County the following members are considered special members of this association. The Director of Emergency Services, the Cayuga County Fire Coordinator, the Cayuga County EMS Coordinator, any Cayuga County Deputy Coordinator (fire or EMS), the Cayuga County fire instructors, Cayuga County fire dispatchers, President of the Cayuga County Fire Advisory Board, the Cayuga County Sheriff, and the New York State Police.

These persons shall have the right to the floor, and may speak at any meeting, but do not have the right to vote, or hold office in this association unless they meet the individual requirements of this association. (Article II, Sections 4, 5, & 6)

### Section #8 – Life Membership

Any member obtaining 20 years of active service to this association shall have their name presented to the general membership as a life member of this association. As a life member of this association the individual is entitled to all rights and privileges of this association and shall have their dues waived from that day forth.

### Article III: Association Officers

Section #1 – The officers of this association shall consist of a President, Vice President, Recording Secretary, Membership Secretary, Treasurer, Assistant Treasurer, Three (3) Trustees, and an association Chaplin. There will also be selected from the general membership, two (2) delegates each to represent this association at Northern Central, New York State Chief’s Association, and FASNY.

### Article IV: Duties of Officers & Delegates

Section #1 – The President: It shall be the duty of the president to preside over all meetings of this association, and to call, and announce all special meetings. He/she shall call for all votes, ballots, or other decisions, tabulate same, and announce the results. The President shall request volunteers to serve on committees, and appoint members if needed. The President shall be an ex-officio member of all committees.

Section #2 – The Vice - President: In the absence of the President, it shall be the duty of the Vice President to perform all the acts and duties of the President until his or her return. It shall be the duty of the Vice President to assist the President at all times or as he/she feels necessary.

Section #3 – Recording Secretary: It shall be the duty of the Recording Secretary to maintain a complete and accurate record of the proceedings of this association, and to receive and acknowledge all communications of this association. It shall further be the responsibility of the recording secretary to keep an accurate, and up to date record of all written correspondence of this association. The recording secretary shall also notify all members, in writing, of regular and special meetings. It shall be the duty of the Recording Secretary to call the roll for all roll call votes. Any monies received by the recording secretary shall be turned over to the treasurer, and should receive a receipt for same.

Section #4 – Membership Secretary: It shall be the duty of the membership secretary to keep an accurate and up to date mailing list and roster of all departments, and individuals obtaining membership into this association. It shall also be the responsibility of the membership secretary to keep an accurate attendance list of all members and departments represented at all meetings, and relay the tally to the recording secretary. The membership secretary shall collect all dues owed to the association, and turn over the monies collected to the treasurer, and receive a receipt for that amount. The membership secretary shall notify the president and the treasurer of those departments, and individuals who are in arrears for proper action.

Section #5 – Treasurer: It shall be the duty of the Treasurer to keep an accurate and up to date record of all the associations finances, he/she shall receive all monies belonging to the association, and deposit all funds in an authorized bank, approved and selected by the trustees of this association. The treasurer shall pay all bills and debts of the association upon approval of the membership, and or by order of the president, countersigned by the secretary of the association.

#### Article IV: Duties of Officers & Delegates Con't.

The treasurer shall notify all departments and individual members in arrears of dues and notify the president of same. The treasurer shall give a monthly financial report at each regular meeting and an annual report at the annual meeting and banquet of this association held in January of each year.

- Section #6 – Assistant Treasurer: It shall be the duties of the assistant treasurer to assist the treasurer in any way he/she feels necessary, and perform all acts and duties of the treasurer in his/her absence.
- Section #7 – Trustees: There shall be three (3) trustees of this association, who shall serve a term of three (3) years. One trustee to be elected each year, at the annual elections, for a three-year term. The senior trustee, that being the trustee with one (1) year remaining in his/her term, shall automatically become the chairperson for the trustees. The trustees may be called together, at any time, on five (5) days notice of the chairperson. The trustees shall be the custodians of the association's real properties, and shall exercise careful supervision of the same. The trustees shall audit the paying of bills, books or records of the treasurer at anytime, and shall conduct an annual audit at least fifteen (15) days prior to the annual meeting, and make a report of their findings at that meeting.
- Section #8 – Delegates: It shall be the duty of the delegates of this association to attend the state conventions, and other special meetings of their appointed organization as representatives of this association. The delegates shall cooperate, and work with their appointed organization in regards to all matters that pertain to the development and well being of fire and emergency services. It shall be the duty of these delegates to make a complete report to the members of this association at the next regular monthly meeting of the association.

#### Article V: Election of Officers

- Section #1 – The officers of this association shall be elected at the December meeting of this association, by a majority vote of the members present at that meeting.
- Section #2 - A term of office shall be for one (1) year, with the exception of the Trustees who shall serve a term of three (3) years. One Trustee shall be elected each year for a three (3) year term.
- Section #3 - The newly elected officers of this association shall be installed, and officially take office at the annual meeting and banquet held in January.

#### Article VI: Association Meetings

- Section #1 - The regular monthly meeting of this association shall be held on the fourth (4<sup>th</sup>) Tuesday of each month at 20:00 hours (8:00 pm).

## Article VI: Association Meetings Con't:

- Section #2 - The location of the meeting will be at one of the Cayuga County Association member department. Each department will have an opportunity to host the Association meeting during the year provided their annual departmental dues are current with the association and they have representation at 4 monthly association meetings per year excluding the months of January, June, July and August. The Association will follow the Cayuga County numbering system to establish a fair and impartial rotation of the meeting. This rotation will include the City of Auburn Fire Department.
- Section #3 - A special meeting of the association may be called by the President at any time or by the written request of five (5) members in good standing with the association. No business may be transacted at the meeting except for the business for which the meeting was initially called.
- Section #4: - When a regular meeting falls on a recognized holiday, a decision shall be made at the prior meeting as to when the meeting shall be held.
- Section #5 - Each department shall have one (1) official representative or delegate to this association who shall speak for their department for the purpose of a roll call vote. This individual could be the Chief, and Assistant Chief, or other designee, but only one vote per department will be accepted during a roll call vote.
- Section #6 - A roll call vote can not occur on the night the issue to be voted on is brought to the floor. Every issue requiring a roll call vote shall be tabled for one (1) month to allow the departments and its members to discuss the issue at their next department meeting, and then return to vote in the best interest of their department. This also allows each member department the opportunity to have a representative present for the roll call vote.
- Section #7 - Ten (10) members and the President of this association shall constitute a quorum for the transaction of general business at any meeting. If a roll call vote is required a quorum shall consist of fifteen (15) departments being represented at the meeting.
- Section #8 - If a quorum is not present for a roll call vote, and a decision from this association has to be made. The Executive Committee will assemble, and make the decision for the association. The Executive Committee shall consist of the Administrative officers, and the three (3) trustees.
- Section #9 - The annual meeting of this association shall be held on the fourth (4<sup>th</sup>) Tuesday in January.

## Article VII: General By-Laws of the Association

- Section #1 - This association shall have the power to amend, or revise this Constitution and By-Laws by presenting said amendment or revision in writing at any regular meeting of this association. The amendment or revision will be read at that meeting with time for discussion to follow. The amendment or revision will then be voted on at the next regular meeting of the association. A two-thirds majority vote of the members present must be carried to pass the amendment, or revision.
- Section #2 - The President or presiding officer shall preserve order at all times. If two (2) members rise at once, the presiding officer shall name the person to speak first.
- Section #3 - When a death occurs to a member of this association, an entry shall be made in the minute book, and a suitable expression of sympathy shall be sent to the deceased member's family.
- Section #4 - Upon successful completion of his/her duties as President of this association, the retiring President shall receive a gold badge, with suitable inscription, presented to them for the service they have performed as President of this association at the annual banquet in January.
- Section #5 - All departmental and individual membership dues are payable at the Annual meeting in January.
- Section #6 - This association shall have six (6) standing committees. The committees are :
- a. The Fire Prevention Committee
  - b. The Chiefs Committee
  - c. The Sunshine (sick) Committee
  - d. The Standards Committee
  - e. The Nominating Committee
  - f. The Executive Committee (Pres., V.P., Recording Secretary, Membership Secretary, Treasurer, Assistant Treasurer, and the three (3) Trustees.)
- Section #7 - All committee appointments shall come from the floor, or left to the discretion of the President. The President shall appoint members to a committee as he/she feels fit and necessary.
- Section #8 - It shall be the duty of all committee members to attend to matters pertaining to their respective committee which has been submitted to them, and act in the best interest of the association, and its members.
- Section #9 - All committee Chairpersons shall maintain a record of their activities, and present a report of their activities at a meeting designated by the President. The Chairperson of each committee shall designate the time and place of the committee meeting, and make sure all members of the committee are notified.

Article VII: General By-Laws of The Association Con't:

- Section #10 - An annual donation in the sum of Twenty-five (\$25.00) dollars, shall be donated to the Fireman's Home On The Hudson, in the name of this association.
- Section #11 - If any member of the association requires it, the ayes, and nays of a general vote, shall be taken and recorded in the minute book of this association.
- Section #12 - A nominating committee for the election of officers, and other positions shall be appointed at the September meeting. The nominating committee will assemble their slate of candidates, and present it at the November meeting. Additional nominations from the floor must be made at this time. No nominations will be accepted in December, only the voting for officers.
- Section #13 - Representation to the Fire Advisory Board: This association shall have a total of ten (10) seats available for representation to the Fire Advisory Board. Five (5) of the seats shall be taken by the five (5) deputy fire coordinators to give equal representation to the five (5) fire districts of the county. One (1) from the city of Auburn Fire and four (4) seats shall be elected from the general membership of this association.
- Section #14 - The President of this association shall not hold the office of President for more than two (2) consecutive years.
- Section #15 - All committee members will be excused from their active committee duties at the conclusion of the calendar year. New members of the committee will be appointed by the new President after the election of officers have taken place and the new officers have been installed at the annual meeting and banquet in January. Members of committees may ask to be reappointed to a committee if they so desire.
- Section #16 - Upon dissolution of this association the assets shall be distributed for one or more exempt purposes within the meaning of section 501 ( c ) (3) of the Internal Revenue Code. i.e. charitable, educational, religious, or scientific, or corresponding section of any future Federal Tax code, or shall be distributed to the Federal government, or to a state or local government for public purposes.
- Section #17 - However, if the named recipient is not then in existence, or are no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of the association shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purposes specified in section 501 ( c ) (3) of the Internal Revenue Code. (or corresponding section of any future Federal Tax Code.)

## Article VIII: Order Of Business

### Section #1-

1. Meeting called to order by President
2. Salute to the Flag
3. Roll call of association officers
4. Roll call of departments
5. Membership attendance – attendance book
6. Reading of the minutes of the previous meeting
7. Introduction of visitors & host department Chief
8. Treasurers Report
9. Presentation of bills
10. Communications, written & oral announcements
11. County reports:
  - a. County Fire Coordinator
  - b. Deputy fire Coordinators
  - c. County EMS Coordinator (representative)
  - d. Director of Emergency Services
  - e. Fire Advisory Board
  - f. County fire police association
  - g. County fire instructors
  - h. High angle rescue team
  - i. Underwater recovery team
  - j. County fire dispatchers
  - k. County fire investigators
  - l. Cay. Co Sheriff's / NYS police report
12. Report of Committees:
  - a. Sunshine / Sick committee
  - b. Fire prevention committee
  - c. Standards committee
  - d. Chief's committee
  - e. Nomination committee
  - f. Executive committee
  - g. Northern Central
  - h. FASNY
  - i. NYS Chief's Association
13. Other / special committees
14. Unfinished Business
15. New Business
  - \*\*Nominations & Election of Officers
16. Guest Speakers
17. Dinner Collection
18. Announcement of next meeting & location
19. Additional business or announcements
20. Adjournment

Section #2 – The order of business may be transposed at anytime by the President for convenience and speedience of the proceedings.

## Historical Notes Of The Association

- The organizational meeting of Cayuga County Chief's Association was held at the Fleming No.1 fire station on May 23, 1950, at which time Wendall Linnenbach was asked to draw up a set of rules and regulations.
- The Constitution and By-Laws of the Cay. Co. Chief's Assoc. was revised twice in 1968, and supercedes any and all previously established Constitutions, By-Laws, or amendments.
- The Constitution and By-Laws of the Cay. Co. Chief's Assoc. was revised on May 22, 1979, and supercedes any and all Constitutions, By-Laws and amendments previously established.
- The organizational meeting of the Cayuga County Firefighter's Association occurred on June 13, 1939.
- The Constitution and By-Laws of the Cay. Co. Firefighters. Assoc. was revised in 1980, and supercedes any and all Constitutions, By-Laws, and amendments previously established.
- The Constitution and By-Laws of the Cay. Co. Firefighters Assoc. was revised on June 22, 1993, and supercedes any and all Constitutions, By-Laws, and amendments previously established.
- On October 24, 1995, a combined meeting of the Cayuga County Fire Chief's Associations, and the Cayuga County Firefighters Association was held at the West Niles Fire Department, where it was decided to merge the two separate associations, and combine them into one united group.
- The Cayuga County Association of Emergency Services was established and organized, by the adoption of this Constitution and By-Laws, at the Conquest Fire Department on Tuesday November 28, 1995. The first meeting of this new association will take place at the Weedsport Fire Department on January 23, 1996, at the annual banquet. The By-Law committee was Dale Kehoe, Tom Begley, Charles Kreplin, Laverne Blowers, and David James.
- The Constitution and By-Laws of the Cayuga County Association of Emergency Services was amended at the annual meeting and banquet held on January 26<sup>th</sup>, 1999 to meet the guide lines of the IRS, and the association's pursuit of its non-for-profit status after becoming involved with the Juvenile Fire Intervention Program as a sponsor.
- The Constitution and By-Laws of the Cayuga County Association of Emergency Services Article VI: Section #2 was amended at the meeting in Sempronius on Apr. 26, 2005.