

# United Hancock County Firefighters Association



## Constitution & By-Laws



## United Hancock County Firefighters Associations

200 Jefferson Street

Newell, WV 26050

(304) 459-9244

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# CONSTITUTION AND BY-LAWS

## CONSTITUTION

### PREAMBLE

We, the delegates of the fire companies of Hancock County of the State of West Virginia in meeting assembled in order to form a more perfect organization, establish harmony, ensure prosperity and success, provide pecuniary benefits, and cultivate fraternal fellows in and among the companies, and to promote the best interests of the firefighters of our district, do hereby adopt the following constitution:

### ARTICLE I

#### Section I

The name of the association shall be the United Hancock County Firefighters Association of West Virginia, and all fire companies chartered in Hancock County, West Virginia shall be eligible for membership.

#### Section II

The object of this association shall be to consider the best methods of firefighting, together with fire prevention, to encourage a fraternal and lasting friendship among the firefighters, and to unite in united action to gain financial or other action for the benefit of all.

### ARTICLE II

#### Section I

The membership of this association shall be the members of any fire company in the state of West Virginia having suitable equipment to fight fires, which comply with this constitution in regard to initiation fees, yearly dues, and the election of delegates and alternates to attend the regular meetings and pay dues and required fees is a member of this association. All companies must be listed as bonafide firefighters.

#### Section II

Honorary members shall consist of such persons who by act or deed in the interest of this association shall have generally commended themselves to the esteem of this association.

#### Section III

Associate membership shall consist of any emergency service organization that would mutually benefit the association and/or their association by their membership in the association. They shall be represented by one (1) delegate and one (1) alternate fire department or company in Hancock County shall be eligible for membership.



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### ARTICLE III

#### Section I

The officers of this association shall consist of the following: (1) a President; (2) two Vice-Presidents, one who is First Vice-President and the other who is Second Vice-President; (3) a Secretary/Treasurer; — all for a one-year term. Three (3) Trustees, each to be elected by majority of valid votes cast by delegates shall serve for three years until their successors have been elected and qualified. One trustee is to be elected annually.

### ARTICLE IV

#### Section I – Committees

All committees shall be appointed by the President subject to the approval of the delegates present.

### ARTICLE V

#### Section I – Meetings

This organization shall meet every month. The entertaining company shall be selected by the membership and shall be selected so as to allow each company represented the honor of being host to the organization at least once before a meeting is held by a company which has previously been host. (The weather should be considered when selections are made.)

#### Section II

Special meetings may be called by the President upon request of four (4) delegates representing four (4) or more companies, and the business to be transacted must be clearly stated.

#### Section III

A minimum of four delegates representing four (4) individual departments or companies, one (1) of which shall be an elected officer, shall constitute a quorum for the transaction of business; that is, payment of bills and regular routine business. This association shall not be dissolved as long as any number of members is willing to continue it.

#### Section IV

Should there from any cause need to be a change in the place or time for holding the regular meeting, or should the place or time fail to be designated by the association, the President is empowered to designate a place and time with the approval of said designated company.

#### Section V

The meeting of the association shall be conducted according to the Order Of Business.

### ARTICLE VI

#### Section I

February 2021



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Each fire company or department desiring to hold membership in this association shall pay to the Secretary \$100 (dollars), the amount of annual dues. Associate members shall be assessed \$20 (dollars) annual dues.

### Section II

Each company or department complying with provision of Section I shall be entitled to elect five (5) delegates and five (5) alternates to attend each meeting and to participate in said meetings or special meetings and to act as their official representative for one (1) year.

**\*\*Amendment – Regular members has five (5) votes. (Approved: 11/09/2010)\*\***

Associate members shall elect one (1) delegate, one (1) alternate, and have one (1) vote in said meetings and special meetings.

### Section III

Each company or department electing or appointing delegates and alternates to the regular meeting shall furnish with them proper credentials, signed by the proper officials of their department or company, and turn them over to the Secretary before February 1.

### Section IV

The member of any company or department which shall fail to pay its annual dues by February 1, as provided for in Section I, shall be disbarred from voting on any motion before the meeting.

### Section V

Past delegates may attend all meetings and have privilege of the floor but cannot have a vote in the meeting.

### Section VI

Honorary members shall have the privilege of admittance to the meeting and be permitted to the floor when invited but cannot vote or hold office. Honorary members or visitors may be requested to vacate hall during voting or discussion of any question which the President may deem of such nature as to require privacy.

## ARTICLE VII

### Section I – Nomination and Election of Officers

All officers of this association shall be nominated at the last regular meeting of the year, with further nominations allowed on election night. The election must be held the first meeting of the year following nominations which took place at the last meeting of the old year.



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### Section II

The nomination and election of officers shall be conducted by the President who shall appoint two (2) tellers and one (1) judge to conduct the same.

### Section III

All elections shall be by ballot and require the majority of valid votes cast. Each company or department is entitled to five votes. No proxy votes are allowed.

### Section IV

Associate members shall not be entitled to hold an office in the association.

### Section V

Associate membership shall be limited to four (4) organizations.

## ARTICLE VIII

### Section I – Duties of Officers

The President shall preside at all meetings of the association, appoint and ex-officio of all committees, preserve order, sign all orders drawn on the treasury, call special meetings when, in his judgment it is necessary, or on petition of four (4) delegates, representing four (4) departments or companies in good standing. He shall be governed in his ruling by Robert's Rules of Order. He shall be allowed to vote only when there is a tie in balloting for officers and upon the call for yeas and nays.

The President shall represent the association in all matters concerning association business and well-being or appoint someone on his behalf.

### Section II

The first vice-president shall perform duties of the President in his absence; the second vice-president shall perform the duties if they are both absent. Either officer shall assist the President in performance of his duties when necessary.

### Section III

It shall be the duty of the Secretary/Treasurer to write and sign all orders drawn on the treasury; to keep a true and correct account of all monies coming into his hands; to pay the same monies promptly to the treasury taking his receipt for the same; to keep a complete record of the proceedings of all meetings; to keep a detailed statement of all receipts and expenditures; and to be prepared at all times to submit his book for audit. He shall not disburse any money except upon order signed by the President and the Secretary. He shall receive, answer, and file all communications and papers pertaining to the business of the association. He shall deliver to his successor all books, papers, and property of the association in his possession.



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### Section IV

The trustees shall have charge of the property of the association and shall audit the books and papers of the secretary and treasurer, and at the end of each term make a true report back to the President in a regular meeting. They shall have power to demand of the officers and committees of the association all books and papers which they may require to complete their work and also to request the presence of any officer or committee if necessary. A majority of their members shall constitute a quorum to transact business.

### Section V

Sergeant-at-Arms: The President shall appoint one (1) member of the entertaining company to act as sergeant-at-arms to preserve order.

## ARTICLE IX

### Section I

Any amendments to these sections or articles shall be adopted by a two-thirds vote of the delegates present. No alteration or amendments shall be made to the constitution except by being proposed in writing and read at one meeting prior to voting on same and concurrent vote of two-thirds of delegates present at the meeting.

## BY-LAWS

### Section I

The President shall decide all questions or order without debate subject to the appeal of the meeting.

### Section II

Any delegates may call the previous question and, if it is in order, all debate cease and the pending shall at once be put to vote.

### Section III

A member called to order shall immediately take his seat until his point of order is decided. He shall then be entitled to the floor. No member shall use any personalities or indecent language.

### Section IV

Four (4) or more delegates or alternates, representing four (4) departments or companies, one of which shall be an elected officer, shall constitute a quorum for the transaction of business; that is payment of bills and regular, routine business at any meeting.





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### Section V

Business of the association shall not be discussed in public without the approval of the floor except where provided under Article 8, Section I of the constitution.

### Section VI

Any change or amendments of the by-laws must be made in writing and pass by a two-thirds vote of the members present.

### Section VII – Order of Business

1. Fireman's Prayer
2. Roll Call
3. Minutes of Previous Meeting
4. Report of Officers and Committees
5. Bills and Communications
6. Report of Receipts and Expenditures
7. Unfinished Business
8. New Business
9. Nomination of Officers
10. Election of Officers
11. Installation of Officers
12. Good of the Organization
13. Selection of time and place of next meeting
14. Adjournment