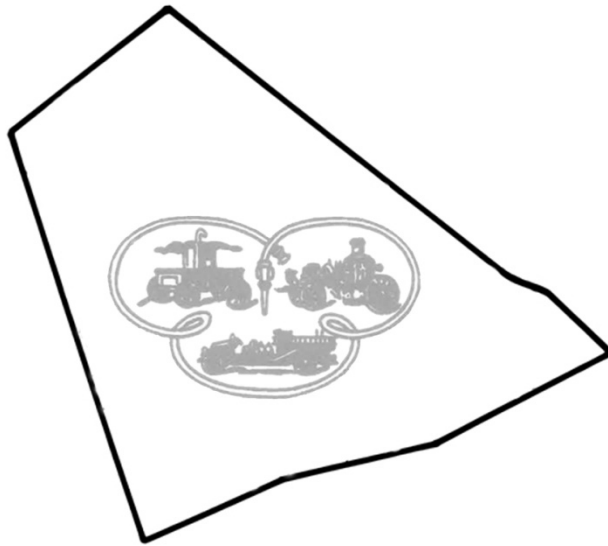


LEBANON COUNTY FIREFIGHTER'S ASSOCIATION



Constitution & By-Laws

Organized 1922

OUR MOTTO

*Service and Protection
of Lebanon County Pennsylvania*

Revised & Adopted 2003
As Amended to February 2019

CONSTITUTION

Article I

Name

Section 1: The name of this Association shall be "The Lebanon County Firefighter's Association."

Article II

Objectives

Section 1: The objectives of this association shall be: to assure the general advancement of the Fire Service throughout the County of Lebanon; to advance the welfare and recruitment of Firefighters; to discuss the best manner of fighting fires and their prevention, and the elimination of fire hazards; to promote and provide the means to properly train firefighters: to create a feeling of goodwill and fellowship among the members, and to provide and maintain a fund for the payment of death benefits to its beneficial members.

Section 2: For all purposes of this Constitution and By-Laws, wherever the masculine gender is used, it shall be deemed to include the feminine gender.

Section 3: This Association will not endorse candidates for political office.

Article III

Membership

Section 1: Classes: The membership of this Association consists of four classes: Beneficial, Non-Beneficial, Life and Honorary.

Section 2: Eligibility: All individuals that are members in good standing of fire companies, engaged in fire and rescue emergency services in Lebanon County, Pennsylvania, shall be eligible for membership in this Association.

Article IV

Officers

Section 1: Elected Officers: The Elected Officers of this Association shall consist of the following: President, First Vice-President, Second Vice-President, Recording Secretary, Assistant Recording Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, Chaplain, Assistant Chaplain, and Five (5) Trustees.

Section 2: Appointed Officers: The Appointed Officers of this Association shall be the Solicitor, Delegate to the State Firemen's Assoc. and an Alternate; and Delegate to the PA Fire and Emergency Services Institute and an Alternate.

Section 3: Term and Duties: The term of service and the duties of all officers shall be fixed and defined in the By-Laws.

Article V Committees

Section 1: The newly elected President shall appoint at the annual convention the Standing Committees of this Association as follows:

1. EXECUTIVE COMMITTEE - five or more. Members of this Committee shall consist of the President, who shall serve as Chairperson, and no less than the 1st and 2nd Vice Presidents, and a representative of the Board of Trustee.
2. AUDITING COMMITTEE- three members
3. PUBLICITY COMMITTEE - three members
4. MEMORIAL COMMITTEE - three or more members
5. MEMBERSHIP COMMITTEE - five or more members
6. ENTERTAINMENT COMMITTEE - three or more members
7. CHIEF'S COMMITTEE - All active Lebanon County Fire Chiefs or their designee and a representative from the Foam Task Force may serve on the Committee so long as they are members of the Association.
8. NOMINATION COMMITTEE - five members
9. FIRE TRAINING, FACILITIES, AND EQUIPMENT COMMITTEE - six or more members
10. AWARDS COMMITTEE - three or more members
11. BY-LAWS COMMITTEE – three or more members

Section 2: Special Committees: The President shall appoint other Committees as may be required.

Section 3: Sergeant-at-Arms: The President shall appoint two Sergeants-at-Arms, at each monthly meeting, whose duties shall be prescribed by the President.

Article VI Meetings

Section 1: Type of Meetings: The business of this Association shall be transacted at its Annual Convention, Monthly Meetings, Special Meetings and conducted at such times and places provided for in the By-Laws.

Section 2: Convention: The Annual Convention shall be held annually at a time fixed in the By-Laws. The location of the Annual Convention shall be selected three years in advance by majority vote at the Annual Convention. Requests in writing to host conventions past the three year advance limit, shall be read and made part of the minutes, and then filed with the Executive Committee. The Executive Committee shall present these requests at the Convention Meeting at the proper time and year for a majority membership vote.

Section 3: Convention: Upon failure to select a location for the Annual Convention three years in advance, the Executive Committee shall actively solicit fire companies to fill this vacancy as host. When successful, the Executive Committee shall present its recommendation to the membership for a vote of approval at the earliest regular monthly meeting.

Section 4: Convention: Notice of each Annual Convention, indicating the date, time and location shall be sent in writing by the Financial Secretary to each member.

Section 5: Monthly Meetings: Monthly meetings shall be held at such times as the Association may designate in the By-Laws.

Section 6: Meeting Locations: The place of the regular monthly meetings shall be selected by the Executive Committee, who shall then present this list of locations to the membership. Notice of said place of meetings shall be presented to all individual members at the annual county convention.

Section 7: Special Meetings: Special meetings of the Association shall be held at the call of the President or upon written request signed by ten (10) members in "good standing." Notice of special meetings shall be given by Media notice at least ten (10) days in advance.

Article VII

Dues, Assessments and Benefits

Section 1: Dues: Dues to be paid by members and the time and place of payment thereof, shall be provided for in the By-Laws.

Section 2: Assessments: Assessments shall be levied only on such members who belong to the classes of Beneficial and Life Members and in the manner specified in the By-Laws.

Section 3: Benefits: Benefits shall be paid upon the death of any Beneficial Member to the Beneficiary in the amount specified in the By-Laws.

ARTICLE VIII

Dissolution of the Association

Upon the dissolution of the Association, the Board of Directors or governing staff shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all the assets of the organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Directors or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes as said Court shall determine which are organized and operated exclusively for such purposes. (Amended February 16, 2016)

Article IX

Amendments

Section 1: Amendments: Additions, alterations or amendments to this constitution must be proposed in writing by the By-Laws Committee at a monthly or special meeting and signed by ten or more members. Said proposed additions, alterations or amendments shall be carried until the next monthly meeting or subsequent meeting. And to secure adoption, must receive the votes of at least two-thirds of the members present.

Section 2: First Reading February 18, 2003 in Lebanon. Adopted March 18, 2003, at Waterworks.

ROBERT A. MEYER, SR.

FRANK CERESINI

MIKE LILES

ROBERT FETZER

DOUG HARTMAN

DALE HELMS

MICHAEL TRIBIOLI

AMY HARTMAN

WILLIAM RITTENHOUSE

LISA JO RUDY

BY - LAWS

ARTICLE I

Membership - Applications-Qualifications - Dues - Assessments

Section 1: Membership: Individual Membership is open to all individuals that are members in good standing of fire companies, engaged in fire and rescue emergency services in Lebanon County, Pennsylvania.

Section 2: Applications: Application shall be submitted in writing giving proper full name, address, date of birth, social security number, beneficiary if applicable, and stating the applicant's willingness to abide by the Constitution and By-Laws of this Association.

Section 3: Beneficial Member: The Applicant shall be sixteen years of age and not have attained his forty-first birthday. The application form shall be accompanied by the yearly dues to be recommended annually by the Executive Committee at the Annual Convention.

Section 4: Non-Beneficial Members: Any applicant approved to membership who is forty-one (41) years of age or more upon acceptance shall be known as a Non-Beneficial Member provided he meets all other qualifications. Such member shall have all privileges of membership except death benefits. The application form shall be accompanied by the yearly dues to be recommended annually by the Executive Committee at the Annual Convention. Assessments cannot be levied upon Non-Beneficial Members.

Section 5: Honorary Members: Any person or persons in recognition of some meritorious act of service performed for this Association, such as the prevention or fighting of fires, or acts as officers or members of the Firefighter's Association are eligible, if proposed by a member in good standing, to become members of this Association by a majority vote of the members present, and shall be known as Honorary Members. They shall not have any voting privilege or benefits of the Association.

Section 6: Life Member: Any member who has paid a total of twenty-five (25) consecutive years' dues to the Association shall be known as a "Life Member." He shall then be excused of any further dues payment and shall enjoy all the benefits previously known from the Association.

Section 7: Military Service: Individuals entering the military service shall be excused from the consecutive year's requirement, and may reactivate his consecutive year's status upon regular payment of dues.

Section 8: Applications: All applications for membership shall be presented in writing on the proper forms, duly completed as required, to the Membership Committee which shall report its findings on the applicant at any regular meeting of this Association. Acceptance shall be determined by a majority vote of the members present.

Section 9: Conduct of Members: All individual members of this Association shall act in a professional manner when attending meetings of this Association, representing the Association at public functions, carrying out the obligations of their elected positions, and serving on committees.

Section 10: Suspensions and Hearings: The Executive Board of this Association shall serve as the Disciplinary Review Board of the Association. They shall investigate and review individual members who are in violation of Article I, Section 9, of these Bylaws. Any individual member of this Association or member of the general public who observes an individual member or members acting in an unprofessional manner as an individual member of the Lebanon County Firefighters Association may bring evidence in writing of such conduct to the Disciplinary Board for their review and investigation. After reviewing such acts of misconduct by an individual member or members of this Association, the Disciplinary Board shall discipline, suspend or expel the offender, as they deem necessary in the best interest of the Association.

Article II

Nomination, Election and Installation of Officers

Section 1: Nominations: All Candidates for office shall be nominated at the monthly meeting in April preceding the Annual Convention. At this meeting the President shall call for any additional nominations from the floor after which the nominations shall be closed.

Section 2: Election of Officers: The election of officers will take place yearly at the May meeting by ballot and installed at the Annual Convention. A majority of the votes cast shall be necessary to elect a candidate to office. The elected officers of this Association are listed in the Constitution, Article IV, Section I, provided however; one Trustee will be elected in rotation from the five regional districts of the County. They are: the Southwest, Northeast, City, Northwest and Southeast, for a five year term, respectively.

Section 3: Sectors: For the purpose of the election of the Trustee, the County will be divided into five (5) sectors as follows:

SOUTHWEST - Palmyra, Campbelltown, Lawn, Mt. Gretna, Quentin, Community Fire Company of Cornwall Borough, Cleona, Neversink.

NORTHEAST - Weavertown, Rural Security, Glenn Lebanon, Jonestown, Camp Strause, Fredericksburg, Mt. Zion, Kutztown, Bunkerhill.

CITY OF LEBANON - Union, Perseverance, Liberty, Hook & Ladder, Rescue Hose, Good Will, Chemical, Washington, Independent, Lebanon County Haz Mat Team.

NORTHWEST - Union-Annville, West Lebanon, Bellegrove, Water Works, Ono, Ebenezer, Greenpoint, Lickdale, Fort Indiantown Gap.

SOUTHEAST - Friendship, Hebron, Avon, Prescott, Goodwill-Myerstown, Keystone-Myerstown, Richland, Newmanstown, Schaefferstown.

The Rotation shall have started in 1968 as follows: Southwest, Northeast, City, Northwest, Southeast, and thereafter in that order.

Section 4: Vacancies: When a vacancy occurs in an office within three (3) months of the expiration of the term, the next assistant for that position shall move ahead to the vacated office for the balance of the term whenever possible, and no replacement for the assistant position shall be sought. Should a vacancy for the office of President occur within three (3) months of the expiration of the term, all Vice Presidents in line shall move ahead for the remainder of the term, and a 2nd Vice President shall be nominated and elected at the next regular meeting. At the end of the term, the office of 2nd Vice President shall again be opened for nomination and election, and the current 4th Vice President shall also be eligible. Otherwise, if the vacancy occurs within 4 to 12 months of the expiration of the term, or the above conditions cannot be met, the members present at the next monthly meeting shall nominate and elect a duly qualified member to fill such vacancy.

Section 5: Election Board: The Election Board shall consist of one Judge and two Tellers, to be appointed by the President.

Section 6: Installation: The newly elected Officers shall assume their respective duties by order of the President immediately upon installation at the Annual Convention.

ARTICLE III

Duties of Officers

Section 1: President: The President shall preside at all meetings of the Association and Executive Committee; and shall be ex-officio, a member of all committees. He shall appoint a Solicitor of the Lebanon County Bar and delegates annually, who shall be members of the Lebanon County Firefighter's Association in good standing; he shall sign all orders drawn by the Treasurer, he shall call Special Meetings whenever a minimum of ten members shall so request in writing, or when, in his judgment, it becomes necessary; he shall appoint all Committees.

Section 2: Vice-Presidents: The Vice-Presidents shall assist the President in the performance of the duties of his office. The Senior Vice-President in attendance shall conduct the monthly meeting in the absence of the President.

Section 3: Recording Secretary: The Recording Secretary shall keep a true and correct record of all meetings and shall make a full and complete report thereof at the succeeding meeting; he shall attend to all correspondence affecting the business of the Association; he shall sign all orders drawn by the Treasurer; he shall turn over to his successor all property belonging to the Association in his possession. He shall receive an annual gift, amount to be recommended by the Executive Committee.

Section 4: Assistant Recording Secretary: The Assistant Recording Secretary shall render assistance to the Secretary whenever necessary and in case of the absence of the Secretary at any meeting, he shall perform his duties. Monthly he shall make notification to Companies regarding their hosting of the upcoming meeting.

Section 5: Financial Secretary: The Financial Secretary shall make and keep a complete list of the names of all members belonging to the several classes of Membership. He shall maintain a complete and accurate record of the financial standing of all Beneficial, Non-Beneficial, Honorary, and Life-Members of the Association. He shall receive all dues and assessments. He shall submit for approval all payment claims of Beneficial Members upon presentation of sufficient proof of death. He shall report to the Association monthly. He shall turn over all monies collected to the Treasurer monthly. He shall notify all members of dues and dates of the upcoming Annual Convention. He shall submit an annual report to the Association at the Annual Convention. He shall have and keep in his possession the seal of the Association. He shall turn over to his successor all property of the Association in his possession. He shall receive for his services an annual gift, amount to be recommended by the Executive Committee.

Section 6: Assistant Financial Secretary: The Assistant Financial Secretary shall assist the Financial Secretary in the performance of their duties as needed.

Section 7: Treasurer: The Treasurer shall keep an accurate account of all monies received and disbursed by him. He shall show specifically for what account collected and for what purpose expended. He shall give a detailed account of all monies received and disbursed at the monthly meetings and at the Annual Convention. He shall pay out money only with the proper voucher of the Association; countersignature by the President and Secretary required. He shall deliver to his successor all property of the Association in his possession. He shall receive for his services an annual gift, amount to be recommended by the Executive Committee.

Section 8: Assistant Treasurer: The Assistant Treasurer shall assist the Treasurer in the performance of his duties as needed.

Section 9: Fire Marshal: The Association shall utilize the resources of the Pennsylvania State Police Fire Marshals. The State Police Fire Marshals may assist in the investigation of fires, upon request made by any County fire chief.

Section 10: Chaplain: The Chaplain shall be a Minister of the Gospel or a certified Fire Chaplin of any denomination. He shall reside in Lebanon County, and be a member of the Association. He shall have charge of, and conduct all Devotional services of the Association; he shall be ex-officio, a member of the Memorial Committee.

Section 11: Assistant Chaplain: The Assistant Chaplain shall assist the Chaplain in his duties as needed.

Section 12: Solicitor: The Solicitor shall be an Attorney who is a member of the Lebanon County Firefighters Association in Good Standing. He shall be appointed by the President of the Association at each Annual Convention. All legal questions that may arise from time to time in the business and deliberations of the Association shall be taken to the Solicitor for his advice and legal interpretation or opinion.

Section 13: Trustees: The Board of Trustees shall have custody of all property and securities belonging to the Association. The Trustee starting his fifth year in office shall be known as the "Senior Trustee" and shall be the chairperson of the Trustees. They shall report at the monthly meetings. They shall make a complete annual report at the Annual Convention. They shall turn over to their successors all property of the Association held by them.

Section 14: Delegates: The Delegates to the State Firemen's Association and Pennsylvania Fire and Emergency Services Institute shall attend the various meetings as they occur and report back to the membership at the monthly meetings. The Alternates shall perform the duties of the Delegates in their absence.

Section 15: Duplication: No member of the Lebanon County Firefighters Association may hold more than one elective office in the Association.

Section 16: Removal from Office: Any elected officer of this Association may be removed from their elected or appointed position for failing to attend sufficient meetings, failure to perform duties as defined in these By-Laws, failing to furnish reports in a timely manner, or acting in an unprofessional manner while representing this association. The Executive Board shall investigate and make a determination if sufficient grounds for dismissal are warranted. Disciplinary vacancies shall be filled according to Article II, Section 4.

Section 17: Surety Protection: The Association shall give Bond in the amount recommended by the Trustees for all officers and committee members as required in an amount consistent with the faithful performance or their duties as approved by the Association.

Section 18: Gifts: All Officers, who receive gifts, shall be awarded semi-annually during their respective terms.

Article IV Committees

Section 1: Executive Committee: The Executive Committee shall be the controlling power between the monthly meetings of the Association. It shall meet at the call of the Chairman, as business requires. It shall coordinate the scheduling of all business activities between the Association and the Host Company of the Annual Convention. It shall have the authority to recommend the removal, from office, any Officer who missed three or more consecutive regular meetings without just cause. It shall establish a yearly schedule of monthly meetings. It shall recommend all considerations for annual officer gifts, and individual membership dues.

Section 2: Auditing Committee: This Committee shall audit the books of the Officers once a year or more often if deemed advisable. For the purpose of its work it shall possess the authority to demand all books and papers from any Officers or Committees. It shall make an annual report of its findings to the Association.

Section 3: Publicity Committee: This Committee shall act in an advisory capacity to the Host Company's Convention Committee whenever its assistance is solicited. They shall also furnish news to the Press and inform the public of everything pertaining to the Association's welfare.

Section 4: Memorial Committee: This Committee shall give a report at the meetings concerning any health and welfare information of Association members. They shall communicate to the member, the Association's best wishes in an appropriate manner. They shall prepare a suitable program of respect for all deceased Members of the Association at each Annual Convention. It shall designate the speaker, the music, and make other arrangements to reflect true Memorial and Sympathy of the Association for these Honored members. The County Ladies Auxiliary shall be invited to participate in the Annual Association Memorial Service. They shall offer assistance to Association companies as requested for funeral services.

Section 5: Membership Committee: It shall be the duty of the membership committee to visit the various Fire Companies of Lebanon County for the purpose of boosting the membership in this Association. It shall receive and pass upon all application cards. It shall see that Application cards are complete with all proper information and signatures. It shall present the applicant to the Association for its consideration and acceptance.

Section 6: Entertainment Committee: It shall be the duty of the Entertainment Committee to arrange entertainment and amusement for the Social and Financial benefit of the Association.

Section 7: Chief's Committee: The Chief's Committee shall consist of all active Lebanon County Fire Chiefs or their designee and a representative from the Foam Task Force so long as they are members of the Association. They shall discuss communications and protocols between the Lebanon County Department of Emergency Services and the Lebanon County Companies.

Section 8: Nominating Committee: At the April meeting, this Committee shall present a complete slate of applicants who are seeking the nomination of offices that will be voted upon at the Association's May meeting. At this time, nominations from the floor may be accepted in addition to the list of names presented by this Committee.

Section 9: Fire Training, Facilities and Equipment Committee: This Committee shall organize, plan schedules, develop and implement a fire training program that will benefit all fire fighters and officers in Lebanon County. It shall assist all fire companies with local level State Certified fire training. It shall oversee the Lebanon County Fire Training School Grounds and Equipment. It shall report monthly to the Association on all current and upcoming fire training activities and programs, scheduled maintenance and capital improvements.

Section 10: Awards Committee: This Committee shall gather data and make award recipient suggestions to the Executive Committee. They shall prepare awards for the annual convention and assist the President with their presentations.

Section 11: By-Laws Committee: This Committee shall propose changes to the Constitution and By-Laws or review proposed changes proposed by the Membership.

Section 12: Committee Quorum: A Committee Quorum shall consist of a majority of the committee members.

Article V Meetings

Section 1: Meetings: The business of this Association shall be transacted at its Annual Convention, Monthly Meetings, and Special Meetings.

Section 2: Convention: The Convention of this Association shall be held annually, the third Saturday of June each year. The Friday evening preceding the third Saturday shall be for the Association's Memorial Service. Written notice of the time and place of holding such Convention shall be sent to each Member by the Financial Secretary.

Section 3: Monthly Meetings: Monthly meetings shall be held at 7:30 p.m. on the third Tuesday of each month, at various locations to be designated by the Executive Committee.

Section 4: Special Meetings: Special meetings shall be held at the call of the President of the Association on his own initiative, or at the written request signed by ten (10) members in good standing, and at the place designated by the President. Notice of special meetings shall be given by Media notice at least ten (10) days advance. Only discussion of so called meeting shall occur.

Section 5: Quorum: Fifteen or more members shall constitute a Quorum for the transaction of Business.

Section 6: Questions: All questions shall be determined by majority vote of the members present.

Article VI Dues and Assessments

Section 1: Dues: All dues payable by the several classes of members shall be paid to the Financial Secretary of the Association by the close of the Annual Convention.

Section 2: Assessments: All Beneficial Members shall be subject to and liable for the payment of all assessments levied by the Members of the Association. Payment shall be rendered within 30 days of the assessment notice to the Financial Secretary.

Section 3: Beneficial Fund: The Association shall maintain a beneficial fund of \$5,000.00 or more in safe, secure, interest-bearing securities as approved by the members of the Association and implemented by the Trustees. In the event this Beneficial Fund is reduced to less than \$5,000.00, the Executive Committee shall authorize a levy to each Beneficial Member. The Financial Secretary shall then give notice thereof and collect said levy.

Section 4: Non-Payment of Levy: Any Beneficial Member failing to pay an assessment, levied as here in before provided, within the thirty (30) day period of notice, shall become Non-Beneficial until the levy has been paid. The Executive Committee shall have the authority to exonerate any member who is incapacitated or has just cause for not paying this levy.

Section 5: Non-Payment of Dues: Any Member, Beneficial or Non-Beneficial, failing to pay his annual dues, as herein before specified, shall lose all privileges and benefits of the Association until fully paid.

Article VII Benefits

Upon the death of any Beneficial Member and upon the receipt of a properly signed death certificate, the Association shall pay the amount of Two Hundred Dollars (\$200.00) to the Beneficiary named or appointed by him in writing to receive same, or in accordance with the provisions of the Laws of the Commonwealth of Pennsylvania.

ARTICLE VIII
Conduct of Meetings

Section I: Meetings: All meetings shall be conducted according to Robert's Rules of Order. Any member who shall, at any meeting, make use of improper language, misbehave in any manner, or refuse to obey the President, shall be subject to removal of said meeting.

Section 2: Order of Business:

1. Calling of Meeting to Order
2. Appointment of Sergeant-at-Arms
3. Respect of American Flag
4. Singing of "*America*"
5. Invocation
6. Address of Welcome
7. Response
8. Report of Credentials Committee (Convention)
9. Roll Call of Officers and Delegates
10. Reading of the Minutes
11. President and Vice-Presidents' Reports
12. Secretary's Report s:
 - a. Recording
 - b. Financial
13. Treasurer's Report
14. Trustee's Report
15. Fire Marshal's Report
16. Committee Reports:

Executive	Chief's
Auditing	Fire Training, Facilities & Equipment
Publicity	Awards
Memorial	Nominating
Membership	By-Laws
Entertainment	
17. Special Committees
18. Delegate's Reports:
 - Delegate to the State Firemen's Association
 - Delegate to the PA Fire and Emergency Services Institute
19. Unfinished Business
20. Nominations (April)
21. Election of Officers (May)
22. Installation of Officers (Convention)
23. New Business
24. Roll Call of Companies and Past Presidents
25. Announcement of Next Meeting Place
26. Good of the Association
27. Adjournment
28. Vote of Thanks to Host Company

Article IX
Amendments

Section I: Adoption: Additions, alterations and amendments to these By-Laws must be proposed in writing by the By-Laws Committee at a monthly meeting and signed by at least ten members in good standing. Said proposed amendment shall be carried until the next monthly or sub sequent meeting; and, to secure adoption, must receive the vote s of two-thirds of the members present.

Section 2: First Reading February 18, 2003 in Lebanon. Adopted March 18, 2003, at Waterworks.

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