

DRAFT OF PROPOSED CHANGES AND ADDITIONS

Constitution and By-Laws

Suffolk County Fire District Officers' Association

***ALL PROPOSED
CHANGES, ADDITIONS &
DELETIONS ARE IN RED***

**Revised August 23, 2012
Effective January 1, 2013**

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Article 1

Name

Section 1

This organization shall be known as the Suffolk County Fire District Officers' Association.

Section 2

The objectives of this Association shall be to further the education and training of the governing boards of Fire Commissioners of territories protected by the fire service within Suffolk County and to promote mutual assistance in solving problems of said territories.

Article 2

Officers

Section 1

The officers shall consist of a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Sgt-at-Arms. The office of Secretary, Treasurer and Chaplain shall be appointed by the President.

Section 1 – *(PROPOSED CHANGE TO SECTION 1)*

The officers shall consist of a President, 1st Vice President, 2nd Vice President, **Recording Secretary, Corresponding Secretary, Treasurer, Sgt-at-Arms and Chaplain(s).** *The office of Recording Secretary, Corresponding Secretary, Treasurer and Chaplain shall be appointed by the President.*

Section 2

The officers, except Secretary, Treasurer and Chaplain(s), shall be elected by one (1) ballot per Member District at the annual meeting to be held in February. The term of office is one (1) year with a maximum of two (2) years. The only exception(s) to term limits are the positions of Secretary, Treasurer, Secretary/Treasurer and Chaplain(s).

Section 2 *(PROPOSED CHANGE TO SECTION 2)*

The officers, *with the exception of Recording Secretary, Corresponding Secretary, Treasurer and Chaplain(s), shall be elected by one (1) ballot per Member District at the annual meeting to be held in February.* The term of office is one (1) year with a maximum of two (2) years. The only exception(s) to term limits are the positions of **Recording Secretary, Corresponding Secretary, Treasurer** and Chaplain(s).

Section 3

All contested elections will require a plurality (majority) to be elected.

Article 3

Duties of Officers

Section 1

The President shall preside at all Regular, Executive and Special meetings of this Association except for the Nominating Committee.

Section 2

The President shall appoint members of this Association to the committees outlined under Article 5 (Standing Committees) of these By-Laws or any special committee the President establishes to carry out the business of this Association, except for the Nominating Committee who are elected by the Executive Board as outlined under Article 5.

Section 3

The President shall be ex-officio on all committees except the Nominating Committee.

Section 4

The 1st Vice President shall assist the President and in the absence of the President shall assume all the duties and responsibilities of the President. In addition, the 1st Vice President shall fulfill those other duties as assigned by the President. Oversee the By-Law Committee.

Section 4 (PROPOSED CHANGE TO SECTION 2)

The 1st Vice President shall assist the President and in the absence of the President shall assume all the duties and responsibilities of the President. In addition, the 1st Vice President shall fulfill those other duties as assigned by the President, *and shall oversee the By-Law Committee.*

Section 5

The 2nd Vice President shall assist both the President and 1st Vice President. In the event they are absent shall assume their duties and responsibilities. In addition, the 2nd Vice President shall fulfill those other duties as assigned by the President.

Section 6

The President or representative, when invited, may, with his spouse or guest, attend the Association of Fire Districts of the State of New York and County installation dinners. All approved expenses incurred for the above shall be re-imbursed by the SCFDOA upon presentation of bills.

Section 7

- A.** The immediate Past President and spouse *guest* shall be presented with a gift of their choice. Flowers to be provided by the SCFDOA. The cost of each to be determined at the annual meeting in February as outlined under para (C) below. Receipts for these items must be submitted to the Treasurer.
- B.** The immediate Past President is authorized to purchase gifts for all of their officers with the aggregate cost not to exceed the amount determined at the annual meeting in February as outlined under para (C) below. Receipts for these gifts must be submitted to the Treasurer.
- C.** The aforementioned monetary allowances shall be brought to the floor by the Executive Board at the annual meeting in February during the Presidents final year in office.

Section 8

The Secretary shall maintain the records of all meetings and proceedings of the Association. In addition, the Secretary shall:

- A. Maintain all records of all committees formed and the names of those members appointed to them.
- B. Maintain the record of all members/guests present at all meetings.
- C. Receive for the Secretary's stipend an amount as established by the membership at the Annual meeting in February.
- D. Shall issue all notices of meetings and any other necessary correspondence as directed by the President or membership
- E. The Secretary shall make all meeting arrangements.
- F. Shall notify all officers and Past Presidents upon the death of a current/past member of this Association.

Section 8 (PROPOSED CHANGE TO SECTION 8)

The Recording Secretary shall take minutes at all meetings, maintain the records of all meetings and proceedings of the Association. In addition, the Recording Secretary shall:

- A. **Maintain all records of all committees formed and the names of those members appointed to them.**
- B. **Maintain the record of all members/guests present at all meetings.**
- C. *Notify all officers and Past Presidents upon the death of a current/past member of this Association.*
- D. *Receive for the Recording Secretary's position, a stipend, the amount established by the Executive Board of the Association, to be voted on by the membership at the annual meeting in February.*

Section 9 (PROPOSED ADDITION – NEW SECTION 9)

The Corresponding Secretary shall maintain all correspondence that the Association receives the records of all meetings and proceedings of the Association. In addition, the Corresponding Secretary shall:

- A. *Issue all notices of meetings and any other necessary correspondence as directed by the President or membership*
- B. *Make all meeting arrangements.*
- C. *Assume the duties of Webmaster for the Association's website, as well as coordinating media and public relations for the Association.*
- D. *Receive for the Corresponding Secretary's position, a stipend, the amount established by the Executive Board of the Association, to be voted on by the membership at the annual meeting in February.*

Section 9

~~The Treasurer shall be the custodian of all funds of the Association. In addition, the Treasurer shall:~~

- ~~A. — Pay all bills upon direction from the President, Executive Board or direction from the membership upon the presentation of the appropriate receipts.~~
- ~~B. — Give a financial report at each regular meeting.~~
- ~~C. — Receive for Treasurers stipend an amount as established by the membership at the Annual meeting in February.~~
- ~~D. — The Treasurer shall be bonded in the amount recommended by the Executive Board and approved by the membership at the annual meeting held in February.~~

Section 10 (PROPOSED CHANGE – CHANGED TO SECTION 10)

The Treasurer shall be the custodian of all funds of the Association. In addition, the Treasurer shall:

- A. Pay all bills upon direction from the President, Executive Board or direction from the membership upon the presentation of the appropriate receipts.**
- B. Give a financial report at each regular meeting.**
- C. *Receive for the Treasurer's position, a stipend, the amount established by the Executive Board of the Association, to be voted on by the membership at the annual meeting in February.***
- D. *The Treasurer shall be bonded in the amount recommended by the Executive Board and approved by the membership at the annual meeting held in February.***

Section 10

~~The Sergeant At Arms shall lead the salute to the flag at all meetings. In addition, the Sergeant At Arms shall:~~

- ~~A. — Maintain order during all meetings~~
- ~~B. — Perform all duties assigned by the President.~~
- ~~C. — Handle the Dark Horse activity.~~
- ~~D. — Be the custodian of and display the Associations banner at all meetings/conventions.~~
- ~~E. — Handle Good and Welfare activities. This shall include but not limited to the notification of SCFDOA members via e.g. “Calling Post” upon notification of deceased Fire District Officers.~~

Section 11 (PROPOSED CHANGE – CHANGED TO NEW SECTION 11)

The Sergeant-At-Arms shall lead the salute to the flag at all meetings. In addition, the Sergeant-At-Arms shall:

- A. Maintain order during all meetings**
- B. Perform all duties assigned by the President.**
- C. Handle the Dark Horse activity.**
- D. Be the custodian of and display the Associations banner at all meetings/conventions.**
- E. Handle Good and Welfare activities. This shall include but not limited to the notification of SCFDOA members via e.g. “Calling Post” upon notification of deceased Fire District Officers.**

Section 11

~~The Association Chaplain(s) shall be responsible for the following duties:~~

- ~~A. — Open and close all meetings with a prayer~~
- ~~B. — Attend, on behalf of the Association, when requested, firematic memorial services for the purpose of providing a non-denominational service.~~
- ~~C. — Provide, when requested, as noted in (B) above for past fire district officers.~~
- ~~D. — Assist, when requested, in matters spelled out under Article 14, Good and Welfare.~~

Section 12 (PROPOSED CHANGE – CHANGED TO NEW SECTION 12)

The Association Chaplain(s) shall be responsible for the following duties:

- A. Open and close all meetings with a prayer**
- B. Attend, on behalf of the Association, when requested, firematic memorial services for the purpose of providing a non-denominational service.**
- C. Provide, when requested, as noted in (B) above for past fire district officers.**
- D. Assist, when requested, in matters spelled out under Article 14, Good and Welfare.**

Article 4

Executive Board

Section 1

The President of the Association shall chair all meetings of the Executive Board.

Section 2

The Executive Board shall meet two (2) hours prior to the regular meeting or at a time and place designated by the President.

The Executive Board shall have the authority to discuss all business of the SCFDOA and report their recommendations at the next regular or special meeting of the Association.

Section 3

The Executive Board may change the date of any meeting to one week earlier or later as prescribed in Article 6 of these By-Laws if, in its judgment, said change is required. Notification to the membership shall be in writing via “Blast faxing”, our Website, or any other means of mass notification, at least (14) fourteen days prior to the revised date.

Section 4

The Executive Board shall be comprised of the following:

- Officers of the Association
- One (1) representative from each Township. The Town of Brookhaven shall be permitted two (2) representatives.
- All Past Presidents.
- The following members of the Executive Board shall have the power to vote.
 - Board of Officers **(7) ??????**
 - Township Representatives **(11)**
 - Past Presidents

Seven (7) members of the Executive Board shall constitute a quorum.

The appointed delegate to FRESC, SCREMSCO, LI Legislative Committee Chairperson and AFDSNY Directors shall be guests of the Executive Committee with non-voting powers.

All members of the Executive Board must be an elected or appointed fire district officer or Past President. All Township representatives will serve until replaced by another Township designated representative.

Article 5

Standing Committees

Section 1

Audit Committee

The Audit Committee shall be appointed by the President at the November meeting and remain in effect until the following November. It shall consist of three (3) members. Their responsibilities are as follows:

- Audit the Treasurer's books and records and provide a written report to the Executive Board prior to the Annual meeting in February.
- Audit the Treasurer's books and records within seven (7) days, of a change in the office of Treasurer.
- Audit the Treasurer's books and records when directed by the Executive Board or membership

Section 2

Nominating Committee

The Nominating Committee shall consist of three (3) members. They will be elected by the Associations Executive Board at there August meeting. The Executive Board shall also determine the time period that nominations must be submitted to the Nominating Committee for the Associations officer's elected positions.

- The Nominating Committee shall choose their chairperson. The Committee shall verify that the Association members nominated will accept the nomination and, if they win, they will accept the position to which they have been elected.
- Each association member seeking the nomination for office in the association shall submit a resume to the Nominating Committee
The resume and letters of endorsement shall be delivered within the time frame set forth by the Committee.
- The Nominating Committee shall provide a list of nominees to the Executive Board at their meeting in November. The Treasurer shall review the nominee's and determine if the nominee(s) district is in good standing and notify the Chairperson of the Nominating Committee accordingly. Any member district which has not paid their dues prior to the Annual Meeting in February shall be considered not in good standing and therefore the candidate will not be entitled to run for office and that member district will not be entitled to vote at the meeting.
- The Nominating Committee shall prepare ballots with the candidate's name plus additional blank lines for each office position to allow for write-ins. These ballots shall be turned over to the Secretary of the Association no later than the Executive Committee meeting in February.
- At the Annual meeting in February the Chairperson of the Nominating Committee shall present the list of nominees and open the floor for additional nominations.

- The Secretary shall hand out the ballots provided by the Nominating Committee, one to each member district in good standing within the Association. The ballot will be signed for. In the event the election is uncontested the Secretary, upon approval from the floor, shall cast one vote for the candidate(s). All contested elections shall require a plurality of the eligible voting member districts.
- The Nominating Committee shall be responsible to collect, count and tally the ballots cast. The results will be turned over to the chairperson of the Nominating Committee to be announced to the membership. The ballots will remain with the Nominating Committee Chairperson until a final decision is made from the floor to destroy the ballots or keep them. If there is a challenge the ballots shall not be destroyed. They shall be sealed in an envelope to guarantee their safety, initialed by the Nominating Chairman across the closure, handed to the Association Secretary and, kept safe until a final disposition is determined.
- Upon the completion of the election the Nominating Committee shall be dismissed.

Section 2 (*PROPOSED CHANGES TO SECTION 2*)

Nominating Committee

The Nominating Committee shall consist of three (3) members. They will be elected by the Associations Executive Board at there August meeting. The Executive Board shall also determine the time period that nominations must be submitted to the Nominating Committee for the Associations officer's elected positions.

- The Nominating Committee shall choose their chairperson. The Committee shall verify that the Association members nominated will accept the nomination and, if they win, they will accept the position to which they have been elected.
- Each association member seeking the nomination for office in the association shall submit a resume to the Nominating Committee
The resume and letters of endorsement shall be delivered within the time frame set forth by the Committee.
- The Nominating Committee shall provide a list of nominees to the Executive Board at their meeting in November. The Treasurer shall review the nominee's and determine if the nominee(s) district is in good standing and notify the Chairperson of the Nominating Committee accordingly. Any member district which has not paid their dues prior to the Annual Meeting in February shall be considered not in good standing and therefore the candidate will not be entitled to run for office and that member district will not be entitled to vote at the meeting.
- The Nominating Committee shall prepare ballots with the candidate's name plus additional blank lines for each office position to allow for write-ins. These ballots shall be turned over to the **Recording** Secretary of the Association no later than the Executive Committee meeting in February.
- At the Annual meeting in February the Chairperson of the Nominating Committee shall present the list of nominees and open the floor for additional nominations.
- The **Recording** Secretary shall hand out the ballots provided by the Nominating Committee, one to each member district in good standing within the Association. The ballot will be signed for. In the event the election is uncontested the **Recording**

Secretary, upon approval from the floor, shall cast one vote for the candidate(s). All contested elections shall require a plurality of the eligible voting member districts.

- The Nominating Committee shall be responsible to collect, count and tally the ballots cast. The results will be turned over to the chairperson of the Nominating Committee to be announced to the membership. The ballots will remain with the Nominating Committee Chairperson until a final decision is made from the floor to destroy the ballots or keep them. If there is a challenge the ballots shall not be destroyed. They shall be sealed in an envelope to guarantee their safety, initialed by the Nominating Chairman across the closure, handed to the Association's **Recording** Secretary and, kept safe until a final disposition is determined.
- Upon the completion of the election the Nominating Committee shall be dismissed.

Section 3

Journal

The Journal chair shall be as appointed by the President.

Section 4

Annual Dinner

The Annual Dinner chair shall be as appointed by the President.

The incoming president in their first year shall be permitted up to ten (10) guests, which includes spouse/guest at the annual SCFDOA dinner.

The cost for these guests shall be borne by the SCFDOA. The incoming president in the second year shall be permitted to have spouse/guest whose cost shall be borne by the SCFDOA.

The president may, at a cost of a normal ticket, invite more than the guests noted above but shall be at their own expense and not the SCFDOA.

Section 5

Hospitality

The Hospitality chair shall be as appointed by the President.

Section 6

Fire Rescue Emergency Services Commission

The Fire Rescue Emergency Services Commission shall have one (1) principal and one (1) alternate appointed by the membership.

Section 7

Suffolk County Regional Emergency Service Council

The SCREMSCO shall have one (1) principal and one (1) alternate appointed by the membership.

Section 8

Radio

The Radio Committee shall have one (1) member appointed by the President.

Section 9

By-Law Committee

The By-Law Committee shall consist of a minimum of 3 and a maximum of 5 members. Past Presidents as noted under Article 7 are eligible to sit on this committee. The By-Law Committee chair shall be appointed by the President and report to the 1st Vice President. All By-Law proposals shall be submitted to the Associations Secretary. The Secretary shall forward the By-Law proposal to the 1st Vice President and the By-Law Committee. The committee shall review the proposal and, if necessary, meet to discuss said proposal and make a recommendation to the 1st Vice President.

The Executive Board shall be advised of the By-Law Committees recommendations. The proposal shall be posted on the SCFDOA Website and read off at the next meeting. It shall be voted on at the next (3 months later) regular meeting in accordance with Article 6 of these By-Laws.

Section 9 ***(PROPOSED CHAGE TO SECTION 9)***

By-Law Committee

The By-Law Committee shall consist of a minimum of 3 and a maximum of 5 members. Past Presidents as noted under Article 7 are eligible to sit on this committee. The By-Law Committee chair shall be appointed by the President and report to the 1st Vice President. All By-Law proposals shall be submitted to the Associations ***Recording*** Secretary. The ***Recording*** Secretary shall forward the By-Law proposal to the 1st Vice President and the By-Law Committee. The committee shall review the proposal and, if necessary, meet to discuss said proposal and make a recommendation to the 1st Vice President.

The Executive Board shall be advised of the By-Law Committees recommendations. The proposal shall be posted on the SCFDOA Website and read off at the next meeting. It shall be voted on at the next (3 months later) regular meeting in accordance with Article 6 of these By-Laws.

Section 10

Long Island Law and Legislative Committee

Note: the addition of this Section 10 shall not affect the current 12 appointed voting members of this committee. They shall be replaced in accordance with these By-Laws upon their resignation from the committee.

Appointments to the LI Law and Legislative Committee shall consist of twelve (12) nominations from Township Associations except where noted below. The Township Associations appointment(s) shall remain in effect until a vacancy occurs. The Township Association shall notify the SCFDOA President, in writing, no later than the annual meeting in February, of their proposed representative(s) for appointment by the President. Any unfilled position(s) shall be filled at the discretion of the SCFDOA Executive Board. Any committee member absent from 3 consecutive meetings, except where excused by the SCFDOA President for health or personal reasons, with a maximum of 5 of the 10 meetings held during the year shall be cause for removal from the committee and a new name shall be forwarded by the appropriate Township Association within 90 days of removal to the SCFDOA President for appointment. In the event the Township Association fails to submit a name within this time from then the SCFDOA Executive Committee shall name the replacement.

The SCFDOA President shall also sit as a voting member of the LIFDLC in accordance with the By-Laws of the LIFDLC which consists of Nassau and Suffolk Counties.

Long Island Law and Legislative Committee Seat Distribution

Babylon	1
Huntington	2
Islip	2
Smithtown	1
Brookhaven	4
Riverhead, Southold, Shelter Island	1
Southampton, East Hampton	1

- All proposed legislative agenda matter shall, time permitting, be brought before the membership for their information.
- All funding for the LIFDLC shall be brought forward to the membership for their approval.

- The SCFDOA LIFDLC representatives, prior to any LIFDLC By-Law change adoption, must be approved by the SCFDO membership.
- A copy of the LIFDLC Treasurers end of December report shall be provided to the SCFDOA Executive Board for its review.
- SCFDOA shall not contribute more than fifty percent (50%) towards any funding for the LIFDLC. This means that any actual costs incurred by the LIFDLC, the SCFDOA shall be responsible to only contribute fifty percent (50%) towards the final cost(s) incurred.

Article 6

Meetings

Section 1

There shall be four (4) regular meetings of the Association and they will be held on the third (3rd) Thursday of February, May, August and November except as provided under Article 4.

Section 2

The Annual meeting shall be held on the third (3rd) Thursday in February except as provided for in Article 4.

Section 3

The President may call for a special meeting within seventy-two (72) hour's written notice, "Blast faxing" our Website or any other means of mass notification to each Fire District.

Section 4

Representatives from ten (10) member fire districts shall constitute a quorum for any regular or special meeting of this Association.

Section 5

Only member districts present, in good standing, shall, when a ballot vote is required, be entitled to one (1) ballot.

Section 6

Robert's Rules of Order shall be the official guide in the conduct of all meetings unless otherwise provided for herein.

Article 7

Membership

Section 1

Any Fire District, fire department of any incorporated village, fire company of a, fire protection district, may become members of this Association upon payment of the annual dues to the SCFDOA Treasurer. The dues for this Association shall be determined at the meeting in November of each year. Any delinquent member district shall not have the right to vote or speak on any matter before the membership.

Section 2

Any former fire district officer, fire department member of an incorporated village, fire protection district, may become members of this Association upon payment of dues in the amount set by the membership at the Annual meeting in February each year. Associate members shall not be eligible to vote. They shall have no voice on the floor unless recognized by the Chair.

Section 3

All Past Presidents shall be Life Members and have all the rights and privileges, including the right to vote. They shall not be required to pay dues.

Article 8

Holding Office

Section 1

Any current or former Fire District Officer, elected or appointed, member of a Fire organization of any Incorporated Village or former member of a governing board of a territory protected by the Fire Service within Suffolk County is eligible to hold office within SCFDOA providing:

- (a) The Fire District, or organization, with which they are associated, shall provide a letter of endorsement for said candidate.
- (b) The Fire District, or organization, is a member in good standing at the time of initial nomination.
- (c) Any sitting elected officer, President, Vice President or Sgt-at-Arms, who no longer holds the elected or appointed position as a fire district officer shall be eligible to continue through the chairs upon election by the membership. Any fire district officer whose status as an elected or appointed fire district officer having been found or having admitted guilt to a misdemeanor or felony shall not be eligible to continue through the chairs.

- (d) The position of Secretary or Treasurer or Secretary/Treasurer shall be appointed from any Fire District, fire organization of any Incorporated Village or a governing board of a territory protected by the Fire Service within Suffolk County by the SCFDOA President.

Section 1 (PROPOSED CHANGE TO ARTICLE 8, SECTION 1)

Any current or former Fire District Officer, elected or appointed, member of a Fire organization of any Incorporated Village or former member of a governing board of a territory protected by the Fire Service within Suffolk County is eligible to hold office within SCFDOA providing:

- (a) The Fire District, or organization, with which they are associated, shall provide a letter of endorsement for said candidate.
- (b) The Fire District, or organization, is a member in good standing at the time of initial nomination.
- (c) Any sitting elected officer, President, Vice President or Sgt-at-Arms, who no longer holds the elected or appointed position as a fire district officer shall be eligible to continue through the chairs upon election by the membership. Any fire district officer whose status as an elected or appointed fire district officer having been found or having admitted guilt to a misdemeanor or felony shall not be eligible to continue through the chairs.

The position of ***Recording Secretary, Corresponding Secretary or Treasurer*** shall be appointed from any Fire District, fire organization of any Incorporated Village or a governing board of a territory protected by the Fire Service within Suffolk County by the SCFDOA President.

Section 2

Vacancy in Office

Vacancy in the Offices of the President, 1st and 2nd Vice President

In the event that this should occur, the most immediate Past President will act as President and call for a Special Election within 30 days or at the next regularly scheduled meeting, whichever comes first, for the purpose filling these vacancies.

Vacancy in the Office of President

The 1st Vice President shall assume the responsibilities of the office of President and call for a Special Election within 30 days or at the next regularly scheduled meeting, whichever comes first, for the purpose of electing a President, 1st and 2nd Vice Presidents and a Sgt-at-Arms.

Vacancy in the Office of 1st Vice President

The 2nd Vice President shall assume the responsibilities of the office of 1st Vice President until a Special Election is called for by the President within 30 days or at the next regularly scheduled meeting, whichever comes first, for the purpose of electing a 1st Vice President, a 2nd Vice Presidents and a Sgt-at-Arms.

Vacancy in the Office of 2nd Vice President

The Sgt-at-Arms shall assume the responsibilities of the office of 2nd Vice President until a Special Election is called for by the President within 30 days or at the next regularly scheduled meeting, whichever comes first, for the purpose of electing a 2nd Vice Presidents and a Sgt-at-Arms.

Vacancy in the Office of Sgt-at-Arms

The 2nd Vice President shall assume the responsibilities of Sgt-at-Arms. A Special Election shall be held at the next regular scheduled meeting and all Association members will be notified by the Secretary prior to the meeting.

Vacancy in the Office of Sgt-at-Arms *(PROPOSED CHANGE TO ARTICLE 8, SECTION 2)*

The 2nd Vice President shall assume the responsibilities of Sgt-at-Arms. A Special Election shall be held at the next regular scheduled meeting and all Association members will be notified by the *Corresponding* Secretary prior to the meeting.

Vacancy in the Office of Secretary, Treasurer and Chaplain(s)

Since these are appointed positions the President shall fill these vacancies immediately and have the Secretary advise the membership accordingly.

PROPOSED CHANGE (PROPOSED CHANGE TO Article 8, SECTION 1)

Vacancy in the Office of Secretary, Treasurer and Chaplain(s)

Vacancy in the Office of *Recording Secretary, Corresponding Secretary, Treasurer and Chaplain(s)*

Since these are appointed positions the President shall fill these vacancies immediately and *will* have the *Corresponding* Secretary *or his/her designee* **advise the membership accordingly.**

Committee Member

Any member of this Association shall be eligible to participate on any committee at the discretion of the President.

Article 9

Dues

The dues for this Association shall be determined at the meeting in November of each year. Any delinquent member district shall not have the right to vote or speak on any matter before the membership.

Article 10

State Director(s)

Elections for the office of Director for Association of Fire Districts of the State of New York (AFDSNY) shall be in accordance with the By-Laws of the AFDSNY, Article VI, and as outlined below.

Election for three (3) Directors to the Association of Fire Districts State of New York shall be held even numbered year.

Official notification of Director elections to be conducted at the November General members meeting shall be provided to the membership at the August General Membership meeting.

On September 1st, the SCFDOA Secretary shall send a certified letter to each Suffolk County Fire District which is a member of the AFDSNY and announce the upcoming election for State Director at the SCFDOA November meeting. Nominations may be made from the floor. Candidates must be a Commissioner, Treasurer, Secretary or Deputy Treasurer of a member Fire District of the AFDSNY.

Secret ballots, one ballot per attending Fire District shall be handed out by the Secretary. The top three (3) candidates shall be the nominees for Directors to the AFDSNY.

The winning candidates and the Secretary of SCFDOA are required to send a letter to the Secretary of the AFDSNY to enter their names as Director Candidate.

This letter **must** be in the hands of the AFDSNY Secretary no later than December 15th.

Article 10 (PROPOSED CHANGE TO ARTICLE 10)

State Director(s)

Elections for the office of Director for Association of Fire Districts of the State of New York (AFDSNY) shall be in accordance with the By-Laws of the AFDSNY, Article VI, and as outlined below.

Election for three (3) Directors to the Association of Fire Districts State of New York shall be held even numbered year.

Official notification of Director elections to be conducted at the November General members meeting shall be provided to the membership at the August General Membership meeting.

On September 1st, the SCFDOA **Recording** Secretary shall send a certified letter to each Suffolk County Fire District which is a member of the AFDSNY and announce the upcoming election for State Director at the SCFDOA November meeting. Nominations may be made from the floor. Candidates must be a Commissioner, Treasurer, Secretary or Deputy Treasurer of a member Fire District of the AFDSNY.

Secret ballots, one ballot per attending Fire District shall be handed out by the **Recording** Secretary.

The top three (3) candidates shall be the nominees for Directors to the AFDSNY.

The winning candidates and the **Recording** Secretary of **the** SCFDOA are required to send a letter to the Secretary of the AFDSNY to enter their names as Director Candidate.

This letter must be in the hands of the AFDSNY Secretary no later than December 15th.

Article 11

Amendment to the By-Laws

These Constitution and By-Laws may be amended at any regular Association meeting after the proposed amendment is read by the Secretary to the membership and submitted to the membership with the minutes. Three fourths (3/4) vote of eligible fire districts present are required to enact the proposed amendment.

Article 11 (PROPOSED CHANGE TO ARTICLE 11)

Amendment to the By-Laws

These Constitution and By-Laws may be amended at any regular Association meeting after the proposed amendment is read by the *Recording* Secretary to the membership and submitted to the membership with the minutes. *Two Thirds (2/3)* vote of eligible fire districts present are required to enact the proposed amendment.

Should this be Two Thirds(2/3) ???????

Article 12

Regular Meeting Agenda

1. Call meeting to order (8:00 pm)
2. Salute to the Flag by Sgt-at-Arms
3. Invocation
4. Welcome by Host Fire District
5. Response by the 1st Vice President
6. Welcome and introduce:
 - State President
 - Past State President(s)
 - Past Suffolk County President(s)
 - Town Presidents
 - Babylon
 - Islip
 - Brookhaven
 - East Hampton
 - Huntington
 - Riverhead
 - Shelter Island
 - Smithtown
 - Southampton
 - Southold
 - SCFRES Commissioner
 - SC Fire Marshal
 - Roll Call
7. Minutes for approval
8. Read Minutes of Executive Board meeting for information
9. Communications
10. Treasurer's Report
11. Officer's Report
 - President
 - 1st Vice President

- 2nd Vice President

12. Committee Reports *SHOWN AS 13 in existing C & B/L's* .

- Journal
- Dinner
- LI Legislative
- FRES Commission
- SCREMSCO
- State Fire Police
- Radio
- Director's, each Director shall report on their respective committee(s) and any issues of concern.
- Hospitality
- Audit Committee activated at the November Executive Board meeting.
- Nominating Committee activated at the August Executive Board meeting

Election Process

1. Nominating Committee Chairperson to conduct election(s)
2. If election is contested appoint three teller's
3. ***Recording*** Secretary hand out one (1) ballot per Fire District
4. Nominating Committee Chairperson to read results
5. M/M/S to destroy all ballots

13. Old Business ***SHOWN AS 14 in existing C & B/L's* .**

14. New Business ***SHOWN AS 15 in existing C & B/L's* .**

15. Good and Welfare ***SHOWN AS 16 in existing C & B/L's* .**

16. Time and location of next regular meeting ***SHOWN AS 17 in existing C & B/L's* .**

17. Time and location of next Executive Board meeting ***SHOWN AS 18 in existing C & B/L's* .**

18. Prayer ***SHOWN AS 19 in existing C & B/L's* .**

19. Motion to adjourn ***SHOWN AS 20 in existing C & B/L's* .**

Article 13

Executive Board Meeting Agenda

1. Call meeting to order
2. Salute to the Flag by Sgt-at-Arms
3. Invocation
4. Welcome by Host Fire District
5. Response by 1st Vice President
6. Roll call
7. Read minutes of Executive Board meeting for information
8. Communications
9. Officer's Report
 - President
 - 1st Vice President
 - 2nd Vice President
10. Committee Reports
 - LI Legislative
 - FRES Commission
 - SCREMSCO
 - Director's, each Director shall report on their respective committee(s) and any issues of concern.
 - Hospitality
 - Audit Committee activated at the November meeting
 - Nominating Committee activated at the August meeting.
11. Old Business
12. New Business
13. Good and Welfare
14. Time and location of next regular meeting
15. Time and location of next Executive board meeting
16. Prayer
17. Motion to adjourn

Article 14

Good and Welfare

Upon notification of the demise of any member or past member of this Association a memorial card and floral piece shall be sent to the decedents family. If the family prefers a donation to a charity of their choice in the decedents memory in lieu of flowers then their wishes will be followed. The price of the basket and or donation shall be established at the Annual Meeting in February.

Article 15

Honorary Members

The members of this Association by a simple majority vote of its members present] may grant honorary membership to any individual deemed to have rendered significant contributions to the Association or the fire service.

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Appendix I

Revision(s)

Article(s)

Description

Date

Entire Constitution and By-Laws

8/23/2012

Effective 1/1/2013