



CONSTITUTION AND BY-LAWS

The Litchfield County Fire Chiefs Emergency Plan, Inc.

Effective March 11, 2024

Constitution and By-Laws Committee

Robert Norton Jr., Thomaston

Ryan Litwin, Bantam

P.P. James O'Neil, Thomaston

Tim Valuckas, East Litchfield

CONSTITUTION AND BYLAWS
THE LITCHFIELD COUNTY FIRE CHIEFS EMERGENCY PLAN, INC.

ARTICLE I

Name and Objects

Section I. *(Rev. 06/1993)*

The **NAME** of this organization shall be: "The Litchfield County Fire Chiefs' Emergency Plan, Inc."

Section II. *(Rev. 06/1993)*

The **OBJECTS** of this plan shall be:

To unite its members in the closest bonds of good fellowship and promote a closer business and social union among them;

To encourage active participation in all things that have to do with apparatus, hose, fire hazards, and the exchanging of views suggestive or preparedness in case any location is threatened with a conflagration;

To bring about a better understanding among members of this plan and the public;

To teach that **ORGANIZATION, CO-OPERATION AND RECIPROCITY** are better than **RIVALRY, STRIFE**, and **DESTRUCTIVE COMPETITION**;

To encourage recognition from National, State and all Municipal authorities, and to increase efficiency in all lines represented;

To co-operate with other organizations engaged in laudable endeavors for the betterment of Fire Departments and Fire Protection.

ARTICLE II

Membership

Section I. *(Rev. 09/1999)*

There shall be four (4) classes of Membership, namely:

- A) **ACTIVE MEMBERS:** Any adult person who is a service or ex-service officer, an active member of any fire department or fire company, or any members of an EMS Service or fire commissioner, shall be eligible to active membership. All new applications will have a first reading then will be voted on at the next regular meeting.
- B) **ASSOCIATE MEMBERS:** Individuals whose business pertains to Fire Department supplies, equipment, etc.

C) HONORARY MEMBERS: Those who have rendered some distinguished service to the Fire Chiefs' Emergency Plan.

D) LIFE MEMBERS: Any member who has had 10 years active and outstanding service to the Plan. All Past Presidents of the Plan shall become life members.

Section II.

(Rev. 09/1999)

Application for **ACTIVE** or **ASSOCIATE** membership shall be signed by one (1) member in good standing at the time of signing said application and the application will have a first reading at any meeting and then shall be presented to the **MEMBERSHIP COMMITTEE** for approval. After committee approval, the name of the proposed member or members shall be presented at the next regular meeting of the Plan, at which time a two-thirds (2/3) vote of those present shall elect the proposed candidate to membership. Balloting on candidates may be by a **"YEA" AND "NAY"** vote unless such method is challenged from the floor, and if so challenged, the vote shall be by secret ballot at the next regular meeting.

Section III.

(Rev. 06/1993)

HONORARY AND LIFE MEMBERS may be elected by recommendation of the Board of Directors and the Membership Committee, and by a majority vote of the members present at any regular meeting.

Section IV.

(Rev. 06/1993)

ASSOCIATE OR HONORARY MEMBERS may not hold office, nor shall they have the privilege of voting.

ARTICLE III

Fees and Dues

Section I.

(Rev. 2024)

Active Membership Dues shall be \$10.00 per year, payable in advance at the Annual Meeting in October. A member joining the Plan after July 1st shall pay \$5.00 for the balance of the year.

Section II.

(Rev. 10/2001)

Associate Membership Dues shall be \$10.00 per year, payable in advance at the Annual Meeting in October, and shall be on an annual basis only.

Section III.

(Rev. 06/1993)

Honorary and Life Members shall not be required to pay dues.

Section IV. NON PAYMENT OF DUES

(Rev. 06/1993)

Any member not paying his/her dues within six (6) months from date they become due shall be considered in arrears and so notified by the Secretary, and shall have no vote or voice in the meetings; if he/she remains in arrears for another six (6) months he/she shall be reported to the executive board for final action.

ARTICLE IV

Resignations

Section I.

(Rev. 06/1993)

The resignation of any member shall become effective upon written notice to The President or Secretary of the Plan, provided all dues to date of resignation have been paid.

ARTICLE V

Forfeiture of Membership

Section I.

(Rev. 06/1993)

Any member may be expelled from the Plan by a three-fourths (3/4) vote of the entire Board of Directors, for cause shown.

ARTICLE VI

Re-Instatement

Section I.

(Rev. 06/1993)

Application for re-instatement of a member who has been expelled must be submitted in writing to the Board of Directors, and it shall require a three-fourths (3/4) vote of the entire Board, and payment in full of all dues in arrears to the time of expulsion to secure re-instatement.

Section II.

(Rev. 06/1993)

Application for re-instatement by a member who has resigned or has been dropped for non-payment of dues shall follow the same procedure as the application for a new member.

Section III.

(Rev. 06/1993)

Any member that is dropped from membership by the action of the Board of Directors for non-payment of dues shall not be allowed to reapply for membership for a period of six (6) months, and shall pay all dues that were reported in arrears to date the member was dropped from the rolls. Upon report that all past dues that were in arrears are paid in full the membership following Article II.

ARTICLE VII

Officers

Section I.

(Rev. 2024)

The officers of this organization shall be: President, First Vice President, Second Vice President, Secretary, Treasurer and Asst. Secretary/Treasurer

Section II.

(Rev. 2024)

In addition to the above officers there shall be ten (10) directors, they, with the officers to constitute a Board of Directors. The County Vice President to become the ninth (9th) director, and the School Director to become the tenth (10th) director.

ARTICLE VIII

Elections

Section I.

(Rev. 2024)

The election of Officers and Directors shall be held at the Annual Meeting in October each year, date and place of said meeting to be determined by the incoming President and shall be announced to each member of the Plan by the Secretary at least two (2) weeks prior to the date of such meeting.

Section II.

(Rev. 2024)

At the regular meeting of the Plan held in August each year, the President shall appoint a Nominating Committee of at least three (3) members, whose duty it shall be to prepare a slate of Officers and Directors to be voted on at the Annual Meeting.

This shall in no way be construed as eliminating nominations from the floor at the September meeting. The Nominating Committee shall be required to present the proposed slate of Officers and Directors at the regular meeting in September and after adjournment of said meeting no further nominations may be made except to fill vacancies caused by some unforeseen emergency.

The Secretary shall notify each member by email that all nominations are to be made at the September meeting.

Section III.

(Rev. 06/1993)

All officers shall take office at the October meeting, and shall hold office for one (1) year or until their successors are elected and qualified.

Section IV.

(Rev. 06/1993)

Four (4) directors shall be elected annually, shall take office immediately upon their election and hold office for two (2) years or until their successors are elected and qualified.

Section V.

(Rev. 06/1993)

The election of all Officers and Directors shall be by ballot, the person receiving a majority of votes cast for respective offices being declared elected. In case no election is had on the second ballot, the candidate receiving the lowest number of votes on each succeeding ballot, shall be dropped.

Section VI.

(New 11/2017)

In the event of a vacancy in any of the offices, the Board of Directors shall appoint a member to fill the unexpired term of such office.

ARTICLE IX

Qualifications of Officers

Section I.

(Rev. 06/1993)

No person shall be eligible to hold office in this organization unless he or she is an Active Member in good standing.

Section II.

(Rev. 2024)

No Officer or Director shall receive any compensation for any service rendered this organization.

ARTICLE X

Duties of Officers and Standing Committees

Section I.

(Rev. 06/1993)

PRESIDENT: The President shall be the Chief Executive Officer of this organization. He or she shall preside at all meetings and shall be the chairperson of the Board of Directors. He or she shall appoint all committees and discharge all duties pertaining to the Office of the President. He or she shall be an ex-officio member to all committees.

Section II.

(Rev. 2024)

The President shall appoint annually at the December meeting the following Committees, who shall hold office until the next December meeting. Should a vacancy occur during the year, the President will appoint a member to fill the un-expired term. All committees will meet a minimum of twice a year and appoint a Chairperson by the February meeting of the Plan. All committees shall give written report of attendance and business conducted at Committee meetings to the Secretary at the next meeting of the Plan.

Legislative Committee.....at least seven (4) members

Membership Committee.....at least four (4) members

Constitution and By-Law Committee.....at least four (4) members

County Coordinators Committee.....at least four (4) members

Education Committee.....County Coordinators

Auditing Committee.....Board of Directors

School Committee(3)Plan Members, (3)Plan Members who are Instructors,
Plan 1st Vice President. The School Director and Asst.
School Director are ex-officio (non-voting) members.

Sick Committee.....Secretary and Chiefs of each Department

Section III. (Rev. 2024)

VICE PRESIDENTS: If for any reason the President is unable to perform his duties, the Vice President next in rank shall occupy his or her position and perform his or her duties, having the same authority as the President.

Section IV. (Rev. 2024)

If for any reason the office of the President shall become vacant, the 1st Vice President shall be advanced.

Section V. (Rev. 2024)

Should a vacancy occur in the office of a 1st Vice President, the 2nd Vice President shall be advanced.

Section VI. (Rev. 2024)

SECRETARY: The Secretary shall keep a record of the transactions of each meeting, and a full description of the business of the organization. He or she shall send out notices of meetings, and attend to the correspondence. The Secretary shall perform such other duties as ordinarily pertain to his or her office or as may be imposed upon him or her by the members of the Board of Directors.

Section VII. (Rev. 2024)

TREASURER: The Treasurer shall collect and receive all monies and shall deposit same in a bank to be designated by the Board of Directors, send and collect dues, maintain membership list, and shall pay out money only on orders signed by the President. All checks and vouchers must be signed by the Treasurer. He or She shall give such bond as the Board of Directors may desire, the expense of such bond, if any, to be borne by the organization.

Section VIII. (New 2024)

Asst. Secretary/Treasurer: The Asst. Secretary/Treasurer will assist the Secretary and Treasurer as needed.

Section IX

BOARD OF DIRECTORS: The Board of Directors shall be responsible for the execution, through its officers, of the authorized policies of the Plan. Seven (7) members of the Board of Directors shall constitute a quorum. The outgoing President of the Plan shall be out on the Board of Directors, for the period of two (2) years automatically at the Annual Meeting.

They shall have the books of the Plan audited annually, or more often at their discretion.

They shall determine the date and place of all meetings not otherwise provided for.

They shall hold a regular meeting each year at the time and place determined by the new President at the Annual Meeting.

They shall hold a meeting when called by the President of the Plan.

They shall designate a bank for the deposit of funds of the Plan and shall invest any surplus funds.

They shall approve the surety company in which the Treasurer is bonded.

A majority vote of the Board of Directors shall govern, except where otherwise provided.

Section X.

(Rev. 2024)

LEGISLATIVE COMMITTEE: The Legislative Committee shall be charged with the duty of proposing and drafting legislation for the welfare of firefighters generally, to see that such bills as are sponsored by the Plan are introduced into the Legislature, to attend Legislative hearings, and to use every lawful means to secure passage of the same.

Section XI.

(Rev. 2024)

MEMBERSHIP COMMITTEE: The Membership Committee shall investigate the character and eligibility of all persons proposed for membership, and shall report at a regular meeting for the election of such proposed members, as provided in Article II, Section II.

Section XII.

(Rev. 2024)

CONSTITUTION AND BY-LAWS COMMITTEE: The Constitution and By-Laws Committee shall, as occasion may arise, suggest amendments to the Constitution and By-Laws keeping in mind the fundamentals of the Plan.

Section XIII.

(Rev. 2024)

EDUCATION COMMITTEE: The Education Committee shall be charged with the duty of providing a suitable program at each meeting during the year, with the exception of the Annual Meeting.

Section XIV.

(Rev. 2024)

AUDITING COMMITTEE: The Auditing Committee shall audit the books of the Treasurer and Secretary prior to the Annual Meeting and make a report in writing to the members at the Annual Meeting; they will also make an audit at such other times as may be needed, when such an audit is made, a report in writing shall be made at the next regular meeting of the Plan.

Section XV.

(Rev. 2024)

SCHOOL COMMITTEE: The School Committee shall have charge of oversight on the management and day to day operations of all functions held at Litchfield County Fire Chiefs' Emergency Plan, Inc., training school. The Director and Assistant Director will bring forth proposals and ideas for expansion and improvements for their approval. The Committee shall be made up of (3) County Plan Members, and (3) Instructors that hold membership with the Plan. The County Plan 1st Vice President shall be an automatic member of the School Committee. The Director and Assistant Director will be ex officio members for the School Committee. The board of directors will select the chairman of the School Committee Any expenditure request over \$2000 the school committee must present 3 proposals for review to the Board of Directors and receive approval from the plan.

No equipment is to be donated to the fire school without approval of the Director and/or the Board of Directors. Any equipment donated will be inspected, inventoried, and put on the equipment asset list. The school committee must present their capital expense budget ideas to the Director and the Board of Directors. The school committee must maintain minutes of their meetings and to be submitted to the Board of Directors to be put on the Google shared drive. Minutes will be taken by the Schools clerk who will not be a member of the committee and will not have voting rights.

Section XVI.

(Rev. 06/1993)

SICK COMMITTEE: The Sick Committee shall perform the usual duties of this nature in similar organizations.

ARTICLE XI

Section I.

(Rev. 06/1993)

Nothing in this Constitution shall be retroactive, nor shall its provisions affect the membership or standing of anyone who is a member prior to its adoption.

Section II.

(Rev. 06/1993)

The provisions of this Constitution shall become effective upon its adoption by the members of the Plan.

ARTICLE XII

Amendments

Section I.

(Rev. 06/1993)

No part of this Constitution shall be repealed, annulled, altered, amended, or suspended in any shape, manner, or form, except a proposal in writing be submitted to the Plan at a regular meeting. Said proposal

will be read at two (2) meetings in advance of the action on same, including the meeting at which action is taken on said proposal, and in accordance with Section II of this Article.

Section II.

(Rev. 2024)

The Secretary shall notify each and every member of the Plan at least two (2) weeks before action is to be taken on any revision or amendment to this Constitution and By-Laws, stating the Article to be acted upon, when, if three-fourths (3/4) of the voting members present vote in favor of such proposal it shall be adopted.

BY-LAWS

ARTICLE I

Section I. *(Rev. 06/1993)*

The Emblem and Colors of this Plan shall be the five (5) trumpet chief emblem in red and gold.

ARTICLE II

Section I. *(Rev. 06/1993)*

This Plan at no time shall endorse or recommend any candidate for political office, nor shall politics or political candidates be discussed at any meeting, neither shall any religious discussions be permitted at any meeting.

Section II. *(Rev. 06/1993)*

No officer of this Plan shall use it or its name as a means of furthering any personal, political, or other aspirations, nor shall the Plan as a whole take part in any movement not in keeping with the real purpose and objectives of the Plan.

ARTICLE III

Section I. *(Rev. 06/1993)*

Amendments to these By-Laws shall take the same action as provided for amendments to the Constitution as set forth in Article XII – Section I and II of the Constitution