



Protecting the Lives and Properties of the Citizens of Tioga County Since 1952

OUR MISSION

The Mission of the Tioga County Firemen's Association, Incorporated is to provide for the dependable, efficient, and expedient delivery of fire protection, rescue, and emergency medical services by the collective and mutual efforts of all duly organized member fire departments, fire-rescue companies, and fire ambulance associations serving the citizens of Tioga County, Pennsylvania and vicinity.

OBJECTIVE

To support our Mission, we shall maintain a system of Total Quality Management whereby continuous improvements to our services can be realized and attained in a mutually beneficial environment. By performing ongoing self-assessments, we can identify cost savings measures designed to reduce financial burdens to ourselves and our political subdivisions for our services, enhance the quality and delivery of our services, improve the utilization our equipment, resources, and manpower, streamline our overall operations, provide state-of-the-art training for our personnel, and position ourselves as the paradigm of public safety education.

Our organization shall remain steadfast in our commitment to the protection of the lives and properties of all residents, visitors, businesses and industries of our communities.

As amended to the Constitution and By-Laws

NEW CONSTITUTION AND BY-LAWS
OF THE
TIOGA COUNTY FIREMEN'S ASSOCIATION
INCORPORATED

DRAFTED BY THE 2024 EXECUTIVE COMMITTEE:

Sam Warren, Treasurer- Chairperson
Kevin Kulish- President
Ben Phelps- 1st Vice President
Matt Watkins- 2nd Vice President
Alex Kulish- Secretary
Jim Shepard- Trustee
Gary Cooper- Trustee
John Andrus- Trustee
Andrew O'Connors- Fire Coordinator
Tyler Andrus

Voted up on and approved on December 10, 2024, at the Wellsboro Fire Station.

Because there were multiple versions of our constitution and by-laws, none of which had consistent articles and amendments attached to or written in them, the executive committee decided that it was in the best interest of the association to update and revise the constitution and by-laws by which we are governed. The attached document is the adopted new constitution and by-laws officially ratified and approved by the membership at a regular meeting held on

TIOGA COUNTY FIREMEN’S ASSOCIATION INCORPORATED

CONSTITUTION AND BYLAWS

Article 1 Title and Mission Statement

Section I.

This organization shall be known as the TIOGA COUNTY FIREMEN’S ASSOCIATION INCORPORATED.

Section II.

The purpose of this organization is the rendering of mutual aid, promotion of safety and training of all member organizations and the establishment of communications, standards, guidelines, and procedures to better promote relationships among fire, rescue, ambulance, and emergency services organizations serving Tioga County.

Article 2 Membership

Section I.

This association shall include the fire departments, rescue and ambulance organizations providing service for any part of Tioga and Potter Counties being dispatched by Tioga County 9-1-1. Fire Brigades be eligible for membership must be located within the contracted fire protection boundaries of member fire departments.

Section II.

- A. The membership of this organization consists of:
 - 1. Fire Departments
 - 2. Fire Brigades
 - 3. EMS Services
 - 4. Fire Rescue Squads
 - 5. Specialty Search & Rescue Departments
- B. The classification of membership shall be as follows:
 - 1. Active- Active membership shall be an active member in any member company of this organization.
 - 2. Honorary- Honorary membership shall be conferred upon a person who has rendered conspicuous service to this organization, its aims, and purposes, who shall have been so elected by a majority vote of the organization.
 - 3. Associate- Associate members shall be those persons, firms, or Companies who are affiliated with the purposes of this organization, who assist, support, or promote the objectives of this organization.

Article 3 Officers, Vacancies, and Resignations

Section I.

The elected officers of this organization shall consist of: President, First Vice President, Second Vice President, Secretary, Treasurer, Fire Coordinator, and three trustees. All, except trustees, of whom shall be elected by ballot at the last regular meeting of the year and shall have a term of office for one year beginning January 1 and expiring December 31 next or until their successors shall be elected. Trustees shall be elected for terms of three years: one trustee to be elected every year. A member shall be permitted to only hold one elected office at a time.

Section II.

A committee of 3 people shall be named by the President at the September meeting to come up with nominations for offices in the November Meeting. After the Nomination Committee submit their suggestions, Nominations from the floor will take place under Article 17 Sub Section 12 Good of the Organization, and closed until the December Meeting where Nominations will be reopened under Article 17 Sub Section 12 with voting taking place.

Section III.

There will be an executive committee which shall consist of all the elected officers of the organization.

Section IV.

No officers or members of the organization shall incur any expenses in the name of the organization without the approval of the executive committee; except in the case of emergency, the president is empowered to order any expenditure of sufficient funds to meet the emergency.

Section V.

In the event of a vacancy in the office of President or first Vice President, the next officer shall immediately be directed by the executive committee, in writing, to assume all duties and authorities of the vacant office, and an acting second vice president may be named by the executive committee to complete the unexpired term. Vacancies in other offices shall be filled by nominations from the floor and voting on same in the proper manner as described in Section I of this article.

Section VI

No executive officer of the organization shall be allowed to serve more than four consecutive elected terms in the same position. To be eligible for office again one term shall be held by another individual.

Article 4 Duties of Officers and Executive Committee**Section I. President**

- A. Shall be the official representative and spokesperson for the organization.
- B. Shall serve as chairperson of the executive committee.
- C. Shall appoint all committees not otherwise provided for in the constitution and bylaws.
- D. Shall perform all other duties as prescribed by the executive committee.
- E. Shall appoint a nominating committee at the regular September monthly meeting.

Section II. 1st Vice President

- A. In the absence or inability of the president to perform all the duties of that office, ~~he~~ the 1st Vice President shall be directed to serve as president.
- B. Shall assist the president in every way possible to fulfill the duties of President.
- C. In the case of death resignation, or removal of the president, the first vice president shall be directed to assume all duties and responsibilities of the office of the President.

Section III. 2nd Vice President

- A. Shall assist the President and First Vice President in conducting the business and policies of the organization.
- B. In the absence or inability of the President and 1st Vice President the 2nd Vice President shall be directed to assume all duties and responsibilities of the president.
- C. In the case of death, resignation, or removal of the First Vice President, the Second Vice President shall be directed to assume all the duties of the First Vice President.

Section IV. Treasurer

- A. It shall be the duty of the treasurer to be responsible for the custody of all the assets of the organization.
- B. All monies of the organization shall be deposited by the treasurer in a chartered bank in the name of the organization.
- C. The Treasurer shall supervise the collection and disbursement of all funds and shall disburse such funds of the organization in accordance with the proper warrant drawn on The Treasurer. Said disbursements shall be in accordance with the bylaws of the organization, and The Treasurer shall sign all drafts with a countersign of The President or The Secretary.
- D. The treasurer shall be bonded by the organization in an amount approved by the executive committee.
- E. The treasurer shall submit a report on the financial condition of the association monthly at the regular meeting and annually not later than 30 days after the close of the fiscal year.

Section V. **Secretary**

- A. It shall be the duties of the secretary to record the minutes and proceedings at all meetings of the organization and executive committee and to be responsible for the custody of all the records of the organization and receive and answer all communications pertaining to the organization and to make such reports as the resident and executive committee may require.
- B. The Secretary shall collect and receive all monies to the organization from the member dues and deposit the same with the treasurer.

Section VI. **Fire Coordinator**

- A. Shall provide a report during Committee Reports at each meeting of Coordinator Responses and other Assignments
- B. Shall appoint four (4) deputies (subject to the approval of the executive committee)
- C. Shall assist the Incident Commander with coordination of resources on emergency and non-emergency incidents and other duties as assigned by the Incident Commander.

Section VII. **Trustees**

- A. The Trustees shall be members of the executive committee and shall have the power and duties conferred on the executive committee.
- B. Shall constitute the auditing committee.
 - 1. Audit the Secretary's and Treasurer's records of the previous Fiscal year.
 - 2. Report their findings by the regular March bi-monthly meeting.

Section VIII. **Executive Committee**

- A. The Executive committee shall be in general charge of the affairs of the association.
- B. They shall have the power to fill the vacancies in any office of the association unless provided for otherwise in the constitution or bylaws.
- C. Any officer shall have the power to request The President to call special meetings of the association.
- D. Five members shall constitute a quorum.
- E. If any officer is absent from three (3) consecutive meetings without an excuse, the office may be declared vacant. Excuses shall be in writing and forwarded to the president prior to the start of the regular meeting. The roll will then be marked E for excused. The vacancy will be filled as previously specified in Article 3 Section IV.
- F. The Executive Committee shall handle all Disciplinary requests.

Section IX.

All Elected and Appointed Officers shall be in good standings with their department and their department shall be in good standing with the organization.

Article 5 Amendments and Additions

Section I.

No alteration or amendment shall be made to this constitution unless proposed in writing at a regular meeting which amendment shall be referred to a special committee, who shall report at the next regular meeting, when it may be acted upon and adopted by two-thirds of the members present.

Section II.

Should the committee fail to report at the proper time, the matter may be considered in committee of the whole, and immediate action had thereon.

Section III.

If any misunderstanding shall arise as to the true import and meaning of these by-laws, a majority of the whole of the association shall decide the same and such decisions shall be recorded by the Secretary in the minutes as a precedent and shall only be annulled by an amendment passed in the regular way.

Article 6 Dues

Section I.

The annual amount for dues for active member organizations in the association shall be set at the September meeting due and payable before January 1st of each year.

Section II.

Dues notices shall be sent out after the September meeting but before October 1st so organizations can pay before Nominations and Election in Article 3 Section II.

Article 7 Suspensions

Section I.

No member organization in arrears for dues or assessments shall be entitled to vote and any member organization in arrears after January 31st shall be suspended from membership following a written notice of such status and any member organization in arrears for dues or assessments on December 31st shall cease to be a member organization of the association and cannot

again become a member except by a new application made in the regular form and paying the initiation fee.

Article 8 Application for Membership

Section I.

Any Organization that meets the description of Article 2 Section II Sub-Section A to any part of Tioga or Potter Counties being protected by Tioga County 9-1-1 may be entitled to membership in this association, having paid the annual dues fee set by the membership and having furnished evidence that they can meet the standards of this association. The application fee shall be returned in full if the application is rejected from membership. The application for membership must be presented at a regular meeting and shall be voted upon in the next regular meeting. An application must receive a two-thirds (2/3) favorable vote of members present at voting.

Article 9 Voting

Section I.

Each member organization will have one vote on any issue. Only the officially recognized delegate or alternate of each member organization shall be able to cast a ballot.

Article 10 Meeting

Section I.

The meeting of this organization shall be January, March, May, July, September, November, and December on the second Tuesday at a place to be established by the members. All meetings shall start promptly at 7 PM.

Article 11 Training School

Section I.

An annual fire training school shall be held at the time and place to be established by the Training committee.

Article 12 Membership Requirements

Section I.

To be recognized by the association as a fire company all departments must have fire apparatus and equipment to meet the required standards as established by the National Fire Protective Association. Fire Brigades, fire ambulance services, and fire rescue squads are to meet standards as set by the executive committee of this association and such standards as will be set,

revised, and updated as necessary. All members shall follow the guidelines that is put forth by the TCFA Standards Committee.

Article 13 Requirements for Mutual Aid

Section I.

Units to be dispatched to other company areas for assistance shall be determined by type of fires and exposures.

Section II.

Automatic or box alarm shall be pre-determined responses and coordinated with The Department of Emergency Services.

Section III.

Mutual aid requests shall come from The Incident Commander.

Section IV.

Mutual aid calls should go through The Department of Emergency Services.

Article 14 Rosters

Section I.

Each member organization shall forward to the secretary of the association immediately after its election of officers a complete list of department officers, delegates, and alternates of department.

Article 15 Expulsion or Removal of Offices, Members or Member Organization

Section I. Any charges brought forth to remove an elected officer, Member, or Member Organization must be in writing and submitted to the Executive Committee.

Section II. The Executive Committee will investigate the charges and meet with all parties involved in the complaint.

Section III. The Executive Committee will make their recommendations to the membership at the following regular monthly meeting which will then be tabled until the next regular monthly meeting.

Section IV. The Executive Committee's recommendations must be ratified by a 2/3 vote of the membership present.

Article 16 Rules of Order

Section I.

Roberts Rules of Parliamentary Procedures shall be the recognized authority of this organization on all questions pertaining to parliamentary law.

Article 17 The Order of Business

Section I.

1. Call to Order
2. Salute to the Flag
3. Invocation
4. Address of Welcome
5. Minutes of the last meeting
6. Treasurers Report and Bills for payment
7. Roll call of officers
8. Communications
9. Committee Reports
10. Old Business
11. New Business
12. Good of the Organization
13. Adjournment

Article 18 Internal Revenue Service 501 (c) (3) amendments

Section I.

The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501 (c) (3) of the Internal Revenue Code.

Section II.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section III.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 © (3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for public.

