

Constitution and By-Laws

Kansas State Firefighters' Association, Inc.



2022-2023

**Constitution and Bylaws
AND
Rules of the Conference**

KSFFA Constitution and By-Laws

1 **Article 1**

2 **Name and Purpose**

3 **Section 1.** This organization shall be known as the KANSAS STATE
4 FIREFIGHTERS' ASSOCIATION, INCORPORATED.

5 **Section 2 .** The purpose of this Association shall be the fostering and encouragement
6 of a high degree of firefighting skill and efficiency, the education and study of fire
7 prevention and fire extinguishment, the cultivation of friendship and fellowship, and
8 to work for any cause advantageous to the firefighters of the State of Kansas.

9 **Article II**

10 **Non-Partisan**

11 **Section 1.** This organization shall be non-partisan and shall not be used for the
12 dissemination of partisan principals nor the promotion of the candidacy of any person
13 seeking public office.

14 **Article III**

15 **Membership Dues**

16 **Section 1.** The regular membership of this Association shall consist of all members
17 of any fire department within the state of Kansas which has made application for
18 membership and paid the annual dues of \$50 to the Association.

19 **Section 2.** The Association associate membership of this organization shall consist
20 of any individual with an interest in the fire service who has made application for
21 membership and has paid the annual dues of \$10 to the association. Associate
22 members may attend this association conference as guests and will receive the
23 Association newsletter.

24 **Section 3 .** Corporate membership of this organization shall consist of any business
25 or other entity with an interest in the fire service which has made application for

26 membership and has paid the annual dues of \$100. Corporate members may attend
27 the Association conference as guests and will receive the newsletter.

28 **Section 4 .** The Executive Board of the Association may recognize any individual
29 who has made significant contribution to achieving the goal of the association by
30 naming such individuals as an honorary member of the Association. Honorary
31 members may attend the Association conference as guests and will receive the
32 newsletter.

33 **Article IV**
34 **Officers**

35 **Section 1 . Officers .** The officers of the Association shall consist of a President, 1st
36 Vice President, 2nd Vice President, Treasurer, Secretary and the Members of the
37 Board of Trustees. No elective officer shall hold an office in any other state
38 firefighter organization, and no department shall retain more than one elective office.
39 Their term of office begins at the close of the annual conference. The elected officer
40 must maintain an active membership with a fire department which is a member of this
41 Association. (1995)

42 **Section 2 . Pledge .** At the time of installation, each officer shall subscribe to the
43 following pledge: I, (state your name), do hereby and sincerely promise to perform
44 the duties of my office as prescribed by the constitution and by-laws of the KANSAS
45 STATE FIREFIGHTERS' ASSOCIATION INCORPORATED and to bear true
46 allegiance to the organization. I will hereby deliver to my successor in office all
47 books, paper, and other property of this organization which I may have in my
48 possession at the close of my official term. All of this I do solemnly promise with full
49 knowledge that to violate this pledge is to stamp me a person devoid of principle and
50 destitute of honor.

51 **Section 3 . President .** It shall be the duty of the President to preside at the
52 conference and all meetings of the Executive Board; to countersign all checks; to
53 appoint committees to draw up all bills as authorized by the Association, and
54 endeavor to have them enacted at the following session of the legislature; to appoint
55 all committees not provided for herein; to submit at each conference a report of all the
56 president.s official acts during the term of office, and to perform such other duties as

57 the Association my require of the President. (1999, 2001)

58 **Section 4 . Vice President .** The Vice-Presidents, in addition to their duties as
59 members of the Executive Board, shall, in case of absence of the President, act as the
60 President, they shall succeed in the same order; and shall perform any additional
61 duties assigned them by the President. They shall also submit at each conference a
62 report of all official acts during the term of office. (1993, 2001)

63 **Section 5 . Secretary .** The Secretary shall keep a record of all proceedings and all
64 other records of this Association. The Secretary shall be the custodian of the official
65 seal and shall issue all memberships; shall keep a record of all memberships and the
66 name and address of the Chief and Secretary of each local department; shall submit
67 a written report to the Conference showing the number of departments maintaining
68 memberships and the name of each; and shall submit a written report of all official
69 acts performed during the Secretary's term of office. The Secretary shall turn over to
70 the Treasurer all monies collected as dues and any other income derived by the
71 Association which may come into the Secretary's possession. The Secretary shall
72 keep a true and accurate record of all such monies and present this report at the
73 conference. (2008) The Secretary shall perform any additional duties assigned by the
74 President. (2003)

75 **Section 6 . Treasurer .** The Treasurer shall receive and deposit all monies paid into
76 the Association Treasury, and be the official custodian of all the money of the
77 Association; shall disburse all money by check, countersigned by the President; shall
78 submit a written report to the conference of all monies received and disbursed; (2008)
79 and shall perform any additional duties assigned by the President. The Treasurer shall
80 establish three funds, a general fund consisting of monies derived from dues,
81 assessments and donations; an education fund consisting of monies derived from
82 provisions of K.S.A. 1985 Supp. 40-1706; and an insurance fund derived from
83 provisions of K.S.A. 1985 Supplement 40-1706, making a full and written account
84 of the receipt and disbursement of the education fund annually to the Commissioner
85 of Insurance for the State of Kansas on or before April 1. Prior to submitting the
86 report to the Commissioner of Insurance, there shall be an annual audit of the
87 education fund by a licensed certified public accountant. The expense of this audit
88 shall be an allowable expense from the educational fund. In addition, a separate
89 accounting of the general and Insurance Fund shall be given at the annual conference
90 along with the Auditors report of the educational fund. The Treasurer shall perform

91 any additional duties assigned by the President. The Treasurer shall also submit at
92 each conference a report of all official acts during the term of office. (2003)

93 **Section 7 . Vacancies .** A vacancy in the Office of President is filled according to the
94 provisions of Article IV, Section 4. When a permanent vacancy occurs in the Office
95 of 1st Vice President, 2nd Vice President, Secretary, Treasurer or Board of Trustees,
96 the Executive Board may designate a member to fill such vacancy until the next
97 regularly scheduled Kansas State Firefighters' Association Inc. conference.

98 **Section 8 . Retiring Officers .** It shall be the duty of any retiring officer to turn over
99 all books, records, properties and monies of the Association to the successor in office
100 upon the installation of the newly elected officials. Any property too cumbersome to
101 conveniently be taken to the conference city shall be made available to the successor
102 within 15 days following the conference.

103 **Section 9 . Terms.** All Kansas State Firefighters' Association Officers will be elected
104 for a two-year term. The First Vice President and Secretary will be elected for a one-
105 year term at the 1987 conference and every two years thereafter. The President,
106 Second Vice President and Treasurer will be elected for a two-year term at the 1987
107 conference and every two years thereafter.

108 **Section 10 . Removal of Officers.** See Article X. (2013)

109 **Article V**
110 **Executive Board**

111 **Section 1 . Membership of Board .** The Executive Board shall consist of the
112 President, 1st and 2nd Vice Presidents, Secretary, Treasurer, and members of the
113 Board of Trustees.

114 **Section 2 . Powers .** The Executive Board shall supervise all of the business of the
115 Association not otherwise provided for herein. They shall have complete control of
116 conference proceedings and the printing and distribution of all organization
117 information. The board shall select the time and place of all Regional Fire School
118 activities, and members may act as instructors and supervisor.

119 **Section 3 . Bonding .** All members of the executive board shall be bonded for the

120 amount of \$250,000. The Association will pay expense of the bond from the
121 Education fund. (2003)

122 **Article VI**
123 **Board of Trustees**

124 **Section 1 . Membership & Election .** The Board of Trustees shall consist of four (4)
125 members to be elected by a majority of the statewide delegates voting at the annual
126 conference. The four members shall each represent a different area of the state as the
127 state is divided in Article VI, Section 3, and each member shall reside in the area
128 which the member represents.

129 **Section 2 . Terms & Chairperson .** Two members shall be elected to two-year terms
130 at each annual conference, thus providing continuity on the board since, under normal
131 circumstances, no more than two new members will join the board each year. (2010)

132 **Section 3 . Districts .** The State of Kansas shall be divided into four (4) districts with
133 the following counties designating the North and South dividing line, the South
134 Boundary lines of Wallace, Logan, Gove, Trego, Ellis, Russell, Ellsworth, Saline,
135 Dickinson, Morris, Wabaunsee, Osage, Franklin, and Miami. The East and West
136 dividing line, the East boundary lines of Jewell, Mitchell, Lincoln, Ellsworth, Rice,
137 Reno, Kingman, and Harper. (2003)

138 **Section 4 . Duties .** The duties of the Board of Trustees shall be to audit the books
139 and accounts of the officers of the Association and to approve with the President the
140 bonds of the Secretary and the Treasurer, and to serve as members of the Executive
141 Board in all meetings of the Board. At the annual conference each Trustee shall
142 submit a report of all official acts performed during their term of office. (2001)

143 **Article VII**
144 **Salaries and Expenses**

145 **Section 1 .** The members of the Executive board shall each be allowed mileage per
146 mile round trip according to current IRS standards, receive \$200.00 a day
147 compensation, \$50.00 a day for meals, plus the hotel or motel expenses for a single

148 room, while in office, while in performance of the work for this Association. (2004,
149 2008,2021)

150 **Section 2 .** The Secretary shall receive a salary of \$700 per month for services to the
151 Association. (2004, 2008)

152 **Section 3 .** The Treasurer shall receive a salary of \$700 per month for services to the
153 Association. (2004, 2008)

154 **Article VIII**
155 **Annual Conference**

156 **Section 1 . Location & Time .** The Association shall assemble in conference each
157 year on a Friday, Saturday, and Sunday in April in a city and on a date selected by the
158 delegates of the conference two (2) years prior. In the event circumstances occur
159 which render it inadvisable to hold the conference in such chosen city, the Executive
160 Board shall select the place and date of the conference. In the event no member
161 department petitions the delegates to host a conference, the Executive Board shall
162 select the place of the conference. {2019}

163 **Section 2 . Votes .** Each member fire department within the KANSAS STATE
164 FIREFIGHTERS' ASSOCIATION, INC., shall be entitled to four (4) delegates with
165 voice and vote. All others attending the annual conference shall be classified as
166 alternates or guests, regardless of the office held in this organization, with exception
167 of the two delegates at large from the Kansas State Council of Firefighters who shall
168 have voice on all matters and vote on legislative matters only, and the President who
169 shall vote to break the tie.

170 **Section 3 .** No department shall be represented by a proxy.

171 **Section 4 .** No person shall be eligible to be a delegate unless that person is an active
172 member of the Fire Department represented at the time of the conference.

173 **Section 5 .** The credentials of each delegate must be in the hands of the Secretary 10
174 days prior to the conference. However, the Credentials Committee retains the right
175 to review the credentials and make a decision. Credentials must be duly signed by the

176 Chief and/or Secretary of the Firefighters Relief Association of the respective city,
177 township, county, or fire district. In the event of extenuating circumstances that
178 would prohibit the chief and/or Secretary from approving proper conference
179 credentials, any member association through its President and Secretary-Treasurer
180 may submit written application for approved credentials to the Executive Board of
181 this Association. Upon examination of the application with the substantiated
182 evidence, the Executive Board shall grant or deny approved credentials for delegates
183 from that association, provided proper conference fees are paid.

184 **Section 6 .** Alternate delegates with proper credentials may vote in the absence of the
185 regular delegate and may be seated in place of the absent delegate without paying an
186 additional fee other than the alternate fee, if any.

187 **Section 7 .** Any firefighter, active or retired, attending the annual conference shall be
188 classified as an alternate or guest, as the case may be.

189 **Section 8 .** No delegate shall be allowed more than one vote.

190 **Section 9 .** Alternates and guests may take part in the discussion of all orders of
191 business at the conference with the exception of the election of officers, but only a
192 duly authorized and qualified delegate may place a motion or cast a vote.

193 **Section 10 .** To assist the host with the conference cost and to establish the identity
194 of a delegate, alternate and/or guest, a fee shall be charged by the host city for
195 attendance at any conference of the Association. This fee shall be established by the
196 host city conference committee, and it shall be designated in the conference program
197 as a fee. This fee shall be paid by each delegate and alternate. Speakers participating
198 in the conference who are not a member of the Association shall not pay said fees.

199 **Section 11 .** There shall be at least seven (7) member departments represented at the
200 KANSAS STATE FIREFIGHTERS' ASSOCIATION INCORPORATED conference
201 to make a quorum.

202 **Section 12.** To be nominated for any office in the KANSAS STATE
203 FIREFIGHTERS' ASSOCIATION INCORPORATED the nominated person must
204 be present at the conference and must belong to a fire department which is a member
205 of this Association.

206 **Section 13 .** A nominating committee shall be appointed by the Executive Board on
207 the first day of the conference. The nominating committee shall report on the second
208 day of the conference to the floor where, at such time, other nominations may be
209 made from the floor by the delegates. The election of officers shall be held on the
210 third day of the conference. A majority vote of the delegates for any office shall
211 constitute an election. If more than two candidates receive votes and a majority is not
212 cast on the first ballot, the candidate receiving the least number of votes shall be
213 stricken from the list and another vote taken.

214 **Section 14 .** When a proposal is presented to the Kansas State Firefighters
215 Association general assembly which requires expenditure, such proposal shall
216 stipulate how the cost of the proposal shall be funded.

217 **Section 15 .** Sergeant-at-Arms may be appointed by the President at the annual
218 conference. The duties will be to maintain order in meetings under the direction of
219 the presiding officer.

220 **Article IX**
221 **Legislative Matters**

222 **Section 1 .** A Lobbyist to represent the Kansas State Firefighters’ Association, Inc.
223 to the State Legislature, shall be appointed by the Executive Board. A written report
224 of all the lobbyist activities while representing the Kansas State Firefighters’
225 Association Inc., shall be available to all delegates at the annual conference. (2001)

226 **Section 2 .** No member of this Association with the exception of the Executive Board,
227 shall sponsor, approve or introduce any bills into the state legislature, which would
228 amend the Firefighters Relief Fund Law (40-1701 to 40-1707) without first bringing
229 it before the Association for approval.

230 **Section 3 .** All legislative expenses will be paid from the general fund.

231 **Section 4 .** Proposed by-laws change. Any conference committee proposing any
232 legislative changes shall bring it first to the Legislative Committee. (2001)

233 **Article X**
234 **Referendum**

235 **Section 1** . An initiative referendum and recall may be had by petition of four (4)
236 departments under rules provided by the Executive Board.

237 **Article XI**
238 **Revenues**

239 **Section 1** . The fiscal year of the Kansas State Firefighters' Association Inc. shall
240 begin on the first day of January.

241 **Section 2** . The revenues of the Association shall be derived as follows: All monies
242 collected by the Commissioner of Insurance for the benefit of Kansas State
243 Firefighters' Association as required by K.S.A. 40-1701 to 40-1707, both sections
244 inclusive, shall be turned over to the Treasurer and placed in the proper fund of the
245 treasury of the Association.

246 **Article XII**
247 **Insurance**

248 **Section 1** . The Treasurer, effective each year by October 1st, will purchase life
249 insurance to cover each member of every Firefighters Relief Association that receives
250 funds from the Firefighters Relief Act. The amount of coverage will be determined
251 as the maximum amount of the money received from the Insurance Commissioner's
252 office that will allow per K.S.A. 40-1706, Paragraph C, Line 2. (2007)

253 **Section 2** . Benefits paid by an insurance company shall be paid to the Treasurer of
254 this association and that amount shall be paid to the beneficiary. (2001)

255 **Section 3** . Each member of every Firefighters Relief Association which receives
256 funds, is to be insured while going to or from, or in the course of work-related duties.

257 **Section 4** . The Death Benefit Investigation Committee shall consist of six (6)
258 members: The President, Treasurer, and the four (4) Trustees.

259 **Section 5 .** The Death Benefit Investigation Committee shall investigate any report
260 of a death of a member of a Firefighters Relief Association in the State of Kansas. If
261 it is determined that a member of a Firefighters Relief Association which receives
262 Firefighters Relief Association funds is found to have died as specified in Article XII,
263 Section 3, the committee shall file the necessary death claim with the Treasurer.

264 **Section 6 .** The Death Benefit Investigation Committee shall make the determination
265 of beneficiary as described in K.S.A. 40-1707 (2) (A) through (F).

266 **Article XIII**
267 **Statutory Provision**

268 **Section 1 .** Any fire department belonging to or contemplating affiliating with the
269 Kansas State Firefighters' Association Incorporated, is hereby urged to acquaint the
270 members of the Fire Department and governing body of each city with the statutory
271 provisions concerning the attendance of the conference and the State Fire Schools;
272 K.S.A. 12-1617A, reads as follows: .The governing body of any Kansas Municipality
273 is hereby authorized to determine the number of delegates to be sent by its fire
274 department to the annual meeting of the Kansas State Firefighters' Association
275 Incorporated, and to a Firefighters School to be held annually under the direction of
276 Kansas University and such designated delegates.to be paid in the discretion of such
277 governing body from the General Fund, or Fire Department Fund, or Water
278 Department Fund of such municipality.

279 **Article XIV**
280 **Amendment Repealer**

281 **Section 1 .** This constitution may only be amended by a two-thirds (2/3) majority vote
282 of delegates present at any State Conference or by referendum of the entire
283 membership of the Kansas State Firefighters' Association Incorporated.

284 **Section 2 .** All proposed constitution and by-laws changes shall be presented to the
285 Constitution and By-laws Committee in writing with sufficient copies to be
286 distributed to the delegates present if powerpoint or overhead projection capabilities
287 are not available. The proposed changes shall be reviewed by the committee and be

288 accepted, or rejected, and then be presented to the general assembly. (2001)

289 **Section 3 .** Any previous constitution and by-laws, custom or procedure governing
290 the business of the Association is hereby repealed.

RULES AND ORDERS

KSFFA CONFERENCE

291

292

293 Rule No. 1. The conference shall be called to follow the agenda as printed on the conference
294 program as closely as possible. Any changes shall be brought to the attention of the delegates
295 as soon as possible.

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297 Rule No. 2. The proceedings of the conference and committees shall be governed by the
298 Robert's Rules of Order, Revised. Any question regarding procedures shall be resolved by
299 one or more of the parliamentarians appointed by the presiding officer. The rulings of the
300 parliamentarians so appointed shall be final.

301301

302 Rule No. 3. No motion before the conference or before a committee shall be open for
303 discussion until it has been seconded or stated by the presiding officer.

304304

305 Rule No. 4. During all sessions of the conference, a delegate, alternate or guest, when
306 seeking recognition of the presiding officer, shall raise their hand. Upon being recognized,
307 that person shall stand, state their name, the department they represent or served with, if
308 retired, and state their business.

309309

310 Rule No. 5. Any delegate, alternate or guest called on a point of order shall, at the request of
311 the presiding officer, take their seat and remain silent until the question of order is decided.
312 Then, they shall again be recognized by the presiding officer, unless a resolution of the
313 question in order dictates otherwise.

314314

315 Rule No. 6. Should two or more persons seek to speak at the same time, the presiding officer
316 shall decide who is entitled to speak first.

317317

318 Rule No. 7. No delegate, alternate, or guest may:

319 a. Speak more than twice on one subject without permission from the conference.

320320

321 b. Speak for more than five (5) minutes on any single occasion during the general
322 session of the conference.

323323

324 Rule No. 8. All delegates, alternates, guests and guest speakers shall be treated with courtesy.
325 No delegate, alternate, or guest shall seek to embarrass, harass, insult or interrupt any speaker
326 in their remarks when in session:

327|
328| (a) except to call for a point of order or a point of information, where, when they are
329| recognized, shall briefly state their points, or,
330|

331| (b) when the speaker stands for questions and time permits, any question posed to the
332| speaker shall be of interest to the membership of the entire association. The presiding
333| officer may limit the number of questions for the speaker.
334|

335| Rule No. 9. No election material of any nature, either as to time and place or officers, shall
336| be allowed on the floor of the conference at the time of the election.
337|

338| Rule No 10. Any resolutions shall be in the hands of the secretary at the time of
339| the committees report on day two of the conference. All resolutions shall be read
340| to the delegates at the conference at this time. No resolutions shall be
341| entertained after this date without the consent of two-thirds (2/3) of the delegates
342| of the conference.(2021)
343|

344| Rule No. 11. Any department wanting to bid for a conference shall present some form of
345| letter of intent to the Time and Place Committee. The Committee shall then review the letters
346| of intent and present to the conference a list of the departments desiring to host the
347| conference.
348|

349| Rule No. 12. Other than firefighters on duty, all cell phones, pagers or other communication
350| devices shall be turned off or put in silent mode during the conference.
351|

352| Rule No 13. The conference rules will be made available to each member in
353| either digital or print format. Because of the number of new members attending
354| each year, the members will be notified of the rules at the opening of each days
355| session during the conference.(2021)
356|

357| Rule No. 14. All requests made to a committee shall be signed. (adopted 2009)
358|

359| Rule No. 15. There shall be no alcohol on the floor of the conference while it is in session,
360| nor in committee meetings. (adopted 2010)

Rule No. 16. Motions from committees shall, when possible, be available for electronic
display on the floor during discussion. (adopted 2010)