

Montgomery County Fire Chiefs Association

Organization Bylaws



Article I – Organization Charter

The Charter is The Montgomery County Fire Chief’s Aid Association and is registered to do business as “The Montgomery County Fire Chiefs Association”. The charter shall not be voluntarily surrendered so long as seven (7) active members are willing to continue it.

Article II - Quorums and Association Meeting Locations

Section 1 - Seven (7) active members of this association shall constitute a quorum for the transaction of business at both regular and special meetings of the organization as herein defined.

Section 2 - The stated meeting of this association shall be held on the third Tuesday of the following months: January, March, May, July, September, and November. All meetings shall commence at 7:30 PM. The meetings shall be held at any fire station or fire training facility in Montgomery County, with the location to be announced in advance.

Section 3 – At times, meeting dates and times may need to be changed. Any deviation from the Association’s regularly scheduled meeting dates shall be voted on and approved by a majority of members in attendance at a previously scheduled meeting. In the event of an emergent cancellation or date change that may not have an opportunity to be voted on by the membership at a regular association meeting, a majority vote of the executive Board may authorize the postponement or rescheduling of said meeting with cause and immediate notification to all members. The notification shall include the justification for the postponement.

Article III - Elected Officers of the Association

Section 1 - The elected officers of the association shall consist of a President, Vice President, Treasurer, Assistant Treasurer, Membership Coordinator, and three (3) Board of Directors. These 9 elected officers will make up the Executive Board of the Association.

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31 The office of President and Vice President shall be held by an Active Member as defined in
32 Article VI, Section 1, and be a current or former Fire Chief of a Fire Company in Montgomery
33 County.

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35 The offices of Secretary, Treasurer, Assistant Treasurer, Membership Coordinator, and Board of
36 Directors shall be filled by an Active Member of the Association as defined in Article VI,
37 Section 1.

38

39 *Section 2* - No member of this Association shall hold more than one (1) elected office at any one
40 time.

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42 **Article IV - Nomination and Election of Officers**

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44 *Section 1* - Nomination for officers shall be made at the regular September meeting, and the
45 election shall be held at the regular November meeting. The newly elected officers shall take their
46 office and duties at the regular January meeting.

47

48 *Section 2* - To be eligible for nomination for an office in this association, one must have been an
49 active member for at least one (1) year, and the person nominated should be present at the time of
50 nomination or have made their intentions known to an executive board member, in writing, of their
51 desire to be nominated.

52

53 *Section 3* – The term of office for the elected officers shall be as follows:

54 • President – 2 years

55 ○ Beginning with the elections in November 2026, the office of President shall be
56 elected to a 2-year term, serving 2027-2028. All future elections for President shall
57 be held every 2 years.

58 • Vice President – 2 years

59 ○ Beginning with the election in November 2026, the office of Vice President shall
60 be elected to a 1-year term, serving in 2027. All future elections for Vice President,

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61 beginning in 2027, shall be held every two years, with the Vice President being
62 elected to a 2-year term.

63 • Secretary – 2 years

64 ○ Beginning with the elections in November 2026, the office of Secretary shall be
65 elected to a 2-year term, serving 2027-2028. All future elections for Secretary shall
66 be held every 2 years.

67 • Treasurer – 2 years

68 ○ Beginning with the election in November 2026, the office of Treasurer shall be
69 elected to a one-year term, serving in 2027. All future elections for Treasurer,
70 beginning in 2027, shall be held every two years, with the Treasurer being elected
71 to a 2-year term.

72 • Assistant Treasurer – 2 years

73 ○ Beginning with the elections in November 2026, the office of Assistant Treasurer
74 shall be elected to a 2-year term, serving 2027-2028. All future elections for
75 Secretary shall be held every 2 years.

76 • Membership Coordinator – 2 Years

77 ○ Beginning with the election in November 2026, the office of Membership
78 Coordinator shall be elected to a 1-year term, serving in 2027. All future elections
79 for the Membership Coordinator, beginning in 2027, shall be held every 2 years,
80 with the Membership Coordinator elected to a 2-year term.

81 • Board of Directors – 3 years

82 ○ One member of the Board of Directors shall be elected annually to a 3-year term of
83 service.

84

85 *Section 4* – Only members of the Association in good standing (Dues are paid to date) shall be
86 eligible to vote for the elected officer positions during the annual elections in November of each
87 year.

88

89 *Section 5* - At an election for officers, the President shall appoint one (1) judge and two (2) tellers
90 to conduct any election proceedings involving a ballot.

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92 *Section 6* - Membership Coordinator shall furnish the judge with a list of members eligible to vote.

93
94 *Section 7* - Each member eligible to vote shall do so for the election of officers either by written
95 or printed ballot, as a majority of the association may, at the November meeting, decide.
96 Elections for unopposed offices do not require a written ballot and may be conducted by motion
97 and majority approval of the members in attendance.

98
99 *Section 8* - The tellers shall make out a true statement of the result of the election and hand it to
100 the judge, who shall declare aloud the same. The President will announce the winner, not to
101 include the vote count, and secure a motion to destroy the ballots.

Article V - Duties of Officers

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105 *Section 1* – President

106 It shall be the duty of the President to preside over all meetings, see that all officers perform their
107 duties, decide all questions when the vote has resulted in a tie, appoint all committees, make
108 appointments, until the next stated meeting, to fill all vacancies occurring in an elected office,
109 sign all orders, drafts, etc., jointly with the Treasurer, call special meetings whenever he may
110 think it is necessary, or upon the written request of ten (10) fire companies, and perform the
111 usual duties of his office.

112
113 The President is an authorized signer of checks for payments on behalf of the Association for
114 bills, expenses, and obligations. Additionally, the President may represent the Association and its
115 interests when called upon.

116
117 *Section 2* – Vice President

118 It shall be the duty of the Vice President to perform the duties of the President in the President's
119 absence, or as requested by the President.

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121 The Vice President is an authorized signer of checks for payments on behalf of the Association
122 for bills, expenses, and obligations.

123

124 *Section 3 - Secretary*

125 It shall be the duty of the Secretary to keep a correct record of the proceedings of every meeting
126 in a book, provided for that purpose. Handle all correspondence and perform such other duties
127 pertaining to his or her office, as the members require.

128

129 *Section 4 – Treasurer*

130 It shall be the duty of the ~~Financial Secretary~~ Treasurer to keep a just and accurate account
131 between the association and its members, receive all money due the association, crediting the
132 amounts received, and paying all bills when signed by the President. He or she shall give a
133 monthly account of the finances, or when the President or the Association shall call for it. He or
134 she shall make an annual itemized report for all sums received, also an itemized report of sums
135 paid out, and for what purpose, accompanied by the proper vouchers and a statement of balance
136 on hand or deficiency due to the treasury. He or she shall submit his books and official
137 documents to the auditors for examination upon their request.

138

139 The Treasurer is an authorized signer of checks for payments on behalf of the Association for
140 bills, expenses, and obligations.

141

142 *Section 5 – Assistant Treasurer*

143 It shall be the duty of the Assistant Treasurer to assist the Treasurer in their duties and
144 responsibilities as requested. The Assistant Treasurer shall also perform the duties of the
145 Treasurer in their absence.

146

147 The Assistant Treasurer is authorized to sign checks for payments made on behalf of the
148 Association.

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150 *Section 6 – Membership Coordinator*

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151 The membership coordinator shall be responsible for maintaining an active membership
152 database. The membership database shall include the name of the member, their acceptance year,
153 their fire company, contact information, including email address, and the status of membership
154 dues. The membership coordinator shall share the membership database with the executive board
155 as needed, but shall also keep membership records confidential and secure from release outside
156 of the Association.

157

158 The membership coordinator shall receive annual dues and forward them to the Treasurer for
159 deposit in the Association's accounts.

160

161 The membership coordinator shall report to the Association, at the July meeting each year, those
162 members who are delinquent in their annual dues.

163

164 The membership coordinator shall also be responsible for maintaining an active fire company
165 membership database. The active fire company membership database shall include the name and
166 address of the fire company, the Fire Chief's name, contact information, the fire company
167 website if applicable, and the status of their active membership donation. The membership
168 coordinator shall share the active fire company membership database with the executive board as
169 needed, but shall also keep membership records confidential and secure from release outside of
170 the Association.

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172 *Section 7 – Board of Directors*

173 The Board of Directors shall insist upon proper decorum in and about the premises where
174 meetings are held.

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176 The Board of Directors shall provide strategic leadership, governance, and oversight to advance
177 the association's mission. Key responsibilities include, but are not limited to, upholding
178 fiduciary duties, ensuring legal and ethical integrity, fulfilling the executive board's
179 responsibilities, and providing oversight as requested by the association's President.

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Article VI - Membership - Individual

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Section 1 - To be eligible for membership, the applicant must be a Chief Officer, Captain, or Lieutenant of a chartered fire company or Municipal fire department of Montgomery County, State of Pennsylvania, with suppression responsibilities.

Section 2 - The membership of this association shall be those who are accepted from time to time and meet the membership criteria at the time of their acceptance. They will be privileged to vote on matters that are brought before the association that don't affect countywide policies or procedures.

Section 3 – Membership Voting

When the implications of topics that could affect (fire service) policy or procedures at the countywide level are involved, the vote will be one per county fire company and municipal fire department. To cast the vote, the Chief of the specific company/department or a designee will need to print their name and title and sign the cast vote. Pre-printed ballots will include a place for the member to list their company's name. Each question to be voted on will appear on the ballot. A role call of fire company attendance will occur prior to the issuance of the ballots.

Section 4 - Succession to the duties of Fire Chief or any of the above officers in their absence shall not be considered a qualification for membership in this association. Membership is not transferable.

Section 5 - The applicant shall sign a formal application card that shall be attested to by a member of the association. Applicants shall be voted on at the same regular meeting at the conclusion of New Business.

Section 6 - No members of this association shall be compelled to serve on two (2) committees.

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210 *Section 7* - Any member or members appointed to serve on special committees shall perform
211 their duties and make their report as soon after their appointment as possible, but no committee
212 should be discharged until all debts contracted by them are paid.

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214 *Section 8* - Any member withholding any moneys from the association or moneys received by
215 him or her entrusted to his or her care for the benefit of the association shall be expelled and
216 legal proceedings be instituted against him or her for the recovery of the same unless a
217 reasonable excuse be given and accepted by a vote of three fourths of the members present at a
218 meeting where such excuse is offered.

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220 *Section 9* - No member shall be allowed to introduce a subject of political, obscene, or offensive
221 nature at a meeting of the association.

Article VII – Individual Membership Dues

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225 *Section 1* – Application Fee for Individual Membership

226 An application fee of six (\$6.00) dollars shall accompany all applications for membership, and
227 said fee shall include the dues of said applicant for one (1) year, or for the remainder of the year
228 in which the applicant applies. The fee is non-refundable if the applicant is not accepted.

229
230 *Section 2* – Annual Individual Member Dues

231 The dues of each member shall be five (\$5.00) dollars per year, payable in advance. If dues are
232 not paid within three (3) months or at the regular May meeting, the member shall automatically
233 be suspended from holding office or voting on questions under discussion. They may, however,
234 speak on any question by permission of the President, if no objections are raised by any of the
235 members present.

236
237 *Section 3* - The Membership Coordinator shall mail or email out dues notices to all members
238 who are over one (1) year delinquent in dues. If dues are not paid at or before the new business at

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239 the March meeting of the second year, they shall be dropped as a member by the consent of the
240 association.

241

242 *Section 4 – Life Membership*

243 Anyone paying dues for twenty-five (25) consecutive years shall be considered a Life Member
244 and shall therefore be exempt from paying dues and entitled to all rights and privileges enjoyed
245 by active members.

246

247 *Section 5 - Applying as a new member may reinstate any member dropped because of non-*
248 *payment of dues, and making payment of the fees required of a new member if it is not in*
249 *conflict with Sections 1 and 2 of this article.*

250

251 **Article VIII – Membership – Fire Company**

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253 *Section 1 – Each fire company, whose main station is located in Montgomery County and is recognized as a*
254 *Montgomery County Fire Company by the Montgomery County Department of Public Safety, is eligible*
255 *for a “Fire Company Membership” of the Association.*

256

257 *Section 2 – Fire Company Membership Donation*

258 “Fire Company Membership” requires an annual membership donation of \$50.00, paid to the Association
259 no later than March 1 of each year, and at least one fire company member, who is an active member of the
260 association, participating in the Organization.

261

262 The annual fire company membership donation shall be invoiced to each fire company in
263 January of each year. The membership coordinator, in conjunction with the Treasurer and
264 Assistant Treasurer, shall coordinate this annual process.

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266 *Section 3 – Proper Use of Fire Company Membership Donations*

267 The Association shall primarily use the “Fire Company Membership” donations for the benefit of
268 Association-wide programs that benefit all Fire Companies with Active Association Status.

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270 *Section 4 – Fire Company Membership Limitations*

271 “Fire Company Membership” does not entitle a fire company member, who is not an active member of the
272 Association, to participate in any manner, including mere representation of their Fire Company, in
273 Association meetings. “Fire Company Membership” is solely for inclusion in the Association's resources
274 and benefits, which are made available to all active Membership Companies.

275

276 *Section 5 - Fire Company Membership – Active Status*

277 Fire Company Membership active status is attained with the following criteria being met:

- 278 1. Annual donation made by the annual due date
- 279 2. For a fire company to remain in good standing, it must have one active member of the association
280 attend at least 3 meetings annually. The representative member does not have to be the same
281 member at each meeting.

282

283 *Section 6 - Fire Company Membership – Active Status Benefits*

284 Each Fire Company that attains “Active Status” shall be included in and recognize the benefits of all
285 Association-wide programs approved by the Association.

286

287 *Section 7 - Authority to Suspend In-Person Requirements*

288 The executive board, by majority vote, may suspend the requirement for in-person attendance to attain
289 active fire company membership in limited & specific circumstances. The in-person attendance requirement
290 may be suspended only for a major event or catastrophe that prevents in-person attendance for health, safety,
291 or welfare reasons.

292

293 **Article IX - Committees**

294

295 *Section 1 - The incoming President shall announce and appoint standing committees as deemed*
296 *necessary at the January meeting to be served during his term of office. The President may*
297 *appoint as many members to the committees as they deem necessary unless directed otherwise*
298 *by a vote of the association.*

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300 *Section 2* - The Trustees shall examine & audit all books of the association and submit a report to
301 the association on their findings no later than the March meeting.

302

303 *Section 3* - The President shall have the power to appoint special committees, from time to time,
304 when the necessity arises. Such committees shall cease to function when their duties have been
305 fulfilled or when the President appointing them retires from office.

306

307 **Article X – Execution & Issuance of Financial Obligations**

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309 The issuance of checks for payment of bills, expenses, obligations, or any other fiduciary
310 responsibility of the Association shall require the signature of two (2) Executive Board Members
311 who are authorized signers.

312

313 One signature shall be from the Treasurer or Assistant Treasurer, and a second signature shall be
314 from the President or Vice President. It should be the standard practice that the President and
315 Treasurer sign all checks and obligations, unless either is unavailable, and the temporary delay of
316 payment creates a hardship for the Association. Under no circumstances should a payment be
317 signed solely by the Treasurer and Assistant Treasurer, or the President and Vice President.

318

319 **Article XI - Robert's Rules of Order**

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321 In all cases of controversy where there is a difference in the proper method of procedure, the
322 Chair shall decide the issue in accordance with Parliamentary Law as contained in the Revised
323 edition of Robert's Rules of Order.

324

325 **Article XII - Amendments**

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327 *Section 1* - Amendments to these By-Laws may be offered in writing by any member of the
328 association in good standing at a regular or stated meeting of the association; the same to be on

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329 the table until the ensuing regular or stated meetings of the association, during which time the
330 Secretary shall have printed copies of changes proposed and made available at the next regular or
331 stated meeting at which time it shall be read under old business. It shall be voted upon and
332 concurred in by at least two-thirds of the members present and eligible to vote, provided,
333 however, there shall be a quorum present.

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335 *Section 2* - All amendments to the by-laws shall be kept on a separate page set aside in the
336 Secretary's book for easy access.

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351 *Revised By-Laws submitted for consideration*

352 *January 20, 2026*

353

354 *Revised By-Laws for Final Consideration*

355 *March 19, 2026*

356

357 *Bylaws Affirmed by Unanimous Vote*

358 *March 19, 2026*