

CONSTITUTIONS AND BY-LAWS  
OF THE  
GREENE COUNTY VOLUNTEER  
FIREMEN'S ASSOCIATION INC.

ESTABLISHED IN 1889

Amended on November, 2 1996  
Amendments 1,2,3,4 on May 1, 2008  
Revision #1 on August 4, 2011  
Amendments 1,2,3 on September 4, 2014

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GREENE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION, INC.**

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REPRINTED AND AS AMENDED TO AND INCLUDING  
May 1, 2008

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**ARTICLE I  
NAME AND OBJECT**

**SECTION 1** This organization shall be known as the "GREENE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION, INC." of the County of Greene. New York.

**SECTION 2** The object of this organization shall be:

- a) To Foster and extend the interest, welfare and growth of firematic interests and good feeling in the County of Greene, New York
- b) To provide entertainment and social intercourse for its members and whenever it may be found necessary to join with other Organizations in endeavoring to minimize influence which menace the integrity of our government which each member pledges oneself to defend. In no event shall this association become involved in partisan politics.

**SECTION 3** The Association's fiscal year runs from Sunday following the Annual Convention till the Saturday of the Annual Convention. **September 4, 2014 Amendment#3**

**ARTICLE II  
OFFICERS AND ELECTIONS**

**SECTION 1** The Officers of this Association shall consist of a President, First Vice President, Second Vice President, a Secretary and a Treasurer, and a Financial Secretary, all of whom shall hold their respective offices for one year or until these successors shall be elected and shall qualify. All of said officers shall be elected by ballot at the annual meeting or convention at which they were elected, except that the treasurer shall not be entitled to receive or hold the monies of the association until that person has given a bond as hereafter provided.

**SECTION 2** Vacancies occurring in any office in the Association shall be filled by election by the executive board committee until the next annual convention and election. Inability to perform the duties of office shall be a vacancy for as long as such inability lasts and a temporary appointment can be made.

**SECTION 3** The current President and Vice President(s) shall be the sole judge of the election, standing and qualifications of its membership. The financial secretary will issue ballots to members in good standing for voting. **May 1, 2008 Amendment#1**

### **ARTICLE III DUTIES OF OFFICERS**

**SECTION 1** President; it shall be the duty of the President to preside at all meetings of the Association and of the Executive Board Committee; have general supervision of the business affairs of the Association, and perform such duties as are provided by the by-laws of the Association. The President shall have the authority to establish specific committees and appoint members to said committees.

**SECTION 2** First Vice President; it shall be the duty of the First Vice President to perform the duties of the President during the absence or inability to carry the duties of the President. The First Vice President shall have full charge and responsibility of the Association banner and accessories, and the Association gavel and make them available for all quarterly meetings, the annual meeting and at other events as needed.

**SECTION 3** Second Vice President; it shall be the duty of the second Vice President to perform the duties of the First Vice President in case of absence or inability to act and in the event of absence and inability to act by both the President and First Vice President, the Second Vice President shall assume those duties of the President. In the event of the absence or inability to act of all the aforementioned officers, the Executive Board Committee shall select one of its members to act as President. The Second Vice President shall also introduce guests attending the quarterly and annual meetings and chair the Past President's affair.

**SECTION 4** Recording Secretary; it shall be the duty of the Recording Secretary to receive all correspondence addressed to the Association or which may be submitted to the Recording Secretary for such purpose by the other officers of the Association, to perform such duties as may be required of the Recording Secretary by the Executive Board Committee. Shall make and keep a full record of the proceedings of each meeting of the Association and Executive Board Committee, and shall also present all communications, designed for that purpose, to the Association for action at the next meeting succeeding the receipt of same. The Recording Secretary shall make all arrangements for meeting space of the Executive Board Committee and shall notify its members of the time and place. The Recording Secretary shall counter sign orders of the Treasurer. The Recording Secretary shall be bonded through the Treasurer. Annually all records and minutes shall be turned in to the auditing committee within 45 days from close of the Annual Meeting. **Rev. #1**

**SECTION 5** Financial Secretary: it shall be the duty of the Financial Secretary to maintain the membership records of the Association, to prepare and distribute the membership cards of the Association, to forward to the Treasurer all dues collected in a timely manner. To coordinate the locations of the Association's quarterly meetings and notify Association members to the date and place of these said meetings; shall report the financial standing of the organization's and individual members at each annual convention, for the information and action of the Association. The Financial Secretary shall be bonded through the Treasurer. Annually all records shall be turned in to the auditing committee within 45 days from close of the Annual Meeting. **Rev. #1**

**SECTION 6** Treasurer: it shall be the duty of the Treasurer to receive all monies belonging to the Association, and pay the same out upon the resolution of the annual convention, or upon the order of the President and Executive Board Committee, or a majority thereof, counter signed by the Financial Secretary;

shall deposit all monies belonging to the Association in such banks as may be approved by the Executive Board Committee, in accounts in the name of the Association and so arranged that monies can only be withdrawn there from upon vouchers signed by the President and Treasurer; shall provide bonds to the Association for the Recording Secretary and Financial Secretary as well as the Treasurer, with such sureties and in such amount as may be fixed by the Executive Board Committee. Such bonds shall be approved by the Executive Board Committee. At the annual meeting, the Treasurer shall make a full report of all receipts and disbursements with the vouchers for such disbursements and shall present to the auditing committee proper evidence of the amount on deposit to the credit of the Association in the several banks in which the funds of the Association shall be deposited. Annually all records shall be turned in to the auditing committee within 45 days from close of the Annual Meeting. **Rev. #1**

**SECTION 7** All Association owned equipment and supplies shall be turned in at the completion and/or termination of your position. **Rev. #1**

**SECTION 8** Chaplain; the President shall appoint a Chaplain from within the County and will be exempt from dues.

## **ARTICLE IV COMMITTEES**

**SECTION 1** Executive Board Committee; there shall be an Executive Board Committee composed of the President, First Vice President, Second Vice President, Recording Secretary, Treasurer, Financial Secretary, all Past Presidents and two representatives from each company or department belonging to the Association. Those companies or departments shall have one vote regardless of their number present on the Executive Board Committee. It shall be the duty of the Executive Board Committee to transact all the business of the Association during the interval between the meetings of the Association. It shall have power to reinstate delinquent or suspended organizations or members on such terms as to it may seem just and proper. It shall have the power to fix or change the time and day of the annual meeting provided that the matter be referred to it at any quarterly or special meeting or upon a request from the local committee of the place where the annual convention is to be held. It shall be the duty of the Executive Board Committee to handle the booking of annual conventions and it shall not expect booking over five years in advance. The Executive Board Committee shall meet on the Thursday at 7:30 PM one week prior to the quarterly meeting or upon the call of the President or upon request of any three members thereof at the time and place designated in such call or request. A majority of the members present of the Executive Board Committee shall constitute a quorum. **Rev. #1**

**SECTION 2** Audit Committee; the President shall annually appoint an audit committee to consist of a minimum of three members but not to exceed six. It shall be the duty of said committee to meet one week prior to the regular scheduled quarterly meetings to audit the books of the Treasurer. The last meeting for the audit committee will be within 45 days from the close of the Annual Meeting, where they will audit the books of the Treasurer, Financial Secretary, and Recording Secretary for the Year. Said Committee shall not allow any claim against the Association as valid unless it is supported by a voucher showing in detail the various items for which a charge against the association is made. Quarterly Reports from the Audit Committee will be turned in at all Quarterly Meetings in regards to the Treasurers Report. Said committee shall make an annual report at the Quarterly Meeting in November. All records and minutes shall be turned over to the History Preservation Committee for filing by January 1<sup>st</sup> **Rev. #1, September 4, 2014 Amendment#3**

**SECTION 3** Legislative Committee; the President shall annually appoint a Legislative committee, to

consist of not more than three members. It shall be the duty of said committee to promote legislation in the interest of the Volunteer Firefighters. Said committee shall make a report at the annual meeting. **Rev. #1**

**SECTION 4** History Preservation Committee: To preserve the history of the Association. To preserve minutes, recordings and artifacts of the Association and to place such items at the Greene County Emergency Training and Control Center located at 25 Volunteer Drive Cairo, NY. **Rev. #1**

**SECTION 5** Special Committees; The President has the power to appoint any committees he deems necessary. Listed below are special committees which have guidelines to explain in detail what the responsibilities are of the committee's. **Rev. #1, September 4, 2014 Amendment#2**

1. By-Laws and Guidelines Committee
2. Steering Committee
3. Nominations Committee
4. Recruitment, Retention and Membership Committee
5. Firemen's Home Committee
6. Resolutions Committee
7. Fundraising Committee
8. Firefighter of the Year Committee
9. Drill Day and Rules Committee
10. Ski Competition Committee
11. Booster Line Committee
12. Fire Prevention Day Committee
13. Scholarship Committee
14. Dress Parade Rules, Regulations and Parade Counters Committee
15. Greene County Convention Advisory Committee (Convention Guidelines, with helpful suggestions list)
16. Past Presidents Dinner Committee
17. Greene County Volunteer Firemen's Association Burn Fund
18. Greene County Day at the Firemen's Home Committee
19. Quarterly Meeting Committee

## **ARTICLE V MEETINGS AND QUORUM**

**SECTION 1** The annual meeting of this Association shall be held in the month of September of each year, at the convenience of the Host Company or department, subject to the approval of the Executive Board Committee. In addition, there shall be four quarterly meetings held each year at various places as invitations are received from member companies or departments of this Association. Quarterly meetings shall fall on the first Thursday of November February May and August and shall convene at 7:30 PM. **Rev. #1**

**SECTION 2** At the annual and quarterly meeting of the Association, fifteen (15) members in good standing) shall constitute a quorum for business. **May 1, 2008 Amendment#2, Rev. #1**

## **ARTICLE VI MEMBERSHIP AND DUES**

**SECTION 1** In County; every fire Organization or Association of active or exempt firefighters in the several fire companies or department in the County of Greene, shall be entitled to representation in this

Association, but not exceeding two delegates at each annual convention, so long as such Organization or Association shall be in good standing in this Association. **Rev. #1**

**SECTION 2** Out of County; out of county organizations duly qualified, may join the Association as Associate members only. They shall have a voice in the Government or meetings of the Association but may not vote. They may compete against county companies, or departments or organizations at drills and field days. Membership shall be subject to approval of the Association. To qualify, a company or department must be a bordering county company or department. Individuals wishing to become associate members shall be accepted only if their company or department is an associate member. **Rev. #1**

**SECTION 3** The membership fee to be paid by each organization upon becoming a member of this Association shall be twenty five dollars (\$25.00) and for out of county, the fee shall be forty dollars (\$40.00), and the membership fee to be paid by each individual upon becoming a member shall be five dollars (\$5.00), which shall cover their dues for the current year, except that the delegate(s) (2) shall not be chargeable with dues for the year in which that delegates represents their organization. Delegates should attend all executive board committee meetings and quarterly meetings of this Association. **May 1, 2008 Amendment#3, Rev. #1**

**SECTION 4** Life Members; a life member of this Association is any individual currently holding office and all officers serving since August 31, 1967; and any member with fifty (50) consecutive years membership.

**SECTION 5** Honorary Membership; A candidate for Honorary Membership must be nominated at a regular meeting and must receive two thirds affirmative vote of the members in good standing present to be elected as Honorary member. Honorary members shall have no voice or any voting privileges. **Rev. #1**

**SECTION 6** Dues:

Individuals	\$5.00
Companies/Departments	\$25.00
Associate Companies/Depts.	\$40.00
Service Exempt Organizations	\$25.00
Life	NO DUES
Honorary	NO DUES <b>Rev. #1</b>

**SECTION 7** The Financial Secretary shall notify each organization and member of the association of the time and place of the next annual convention and the amount of dues owed by them respectively to the Association, at least sixty (60) days before the holding of the annual convention in each year.

**SECTION 8** All credentials of delegates shall be delivered, and organization and individual dues shall be paid to the Financial Secretary thirty (30) days before the date of the annual convention. No dues will be collected during the convention.

**SECTION 9** All organizations and members shall forfeit membership in this Association and be dropped from its rolls upon being in arrears.

## **ARTICLE VII LADIES AUXILIARY**

**SECTION 1** The Association shall sponsor a Ladies Auxiliary, whose members can be a relative of a member of the Greene County Volunteer Firemen's Association, Inc., active or honorary or of a volunteer

firefighter who is a member, active, life, exempt or honorary, of a fire company or department which is a member of the Greene County Volunteer Firemen's Association Inc., or Auxiliary that is a member of the Association. **Rev. #1**

## **ARTICLE VIII RULES AND ORDER OF BUSINESS**

**SECTION 1** All matters of procedure and parliamentary law, not hereinbefore specifically provided for, shall be governed by or decided according to "Robert's Rules of Order."

**May 1, 2008 Amendment#4, Rev. #1**

**SECTION 2** The order of business at the Annual Convention shall be as follows:

1. Invocation
2. Opening Ceremonies
3. Memorial service
4. Reading of minutes and action thereon
5. Reports of officers;
6. Calling roll of membership
7. Unfinished business
8. Miscellaneous business
9. Fixing the place of next annual convention
10. Election of officers
11. Installation of Officers
12. Closing of convention
13. Benediction

**May 1, 2008 Amendment#3, Rev. #1**

**SECTION 3** Quarterly Meetings:

1. Invocation
2. Pledge of allegiance
3. Welcome by host officer
4. Introduction of guests
5. Guest speaker
6. Reading of minutes of last meeting
7. Reports of committees
8. Communications and bills
9. Treasurer & Financial Secretary report
10. Coordinator report – Also Training GCFIT, HAZMAT
11. Hudson Valley & FASNY News
12. Unfinished business
13. New business
14. Roll call
15. Recognize Past Presidents
16. Announce location and date of next meeting
17. Benediction
18. Adjournment

## **ARTICLE IX AMENDMENTS, ETC.**

**SECTION 1** No alteration or amendment to these by-laws shall be adopted unless it shall be offered in writing at any meeting to the Association, other than the executive board committee but cannot be voted upon until the next successive meeting. At the next successive meeting, it shall require a two-thirds vote of the members present for adoption.

**SECTION 2** All laws heretofore existing for the Government of this Association are hereby repealed.

### **HISTORY OF THE GREENE COUNTY VOLUNTEER FIREMEN'S ASSOCIATION, INC.**

The Greene County Volunteer Firemen's Association, Inc., was organized at a meeting held at the quarters of the Francis N. Wilson Engine Company and Citizen's Hose Company No. 5, in the Village of Catskill, New York, in the year 1889, at which officers were selected to serve until the first annual convention, which was held in Catskill on July 16, 1889.

The temporary officers were:

President	George H. Scott, Coxsackie
First Vice President	R.P. Barker, Catskill
Second Vice President	J. Palmateer, Athens
Third Vice President	F.G. Walters, Cairo
Secretary	Will R. Post, Catskill
Treasurer	John Sanderson, Athens

The Association was one of the first of the County Firematic Organizations. From it sprung the Tri-County Firemen's Association, comprising the Counties of Greene, Columbia and Ulster, which later developed into the Hudson Valley Volunteer Firemen's Association.

The Association was incorporated in March 1961. The Certificate of Incorporation was filed March 29, 1961. The organization shall be known as: The Greene County Volunteer Firemen's Association, Inc.