

# **CUMBERLAND VALLEY VOLUNTEER FIREFIGHTERS ASSOCIATION**



## **BY-LAWS**

**As Amended Through August 2, 2024**

# **CUMBERLAND VALLEY VOLUNTEER FIREFIGHTERS ASSOCIATION**

## **BY-LAWS**

### **ARTICLE I MEMBERSHIP**

#### **Section 1.**

The name of the organization shall be the "Cumberland Valley Volunteer Firefighters Association". "CVVFA" shall be considered to represent the name of the Association when used subsequently in these Bylaws.

#### **Section 2.**

Membership in the Cumberland Valley Volunteer Firefighters Association shall be divided into two classes: Public Safety Organization and individual membership. Individual membership shall consist of four categories: Active, Active Beneficial, Honorary, and Life.

#### **Section 3.**

Any Public Safety Organization may become a member of the CVVFA upon payment of the dues hereinafter set forth.

#### **Section 4.**

Active members shall consist of two classes: active and active beneficial.

- A. Active members are those members in good standing of any duly recognized Volunteer Fire, Rescue, or Emergency Services Company, Department, Organization or Association who:
1. Pay the requisite dues as governed by Article VII of these By-Laws; and
    - a. Applied for membership after August 27, 1994; or
    - b. Elected to have the CVVFA purchase their accrued death benefit on or prior to August 25, 1995; or
  2. Had been members of the CVVFA for eight (8) or more years prior to August 27, 1994, and who elected to forego beneficial status on or before August 25, 1995 in return for a waiver of future dues.
- B. Active beneficial members are those members in good standing of any duly recognized Volunteer Fire or Rescue Company, Department, or Association who pay the requisite dues as governed by Article IX of these By-Laws and who:
1. Have joined the CVVFA prior to August 24, 1994, and
  2. On or prior to August 25, 1995,
    - a. Elected to remain an active beneficial member; or
    - b. Were deemed to remain active beneficial members by virtue of failing to make an election of options.
- C. All active and active beneficial members are entitled to vote and to hold office.

## **Section 5.**

Honorary members shall consist of such persons who, by act or deed in the interest of the CVVFA or fire service in general, shall have commended themselves to the esteem of the CVVFA. Honorary members shall have the privilege of admittance to the CVVFA meetings and shall be permitted the floor when so invited. They shall be exempt from the payment of dues and may not vote or hold office.

## **Section 6.**

Life membership shall be conferred upon:

- A. any member who has served as President, Treasurer, Financial Secretary, Recording Secretary, Chaplain, or Attorney; and who has retained active membership for the period of twenty (20) consecutive years; or,
- B. any member who is in good standing and has been a member for twenty-five (25) consecutive years.
- C. Life members shall be entitled to all privileges of active members; however, they shall be exempt from the payment of dues.

## **ARTICLE II OFFICERS AND DIRECTORS**

### **Section 1.**

The Officers of the CVVFA shall consist of a President, First Vice President, Second Vice President, Recording Secretary, Membership Secretary, Treasurer, and seven (7) Directors, each to be elected at the Annual Convention by ballot and by a majority of the valid votes cast. Said Officers shall serve for a period of (1) year, except the Directors, who are elected for a two-year term or until their successors are chosen and qualified. All officers are elected at large from among the eligible membership of the CVVFA.

### **Section 2.**

Any member wishing to be considered for nomination for elected office must file a letter of intent and interest to the Nominations Committee. Letters will be accepted from the spring business meeting until June 15. These letters will be reviewed by the Nominations Committee to ensure eligibility. A ballot of the candidates will be presented to the membership by July 15. No nomination will be accepted from the floor except for open position(s). Nominations for all Officers shall take place during the first day of each Annual Convention. To be eligible for nomination the member must be in good standing in the books of the CVVFA. No member shall be nominated or elected to more than one (1) elective office.

### **Section 3.**

The Election of Officers shall be held on the second day of each Annual Convention. The election shall be by ballots unless there is no opposition for the office, in which case the Recording Secretary shall cast a single ballot for any unopposed offices. When there is opposition, the election shall be conducted as follows: The President shall appoint an Election Board, consisting of a judge, two tellers, and one clerk from the floor of the Convention. No member shall be judge, teller, or clerk of his/her own election. Ballots shall contain the names of all those nominated for the contested office(s). The ballots shall be placed in the hands of the Judge of Election prior to the opening of the second day's business session. All eligible active members will be presented a ballot by presenting their current active membership card to the Election Board or by having the Election Board validate their membership using official CVVFA electronic records. The Judge of the Election Board shall have full charge of the election, shall provide the proper container in which to collect ballots, and shall notify the President when the hour of 10:00 a.m. has arrived and state the closing of the balloting. The Election Board shall count all ballots and make a written report of the results of the ballots cast.

### **Section 4.**

Installation of Officers shall be held following the election. Said installation ceremony shall be conducted by a Past President of the CVVFA. Any Officer unable to appear for installation shall be considered duly elected and shall be installed at the next meeting of the Association.

## **ARTICLE III DUTIES OF OFFICERS**

### **Section 1.**

The President shall preside at all regular and special meetings of the CVVFA; be an ex-officio member of all committees; provide order and decorum; call all meetings of the Executive Committee and special meetings of the CVVFA when in his/her judgment he/she deems it necessary, when ordered to do so by the petition of no fewer than four (4) members of the Executive Committee, or when petitioned by fifteen (15) members in good standing, at such place he/she may determine; refer questions of dispute to the Executive Committee, and appoint from the CVVFA membership a Chaplain and Assistant Chaplains, and all Standing Committees set forth in Article V, which appointments shall be made within twenty (20) days after the Annual Convention, and special committees as he/she from time to time deems necessary. He/she shall be allowed to vote only during the election of Officers, upon the call for yea and nay and when balloting has otherwise produced a tie vote. He/she shall submit a written report of the business transacted through his/her office during the year at the first day's session of each Convention.

### **Section 2.**

The Vice Presidents shall perform the duties of the President in his/her absence, serving respectively in the order of their standing. The Vice Presidents shall be assigned oversight responsibility for a group of Directors and Committees to help ensure the smooth operations of the CVVFA.

### **Section 3.**

It shall be the duty of the Recording Secretary to keep a complete record of all the proceedings at all meetings, and deliver to his/her successor all books, papers, and other property of the CVVFA in his/her possession. The Recording Secretary shall be reimbursed for miscellaneous expenses, approved by the Executive Committee just prior to the opening of the Convention and presented to the Convention for approval.

### **Section 4.**

It shall be the duty of the Membership Secretary to accept all applications for membership and maintain a roster of all members of the CVVFA. All monies collected as dues payments shall be turned over to the Treasurer for deposit. The Membership Secretary shall respond to all questions referred to it concerning questions of membership status, and shall sit at the Convention Hall on the first day of the session to pass upon the eligibility of each representative or member. The Membership Secretary shall assist in the settlement of all Death Claims and in the collection of the annual dues. The Membership Secretary shall endeavor to increase membership of the CVVFA through the use of available communication channels.

### **Section 5.**

It shall be the duty of the Treasurer to keep a true and correct account of all monies belonging to the CVVFA which may come into his/her hands, disbursements of the same, and to make a report of the condition of treasury annually or more often if requested. The Treasurer shall not disburse any money until he/she receives an expense form with a copy of the invoice or receipt. At the expiration of his/her term of office, he/she shall deliver to his/her successor all monies, books and papers belonging to the CVVFA in his/her possession. The Treasurer shall give security in such sums as the Executive Committee may determine, and the charge of the Surety Company or insurance company furnishing such security shall be paid by the CVVFA.

### **Section 6.**

There shall be seven (7) directors elected from a list of nominees prepared by the Nominations Committee. Directors shall serve a term of two (2) years, with four (4) elected in odd-numbered years and three (3) elected in even-numbered years. Although Directors are elected at-large, each will be assigned to a functional area of oversight of a group of committees of the CVVFA. It shall be the duty of each Director to conduct regular check-ins with the committees assigned and provide a written status report to the CVVFA leadership (President and two Vice-Presidents). Directors will be assigned by the President to one of the following functional areas:

- A. Director of Administration
- B. Director of Operations
- C. Director of Planning
- D. Director of Finance
- E. Director of Communications
- F. Director of Legislative Affairs
- G. Director of Community Outreach

### **Section 7.**

At the conclusion of their term of office, all Officers, Directors and committee chairpersons shall surrender to their successor all monies, books, papers, and all other property belonging to the CVVFA.

## **ARTICLE IV DUTIES OF THE EXECUTIVE COMMITTEE**

### **Section 1.**

The Executive Committee shall consist of the President, First Vice President, Second Vice President, Recording Secretary, Membership Secretary, Treasurer, the immediate Past President, and seven (7) Directors.

### **Section 2.**

Eight (8) members shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.

### **Section 3.**

The Executive Committee shall be responsible for the management and oversight of the annual budget for the CVVFA. The Executive Committee shall meet before the annual Convention meeting to approve the CVVFA's annual operating budget. The Executive Committee is hereby vested with the authority to make a reasonable donation to any member company for hosting any meeting or Convention.

### **Section 4.**

The Executive Committee shall direct the contracting of bills and their payment through the proper vouchers. It shall have charge of the investments of surplus monies. It shall have authority to establish scholarship award programs and total dollar amounts that may be awarded.

### **Section 5.**

The Executive Committee shall manage the affairs of, and transact all business of the Association, requiring action in between meetings and conventions of the Association. The Executive Committee shall be authorized to conduct meetings in-person or by telephone conference in order to conduct any required business of the Association. Such meetings shall be documented in minutes that will be disseminated to the members of the CVVFA.

### **Section 6.**

The Executive Committee shall have the authority to remove from office any elected officer who fails to meet the duties of his/her office without reasonable explanation. The individual removed may appeal to the Executive Committee; however, the decision of the Executive Committee shall be considered final unless reconsidered.

### **Section 7.**

In the event of a vacancy in one of the elected offices of the Association the Executive Committee shall have the authority to fill the vacancy for the unexpired term of office.

## **ARTICLE V DUTIES OF THE COMMITTEES**

### **Section 1.**

The President shall have the authority to appoint committees as required to meet the business requirements of the CVVFA. Each committee shall consist of a chairperson and a minimum of two committee members. Each committee will be assigned under a Director who shall be responsible for oversight of committee actions. The committee chairperson shall provide a monthly report to their assigned Director to include details of actions completed, needs, barriers, and successes.

### **Section 2. Committees assigned under the Director of Administration**

The Director of Administration shall be assigned responsibility for the oversight of the following committees:

#### **Section 2.A – Awards Committee**

The Awards Committee shall be responsible for oversight of the scholarship and awards programs offered by the CVVFA. The Awards Committee shall ensure that the CVVFA members are notified of the availability of scholarships and awards, the processes to submit nominations, and the deadlines for submitting scholarship and award nominations. The Awards Committee shall be responsible for selecting scholarship and award recipients, notifying the scholarship/award recipients and their nominees of their selection, and presenting the scholarships/awards at the annual convention. Specific to these duties, the Awards Committee shall be assigned oversight responsibility for the following subcommittees of the Awards Committee:

##### **Section 2.A.1 - Scholarship Subcommittee**

The Scholarship Subcommittee shall solicit nominations for an annual scholarship program offered by the CVVFA. The Scholarship Subcommittee shall select a student or students to receive CVVFA Scholarships using funds as designated by the Executive Committee. The Scholarship Committee may, in its sole discretion, award such amount or amounts by way of a grant(s) (not to exceed \$1,000 each) to any such person or persons it shall deem worthy or fit. The Scholarship Committee shall promulgate such rules and regulations specifying terms including, but not necessarily limited to, the eligibility of applicants or recipients and acceptable courses of study.

##### **Section 2.A.2 – E. Wade Thomas Member of the Year Subcommittee**

The E. Wade Thomas Member of the Year Subcommittee shall solicit nominations and select a member for the E. Wade Thomas Member of the Year Award. This award recognizes a member who has provided distinguished service to the CVVFA over a long period of time.

##### **Section 2.A.3 – Joe Bukowski Responder Safety Award Subcommittee**

The Joe Bukowski Responder Safety Award Subcommittee shall solicit nominations and select an individual or organization for the Joe Bukowski Responder Safety Award. This award recognizes an individual or organization who displays an exemplary commitment to the safety of roadway incident responders, including fire, EMS, law enforcement, DOT, or towing and recovery personnel.

### **Section 2.A.4 – Chief Gary “Happy Jack” Easton Youth Leadership Award Subcommittee**

The Chief Gary “Happy Jack” Easton Youth Leadership Award Subcommittee shall solicit nominations and select an individual for the Chief Gary “Happy Jack” Easton Youth Leadership Award. This award recognizes a youth leader who has demonstrated leadership potential in the fire and emergency services.

### **Section 2.B – Fallen Fire and Emergency Services Provider Benefit Fund Committee**

The Fallen Fire and Emergency Services Provider Benefit Fund Committee, in conjunction with the Membership Secretary shall endeavor to manage the Benefit Fund (the Fund). These duties include, but may not be limited to: review and recommendations for any revisions to the Guiding Principles established by the Membership; receive requests and determine eligibility for disbursements from the Fund; coordinate with the Membership Secretary to disperse the benefit value to eligible beneficiaries from the Fund; advocate for donations to support the Fund; along with Officers of the Association, represent the Association at Line of Duty Death Ceremonies and Funerals; report on the activities of the Committee to the Membership at each meeting. The Guiding Principles for the administration of the Fallen Fire and Emergency Services Provider Benefit Fund are included as Appendix C to these Constitution and Bylaws.

## **Section 3. Committees assigned under the Director of Operations**

The Director of Operations shall be assigned responsibility for the oversight of the following committees:

### **Section 3.A – Emergency Responder Safety Institute (ERSI) Committee**

The Emergency Responder Safety Institute (ERSI) Committee shall endeavor to promote safe roadway operations and programs for Public Safety Organizations. Subject to the direction of the Executive Committee, the ERSI Committee may, on behalf of the CVVFA, contract with entities and apply for and receive grants and other funds to support ERSI programs.

## **Section 4. Committees assigned under the Director of Planning**

The Director of Planning shall be assigned responsibility for the oversight of the following committees:

### **Section 4.A – Long Range Planning / Business Plan Committee**

The Long Range Planning and Business Plan Committee shall be responsible for the development of a long range operations and business planning for the CVVFA. The committee shall consider the primary business areas conducted by the CVVFA, the financial base for the operations, and the membership support needed to conduct these operations.

### **Section 4.B – Constitution and Bylaws Committee**

The Constitution and By-Laws Committee shall formulate and present proposed changes to the CVVFA. Such proposals must be submitted in accord with the process set forth in Article VIII of these By-Laws.



## **Section 4.C – Meeting and Event Planning Committee**

The Meeting and Event Planning Committee shall be responsible for securing hosts for the regularly scheduled meetings and conventions of the CVVFA. As a part of the planning activity, the Committee shall identify lodging availability for attendees and guests of the meetings. The Committee shall coordinate with the Publicity Committee to ensure that adequate notice is provided to the membership and guests for each meeting or convention. The Meeting and Event Planning Committee shall be responsible for coordinating and oversight of the following subcommittees:

### **Section 4.C.1 – Convention Subcommittee**

The Convention Subcommittee shall manage the activities for the Annual Convention and as needed, shall coordinate with local organizations. The Subcommittee shall devise and manage fund-raising activities, primarily to assist with financing the Annual Convention. A parade shall be up to the discretion of the host company.

### **Section 4.C.2 – Convention Program Book Subcommittee**

The Convention Program Book Subcommittee shall be responsible for the publication of a program book in support of the annual convention of the CVVFA. The Subcommittee shall be responsible for soliciting reports and advertisements to be included in the annual convention program book and collecting payment for advertising space sold. The Subcommittee shall compile, publish, and distribute the CVVFA's annual convention program book to members attending the convention. Additional copies may be made available for mailing to member companies, individual members, and advertising sponsors upon request.

### **Section 4.C.3 – Resolutions Subcommittee**

The Resolutions Subcommittee shall be responsible for preparing resolutions to be reviewed and presented at any regular or convention meeting.

### **Section 4.C.4 – Nominations Subcommittee**

The Nominations Subcommittee shall solicit candidates for offices within the association and manage the election process at the annual convention. The Subcommittee shall post notice and receive Letters of Interest (hard copy or electronic) from the members of the CVVFA who want to be considered for election to office. Letters will be accepted from the spring business meeting until June 15. These letters will be reviewed to ensure eligibility. A ballot of the candidates will be presented to the membership by July 15. No Nomination will be accepted from the floor except for open position(s). Nominations for all Officers shall take place during the first day of each Annual Convention. No member shall be nominated or elected to more than one (1) elective office. All resignations of elective Officers shall be presented in writing prior to the nomination.

## **Section 5. Committees assigned under the Director of Finance**

The Director of Finance shall be assigned responsibility for the oversight of the following committees:

### **Section 5.A – Budget and Finance Committee**

The Budget and Finance Committee shall develop an annual operating budget after a review of prior year expenditures and soliciting funding requirements from Officers and Committees. The Committee shall provide a budget request form to all Officers and Committee Chairmen at the spring meeting of

the Association to determine funding needs for the following fiscal year. The Committee shall recommend the annual operating budget to the Executive Committee for review and approval before presenting it for approval at the Annual Convention.

### **Section 5.B – Auditing Committee**

The Auditing Committee shall audit the accounts of the Recording Secretary, Membership Secretary, and Treasurer at least once each year or more often, if, in its judgment, it is deemed necessary. All ledgers and accounts of the Recording Secretary, Membership Secretary, and Treasurer shall be audited prior to each Convention. The Committee shall report to the Convention in session assembled. It shall have the power to demand of the Officers or committees of the CVVFA all books and papers which it may require to complete its work and request the presence of any Officer or committeeman if necessary.

### **Section 6. Committees assigned under the Director of Communications**

The Director of Communications shall be assigned responsibility for the oversight of the following committees:

#### **Section 6.A – Publicity Committee**

The Publicity Committee shall have charge of all publicity concerning the CVVFA, arrange programs to assist and/or benefit CVVFA member Public Safety Organizations. The Publicity Committee shall consider the use of printed media, social media, and group e-mail to disseminate information about the organization.

#### **Section 6.B – Archives Committee**

The Archives Committee shall be responsible for maintaining an inventory of property and records of the CVVFA. The inventory shall include a description of the property and records, and where it is being stored or maintained. An annual report shall be provided at Convention of the current inventory status.

### **Section 7. Committees assigned under the Director Legislative Affairs**

The Director of Legislative Affairs shall be assigned responsibility for the oversight of the following committees:

#### **Section 7.A – Legislative Committee**

The Legislative Committee shall be responsible for researching and informing CVVFA membership of legislative issues, opportunities for advocacy, and serving as the legislative liaison to national level organizations.

#### **Section 7.B – Presidents Council Committee**

The Presidents Council Committee shall be appointed by the President of the Cumberland Valley Volunteer Firemen's Firefighters Association. The Chairperson of the Presidents Council Committee

shall serve as the Facilitator for the annual Presidents Council meeting. The committee members will assist in the development of an agenda for the Presidents Council meeting and serve as liaisons to the state and national organizations to help encourage attendance and participation at the meeting. The Recording Secretary will record the Presidents Council meeting and will produce a record of the meeting for dissemination to the attendees and CVVFA members.

## **Section 8. Committees assigned under the Director of Community Outreach**

The Director of Community Outreach shall be assigned responsibility for the oversight of the following committees:

### **Section 8.A – Community Outreach and Public Education Committee**

The Community Risk Reduction and Public Education Committee shall endeavor to promote a year-round Community Risk Reduction and Public Education program. The committee shall develop and maintain a database of public safety messages and promotional literature for use by the Association and its member companies. The committee shall seek to establish partnerships and acquire grant or sponsorship funding to enable Community Risk Reduction and Public Education programs to be made available to member companies.

### **Section 8.B – Reputation Management Committee**

The Reputation Management Committee shall endeavor to promote professional and upstanding conduct among the fire service. Subject to the direction of the Executive Committee, the Reputation Management Committee may contract with entities and apply for and receive grants and other funds to support CVVFA Reputation Management Programs.

### **Section 8.C – Family and Member Activities Committee**

The Family and Member Activities Committee shall be responsible for coordinating and planning family/members engagement activities for association meetings, conventions, and other events that provide an opportunity for member and family gatherings.

## **ARTICLE VI MEETINGS**

### **Section 1.**

The Annual Convention shall be held on Thursday, Friday and Saturday beginning on the Thursday preceding the first Saturday in August. The opening session of the Convention shall convene at a time set by the Executive Committee on the first day selected for each Annual Convention and continue until recessed from time to time during the session, or sine die when the entire business has been concluded. A meeting of the Executive Committee shall be held on the night prior to the first day of the Convention, at a time set at the previous Board meeting.

## **Section 2.**

The elected Officers and Executive Committee may contract with any member company for the site of the Annual Convention.

## **Section 3.**

Two (2) Association meetings shall be held each year, one in the fall and one in the spring, meeting at a date to be determined by the President and Meeting and Event Planning Committee. Meetings may be held as in-person, virtual, or hybrid events to allow maximum participation by members of the Association. Such meeting dates are subject to change at the call of the President provided the Executive Committee approves at the meeting immediately preceding said proposed change. The Executive Committee may meet prior to each meeting or when the President which to convene or by conference call or other means. The Meeting and Event Planning Committee shall notify each Director, Officer, and member of the location, date, and time of all special meetings of the CVVFA no fewer than fifteen (15) days prior to said special meeting.

## **Section 4.**

In addition to the regularly scheduled Association meetings prescribed above, the President may schedule periodic on-line meetings to allow the membership to convene on current topics of interest. It is recognized that travel distance and cost may limit member participation; therefore, on-line meetings should be considered to improve communications among the organization members. These meetings will be of short duration and an agenda of topics to be discussed shall be posted at least two weeks prior to the scheduled meeting.

**Section 5.** The President, with the approval of the Executive Committee, may change the date and/or location of any meeting if necessary due to emergency conditions (i.e. extreme weather, operational considerations, or the inability of the host company to host the meeting.) If a scheduled meeting must be cancelled due to these conditions, a revised meeting date shall be identified within 30 days of the original meeting date. Notice of change must be communicated no later than 15 days prior to the revised meeting date.

## **Section 6.**

Fifteen (15) members of the CVVFA, two (2) of whom are Elected Officers, shall constitute a quorum for the transaction of business at an Association meeting or Convention. All meetings of the CVVFA shall be governed by Robert's Rules of Order, which is hereby recognized as authority.

## **Section 7.**

The Presidents Council will meet once per year, in conjunction with the annual convention of the Cumberland Valley Volunteer Firefighters Association. The purpose of the Presidents Council is to provide an information sharing forum between the states represented in the Cumberland Valley Volunteer Firefighters Association, and with the federal agencies/organizations that support the volunteer fire and emergency services.

## **ARTICLE VII DUES**

### **Section 1.**

Persons entitled to membership in the CVVFA shall be admitted upon payment of annual dues.

### **Section 2.**

Annual dues for all classes of individual members required to pay dues and Public Safety Organizations may be established by successful motion at the Annual Convention. In all cases, payment of dues shall be made to the Membership Secretary on or before December 31<sup>st</sup> of each year. All funds collected shall be placed in the General Fund.

### **Section 3.**

Any member Public Safety Organization in arrears for a period of two (2) years shall be removed from the rolls of membership in the CVVFA.

### **Section 4.**

Any expelled Public Safety Organization in arrears seeking reinstatement to the CVVFA shall, in addition to the then present membership fee, be required to pay all dues for the period in which they were in arrears, but in no event shall be required to pay a sum greater than two (2) times the then present Public Safety Organization membership fee.

### **Section 5.**

Any individual active member of the CVVFA failing to pay the annual dues by adjournment of Convention each year shall become delinquent and shall not be entitled to participate in any meetings, nor shall be entitled to benefits. If delinquent for a period of two (2) years, he/she shall be removed from the rolls of individual active membership.

### **Section 6.**

Any individual active member removed from the rolls for non-payment of annual dues shall be reinstated as an individual active member or enrolled as a representative from a member company or department upon payment of the full amount of arrears which may be open against them on the books of the CVVFA.

### **Section 7.**

Any active member of the CVVFA entering into the U.S. military shall be excused from the payment of dues during his/her tour of duty. He/she shall retain all privileges and benefits of the CVVFA. Within one (1) year of discharge he/she must remit dues to maintain active membership.

**ARTICLE VIII  
AMENDMENT OF BY-LAWS**

**Section 1.**

Any Officer or member of the Association may propose amendment to these Bylaws. The proposed change must be submitted in writing to the Bylaws Committee who shall be responsible for formatting in accordance with the appropriate style and format.

**Section 2.**

The Bylaws Committee shall present any proposed amendments to the Bylaws for the first reading to the general membership at the Spring meeting. If there are no objections raised to the amendment, it will be presented for second reading and vote at the Convention meeting of the Association. An affirmative vote of two-thirds (2/3) of the members present is required for passage of the amendment.

**APPENDICES TO THE CVVFA BYLAWS**

Appendices to these Bylaws may be added to document the policies, procedures, and guidelines that direct the operations of the CVVFA. In order to streamline the operations of the CVVFA, Appendix sections may be added, deleted, or modified upon approval of the CVVFA Executive Committee without the need for a Bylaws amendment action.

- Appendix A.           Order of Business for Association Meetings
- Appendix B.           Order of Business for Presidents Council Meetings
- Appendix C.           Guiding Principles for Fallen Fire and Emergency Services Provider Benefit Fund

## Appendix A.

### Agenda for Association Meetings

The following agenda is provided to guide the conduct of the business meetings of the Cumberland Valley Volunteer Firefighters Association. This agenda may be modified by the President to meet the necessary business of the association.

1. Call to Order
2. Invocation
3. Pledge to the Flag
4. Welcome from the host company
5. Opening comments – President or presiding officer
6. Roll Call by the Recording Secretary
7. Reading of Communications
8. Approval of past minutes
9. Officer Reports
  - a. President
  - b. First Vice President
  - c. Second Vice President
  - d. Recording Secretary
  - e. Membership Secretary
  - f. Treasurer
  - g. Chaplain
  - h. Assistant Chaplain
10. Director and Committee reports (each Director and Committee shall report)
  - a. Director of Administration
    - i. Awards Committee
      1. Scholarship Subcommittee
      2. E. Wade Thomas Member of the Year Award Subcommittee
      3. Joe Bukowski Responder Safety Award Subcommittee
      4. Chief Gary “Happy Jack” Easton Youth Leadership Award Subcommittee
    - ii. Fallen Fire & Emergency Services Provider Benefit Fund Committee
  - b. Director of Operations
    - i. Emergency Responder Safety Institute (ERSI) Committee
  - c. Director of Planning
    - i. Long Range Planning / Business Plan Subcommittee
    - ii. Constitution and Bylaws Committee

- iii. Meeting and Event Planning Committee
  - 1. Convention Subcommittee
  - 2. Annual Program Book Subcommittee
  - 3. Resolutions Subcommittee
  - 4. Nominations Subcommittee
  
- d. Director of Finance
  - i. Budget and Finance Committee
  - ii. Auditing Committee
  
- e. Director of Communications
  - i. Publicity Committee
  - ii. Archives Committee
  
- f. Director of Legislative Affairs
  - i. Legislative Committee
  - ii. Presidents Council Committee
  
- g. Director of Community Outreach
  - i. Community Risk Reduction & Public Education Committee
  - ii. Reputation Management Committee
  - iii. Family and Members Activities Committee

11. Unfinished Business

12. New Business

13. Good of the Association

14. Next meeting announcement

15. Benediction

16. Adjournment



## **Appendix B. Presidents Council Agenda**

1. Call to Order
2. Welcome address by the President of the Cumberland Valley Volunteer Firefighters Association
3. Report of the Cumberland Valley Volunteer Firefighters Association
  - a. To be presented by a member of the Presidents Council Committee
  - b. The Presidents Council may invite other CVVFA Committees to present a report where programs and projects are managed by that committee.
  - c. The purpose of the report is to provide an update on programs and projects managed by the CVVFA that are of interest to the state representatives.
4. Reports from federal agencies and organizations
  - a. National Volunteer Fire Council
  - b. International Association of Fire Chiefs (including the Volunteer and Combination Officers Section (VCOS) and the Eastern District of the IAFC (EDIAFC))
  - c. National Fallen Firefighters Foundation / First Responder Center for Excellence
  - d. National Fire Protection Association
5. Federal Legislation Report – Representatives from the following key federal organizations will be invited to participate in a panel discussion with presentation of key federal legislative initiatives effecting the volunteer fire and emergency services
  - a. National Volunteer Fire Council
  - b. International Association of Fire Chiefs
  - c. Congressional Fire Services Institute
6. Guest speaker – The Presidents Council Committee shall be responsible for identifying an emerging topic of interest to the volunteer fire and emergency services and invite a guest speaker to address this topic.
7. State reports
  - a. Each state represented in the Cumberland Valley Volunteer Firefighters Association shall be encouraged to attend and participate in the Presidents Council meeting.
  - b. Each state representative in encouraged to provide a report to be shared with the other states that includes the following items:
    - i. Legislative priorities and actions
    - ii. Programs or projects of interest to other state organizations
    - iii. Issues or challenges that the state is addressing and may require some assistance or ideas
  - c. State representatives are encouraged to invite key representatives of state agencies from their state to provide an update on programs and projects within their agency.
8. Open discussion – this section of the meeting will be used in an open forum for the discussion of any issue effecting the volunteer fire and emergency services where collaboration and coordination may help state or local representatives to benefit from others' experiences or successes.
9. Adjournment

## **Appendix C.**

### **Cumberland Valley Volunteer Firefighters Association Fallen Fire and Emergency Services Provider Benefit Fund**

#### **Guiding Principles**

**Established August 2, 2019**

#### **Benefit:**

The Fallen Fire and Emergency Services Provider Benefit Fund will pay the eligible survivors of a Fallen Fire or Emergency Services Provider a one-time cash payment beneficiary amount consistent with the Benefit Schedule listed herein.

#### **Program Administration:**

The Fallen Fire and Emergency Services Provider Benefit Program shall be administered by a Committee appointed by the President of the Cumberland Valley Volunteer Firefighters Association.

#### **Eligibility:**

1. The Fallen Fire or Emergency Services Provider shall be a current member of the Cumberland Valley Volunteer Firefighters Association. Membership shall be verified in writing, by the Secretary of the Association and presented to the Fallen Fire and Emergency Services Provider Benefit Fund Committee.
2. The Fallen Fire and Emergency Services Provider's death notice must be published by the National Fallen Firefighters Foundation at [www.firehero.org](http://www.firehero.org)<sup>1</sup>.

#### **Specific cases that will be excluded from receiving the Benefit:**

1. Deaths attributable to suicide.
2. Deaths attributable to alcohol or controlled substance abuse.
3. Deaths resulting from the Fire or Emergency Services Provider acting in a grossly negligent manner at the time of his/her death.

#### **Fund Management:**

1. The Association shall create a financial account (the "Account") separate from all other funds of the Association to secure and preserve the financial assets of the Benefit Fund.
2. The Treasurer shall receive all revenues and donations for the Benefit Fund and deposit those revenues into the Account.

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<sup>1</sup> The line of duty death meets the Department of Justice's Public Safety Officer Benefit (PSOB) program as defined at <http://www.psob.gov>.

**Benefit Schedule:**

The cash benefit payment shall be established using a fund balance coverage ratio of 2.0. The Fallen Fire and Emergency Services Provider Benefit shall be paid in accordance with the following schedule based on the balance in the Account, not to exceed \$2,500.

<u>Account Balance</u>	<u>Benefit</u>
\$0 to \$600	\$0
\$601 to \$2,000	\$500
\$2,001 to \$3,000	\$1,000
\$3,001 to \$4,000	\$1,500
\$4,001 to \$5,000	\$2,000
> \$5,000	\$2,500

**Definitions:**

Fire and Emergency Services Provider means an individual whose official duties include fire suppression, fire investigation, emergency medical services, public education/awareness, fire and emergency services training, or fire police activities, and who is actively employed on a full-time, part-time, volunteer, or contract basis by a local volunteer corporation, county, state, or federal agency, with or without compensation, to provide primary fire and emergency medical services protection for an organized jurisdiction having authority.

Line of Duty means an activity or action which a Fire and Emergency Services Provider is obligated or authorized by statute, rule, regulation, condition of employment or service, official mutual aid agreement, or other law, or for which he or she is compensated to perform under the auspices of the fire service protection agency he or she serves, and that such agency legally recognizes that activity or action to have been obligated or authorized at the time performed.

**Dissolution:**

In the event that the Association were to dissolve as a legal entity, the proceeds remaining in the Benefit Fund shall be donated to the National Fallen Firefighters Foundation.