

# Constitution and By-Laws

## Kansas State Firefighters' Association, Inc.



2019-2020

**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 may 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 \$150.00 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)

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.  
301

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.  
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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.  
309

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.  
314

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

319 a. Speak more than twice on one subject without permission from the conference.  
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321 b. Speak for more than five (5) minutes on any single occasion during the general  
322 session of the conference.  
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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:

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

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

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

Rule No. 10. Any resolutions shall be in the hands of the secretary at the time of the committees report on Friday. All resolutions shall be read to the delegates at the conference at this time. No resolutions shall be entertained after this date without the consent of two-thirds (2/3) of the delegates of the conference.

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

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

Rule No. 13. Because of the number of new members attending each year, these rules will be read at the opening of each days session during the conference.

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

Rule No. 15. There shall be no alcohol on the floor of the conference while it is in session, 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)