

The Central Western Firemen's Association

Constitution and By-Laws

Organized 1931

Chartered 1956



First Meeting – 1930

Organized – February 2nd, 1931

Chartered – October 26th, 1956

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CONSTITUTION

ARTICLE I. TITLE AND OBJECT

- Section 1 This organization shall be known as the Central Western (Ohio) Firemen's Association Incorporated; and here and after referred to as CWFA.
- Section 2 The object of this association shall be to create and to maintain a brotherly and fraternal feeling by banding together such volunteer, part-paid, & paid; fire or rescue personnel, as may be carried on the role of fire or rescue companies or fire or rescue departments to work for the education of its members in the advancement of their chosen duty of firefighting, fire prevention, and rescue work; to hold a conference annually for the promotion of friendship; to work toward protection for all fire and rescue personnel; and to establish and administrate a charity fund, for the welfare of all members.
- Section 3 The reference to the term "Firemen" in the name of the organization, Central Western Firemen's Association is a broad term encapsulating all members of the Fire, EMS and Auxiliary Services with no specifics to gender, race, religion or ethnics. An umbrella for all persons affiliated with Fire, EMS and Auxiliary Departments and Organizations.
- Section 3.4 This The Central Western Firemen's Association will be a non-profit organization.

ARTICLE II. MEMBERSHIP

- Section 1 The membership of this association shall be open to all regularly organized fire and rescue companies, and fire or rescue departments comprised of volunteer, part - paid, and paid to include all classes of members of such organization and this will include any auxiliary, who will become eligible to membership upon payment of sum as established in the by-laws.
- Section 2 Past presidents shall be accorded the same membership privileges as an active member; they shall be exempt from the payment of dues. Privileges to include the following, a seat in CWFA meetings, a voice at CWFA meetings and one vote at CWFA meetings. Also included, conference packet with meal ticket, annual yearbook and the ability to compete in CWFA Conference Competitions. The Charity Fund and Cancer Clause are exempt privileges of Past Presidents, unless the parent department list named Past President as an Active Roster Member and Association Dues, Charity Fund Dues and Cancer Clause Dues are paid current. Past Presidents not listed on an Active Departments Roster, are not eligible for the Charity Fund or Cancer Clause.
- Section 3 Honorary memberships shall consist of men or women elected at an annual conference, in recognition of meritorious service in the interest of the association. They shall have the privileges of active membership; they shall be exempt from the payment of dues. All honorary members shall be expected to meet all other membership obligations here and after set forth.
- Section 4 Associate members shall consist of individuals representing manufacturers and dealers in fire and rescue department supplies, individuals representing firms and business interest in the protection of life and property against loss by fire or accidents; officers and members of fire or rescue departments and fire or rescue associations outside this association. These persons shall be eligible to an associate membership upon payment of dues as established in the By-Laws.
- Section 5 Life memberships shall consist of the individuals, firms, or business entity interested in the protection of life and property who shall become eligible to life membership upon the payment of dues as established in the By- Laws.

Section 6 Associate and life memberships have all the privileges of the active membership except the right to vote and to hold an office; nor shall they take part in debate except by majority consent of the conference or special meetings. All associate and life memberships shall be expected to meet all other membership obligations here and after set forth.

ARTICLE III. OFFICERS AND THEIR OBLIGATIONS

Section 1 Officers of this association shall consist of a President, Vice-president, Secretary, Treasurer, and five (5) Directors. The Chairman of the Board of Directors shall be the immediate past president. Beginning with the 1987 association conference, two members will be elected to sit on the Board of Directors for a one year term; and two members being elected for a two year term, and every year thereafter two members will be elected to fill a two year term.

Section 2 All officers shall be a member in good standing and be elected annually at the conference of this association by ballot, the successful candidate to have a majority of all votes cast. Such officers in good standing shall hold their offices from the close of one conference to the close of the next, except the office of Treasurer; which will change at the February business meeting due to the fact of the necessity to pay conference bills, and having books audited before the change of Treasurer.

ARTICLE IV. DUTIES OF OFFICERS

Section 1 The elective officers of the association shall constitute the Executive Board; and is hereafter referred to as the Executive Board.

Section 2 It shall be the duty of the Executive Board to meet within 30 days after the close of the annual conference for the purpose of disposing of such business as may have been referred to it by the conference. Said board is also empowered to meet upon the request of a majority of its members, at such time and place as the President may designate.

Section 3 The Executive Board shall have power to try any officers of the association for usurpation of authority, neglect of duty or incompetence, and after a fair and impartial trial, may suspend such officers if found guilty. No officer shall be tried unless charges made out in writing have been proffered against him, of which he shall be furnished a correct copy by registered mail. Charges shall be from a department, company, or fire association affiliated with this association, and endorsed by at least two other affiliated departments, companies, or association, charges may also be proffering charges and the officer against whom the charges are made becoming ineligible to sit upon the Executive Board during the trial of said officer.

Section 4 The Executive Board in the event of the conviction of an officer on charges properly proffered, shall declare the office in question vacant, and shall take the necessary step by law to recover or procure all money, property, papers, and other items belonging to this association: if the Executive Board fails to take such action the membership has the right to pursue, by majority vote.

Section 5 The Board of Directors shall exercise a general supervision power over the association in the interim between meetings and shall have charge of the management of funds, the Charity Funds, and property of the association; shall be authority on all matters pertaining to the interest of the association.

Section 6 Upon the occurrence of a vacancy in any officer, the President upon the approval of the Board of Directors, shall appoint a member in good standing to fill said vacancy during the unexpired term.

Section 7 Duties of the President. It shall be the duty of the President to preside over all meetings of the association; to decide all points of order; to appoint and be ex-officio member of all committees. It shall also be the responsibility of the President to see that the welfare of the association is kept at its highest

level possible. It shall also be the President's responsibility to maintain good communication between all association members and the elected officials.

Section 8 It shall be the duty of the Vice-president to preside at all meetings in the absence of the President and to maintain the welfare of the association to its highest level possible.

Section 9 It shall be the duty of the Secretary to act as corporate agent of the association; to receive applications of all fire departments, companies, or other organizations or individuals not members, for membership into this association, and keep full minutes of all proceedings, meetings and conferences, and record same in a book of the association's and to answer all communications pertaining to association business or Executive Board, on the Executive Boards direction and orders and shall turn over to the successor in office all property in possession belonging to the association, doing this within thirty days. The Secretary shall also furnish every member company of the association, a copy of the constitution and the by-laws, rules and regulations, and certify membership. All money shall be received by the Secretary, recorded, and forwarded to the Treasurer for receipt and deposit within 30 days; taking this receipt there from and a report of this sent to the President. The Secretary shall receive the annual salary as set forth by the by-laws, this shall be paid annually at the conference. The Secretary shall be at all times governed by the Executive Board.

Section 10 It shall be the duty of the Treasurer, to receive and to disburse the monies of the association and keep a correct account of the same. Any monies received from the Secretary will be given a receipt and a copy of same sent to the President. At the annual conference, the Treasurer shall make a full report of all monies received and disbursed; and he/she shall execute a bond to the Executive Board in a sum as deemed advisable and sufficient; such bond to conform within the requirements of the state law; the premiums to be paid out of the funds of the association. The Treasurer will turn over to the audit committee by January 1st of each year so as to have the books audited and a report ready for the regular meeting in February of each year. The Treasurer shall turn over to the successor in office, within 30 days, all property in possession belonging to the association. It will also be the responsibility of the Treasurer to have the Executive Board approve any treasurer supplies whenever they need to be purchased or ordered. The annual salary as designated in the by-laws will be paid each year at the conference. The Treasurer shall at all times be subject to the direction of the Executive Board.

Section 11 The Secretary and Treasurer for the Charity Fund, shall be the Secretary and Treasurer of the Central Western Firemen's Association

Organizational Chart - Executive Board

President

Vice-President

Treasurer

Secretary

*Chairman of the Board

*Board of Directors (4)

Active membership, Past Presidents - Advisory Group, Honorary, Life, and Associate Members

*Chairman of the Board will be immediate Past President

*Board of Directors will be 2 elected every year

ARTICLE V. COMMITTEES

Section 1 The following shall be the standing committees of this association. Their Term of service extends from date of their appointment until close of the Annual conference following. All committees are to be for the betterment of this association and are not to be self-serving to any small group of individuals. Their appointment shall be made by the President, and announced at the 30-day meeting referred to in Article IV.

| | |
|-------------------------------------|-------------------|
| Finance Committee | 5 member minimum |
| Competitions Committee | 5 member minimum |
| Fundraising Committee | 5 member minimum |
| Constitution and By-Laws Committee | 10 member minimum |
| Queen's Contest Committee | 5 member minimum |
| Host Department Committee | 5 member minimum |
| Apparatus | 3 member minimum |
| Auditing | 3 member minimum |
| Bowling | 3 member minimum |
| Bucket Brigade | 3 member minimum |
| Charity Fund | 3 member minimum |
| Conference (Annual) | 3 member minimum |
| Constitution/By Laws | 7 member minimum |
| Credentials | 3 member minimum |
| Exhibitions | 3 member minimum |
| Fire School | 3 member minimum |
| Hose Cart | 3 member minimum |
| Hose/Gear/Drafting/Pumper Evolution | 3 member minimum |
| Legal Advisor | 1 member minimum |
| Nomination | 3 member minimum |
| Publicity | 3 member minimum |
| Queen's Contest | 3 member minimum |
| Rules/Regulations | 3 member minimum |

| | |
|-------------------|------------------|
| Squad Vehicle | 3 member minimum |
| Squad Competition | 3 member minimum |
| Strong Arm | 3 member minimum |
| Water Ball | 3 member minimum |
| Equipment | 3 member minimum |

The aforementioned committees will be held responsible to have a report for the Annual conference and regular February meeting and at the request of the Executive Board, all committee members will meet the President within 60 days of their appointment, to maintain good communications for the welfare of this association.

Section 2 Finance Committee

Tasks – Audit, Charity Fund, Cancer Clause, Conference and Credentials

Description - This committee shall meet annually after conference of each year at which time the Treasurer will have the books of the association ready to audit. The committee will have a written report prepared for the regular business meeting in February and the books returned to the Treasurer if all books are in proper order. In addition, shall review and make sure that the Charity Fund and Cancer Clause by-laws are up to date with the changing times and their effect on this association. This committee shall submit in writing to the Executive Board, if there is a need to alter, amend, or revise the by-laws, 120 days prior to the reading of same. The duties of the committee shall be to assist and advise fire and rescue personnel and citizens of the place at which the conference is being held. This committee shall advise in the preparation and arrangement for the conference not otherwise provided for in this constitution. They shall make full report of their proceedings to the Executive Board whenever it is requested; and to hold as many meetings with the host department as deemed necessary for a successful conference. This committee shall check the credentials of the delegates and alternates attending the business meetings, and inquire into and report to the association all questions referred to them arising from disputes in relations to eligibility of delegates or for admission to membership in the association.

Section 3 Competitions Committee

Tasks – Judges, Rules, Captain’s Meetings and Equipment

Description - This committee shall supervise all contests to be held during the conference. The committee shall acquire the judges who are capable of administering state recognized water ball rules and regulations. The committee shall see that the judges and rules for all other events are conveyed and followed, and all competition safety factors are adhered to before and during the competitions. This committee shall supervise all Captain’s Meeting and keep record of all teams included in competitions and confirm all teams are informed of rules and safety of the event. The duties of the committee will be to keep an accurate inventory of the CWFA trailer and equipment stored within the trailer.

Section 4 Fundraising Committee

Tasks – Publicity, Yearbook, Website and Facebook

Description: This committee shall see that the association is given newsworthy recognition of all functions of the association. They shall also prepare letters to send out to any business, departments, and associations, informing them about our association and what our functions are and how we could benefit them, share with possible new members what our goals are and how we go about carrying out activities of the association with written approval of the Executive Board. This committee shall always make sure that the association is being given a good image as the commendable association that we

take pride in being. This committee will assist conference host coordinating annual yearbook ad sales and following up with year's prior advertisers to confirm their interest in continuance of advertising. This committee will also oversee the Webpage and Facebook page of the organization. Providing information to website administrator and see that information is posted, current and accurate. This committee will monitor the Facebook page and verify that, at all times the CWFA is represented in accordance with our mission of this association, which shall be to create and to maintain a brotherly and fraternal feeling by banding together such volunteer, part-paid, & paid; fire or rescue personnel, as may be carried on the role of fire or rescue companies or fire or rescue departments to work for the education of its members in the advancement of their chosen duty of firefighting, fire prevention, and rescue work.

Section 5 Constitution and By-Laws Committee

Tasks – Review, Amendments, Legal and Nominations

Description: The duties of this committee shall be to review and make sure that the constitution and the by-laws are up to date with the changing times and their effect on this association. This committee shall submit in writing to the Executive Board if there is a need to alter, amend, or revise the constitution and by-laws 120 days prior to reading of same. This committee will also serve as the legal advisor of this organization and shall obtain information or documents for any legal matter, and to be sure that the association is working within the proper guidelines for a non-profit organization status and try to keep informed of all legislation pertaining to the fire service in the state of Ohio, and keep all members of the association informed of changes affecting them.

Section 6 Queen's Contest Committee

Tasks – Queen's Contest and Scholarship

Description: Queen's Contest Committee: This committee shall assist and advise the host department personnel and citizens to make sure that the queen's contest competition rules are followed. This committee shall also see the proper judges are used and said judges understand guidelines and criteria for this contest. Master of ceremonies must also be the type of person that will conduct the contest in a manner deemed proper. The committee shall also see that a proper site for the contest is chosen, and see that all accommodations for the contestants are in order and assist in any way possible to make the contest a more pleasant event for all departments. The committee shall also verify that the host departments will have available escorts for the parades. The committee shall make themselves available to help the host department in any way possible. The committee shall submit for written approval any rule changes deemed necessary. This committee will verify and then submit to Treasurer of organization payment of the Queen's Scholarship and provide follow up documentation to support the criteria of the scholarship funds.

Section 2 Apparatus Competition: The duties of this committee will be to review all apparatus competition rules of judging for the apparatus competition, and to make recommendations of any changes as needed. They will make sure all the apparatus rules are being followed and that the judges for these competitions are qualified. This committee shall also be responsible for the tabulations being completed and the scores ready for posting by 5:00 p.m. on the day of the conference.

Section 3 Auditing Committee: This committee shall meet annually after July 1st of each year at which time the Treasurer will have the books of the association ready to audit. The committee will have a written report prepared for the regular business meeting in February and the books returned to the Treasurer if all books are in proper order.

Section 4 Bowling Committee: It will be the duties of the bowling committee to arrange and supervise in

cooperation with the association members and bowling establishment of the site at which the tournament of this association is to be held. They shall make all necessary arrangements for a sanctioned bowling tournament.

Section 5 — Bucket Brigade Committee: The duties of the bucket brigade committee will be to acquire the judges and to make sure that they understand the competition rules and that they are followed; that they layout is proper and safely done.

Section 6 — Charity Fund Committee: Duties of this committee shall be to review and make sure that the Charity Fund by laws are up to date with the changing times and their effect on this association. This committee shall submit in writing to the Executive Board, if there is a need to alter, amend, or revise the by laws, 120 days prior to the reading of same.

Section 7 — Conference (Annual) Committee: The duties of the annual conference committee shall be to assist and advise fire and rescue personnel and citizens of the place at which the conference is being held. This committee shall advise in the preparation and arrangement for the conference not otherwise provided for in this constitution. They shall make full report of their proceedings to the Executive Board whenever it is requested; and to hold as many meetings with the host department as deemed necessary for a successful conference.

Section 8 — Constitution/By Laws Committee: The duties of this committee shall be to review and make sure that the constitution and the by laws are up to date with the changing times and their effect on this association. This committee shall submit in writing to the Executive Board if there is a need to alter, amend, or revise the constitution and by laws 120 days prior to reading of same.

Section 9 — Credentials Committee: This committee shall check the credentials of the delegates and alternates attending the business meetings, and inquire into and report to the association all questions referred to them arising from disputes in relations to eligibility of delegates or for admission to membership in the association.

Section 10 — Exhibition Committee: This committee shall contact and solicit distributors of new fire and rescue apparatus and equipment to be shown at any conference. This committee will also keep records of the demonstrators used and their interest in serving us in the future at conferences.

Section 11 — Fire School Committee: The duties of the fire school committee shall be to arrange and supervise at least one educational school every two (2) years for further education of members of this association.

Section 12 — Hose/Gear/Drafting/Pumper Evolution: The duties of this committee shall be to acquire judges who are educated in this event, they shall see that the layout plan for this event are done properly and all hose/gear/drafting/pumping evolution rules and safety factors must be followed before and during competition.

Section 13 — Legal Advisor Committee: The legal advisor of this organization shall obtain information or document for any legal matter, and to be sure that the association is working within the proper guidelines for a non-profit organization status and try and keep informed of all legislation pertaining to the fire service in the state of Ohio, and keep all members of the association informed of changes affecting them.

Section 14 — Nomination Committee: The nomination committee shall have as their duties the receiving of nominations from the association members and the nomination for the slate of names of the officers up to and including nominations from the floor at the annual conference in June. Immediately after the close of nominations, the committee shall prepare ballots for use of accredited representatives at that time the vote will be taken, and shall also count all ballots cast in the presence of members.

Section 15 — Publicity Committee: The publicity committee shall see that the association is given newsworthy recognition of all functions of the association. They shall also prepare letters to send out to any business, departments, and associations, telling them about our association and what our functions are and how we could benefit them, share with possible new members what our goals are and how we go about carrying out activities of the association with written approval of the Executive Board. This committee shall always make sure that the association is being given a good image as the commendable association that we take pride in being.

Section 16 — Queen's Contest Committee: This committee shall assist and advise the host department personnel and citizens to make sure that the queen's contest competition rules are followed. This committee shall also see the proper judges are used and said judges understand guidelines and criteria for this contest. Master of ceremonies must also be the type of person that will conduct the contest in a manner deemed proper. The committee shall also see that a proper site for the contest is chosen, and see that all accommodations for the contestants are in order and assist in any way possible to make the contest a more pleasant event for all departments. The committee shall also see that the host departments will have available escorts for the parades. The committee shall make themselves available to help the host department in any way possible. The committee shall submit for written approval any rule changes deemed necessary.

Section 17 — Rules and Regulations Committee: This committee shall review and recommend changes in rules and regulations of the C.W.F.A. and not assigned to any other committee

Section 18 — Squad Competition Committee: The duties of the squad competition committee shall be to acquire the judges for the squad competition and understand the entire function of this competition and see that all the rules are followed. They shall also assist the host department in choosing a proper location being safe for all competing squads and the observers. The squad competition committee shall be responsible for designing the scenario for the day of the conference. Squad competition committee shall give the host department a list of equipment needed for that day and it will be the responsibility of the host department to provide that equipment.

Section 19 — Water Ball Committee: This committee shall supervise the water ball contest to be held during the conference. The committee shall acquire the judges who are capable of administering state recognized water ball rules and regulations. The committee shall see that the rules for the event are followed, and all water ball competition safety factors are adhered to before and during the competition.

Section 20 — Hose Cart Committee; The duties of the committee will be to acquire the judges and to make sure that they understand the competition rules and that they are followed; that they layout is proper and safely done.

Section 21 — Strong Arm Committee; The duties of the committee will be to acquire the judges and to make sure that they understand the competition rules and that they are followed; that they layout is proper and safely done.

Section 22 — Equipment Committee: The duties of the committee will be to keep an accurate inventory of the CWFA trailer and equipment stored in it.

Section 22 — All Committees must submit in writing any changes in rules deemed necessary to the Executive Board for final approval within 120 days prior to any association meeting.

Section 22 — All committees will have all scores tabulated and the results of all competitions to the host department appointee, at least one (1) hour before the parade (or at completion of said competition).

ARTICLE VI. VOTING RIGHTS

Section 1 All regular and active member companies, departments, or associations affiliated with the association, being in good standing, shall be entitled to one (1) voting representative per membership at the February and ~~June~~ **Annual Conference** CWFA meetings.

Section 2 The voting member at the ~~annual CWFA June Conference business~~ **Annual Conference CWFA business** meeting will be known as the DELEGATE and in the delegate's absence; it will be the ALTERNATE DELEGATE.

ARTICLE VII. MEETINGS

Section 1 ~~The annual conference meeting of the association, shall be held each year on the fourth Saturday in June; at such place as the association shall be determined at the previous meeting.~~ **The annual conference meeting of the association, shall be held each year at the discretion of the conference host department. The meeting date and location shall be announced at the February business meeting.**

Section 2 A regular business meeting of the association, shall be held each year on a Wednesday at 7:00 p.m. in February, at such place as the association shall determine as suitable and adequate with the approval of the Executive Board. The date will be selected by the host department and approved by the President.

Section 3 Special meetings of the association may be called by the President. In all calls for special meetings, the object of such meetings must be stated in full with at least a 30-day notice by email or in writing to all association members.

Section 4 A failure to hold a meeting at the time designated in the constitution, shall in no way work towards the dissolution of the association.

Section 5 **A quorum at any regular or special meeting of this association, shall consist of majority of the members present in good standing at the time of the meeting.**

Section 6 All fire and rescue personnel and all honorary, associate and life members, are entitled to a seat in conference or meetings of the association, but only accredited representatives and association members shall be entitled to a voice in said meetings.

ARTICLE VIII. AMENDMENTS

Section 1 This association shall have full power at a regular association Business Meeting to alter, amend, or revise, this constitution; but it shall be necessary for a **majority vote of those present at the meeting** in favor for any change to be cast. All proposals for amendments, revising, or alteration shall be submitted in writing to the chair at a regular Business Meeting with action taking place at the next regular association meeting; **to be voted on by those present at that meeting.**

ARTICLE IX. PENALTIES (move within and add)

Section 1 ~~Any department, business entity, or fire association becoming overdue for dues or assessments shall be suspended from membership until such time all sums and penalties due the association are paid in full. The Secretary shall notify the Executive Board who shall administer the proper penalties.~~

CENTRAL WESTERN FIREMEN'S ASSOCIATION BY-LAWS

- Section 1 All members shall support the constitution of the United States, State of Ohio, and the Constitution and By-Laws of this Association.
- All members shall be considered in good standing upon the payment of the annual dues for membership in this Association; with the payment of fifty dollars (\$50.00), with said application. If not paid by March 1, a five dollar (\$5.00) penalty shall be assessed per month late. Thereafter, a failure to pay dues, and assessment penalties, membership will take action at the annual conference with a vote to determine what action is necessary. Each company or department becoming a member of this Association after payment of membership dues of fifty dollars (\$50.00) for which it shall receive and be entitled to membership. Twenty dollars (\$20.00) of this fee will be given to the host department to help offset the cost of hosting the annual conference. In turn, each paying member will be provided a picture in the Association conference yearbook. Five dollars (\$5.00) will be set aside to help defray the costs of the post conference meeting. Another one-hundred dollars (\$100.00) from dues money shall be paid to the department hosting the February business meeting (actual expenses paid up to \$100.00). Past Presidents are lifetime active members with no charge for dues as stated in the Association's constitution. Honorary members shall also be extended the same exemption from dues. Associate member's dues shall be fifty dollars (\$50.00) non-accumulative. Lifetime members shall be upon payment of the sum of two-hundred dollars (\$200.00). Those eligible for lifetime members are as stated in the Association's constitution under Article II, Section 5.
- Section 2 Dues notifications shall be sent to receive no later than December 7th at the responsibility of the CWFA Secretary to be paid by March 1st of the subsequent year. Any department, business entity, or fire association becoming overdue for dues or assessments shall be suspended from membership until such time all sums and penalties due the association are paid in full. The Secretary shall notify the Executive Board who shall administer the proper penalties.
- Section 2 State Fire Marshal's Office and other such safety and educational and training personnel, may obtain a special membership by paying a fee of five dollars (\$5.00) for dues assessed yearly for mailing costs. (Passed 6/88)
- Section 3 All members as defined in Article II of the association's constitution must be in full accord and good standing; and if at any time they are not, they shall forfeit all benefits of membership in the association.
- Section 4 Each member, company or organization shall be entitled to one (1) representative who shall have the right to one (1) vote which authority cannot be delegated by proxy. Credential applications are to be sent to the various organizations holding membership in the association, said applications are to be signed by the chief or organization's president indicating representative representing the organization.
- Section 5 All duly elected and accredited representatives shall present themselves before the opening of the conference of this association to the credentials committee where upon the credentials committee will issue the official representative's badge which shall be their emblem of recognition on the floor of the conference.
- Section 6 It shall be the duty of all members to do all in their power to increase the membership of this association.
- Section 7 Any individual member or individual members of this association guilty of conduct unbecoming and detrimental to the principles and good reputation of the association, shall upon investigation and trial

by the Executive Board, and if found guilty as charged, shall be expelled and deprived of membership in this association.

- Section 8 The Executive Board shall prescribe all events setting forth all requirements and rules governing and pertaining to the same and they shall immediately upon their reaching a conclusion, file a full, true and complete statement of the events together with the rules and requirements as prescribed by them for each separate event, with the Secretary of the association. The Secretary upon the receipt of the events and communications pertaining to the same, shall immediately make copies and mail one copy to each member organization in good standing.
- Section 9 The association's Board of Directors may approve payment of the actual expenses incurred by any committee or board of this association in the performance of their specific duties, to include postage, and other costs incurred. Itemized amounts must be presented with all claims for expenses.
- Section 10 If there is no request from a member department to host the conference by the February business meeting, the Executive Board shall be empowered to offer conference host responsibilities to the CWFA past presidents group.
- Section 11 The minutes of the association shall be published in printed form within sixty (60) days after the close of such proceeding, and shall be distributed by the Secretary of the Executive Board of this association. Such minutes shall be posted as draft minutes for approval on the CWFA website within the same time frame.
- Section 12 Fiscal year of this association shall be from January 1st through December 31st of each year.
- Section 13 The salary of the Secretary of this association shall be ~~three hundred fifty dollars~~ ~~seven hundred dollars~~ ~~(\$350.00)~~ ~~(\$700.00)~~ per year payable at the annual conference each year. The salary of the Treasurer of this association shall be ~~three hundred fifty dollars~~ ~~seven hundred dollars~~ ~~(\$350.00)~~ ~~(\$700.00)~~ payable at the annual conference each year. ~~A percentage of salaries will come from the Charity Fund as set by the Executive Board.~~ ~~Salaries will be distributed from the General Fund of the CWFA.~~
- Section 14 It shall be the duty of every affiliated organization to notify the Secretary of this association of any and all changes occurring in the chief of the said organization; especially in regards to the address of the said organization. Every organization holding membership in this association, shall file with the Secretary. All mail will be sent to the Chief of the department or organization unless authorized otherwise by the chief in writing on departmental letterhead and signed by the chief.

CWFA CHARITY FUND - FOUNDED 1974

- Section 1 The Charity Fund will be set up and maintained as a separate division and will be governed by the Executive Committee. The Executive Committee shall consist of the Central Western Firemen's Association Executive Board and ~~Charity Fund Committee~~ ~~Finance Committee~~ of the Central Western Firemen's Association.
- Section 2 The Secretary and Treasurer for the Charity Fund shall be the Secretary and Treasurer of Central Western Firemen's Association.
- Section 3 Membership in the Charity Fund: Any paid up member of the Central Western Firemen's Association is eligible to become a member of the Charity Fund providing membership fee is paid by April 1st. All departments that have become delinquent over thirty (30) days after April 1 of any dues paying year shall be withdrawn from the Charity Fund roster.

- Section 4** Membership fees of the Charity Fund **and Cancer Clause**: The membership in the Charity Fund shall be five dollars (\$5.00) per person per year for the first year, and one dollar (\$1.00) per person per year thereafter. In the event that a member should leave the department, any replacements shall be classified as a new member and shall pay five dollars (\$5.00) the first year only, and one dollar (\$1.00) per year thereafter. **Departments participating in the Cancer Clause will submit an additional (\$2.00) per member per year above the cost of the Charity Fund as outlined in Section 6 below.** The chief or secretary of the department, wishing to belong to the Charity Fund **and Cancer Clause** shall furnish the Charity Fund **Treasurer** a roster of the personnel wishing to be covered, their first name, middle initial, last name, (no nicknames) and SSN or DOB. **Dues notifications shall be sent to receive no later than December 7th at the responsibility of the CWFA Secretary to be paid by March 1st of the subsequent year. All checks to the Charity Fund shall be made payable to the Charity Fund Treasurer.**
- Section 5** Payment from the Charity Fund will be made in case of death of a member of the Charity Fund, while on active duty. Payment will be made to those on the roster that was furnished to the Charity Fund Secretary. Death by heart attacks while on active duty shall be included. Payment will also be made upon proof of death resulting from injury, while on active duty, if such claims are filed within two (2) years of the accident.
- Section 6** **Cancer Clause, The death of a firefighter and or ems member who is listed as an active member of the parent department membership roster participating in said program of the charity fund who dies from cancer to be considered a line of duty death and a death benefit to be paid to survivor(s) of said member using the following stipulations and guidelines if cancer was determined to be the cause while engaging in duties as a firefighter or ems provider by the medical community. As membership in the charity fund is voluntary on the parent department's part, the department may opt out of the said cancer clause program by submitting in writing that they do not wish to participate. This leaves the decision to be made by the parent department as a whole on a home rule basis, and continue in charity fund as written to current benefits at a rate of \$1.00 per member per year, with exception of \$5.00 per member per first year. In participating in said cancer program the parent department agrees and will pay \$3.00 per each member listed on their charity fund roster. This additional \$2.00 per member per year will help sustain the program in the future without creating a financial hardship on said department while helping to fund this new program. As this program is a new venture and with keeping the viability of the charity fund in mind a death benefit for the cancer clause program will have a maximum cap payment of \$3000.00 until such time in the future, the board meets and a determination is made that said cap be raised or lowered so as not to endanger the charity funds financial viability as a whole in the future. Said member considered for the death benefit must have been a member of a department for a minimum of 6 years and be an active duty member engaging in and performing the duties of the said department prior to the time of diagnosis of cancer. As cancer is at times slow to bring about death, a 2 year window of time from diagnosis may be considered in the determination of said benefit.**
- Section 7** Active duty shall mean from the time an alarm is sounded, until the officer in charge relieves him and until he returns home by the shortest route, or his place of business or work. All fire drills, schools and conferences and sporting or social activities sponsored or approved by the Chief of Department or organization shall be included in this category. Amount to be paid, the widow or surviving family of a member shall be three thousand-five hundred dollars (\$3,500.00) base, with an additional one hundred dollars (\$100.00) for each year the name appears on a Charity Fund roster sheet.
- Section 8** Payment of claims will be made upon notice to the Charity Fund Secretary, by the chief or secretary of the department in which the death occurred. The chief of the department reporting the death will then within ten (10) days make a complete report of the accident and send it to the Charity Fund

Secretary. After a review of the report by the Executive Committee they shall have the right to conduct an investigation into the accident for claim justification. It should be impressed upon all chiefs that the Charity Fund was set up by its founders as an emergency cash fund for the widow or family of any member who lost their life in the line of duty, and as such with the expedient handling by the chief, the Charity Fund Secretary and Treasurer, the payment of the claim can be made within 24 hours of the accident. The Executive Committee reserves the right to make partial payments (totaling the original amount) in the event of major disaster.

Section 9 The books of the Charity Fund Secretary and the Charity Fund Treasurer shall be audited each year by the ~~audit committee~~ **Finance Committee** and a report made at the conference meeting of the association.

Section 10 All checks drawn on the Charity Fund account shall be signed by the Secretary and the Treasurer of the Charity Fund. Custodian of the funds of the Charity Fund shall be in a local bank of the Charity Fund Treasurer, and insured by the federal government.

~~Section 10 The salary of the Charity Fund Secretary and Treasurer shall be set by the Executive Board of the Central Western Firemen's Association~~

GENERAL RULES AND REGULATIONS

- Rule 1 The host organization of any event will be eligible to compete for prizes with the approval of the Executive Board.
- Rule 2 Each chief or president of any member organization is responsible for the conduct of their members while they are attending any CWFA event. This is from the time they leave their headquarters until they return.
- Rule 3 No individual member of a member organization shall be allowed to compete in any event unless they have been a member of that organization prior to and including the day of the event.
- Rule 4 All Conference Credentials must be mailed to the association secretary. Credentials for the annual conference must be postmarked no later than seven (7) days preceding the conference. Entries for all **of the following competitions** can sign up, until 9:00 a.m. on the day of the conference at the registration desk. They are as follows: bucket brigade, drafting, gear donning, hose evolution, hose line, squad competition and water ball, also any events for the children. It is suggested when sending in registration that it be done by certified mail.
- Rule 5 The decision of the judges shall be final. Any complaint must be filed in writing by registered mail with the Executive Board and postmarked no later than five days after any event.
- Rule 6 There shall be a minimum of two (2) judges for each event and preferably at least three (3) judges.
- Rule 7 In any event that there is only 1 team signed up to compete, the team signed up must run the event in order to receive a trophy for that event.

RULES OF ORDER FOR ASSOCIATION BUSINESS MEETING

- Rule 1 The conference business meeting shall be called to order at 9:00 a.m. and the February business meeting at 7:00 p.m. with adjournment by majority present.

- Rule 2 If a representative while speaking should be called to order, he/**she** shall at the request of the chair, take his/**her** seat until the question of order is decided.
- Rule 3 Should two or more representatives rise to speak at the same time, the chair shall decide who is entitled to speak first.
- Rule 4 No representative shall interrupt another in the remarks except to him/**her** to a point of order.
- Rule 5 No representative shall speak more than twice upon a question unless permitted to do so by a majority vote of the conference.
- Rule 6 A motion shall not be open for discussion until it has been properly seconded and stated from the chair.
- Rule 7 The author of a motion shall be required to reduce the same to writing upon the request of five representatives or the secretary.
- Rule 8 When a motion is pending before the conference, no motion shall be in order except to adjourn, to refer, for the previous question, to postpone indefinitely, to postpone for a certain time, to divide or amend, and substitute for the whole; which motions shall be precedence in the order named.
- Rule 9 Motions lying on the table shall not debatable.
- Rule 10 Motion to reconsider shall not be entertained unless made by a representative who voted in the majority, and the motion must receive a majority vote.
- Rule 11 It shall require five representatives representing different departments to move the previous question.
- Rule 12 All resolutions shall be in writing and bear the signature of the introducer and the title of his/**her** department.
- Rule 13 No motion or resolution shall be voted upon until the mover or introducer has had a chance to speak if he/**she** so desires.
- Rule 14 When a representative arises to make or second a motion, the delegate shall state name, and the organization which they represent.
- Rule 15 Two representatives may demand a division of the house, and five representatives may demand a roll call.
- Rule 16 Robert's Rules of Order shall be the guide on all matters herein not provided for.