

**PIEDMONT NORTH CAROLINA FIREFIGHTER'S ASSOCIATION  
CONSTITUTION**

**ARTICLE I**

Section 1: This organization shall be known as the "Piedmont North Carolina Firefighters Association (PNCFA)." *(AMD 10/04)*

Section 2: The Association shall be an incorporated, but not-for-profit, organization. *(ADDED 10/10)*

**ARTICLE II**

Section 1: The Officers of the Association shall constitute the Executive Board and consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, North Director, South Director, Treasurer, and Past President. The officers shall constitute the Executive Board of the Association. Each Officer shall have one vote on all questions and/or actions coming before the Executive Board. The officers of the Executive Board shall hold their respective offices for one (1) year and/or until their successors shall be elected and qualified by a majority vote of the general membership present and voting at the election meeting. The position of Treasurer shall be open for annual election. The positions of North Director and South Director will be elected every two (2) years on a rotating basis (North Director one year, South Director the next year).

*(AMD 4/06) (AMD /16)*

Section 2: President: Unless vacated, the President of the PNCFA will be the previous year's 1<sup>st</sup> Vice President.

*(ADDED /16)*

Section 3: Past President: Unless vacated, the Past President of the PNCFA will be the previous year's President.

*(ADDED /16)*

Section 4: Vice Presidents: The 1<sup>st</sup> Vice President shall automatically ascend to the position of President when the President's position becomes vacant. The 2<sup>nd</sup> Vice President will automatically ascend to the 1<sup>st</sup> Vice President's position when the 1<sup>st</sup> Vice President's position becomes vacant.

*(AMD 0/16)*

Section 5: Regional Directors: The North Director shall be an at-large representative from one of the following counties: Surry, Stokes, Rockingham, Caswell, Person, Granville, Vance, Warren, Yadkin, Forsyth, Guilford, Alamance, Orange, Durham, or Franklin.

The South Director shall be an at-large representative from one of the following counties: Davidson, Randolph, Chatham, Wake, Stanley, Montgomery, Moore, Lee, Harnett, Union, Anson, Richmond, Scotland, Hoke, or Cumberland.

The senior or tenured Regional Director's position will automatically ascend to the 2<sup>nd</sup> Vice President's position annually, using an alternating format of: North Director, South Director, North Director, etc.

If for reasons of dismissal or resignation of a Regional Director, the incumbent Regional Director will ascend to the 2<sup>nd</sup> Vice President's position at the time of annual elections.

*(ADDED 4/06) (AMD /16)*

Section 6: The Executive Board reserves the right to appoint an Executive Secretary to execute the duties of the Secretary as outlined in Article 1 Section 3 of the Bylaws.

*(ADDED 10/10)*

Section 7: Vacancies in Officers' Positions: If a vacancy occurs in an Officer's position, the position will remain vacant until the next annual election of officers. The established ascensions will occur progressively and the appropriate vacancy or vacancies will be filled by virtue of the next annual election process (See Bylaws Article IV, Section 1).

Section 8: Annual Terms of Officers: The terms of for the PNCFA Officers are effective January 1<sup>st</sup> annually and are of the following durations:

Past President:	One (1) year
President:	One (1) year
1 <sup>st</sup> Vice President	One (1) year
2 <sup>nd</sup> Vice President	One (1) year
Regional Director	Two (2) years
Treasurer	One (1) year

*(AMD /16)*

### **ARTICLE III**

Section 1: Membership eligibility and requirements are defined in the organization's bylaws.

*(AMD 7/16)*

### **ARTICLE IV**

Section 1: The Association shall have the power to alter, amend, repeal, or otherwise revise the Constitution and the bylaws by a two-thirds vote of the members of the Association present entitled to vote provided the proposed amendment shall have been submitted in writing at the previous meeting of the Executive Board.

*(AMD 88) (AMD 10/10)*

**PIEDMONT NORTH CAROLINA FIREFIGHTER'S ASSOCIATION**  
**BYLAWS**

**ARTICLE I**

**Duties of Officers**

Section 1. It shall be the duty of the President to preside over the meetings of the Association and be the Association's representative at other meetings and functions. The incoming President may appoint a Chaplain to the Association. The Chaplain is to be a non-voting member on the Executive Board. The President shall appoint any other committee member as deemed necessary.

*(AMD 88)*

Section 2. It shall be the duty of the 1<sup>st</sup>. Vice President to perform all the duties of the President in his absence and the duty of the 2<sup>nd</sup> Vice President to perform all the duties of the President in the absence of the President and 1<sup>st</sup>. Vice President.

*(AMD 88)*

Section 3. It shall be the duty of the Executive Secretary to keep a complete record of the proceedings of the association; to receive and answer all communications pertaining to the Association; to keep a roster of the members comprising the Association. All Association records held by the secretary are, and shall remain, property of the Association.

*(AMD 88)(AMD /16)*

Section 4. The Treasurer shall receive all monies collected by the Association. The Treasurer shall not disburse money for the association except upon receipt of proper invoice or direction of the Executive Board. At the meetings of the Association, the Treasurer shall make a full report of all monies received and distributed by them. All property, books, and records in the hands of the Treasurer are, and shall remain the property of the Piedmont North Carolina Fire Fighter's Association.

*(AMD 07/04) (AMD 10/10)*

Section 5. It shall be the duty of the Executive Board to transact all business of the Association during the times intervening between meetings of said Association and to advise the Treasurer in the management of all funds of the Association. At all meetings of the Executive Board, a majority of the Board shall constitute a quorum, and a majority of such a quorum shall determine all questions and transact all business the same as if all the said Board members were present.

*(AMD 88)*

Section 6. It shall be the duty of the Executive Board to have the books of the Treasurer audited once every five (5) years by a competent auditor or at any other time deemed necessary by the Executive Board.

*(AMD 88)*

## ARTICLE II

### **Membership**

Section 1. The membership of this Association shall consist of any rated and certified fire department ("Fire Department") and any county fire marshal office located in and operating in District Number 2 (Piedmont Region), as defined by the North Carolina State Firefighters' Association (NCSFA). District 2 includes the following counties: Surry, Stokes, Rockingham, Caswell, Person, Granville, Vance, Warren, Yadkin, Forsyth, Guilford, Alamance, Orange, Durham, Franklin, Wake, Davidson, Randolph, Chatham, Lee, Harnett, Stanley, Montgomery, Moore, Cumberland, Hoke, Union, Anson, Richmond, and Scotland. Fire Departments, county fire marshal offices, and their members in the District 2 counties, which are NCSFA members in good standing, are subject to all rights, privileges, and benefits of the Piedmont N.C. Firefighters Association.

*(AMD 12/98) (AMD 10/10) (AMD /16) (AMD 10/19)*

Section 2. Membership in the Association may be obtained in the following ways:

1. **Fire Department and County Fire Marshal Office Membership:** This membership covers all members of that department or county fire marshal office and entitles each fire department or county fire marshal office member full privileges in the Association. Fire Department membership fees are provided by funding from the N.C. State Firefighters' Association annually. Should this funding cease, the Executive Board has the authority to implement necessary fees for membership.
2. **Retiree Membership:** Persons who are retirees of eligible fire departments or county fire marshal offices may join the Association on an individual basis. Retired members have no voting privileges (unless representing a member department or county fire marshal office) and are eligible to hold elective office. The Retiree Membership fee is ten (\$10.00) per year.

The Association recognizes a "retiree" as an individual that has served at least twenty (20) years with a member department(s) or county fire marshal office(s), and has left the service in good standing. A verification letter will be required from the eligible department chief(s) or county fire marshal.

3. **Associate Membership:** Any interested person, corporation, organization, or association not eligible for Fire Department or Retiree Membership may join as Associate Members. Associate members are not eligible to vote or hold elected office. The associate membership fee is twenty-five dollars (\$25.00) per year.
4. **Honorary Lifetime Membership:** This membership will be issued to all Past Presidents of the Piedmont North Carolina Firefighters Association. Other individuals may be recommended for Honorary Lifetime Membership by submitting a recommendation to the Executive Board. Approval of this type membership will require a majority vote of the Executive Board. Honorary Lifetime Membership has no voting privileges (unless representing a member department or county fire marshal office) and requires no annual dues.

(AMD 04/04) (AMD 01/14) (AMD /16) (AMD 10/19)

Section 3: Any member of this Association, who at any time fails to act in a professional manner, may upon charges brought before the Association be expelled from said Association by a majority vote of the membership.

(AMD 88) (AMD 10/10) (AMD /16)

### **ARTICLE III**

#### **Meetings**

Section 1: Association meetings are to be held during the months of January, April, July, and October.

(AMD 10/00)

Section 2: It shall be the duty of the President to set dates for meetings during designated months. If the president fails to call regular meetings, the 1<sup>st</sup> Vice President has the responsibility to set the date.

(AMD 88)

### **ARTICLE IV**

#### **Election of Officers and Voting**

Section 1: Nominating Committee and Nominations: The President shall appoint a nominating committee for PNCFA officers at the April meeting and they shall report at the July meeting. The Nominating Committee shall consist of the President, 1<sup>st</sup> Vice President, and Past President.

Vacancies for known and expected PNCFA Officer positions will be advertised by electronic mediums (email, website, social media, etc.) no later than June 1<sup>st</sup> annually. PNCFA members interested in an Officer position vacancy may submit a resume to the PNCFA Executive Board no later than June 30<sup>th</sup> annually. The submitted resumes will be evaluated by the Nominating committee.

The Nominating Committee will evaluate submitted resumes for the positions of Regional Director and Treasurer annually. All suitable submissions will be presented to the membership at the July meeting as nominees. Suitable nominees shall be PNCFA members meeting the requirements of Article II, Section 2 of the PNCFA Bylaws.

Additional nominations may be made from the PNCFA membership on the floor at the July meeting. All nominations will be closed at the July meeting.

At the July meeting, any Officer nominee may speak to the PNCFA membership as to their intent and interest to become a Officer. Speeches are limited to five (5) minutes each.

In the event a suitable “at large” Regional Director candidate is unable to be rendered from the North or South regions (as described in Article II, Section 5 of the *PNCFA Constitution*), an “at large” election from the entire Piedmont Region may be conducted to fill the North or South Regional Director’s position. Once elected, this director will serve in the capacity of the North or South Regional Director, regardless of their department location within the Piedmont Region.

*(AMD 10/00, /16) (10/19)*

Section 2. Election: Nominated Officers shall be elected by a majority vote of the membership present and voting at the election meeting in October. Absentee or proxy votes are not allowed.

*(AMD 10/00, /16)*

Section 3: Voting: Each PNCFA member department represented at a regular or special called association meeting shall be entitled to one (1) vote. Associate members are not eligible to vote.

If a PNCFA member is a representative of two or more departments, they may only vote as a representative of one department (e.g. a member may only vote once).

*(ADDED 10/10) (AMD /16)*

## **ARTICLE V**

### **Election, Appointment, or Removal to/from State Associations**

Section 1: PNCFA officers and members will be elected, appointed, or removed to/from the respective partner State associations (N.C. State Firefighters’ Association, N.C. Association of Fire Chiefs, N.C. Fallen Firefighters Foundation, etc.) in accordance with the processes outlined in the specific State associations’ by laws and/or policies.

These elections, appointments, and/or removals will be coordinated by the PNCFA Executive Board as needed or required based upon the processes or stipulations indicated by the respective State association.

*(ADDED 7/16)*

## **ARTICLE VI**

### **Rules of Order**

Section 1: Parliamentary matters not governed by the Constitution and Bylaws of the PNCFA shall be governed by such rules of order, as the President shall deem appropriate. The President shall notify the membership of the particular rules of order being utilized (e.g. Robert’s Rules of Order).

*(ADDED 10/10)*

## ARTICLE VII

### **Scholarship Program**

Section 1: The PNCFA will provide an annual Scholarship Program to eligible scholarship applicants, as directed by the PNCFA Executive Board. Scholarship amounts will be determined by the Executive Board annually.

The two categories of scholarships are:

1. The Ted Armstrong Scholarship (First Year Student) - 2 Scholarships
2. (Second or Third Year Student) - 2 Scholarships

Section 2: Applications for the PNCFA Scholarship Program will be accepted January 1<sup>st</sup> through March 31<sup>st</sup> each year.

Section 3: Eligible scholarship applicants are defined as:

1. An active PNCFA member who is in good standing,
2. A child or qualifying dependent (IRS definition) of an active PNCFA member who is in good standing.

Section 4: The Executive Board will appoint a Scholarship Application Review committee at the January meeting. The committee will consist of not less than three (3) Executive Board members. This committee will review all submitted scholarship applications and make recommendations to the Executive Board at the April meeting. The Executive Board will review and approval the scholarship recipients at the April meeting.

Section 5: Scholarships will be awarded to recipients at the July meeting. Scholarship recipients will be contacted and invited to attend the July meeting to receive their award. Recipients do not have to be present to receive the scholarship award.

*(ADDED /16)*

## ARTICLE VII

### **Brooks-Ward Grants**

Section 1: Educational based grants may be awarded to PNCFA member departments or fire marshal offices, as determined by the Executive Board. These grants will be used exclusively for attendance to the annual NCSFA and/or annual N.C. Association of Fire Chiefs conferences.

*(ADDED /16) (AMD 10/19)*

## ARTICLE VIII

### **Awards**

Section 1: The PNCFA will provide the following annual awards:

- Chief of the Year Award
- Officer of the Year Award
- Firefighter of the Year Award
- Fire and Life Safety Educator of the Year Award

The applications for the above awards will be announced at the July meeting and will be available on the Association's webpage or by mail (upon request). The applications must be submitted by September 30<sup>th</sup>. The awards will be announced at the October PNCFA meeting.

If the Chief of the Year award recipient is the Fire Chief of their department, the recipient will be submitted by the PNCFA to the North Carolina Association of Fire Chiefs (NCAFC) for consideration of their annual Chief of the Year award (volunteer or career chiefs' category as applicable). The Chief of the Year award will be for a sitting fire chief.

The Chief of the Year (if not the Fire Chief), Officer of the Year, and the Firefighter of the Year award recipients will be submitted by the PNCFA to the North Carolina State Firefighters' Association for consideration of the NCSFA Firefighter of the Year award.

The PNCFA Fire and Life Safety Educator of the Year Award recipient will be forwarded to the N.C. Fire and Life Safety Educators for consideration at their annual awards.

*(ADDED /16) (AMD 10/19)*