



June 11, 2023 - Revised

Officers and Members of the Western New York Volunteer Firemen's Association

Presented herein are the proposed amendments to date for consideration and discussion by membership as presented and discussed at both the 1/8/23 and 4/16/22 quarterly meetings of the Association in addition to a proposal to By-Laws Article I Section 5 – Duties of Financial Secretary. Please review the notable proposed revision to the tentative proposed amendment to WNYVFA Constitution Article VII Section 1 reflected on the final pages of this report.

- The following is the proposed amendments to the Association's Constitution and By-Laws regarding separating the duties of the Budget/Program Book Committee for discussion.
- In addition, in light of the election process at the 2022 Annual Convention the after some discussion with the Financial Secretary, the following revisions to Article I Section 5 – Financial Secretary (in **bold**)
- The Executive Committee should also consider updating and revising duties of Convention Committee, full duties presented herein.
- The proposed amendments indicated in **bold**

Please note that as per the approved Amendment to Article VIII of the By-Laws passed at the 2022 Convention, these By-Laws may be amended on the first day of the annual meeting of the Association by a two-thirds vote of the members present in good standing and voting, provided that the By-Laws Committee presents the proposed amendments, submitted in duplicate to the Secretary, at the June Quarterly Meeting of the Association. As such, if approved by the Membership at this Meeting, these will be presented for consideration at the 2023 Annual Meeting.

Western New York Volunteer Firemen's Association, Inc. Constitution

ARTICLE V - STANDING COMMITTEES

Section I

• Resolutions	• Fire Police
• Legislative	• Public Relations
• Nominating	• By-Laws
• Membership	• Topics
• Emergency Medical Services	• Audits
• Fire Prevention	• Past Presidents
• Steering	• Bowling
• Budget	• Queen's Pageant
• Program Book/Fund Raising	• Tournament & Drill
• Convention	• Nozzle Practice
• Parade Rules	• President's Participation Award
• Fireman of the Year	• Service Award & 2% Tax

BY-LAWS OF THE WESTERN NEW YORK VOLUNTEER FIREMEN'S ASSOCIATION, INC.

ARTICLE III - STANDING COMMITTEES

SECTION 9

The BUDGET COMMITTEE shall consist of a least five (5) members, whose duty it shall be to prepare and recommend a budget and publish proceedings of the annual convention.

SECTION 10

The PROGRAM BOOK/FUND RAISING COMMITTEE shall consist of a least five (5) members, whose duty it will be to ensure annual publication of a Program Book or provide another Fund Raiser(s) that will afford the necessary funding for our Association's annual operations.

Re-number Section 10 – Section 26 respectively

ARTICLE I – DUTIES OF OFFICERS

Section 5 - Financial Secretary

- A. It shall be the duty of the Financial Secretary to attend all meetings of the association and the executive committee. He or she shall collect all monies due to the association render a monthly account of same to the treasurer, paying over to the treasurer the amount received during the month, obtaining a receipt for same, and keeping an accurate record of their account. He/**she** shall countersign all orders on the treasurer and make such reports as the executive committee may require from time to time, and he/**she** shall verify that all orders for payment conform to the limit of the budget. He or she shall at the annual meeting make a full report on the condition of the association regarding the membership. He/**she** shall issue to each and every organization and member, whose current dues are paid, a printed card or certificate setting forth thereon that the possessor thereof is entitled to a badge, to vote on all business of the Association, **including Election of Officers**, and such other privileges as may be presented by the "Citizens Committee." **This card or certificate will serve as the Member's or Delegates voting credentials.** Where conventions are held, and upon surrender of said card or certificate to the local committee the badge shall be delivered without a roll call. On the opening of the convention, the financial secretary shall procure a printed list of all delegates, members and life members, who are, by the terms of the constitution and by-laws entitled to vote at the convention, and that the distribution of badges, etc., by the local committee shall be a separate room from the convention hall. **If an election is necessary, such election should take place from 10:30 AM to 12:30 PM on the second day of the convention and also in a separate room from the convention hall or from 1:00pm to 3:00pm if the Convention happens to be a one day event.**

He/She shall also be responsible to maintain an accurate membership list of members and Organizations. He/she will also supply a list of members to the Recording Secretary that will need to be voted on at the Annual meeting for Lifetime Membership.

The Financial Secretary shall be present at the time of the audit

The Financial Secretary shall serve in absence of the treasurer.

- B. Remain the same
- C. **NEW: The Financial Secretary will send the annual dues notice to each organization member and each individual member along with a list of dates, times and location of all regular business meeting and the Annual Convention and information of the Association's Memorial Scholarship Program applications no later than January 1 of each year. (As presented by Mr. Daniel Evans and revised by Ms. Penni Dysard)**
- D. **NEW: Organization and Individual Membership Dues are due by April 1 of each year. (As presented by Mr. Daniel Evans)**
- E. Formerly Item C
- F. Formerly Item D

ARTICLE III - STANDING COMMITTEES

SECTION 22 - CONVENTION COMMITTEE (As presented at the 1/8/23 Meeting)

The CONVENTION COMMITTEE, to consist of at least six (6) members to be made up of the previous year's Convention General Chairman, who will act as Chairman of the Committee, and three (3) upcoming convention General Chairman and two (2) appointed members who have served as convention General Chairman and will be appointed by the President of the WNYVFA. This committee shall serve in an advisory capacity to the Local Convention Committee and shall in no way interfere with the operation of the convention.

This Committee will also select a site for the annual convention as per the following: When a person is elected to the position of Second Vice President of the WNYVFA in July, he/she will have until the September meeting to select a convention site for the Annual Convention during the year as President of the WNYVFA. The Host Company or Organization will also be required to execute a contract with the Western New York Volunteer Firemen's Association which will detail the duties and obligations of

the Host Company or Organization, including but not limited to all meeting and/or convention expenses that will be the responsibility of the Host during the year and up to the Annual Convention. This contract would need to be executed no later than the September meeting of the Association. **The Host Company or Organization will present to the Convention Committee a Preliminary Schedule of the Convention Events listing the dates, times, and places that the events of the Convention will be held by the September meeting of the Association.**

If the Fire Company of the Second Vice President does not wish to host the convention, then the Second Vice President will meet with the Convention Committee to select a host Fire Company or organization from the list of convention bids proposals on file with the Recording Secretary. Then the Convention Committee will submit the selection to the membership for approval at the January meeting of the membership.

Upon discussion regarding the location and choice thereof of the Association's Annual Meeting, the By-Laws Committee was directed to draft proposals regarding a possible Central Location meeting place as an alternative of having the Annual Meeting always being held at the location as selected by the Association President (traditionally President's home fire department/district). As such the Committee submits the following:

Upon reviewing the WNYVFA Constitution Article VII Section 1 – at this time, the place of the Annual Meeting is up to the majority of the Association's membership and members typically vote on place as deemed by the incoming President typically his or her home department. Based on my interpretation of such this section would not need to be revised or amended at this time. I would recommend that the delete the *Effective with July 2015 convention*. as this wording is stale and are well beyond 2015.

Western New York Volunteer Firemen's Association, Inc. Constitution

ARTICLE VII - ANNUAL MEETING

Section 1 (Current)

The Annual Meeting of the Association shall be held on the fourth Friday [business meetings and other activities to be completed on both Friday and Saturday] in July of each year at such a **place as a majority of the members of the Association, present at the meeting shall designate**. In the event that such a meeting cannot be held in the place designated by the members, such meeting shall be held at some other place, designated by the Executive Committee *Effective with July 2015 convention*.

My thoughts were to update language regarding the duties and responsibilities of the WNYVFA Convention Committee and the Local Committee in regard to a central location of the Association's Annual Meeting.

As such I have provided two (2) proposals regarding such one in which the WNYVFA Convention Committee is tasked with selecting location and one which the Local/Hose Convention Committee is tasked with such.

Western New York Volunteer Firemen's Association, Inc. By-Laws

ARTICLE III - STANDING COMMITTEES

SECTION 22 - CONVENTION COMMITTEE

SECTION 22 (Current)

The CONVENTION COMMITTEE, to consist of at least six (6) members to be made up of the previous year's Convention General Chairman, who will act as Chairman of the Committee, and three (3) upcoming convention General Chairman and two (2) appointed members who have served as convention General Chairman and will be appointed by the President of the WNYVFA. This committee shall serve in an advisory capacity to the Local Convention Committee, and shall in no way interfere with the operation of the convention.

This Committee will also select a site for the annual convention as per the following: When a person is elected to the position of Second Vice President of the WNYVFA in July, he/she will have until the September meeting to select a convention site for the Annual Convention during the year as President of the WNYVFA. The Host Company or Organization will also be required to execute a contract with the Western New York Volunteer Firemen's Association which will detail the duties and obligations of the Host Company or Organization, including but not limited to all meeting and/or convention expenses that will be the responsibility of the Host during the year and up to the Annual Convention. This contract would need to be executed no later than the September meeting of the Association.

If the Fire Company of the Second Vice President does not wish to host the convention, then the Second Vice President will meet with the Convention Committee to select a host Fire Company or organization from the list of convention bids proposals

on file with the Recording Secretary. Then the Convention Committee will submit the selection to the membership for approval at the January meeting of the membership.

SECTION 22 (WNYVFA Convention Committee tasked with location)

The CONVENTION COMMITTEE, to consist of at least six (6) members to be made up of the previous year's Convention General Chairman, who will act as Chairman of the Committee, and three (3) upcoming convention General Chairman and two (2) appointed members who have served as convention General Chairman and will be appointed by the President of the WNYVFA. This Committee will also select a site for the annual convention in central location of the WNYVFA geographical area. This site should have adequate hotel and camping accommodations to sufficiently house and lodge our association membership for the two (2) days and three (3) nights of the Convention. The Committee will also ensure that the location will have a conference room sufficient to accommodate our meetings, seminars and Financial Secretary's office.

It will be the responsibility of the Host Company or Organization then reach out to the site selected by the CONVENTION COMMITTEE select an appropriate hotel. It will be their duty to book and provide remuneration for the convention conference room and the other rooms necessary to complete the meetings, seminars as well as the Financial Secretary's office. While overnight accommodations and camping during the Convention are the responsibility of the Members and Delegates in attendance, the Host Committee will also ensure to have the selected hotel(s) will set aside a block of rooms available to for our members. The Host Committee will make sure that there is adequate camping area for those members seeking camping accommodations.

The Host Company or Organization will be required to execute a contract with the Western New York Volunteer Firemen's Association which will detail the aforementioned duties and obligations of the Host Company or Organization, including but not limited to all meeting and/or convention expenses which will be responsibility of the Host during the year and up to the Annual Convention. This contract would need to be executed no later than the September meeting of the Association.

SECTION 22 (Local/Host Committee tasked with location)

The CONVENTION COMMITTEE, to consist of at least six (6) members to be made up of the previous year's Convention General Chairman, who will act as Chairman of the Committee, and three (3) upcoming convention General Chairman and two (2) appointed members who have served as convention General Chairman and will be appointed by the President of the WNYVFA. This committee shall serve in an advisory capacity to the Local/Host Convention Committee, and shall in no way interfere with the operation of the convention.

The Local/Host Committee will select a site for the annual convention in central location of the WNYVFA geographical area. This site should have adequate hotel and camping accommodations to sufficiently house and lodge our association membership for the two (2) days and three (3) nights of the Convention. The Committee will also ensure that the location will have a conference room sufficient to accommodate our meetings, seminars and Financial Secretary's office

It will be the responsibility of the Host Company or Organization to duty to book and provide remuneration for the convention conference room and the other rooms necessary to complete the meetings, seminars as well as the Financial Secretary's office. While overnight accommodations and camping during the Convention are the responsibility of the Members and Delegates in attendance, the Host Committee will also ensure to have the selected hotel(s) will set aside a block of rooms available to for our members. The Host Committee will make sure that there is adequate camping area for those members seeking camping accommodations.

The Host Company or Organization will be required to execute a contract with the Western New York Volunteer Firemen's Association which will detail the aforementioned duties and obligations of the Host Company or Organization, including but not limited to all meeting and/or convention expenses which will be responsibility of the Host during the year and up to the Annual Convention. This contract would need to be executed no later than the September meeting of the Association.

Firematically submitted,



William W. Kershner, Chairman
WNYVFA By-Law Committee