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Brookhaven Town  
Fire Police  
Association  
Constitution and By-  
Laws



# Brookhaven Town

## Fire Police Association

### Constitution and By-Laws

#### Table of Contents

Article I	Name and Object	
Article II	Membership	
Article III	Officers, Nominations and Elections	
Article IV	Duties of Officers	
Article V	Meetings	
Article VI	Dues	
Article VII	Amendments	
Article VIII	Good and Welfare, Benevolence	
Article VIII	Equipment	

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Notes and Reminders

CHRONOLOGY OF AMENDMENT BY-LAW ADDITIONS AND CHANGES

BROOKHAVEN TOWN FIRE POLICE ASSOCIATION

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## ARTICLE I

### NAME AND OBJECT

#### Section 1

The name of this Association shall be the *Brookhaven Town Fire Police Association*.

#### Section 2

The object of this Association is:

- to promote better relationships between the various member units;
- to render assistance only wherever and whenever needed or requested by the proper authority in charge;
- to promote through education, better standards and practices;
- to coordinate the work of the members for more prompt and efficient services in case of an emergency.



## ARTICLE II

### MEMBERSHIP

**Section 1**  
Membership shall be comprised of active, honorary and life members.

**Section 2**  
Active members shall be active and in good standing in their respective Fire Districts and Fire Departments of which they represent in the township of Brookhaven.

**Section 3**  
Active members shall have:

- the privilege of having a voice at all meetings
- to make motions
- to serve on committees
- to have the power to vote
- to run for an elective office.

**Section 4**  
Honorary members are those individuals recommended for such membership by the Executive Board due to outstanding work for the Association or for exemplary service to the Fire Police Association.

**Section 5**  
Honorary members upon recommendation to membership shall be approved by a majority vote of the members present at the next regular meeting.

**Section 6**  
Should such individual be received into membership they shall be issued an *Honorary Life Membership Card*.

**Section 7**  
Unless an Honorary Member is an active member in a duly organized Fire Police Company or Squad within the Town of Brookhaven, the member **shall not** be required to pay dues; **shall not** have the privilege to make motions; **shall not** have the power to vote or be eligible to run for elected office.

**Section 8**  
Honorary members may attend all Association meetings and functions, serve on committees, and take part in discussions and to make recommendations.

**Section 9**

The exception to Honorary Membership would be the Outgoing President whereas all privileges are afforded to him/her, as well as, becoming exempt from paying dues. The newly elected President shall issue a *Permanent Life Membership Card* to the retiring President. The Past President shall become a part of the Executive Board of the Association for the duration of the present Executive Board, serving the President in any capacity required of him, exercising no power of office unless directed by the President or his designee.



**ARTICLE III**  
**OFFICERS**

**NOMINATIONS AND ELECTIONS**

**Section 1**

To be qualified to run for and hold office, one must be in good standing in their Fire Department squad or company; be an active member for no less than three (3) years; has shown a diligent interest in the association by attendance of and taking part in the affairs relevant to the performance and success in the working goals of and for the Association.

**Section 2**

The President shall appoint a Nominating Committee at the September meeting of each year, which will accept letter of intent no later than October 1<sup>st</sup> from all members who wish to run for an office. The nominee must state the reason for seeking the office and the qualifications for the office sought. The slate of officers shall be based upon the letter of intent and the Committee shall present these findings at the October meeting. These findings shall not preclude nominations from the floor.

**Section 3**

The elected members of the Association shall be a President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer, two (2) Sergeant At Arms, and three (3) Trustees. The Corresponding secretary will be appointed by the President(s) of the Brookhaven Town Fire Police Association each year prior to the January Meeting.  
Approved 1-18-10

**Section 4**

Election of Officers and Trustees shall be held at the Annual Meeting in November. The Officers and Trustees shall be elected by a majority of those present. Having been elected said member should take office on January 01 of the coming year.

**Section 5**

These **fourteen (14)** Officers and Trustees and Advisors shall constitute the Executive Board of the Association. It will be required that at least six (6) Officers and Trustees and Advisors be present to constitute a quorum for a meeting of the Executive Board. These **fourteen (14)** Executive Board Members are President, First Vice President, Second Vice President, Recording Secretary, Financial Secretary, Treasurer, two (2) Sergeant At Arms, and three (3) Trustees and three (3) Advisors  
Approved 3/21/2011.

**Section 6**

The President Elect shall appoint a Chaplain annually. This appointee has the power to appoint two (2) Assistant Chaplains with the approval of the Executive Board.

**Section 7**

The president elect shall appoint all committee chairpersons annually. These committees shall be the training committee, annual dinner committee, By-Law committee and any others deemed important to the association.

**Section 8**

Three (3) Advisors shall take office upon becoming a Past President and their term shall not exceed six (6) years or the term of three (3) Presidents.

**Section 9**

All candidates accepting nominations for office must be present at the October meeting to accept their nomination or have submitted a letter of intent prior to the meeting to be read at the October Nomination Meeting.

**Section 10**

All candidates nominated must be present at the November meeting, the night of elections, or have submitted their letter of intent for office (if elected).

**Section 11**

All Officers of the Executive Board, except the Advisory, shall be entitled to hold office for two (2) years, with an election being held for each. Any exceptions shall be approved by a two-thirds (2/3) vote of the members present at the Nomination Presentation Meeting.

**Section 12**

The Trustee shall be elected for a three (3) year term with only one (1) vacancy to occur each year by staggering the terms from one (1) trustee for the North Shore of Brookhaven Town; one (1) from the Central Area of Brookhaven Town; and one (1) from the South Shore of Brookhaven Town.

**Section 13A**

The Trustees from the North Shore shall be a member of the following Fire Departments:

- Stony Brook
- Setauket
- Port Jefferson
- Terryville
- Mount Sinai
- Miller Place
- Sound Beach
- Rocky Point
- Wading River
- Riverhead



**Section 13B**

The Trustees from the Central Area shall be a member of the following Fire Departments:

- Centerach
- Ronkonkoma
- Farmingville
- Holtsville
- Selden
- Coram
- Yaphank
- Gordon Heights
- Middle Island
- Ridge
- Manorville

**Section 13C**

The Trustee from the South Shore shall be a member from the following Fire Departments:

- Blue Point
- Patchogue
- North Patchogue
- Hagerman
- Medford
- Bellport
- Brookhaven
- Mastic
- Mastic Beach
- Center Moriches
- East Moriches
- Eastport

**Section 13D**

*Any Trustee holding office at the time of a revision to the by-laws may continue in office until their term expires at which a candidate from the vacant area shall be elected.*

**Section 14**

If there are no candidates available from an area, a substitute may be elected from another area for a one-year term until a candidate becomes available for the proper area.

**Section 15**

If an Advisor position becomes vacant the President of the Association shall appoint another advisor with qualifications (i.e. Past president) to service the remainder of the vacant term.

**Section 16**

In the event where any administrative office becomes permanently vacant, such office left vacant shall be filled by nomination and election from the floor at the next monthly meeting of the Association. An exception to this section prevails when a vacancy occurs with the Chaplain. The President shall appoint another Chaplain at the next meeting of the Association.

**Section 17**

Any Officer (or advisor) missing three (3) consecutive Brookhaven Town Fire Police Association Meetings will be subject to dismissal from their office. The Executive Board shall review the excuse and the findings shall be submitted to the Association at the next meeting and shall state the reason for dismissal of the Officer (or Advisor of the B.H.T.F.P.A)

Approved 6-21-10

**Section 18**

No person may be elected to, or remain, in office if their Brookhaven Town Fire Police Association Membership dues are in arrears. Membership dues are payable no later than November of the said year.

## ARTICLE IV

### DUTIES OF OFFICERS AND COMMITTEES

#### Section 1

The *President* shall have the duty to appoint all committees; to preside at all meetings of the Association; to call special meetings when requested by five (5) or more members; and to perform all duties of his office that may be contained in the By-Laws of the Association. The President shall notify the Executive Board of all Special Meetings no less than twenty-four (24) hours prior of the meeting or if an emergency arises.

#### Section 2

The *First Vice President* shall in the absence of the President preside at all meetings and perform all other functions of that office. In the event of a vacancy of President, the First Vice President becomes the President.

#### Section 3

The *Second Vice President* in the absence of the President and First Vice President shall preside at all meetings and perform all other functions of the office. In the event of a vacancy, the Second Vice President shall advance to the office of First Vice President. That office left vacant shall be filled according to Article III, Section 15.

#### Section 4

The First and Second Vice presidents shall oversee all committees as requested by the President.

#### Section 5

The *Recording Secretary* shall keep a complete record of all meetings of the Association and perform such duties as may be required. The Recording Secretary will receive a stipend of \$25.00 per meeting for duties performed. The stipend or honorarium may be changed in any manner by vote of the membership at the November Annual Meeting.

#### Section 5a.

The *Corresponding Secretary* shall perform duties such as:

- Notify all Officers, Members, Honorary Members and Life Members of all meetings at least one week in advance of the meetings.
- Receive and review all correspondence.
- Answer all communications.

The Corresponding Secretary will receive a stipend of \$25.00 for duties performed. The stipend or honorarium may be changed in any manner by vote of the membership at the November Annual Meeting.

**Section 6**

The *Financial Secretary* shall receive all moneys and make an accurate record of the transactions and make a report at the meetings of the Association and Executive Meeting when requested by the Executive Board. The Financial Secretary will turn over all moneys to the Treasurer and receive a receipt for it.

**Section 7**

The *Treasurer* shall receive all moneys of the Association and deposit it in a bank designated by the Association. Transfer of moneys to Certificate of Deposits (CD's) or Bonds must be approved by the membership. The Treasurer will pay all bills authorized by the Association by check. All checks must bear the signatures of the President and Treasurer. The Treasurer shall give a Treasurer's Report to the membership at all monthly meetings.

The Treasurer will receive a stipend of \$25.00 per meeting for duties performed. The stipend or honorarium may be changed in any manner by vote of the membership at the November Annual Meeting.

**Section 8**

The *Chaplain* shall open and close all meetings of the Association with a prayer. The Chaplain shall preside at the Annual Memorial Service. Whenever possible the Chaplain shall visit a sick member of the Association. The Chaplain shall visit the family of a deceased member and render such aid as required by the family. The Chaplain and Asst. Chaplain will come to the Executive Board Meetings as requested.

**Section 9**

In the absence of the Chaplain, either of the two appointed Assistant Chaplains should assume the services and responsibilities of the Chaplain.

**Section 10**

The two (2) *Sergeant at Arms* shall assist the President in maintaining proper decorum at all meetings of the Association and assist in getting the meetings started on time. The Sergeant at Arms may provide additional assistance when requested by the President or presiding officer.

**Section 11**

The *Trustees* shall assist the Sergeant at Arms with meeting fund raisers (raffles or chances); assist with the “Thirteen Week Club Memberships”; and make quality inspections of all monetary records of the Association. The Trustees will report to the Executive Board semiannually. The Trustees shall oversee business of the Association between meetings and have the power to make emergency expenditures of not more than twenty-five dollars (\$25). They further shall assist the President at any time as the need arises.

**Section 12**

The *Advisors* shall accept the position of assisting the President on any detail, committee or Association function as so requested by the President or his/her designee.

**Section 13** It shall be the responsibility of the training committee to prepare a monthly presentation at each association meeting. This presentation shall be of educational value to the association. The executive board prior to the monthly meeting shall approve all programs.

**Section 14** ii

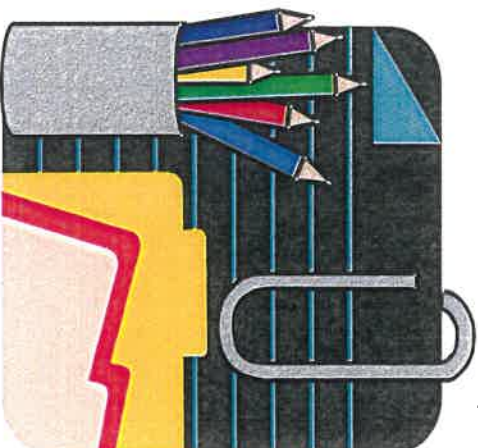
It shall be the responsibility of the annual dinner committee to organize and plan the festivities for this special function. Also, it will be their responsibility to inform all association members concerning the date, time, and place of the meeting. This shall be done no later than one month prior to the annual dinner meeting. The executive board prior to the annual dinner meeting shall approve all plans for the occasion.

#### Section 4

The Annual Meeting will be held at the November meeting of each year.

#### Section 5

The rules and proceedings of all meetings of this Association, the Executive Board and all duly appointed committees shall be in accordance with *Robert's Rules of Order*, revised in so far as applicable, and when not inconsistent with these by-laws.



#### Section 6

The Order of Business for Regular Monthly Membership Meetings is:

- Meeting called to order by the President or his designee
- Salute to the Flag
- *Memorial Service*
- Welcome by the host Fire Police Captain and Department Fire Chief
- Report by the First Vice President
- *Nomination for Office*
- *Elections or Appointments for Committees*
- Minutes of Previous Meeting Read and Accepted
- Treasurer's Report Read and Accepted
- *Program*
- Communications and Bills
- Introduction of Guests
- President's Report
- Report from the Trustees
- Committee Reports
- Delegates Report
- Old Business from Previous Meeting
- New Business
- *Resolutions or Amendments*
- From the floor (Anyone wishing to speak concerning the matters of the Association)
- Sick Call

- Good and Welfare
- Roll Call and Attendance
- Miscellaneous Contributions
- Thirteen week Club Drawing
- Next Meeting Scheduled  
UPDATED 9/18/09

*(Italics refer to "When appropriate")*

**Section 10**

Any member attending meetings shall upon request, be privileged to receive a certificate verifying attendance for respective Fire Department credit.

**Section 11**

All meetings shall begin promptly at 2000 hours (8:00 PM) following the dinner session. The Host Department will be responsible for securing the refreshment center for the duration of the meeting.

**Section 12**

Any and all communications and correspondence shall be in written form and filed with the Secretary's Minutes for the record.

**Section 13**

There shall be no soliciting of funds in any manner (i.e. Chance books, coupons, dinner tickets, etc.) at meetings without an announcement and/or prior permission from the Executive Board.





## ARTICLE VI

### DUES

#### Section 1

The amount of twenty-five dollars (\$25.00) will be assessed to each Fire Police Squad, Unit or Company.

#### Section 2

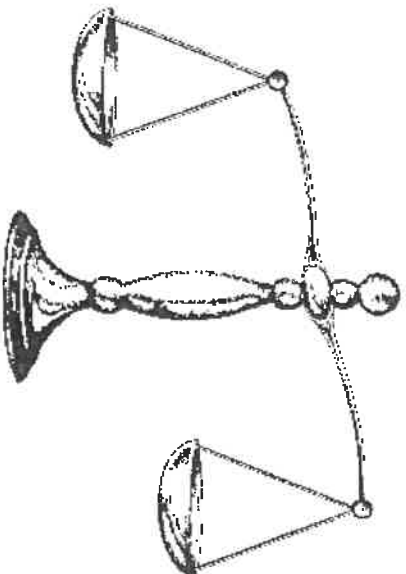
Dues are subject to change annually upon recommendation of the Executive Board. A majority present at the meeting shall approve it.

#### Section 3

Any squad, unit or company in arrears of their dues for one (1) year shall be considered delinquent. Suspension of voting privileges and membership will be made in writing. The Financial Secretary will notify them by mail, indicating such delinquency of dues.

#### Section 4

Any Department in arrears of their dues for one (1) year shall be considered delinquent. Suspension of voting privileges and membership will occur. The Financial Secretary will notify the Department by mail indicating such delinquency of dues and the suspension of voting privileges and membership.



ARTICLE VII  
AMENDMENTS

**Section 1**

These by-laws may be amended after the proposed changes, additions, or deletions are submitted in writing by any member for the review of proper language prior to addressing the By Laws Committee. The President appoints this committee. A two-thirds (2/3) vote of the membership present, after having heard an amendment read can change or add to it at two (2) previously consecutive meetings then it shall be voted on after at the third meeting.

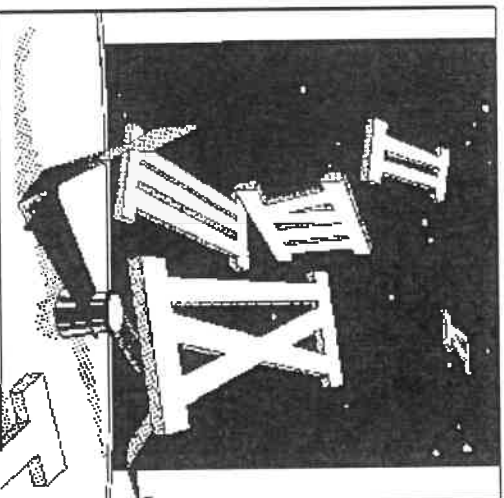
**Section 2**

The first reading shall be under *Meeting Order #15* for information and introduction of change only.

The second reading shall be conducted at the next monthly meeting under *Meeting Order #18* and questioned if necessary prior to and followed by a vote. The final reading will be made and the vote will be taken.

In the event any proposed amendment to the by laws is not passed, it shall be dropped from the organizational business.

Any proposal at a later time and date can be rewritten and resubmitted, if requested, and shall follow the proper procedure outlined in this article.



## ARTICLE VIII

### GOOD AND WELFARE - BENEVOLENCE

#### Section 1

It shall be the responsibility of the Department's Fire Police Squad, Unit or Company Captain to notify the Association of any members sick or deceased during the current calendar year.

#### Section 2

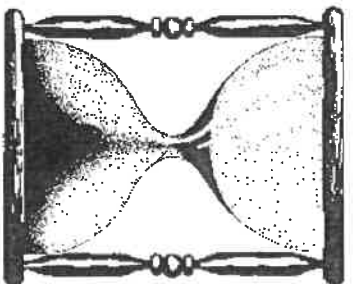
The Chaplain and/or his assistants shall pay visits to the sick when warranted and accepted by the family.

#### Section 3

The Chaplain and/or his assistants are authorized to spend up to fifty dollars (\$50.00) for the benefit of the sick member; the disposition of this money is to be at his discretion. This expenditure shall encompass a get-well card accompanied by a basket of fruit and/or arrangement of flowers and in case of death Bible given to the family.

#### Section 4

A Memorial Service shall be conducted with roll call for all departed members in the current year. Such a service will be arranged and officiated by the Chaplain of the Fire Police Association in the month of May of each year.



**ARTICLE VIII**  
**EQUIPMENT**

**Section 1**

Any member who has been issued equipment by the Brookhaven Town Fire Police Association will be required to return any and all equipment upon completing office, resignation, separation from department, or moving out of state. All equipment must be returned to the office of the President within two weeks.

Approved 6/21/2010