

**CONSTITUTION AND BY-LAWS
OF THE
NEW JERSEY STATE FIREMEN'S ASSOCIATION**

CONSTITUTION

PREAMBLE

The objects of this Association are: The furtherance of the best interests of the Firemen's Associations of this State which are or may become members of this Association, so that 1 funds of the said Relief Associations may be protected and the best results for the benefit of aged and needy active and/or otherwise qualified firefighters and their families, and those injured incapacitated or killed in the performance of their duty, may be achieved; the protection against the encroachment upon the source of said funds, the advancement of the status and best interests of all firefighters, the development and advancement of the best methods of fire protection and the cultivation of fraternal fellowship among the various departments and firefighters throughout the State and elsewhere.

**ARTICLE I
NAME**

This Association shall be known as the New Jersey State Firemen's Association and shall consist of the general membership, delegates or alternates elected in accordance with the by-laws of the Local Incorporated Relief Associations, the chief or if there being no chief, the next highest ranking line officer as his alternate and the delegate or alternate elected by the duly recognized Exempt Associations of this State and the officers and life members of this Association after their election as provided by law.

**ARTICLE II
OFFICERS**

Section 1 . The officers of this Association shall consist of a President, Vice President, Treasurer, Secretary, First Assistant Secretary and Second Assistant Secretary. All officers must be members of this Association at the time of their election. These officers shall be elected at the annual convention Association by ballot. The successful candidates are those who receive the highest number of votes cast. Term of office will be from October 1st through September 30th immediately following the election.

Section 2. Ballots for the election for the office of President, Vice President, Treasurer, Secretary, First Assistant Secretary, and Second Assistant Secretary, will be prepared by the Secretary as follows:

- 1) Ballots must be prepared in advance of the Convention. A Candidate for any of the respective offices must submit to the office of the New Jersey State Firemen's

- Association, an official petition indicating the positions he or she seeks. This Petition must be filed on or before June 1st of each year.
- a. A standard Official Petition will be created by Counsel for the Association and adopted by the Executive Committee.
 - b. The Petition will include a place for the Candidate's name, the position he or she is seeking, a certification and designated places to obtain signatures of Association members.
 - c. No Candidate may file a petition for more than one of the offices listed in Section 2 above..
 - d. The certification shall confirm that the Candidate will serve in the position if elected.
 - e. Each Candidate shall file his or her own Petition. No Candidates may form a team, block or slate of candidates.
 - f. Petitions are non-partisan.
 - g. Each Petition shall have a minimum of ten (10) signatures of Delegates and/or Life Members with signatures coming from Delegates and/or Life Members representing at least three (3) Local Relief Associations.
 - h. Candidates may sign their own Petition as one of the signatures.
 - i. Candidates may sign Petitions for other candidates for other positions, as long as they are a Delegate and/or Life Member.
 - j. All Petitions received will be reviewed by the Judges of Election and the Counsel for compliance with the rules established herein. Said review shall occur within the first ten (10) days of June.
 - k. If a Petition is deemed defective, one or more of the Judges of Election shall notify the Petitioner in writing or electronic form of the defect and provide three (3) business days to correct the deficiency.
 - l. Defective Petitions due to insufficient number of valid signatures may not be corrected and will be deemed invalid.
 - m. If a Petition is compliant, or deemed compliant after proper correction, the Candidate's name shall appear on the ballot at the convention.
 - n. If a Petition is deemed defective and not timely corrected, the Candidate's name shall not appear on the ballot at the convention.
- 2) When more than one Candidate has filed a compliant petition and is therefore running for the same office, a drawing will be held for position on the ballot. Said drawing for other positions shall occur in the State Association's office on notice to each candidate by the drawing of positions, in alphabetical order by the candidates' last name, from numbers from an opaque container.
 - 3) The Judges of Election shall provide the names of all compliant petitions to the Secretary for the creation of the ballot by June 30..
 - 4)
 - 5) The ballot prepared by the Secretary will be the official ballot for the convention and must be used by the members entitled to vote. Space will be provided on the ballot for any of qualified person seeking election by write-in vote.

- 6) No Delegate or Alternate in place of a Delegate nor Life Member shall be entitled to more than one vote.
- 7) Any Candidate wishing to withdraw as a candidate must do so by filing a notarized letter with the Secretary before August 1st in order for their name to be removed from the ballot.

Section 3 For the purposes of receiving the ballots there shall be ballot boxes, voting machines or appropriate devices provided in sufficient number to allow voting and no member shall be allowed to cast his ballot unless he is recorded as being present by the Credential Committee. The President shall appoint a Judge and two (2) tellers. When the polls are declared closed, the Judge shall announce the total number of votes received by each candidate to the convention.

- a. Challenge to an election. A challenge to an election must be made in writing to the Secretary no later than five (5) business days after the close of the convention stating the position or position(s) which the Challenger is contesting. The Judge of Elections shall serve as the lead official in any challenge with the advice of Counsel. A single representative of each candidate (which may be the candidate) for the positions contested shall also observe. The challenger shall state his challenge with the opportunity for opposing candidates or their representatives to be heard and the Judge of Election, upon advice of the Counsel, shall make a determination as to the challenge. If the challenge requires a recount, the Judge of Elections and two additional neutral parties shall conduct the recount with the oversight of the Counsel and witnessed by the affected candidates. A recount may include the review of the election tapes, paper ballots and/or the voting machines as the case may be.

ARTTICLE III
EXECUTIVE COMMITTEE
AND
BOARD OF MANAGERS
ELECTION

Section 1. A caucus of the Delegates and Life Members from each county shall be held previous to the time set for the holding of the annual convention to elect a candidate as a member of the Executive Committee for their respective counties. When required to elect a candidate as a member of the Board of Managers of the Firemen's Home, they shall be elected in the same manner as the Executive Committee. The nominees receiving the highest number of votes cast shall be elected as a member of the Executive Committee or the Board of Managers of the Firemen's Home depending upon the position for which they were nominated. Candidates for

election must be members of a Local Firemen's Relief Association and reside in the county which they shall represent. It shall be declared a vacancy if a member of the Executive Committee or a member the Board of Managers should change their principal residence outside their respective county.

Section 2. Said caucus shall be called by the members of the Executive Committee, who shall give a minimum of ten (10) days' notice in writing of the time and place at which same will be held. Each Executive Committeeman shall keep a record of the proceedings and report to the Secretary of the State Association the choice of said caucus, as the elected member of the Executive Committee, or of the Board of Managers respectively.

Section 3. Should the result of the county caucus be challenged as being incorrect by the majority of Delegates and Life Members on roll call from that county, then the President of this State Association shall caucus the members of such county present at the annual convention his/her convenience, the result of which shall be final.

Section 4 Each county having announced its elected Executive Committeeman and Member of the Board of Managers the Secretary of the State Association shall prepare a list containing the names and the respective offices of which they were elected at their County Caucus. The Secretary of the State Association shall read the names and positions of each elected Executive Committeeman and Member of the Board of Managers at the annual convention.

Section 5 At no time can a member serve concurrently on the Executive Committee and the Board of Managers.

ARTICLE IV

EXECUTIVE COMMITTEE AND DUTIES

Section 1. The duties of the Executive Committee shall include the publication of the proceedings of the annual convention and transaction of all business of the Association during the time intervening between the annual conventions. The Executive Committee shall have full power and authority to hear and determine all differences and disputes that may arise in any Local Relief Association between the Board of Representatives and the officers or boards of said associations, between the Boards of Representatives and Boards of Trustees and between the said boards and anyone claiming any right therein; and the decision of the said Executive Committee upon the subject shall be final. It shall have the supervision and power of control of the funds and other property of the General Relief Fund and of all Firemen's Relief Associations and shall see that they are properly guarded and legally invested and expended, and shall report to the Commissioner of Banking and Insurance of this State on or before the tenth day of June in each

and every year a list of all associations that have complied with the law in all respects, and shall set the salaries: annually for the Officers and Executive Committee which will take effect October 1st each year. A majority of the committee shall constitute a quorum for the transaction of business, providing all have been notified.

The Officers and the Field Examiner shall participate in the meetings of the Executive Committee and shall have a voice but no vote. This shall not affect the President (or in his absence the Presiding Officer) who shall, in case of a tie, cast the deciding vote.

Section 2. The Executive Committee shall execute a blanket bond covering all officers of each and every Local Firemen's Relief Association in such amounts as recommended by the Treasurer and Field Examiner of the State Association and which bond shall also cover all officers of the State Association, in such amounts as the Executive Committee shall decide upon. The premium for said bond is to be paid from the General Relief Fund.

Section 3. The Executive Committee shall appoint annually at the May meeting an Attorney at Law to serve as Counsel and may appoint an Attorney at Law to serve as Assistant Counsel to this Association. They shall become ex-officio a member of this Association and of the Executive Committee, and receive a salary as set annually by the Executive Committee.

Section 4. The Executive Committee shall also appoint annually at the May meeting a member of the Association to act as Field Examiner and receive a salary set annually by the Executive Committee.

Section 5. In the event of resignation, death or other permanent absence of the Vice President, Treasurer, Secretary, First Assistant Secretary or Second Assistant Secretary, a new Officer for the vacant office shall be appointed by the President with the approval of the Executive Committee to fill the unexpired term.

Section 6. Any vacancy occurring in the Executive Committee or the Board of Managers of the Firemen's Home shall be filled by appointment by the President of the candidate elected in the manner as the original candidates were elected. A caucus shall be necessary to elect such candidate or candidates, said caucus shall be called by the First Assistant Secretary, in the manner provided under Article II, Section 2.

Section 7. Any vacancy occurring in the office of Field Examiner or Counsel, said office shall be filled for the unexpired term, in the same manner as the original appointment was made.

Section 8. Any vacancy occurring in any of the appointed offices shall be filled in the manner as the original appointment was made. All Officers elected or appointed to fill a vacancy caused by death, resignation or otherwise shall take office immediately after appointment and hold office for the unexpired term or until their successors are elected or appointed as the case may be.

ARTICLE VII

APPOINTMENTS

Section 16. (new section) Because of the one year term and the cost of holding elections, the State Association will not permit actions to recall Elected Officers, and/or members of the Executive Committee.

ARTICLE X

RULES OF ORDER

Section 9.

FIRST SESSION

1. Call to order by the President
2. Invocation
3. Pledge of Allegiance to the Flag
 - a. National Anthem
4. Reading of Call for Convention
5. Convention Committee Appointments
 - a. Credentials Committee
 - b. Sergeant at Arms
 - c. Resolution Committee
 - d. Judges of Election
6. Introduction of Host
7. Report of Credentials Committee
8. Roll Call
9. Reading of Minutes of Last Convention
10. Communications
11. Introduction of Guests
12. Officer's Reports
 - a. Treasurer
 - b. Field Examiner
 - c. Secretary
13. President's Remarks
14. Description of the Nomination Process and Announcement of Candidates who have successfully filed petitions
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. 1st Assistant Secretary
 - f. 2nd Assistant Secretary
15. Officer of Resolutions – Discussion – Report
16. Benediction
17. Adjournment

SECOND SESSION

1. Call to order by the President
2. Invocation
3. Pledge of Allegiance to the Flag
 - a. National Anthem
4. Memorial Service
5. Committee Reports
 - a. Legislative Committee
 - b. Advisory Committee
6. Report of Standing Committee
 - a. Finance Committee
7. Report of Certified Public Accountant
8. Report of Board of Managers
9. Final Report of the Credentials Committee
10. Report of County Caucus Election Results
 - a. Announcement of the Members of the Executive Committee
 - b. Announcement of the Members of the Board of Managers

11. Report of Judge of Election
12. Unfinished Business
13. New Business
14. Selection of place for holding Convention five (5) years in advance
15. Benediction
16. Adjournment