

WICHITA FIREMEN'S RELIEF ASSOCIATION

CONSTITUTION & BY-LAWS

ADOPTED

January 1st, 2004

**THE CONSTITUTION OF THE FIREMEN'S RELIEF ASSOCIATION OF
WICHITA, KANSAS**

ADOPTED – JANUARY 1ST, 2004

ARTICLE I

NAME AND MEMBERSHIP

This Association shall be known as "The Wichita Firemen's Relief Association" here after referred to as the "Association" and shall be composed of the regularly appointed members of the Wichita Fire Department.

ARTICLE II

PURPOSE

The purpose of this Association shall be to receive, use and disburse funds for the benefit of the members of the Association or their beneficiaries.

ARTICLE III

OFFICERS

The officers of this Association shall be members and shall consist of a President, Vice-President, Secretary-Treasurer, Assistant Secretary-Treasurer, and two Directors. The Board of Directors shall be composed of the officers of the Association and the directors. The Assistant Secretary-Treasurer is a non-voting position. The Supervisory Committee shall be composed of the Chief of the Fire Department, the City Manager or his/her duly designated representative, and one member of the Fire Department, who shall be elected for a term of three years, by the members of the Firemen's Relief Association.

ARTICLE IV

ELECTION & OFFICE TERMS

		Required years of employment on the department for eligibility
President	- 1 Year Term	6 yrs.
Vice-President	- 1 Year Term	4 yrs.
Secretary-Treasurer	- 3 Year Term	8 yrs. (must complete one term as Assistant)
Assistant Secretary-Treasurer	- 1 Year Term	4 yrs.

Director (2, elected alternate years)	- 2 Year Term	2 yrs.
Supervisory Committee (elected by the body)	- 3 Year Term	6 yrs.

Nominations for all elective offices shall be made by a nomination committee appointed by the Board of Directors and announced at a regular meeting of the Association. No member shall hold more than one (1) elective office at any one time.

If for any reason there are no members that meet the eligibility requirement of completing one year as Assistant Secretary-Treasurer in order to be nominated for the Secretary-Treasurer position, then nomination eligibility will move to being a current Board member, or second, being a member whom has previously served on the Board of Directors, or finally, if no one can meet those eligibility requirements the nomination can come from the membership at large. (New 03/04/04)

Nominations will open at the October regular Association meeting and close at the November regular Association meeting. The ballot box election will be held the first week of December and all terms will begin January 1st.

When a permanent vacancy occurs in an elective office, such vacancy shall be filled for the unexpired term. The President shall designate a member to fill a vacancy on a temporary basis from the time the vacancy occurs until it is filled by the ballot box election in December.

ARTICLE V

DUTIES OF OFFICERS

All duties of the officers of the Wichita Firemen’s Relief Association shall be carried out under and in keeping with the laws of the State of Kansas, the Code of the City of Wichita, this Constitution, and By-laws of this Association.

The President shall preside at all meetings of this Association, sign all orders on the Secretary-Treasurer or Assistant Secretary-Treasurer; when issued in conformity with the Constitution and Bylaws; appoint committees not otherwise provided for; call special meetings of the Association or the Board of Directors when deemed necessary; or when requested by thirty or more members in writing. The Secretary-Treasurer, the Assistant Secretary-Treasurer and the President shall give bond for the safekeeping of the fund and for faithful performance of his/her duties, to protect the funds distributed by the Commissioner of Insurance. The fees for such bonds to be paid from the Relief Fund

The Vice-President shall attend all Board of Directors meetings and shall perform the duties of the President in his/her absence.

The Secretary-Treasurer shall keep a complete and accurate record of all transactions and meetings of the Association; shall receive all money and make disbursements as the

Bylaws may direct; keep separate accounts of the funds received under the provisions of the Firefighter's Relief Act and those received from other sources; and make an itemized statement in this manner, to be submitted to the Board of Directors each month, together with an annual audit report at the first regular Association meeting after the audit report is completed. A copy of the report concerning the funds received under the provisions of the Firefighter's Relief Act shall be sent to the Kansas State Insurance Commissioner with the properly completed financial statement furnished in the form required by that office.

The Assistant Secretary-Treasurer duties shall be under the direction of the Secretary-Treasurer. These duties shall include the duty to acquire the ability to perform the duties of the Secretary-Treasurer after the completion of the Assistant-Secretary Treasurer's first term.

The Board of Directors shall make, receive, investigate, consider, and recommend allowing or disallowing all proposed expenditures for benefits provided by the Association. It shall be the duty of the Board of Directors to at all times manage in a careful and prudent manner the affairs of the Association.

The Supervisory Committee shall review and consider all recommendations of the Board of Directors. The Supervisory Committee will approve or disapprove the Board of Directors recommendations. All recommendations of the Board of Directors and the Supervisory Committee will be voted on by the body of the Association at each regular monthly meeting.

Recommendations disapproved by the Supervisory Committee shall be submitted in writing, with the disapproval in writing, to be voted on by the body of the Association at the next regular monthly meeting and the disapproval may only be overturned by a 2/3 vote. The President has the authority to call for a ballot box vote if deemed necessary.

ARTICLE VI

OFFICER SALARIES

Salaries are determined from the current or most recent Memorandum of Agreement between the City of Wichita, Kansas and Local #135 International Association of Firefighters of Wichita Kansas. The President shall be paid 15% of the top Firefighters hourly pay, the Assistant Secretary-Treasurer shall be paid 45% the first year, 50% the second year and 55% the third year of top Firefighters hourly pay and the Secretary-Treasurer will be paid 60% of top Firefighters hourly pay. All salaries will be paid from the Welfare Fund and are supplemented from the Relief Fund in an amount determined by the guidelines from the State Insurance Commissioner's Office upon approval from the executive Board of the Kansas State Firefighter's Association.

ARTICLE VII

USE OF FUNDS

All monies received under the provisions of the Firefighter's Relief Fund Act shall be used only as provided by the laws of the State of Kansas and the Code of the City of Wichita and this Constitution and Bylaws of the Association. Any other funds, except those specifically appropriated, shall be used as directed by the Association.

The Association administers two funds, the Relief Fund and the Welfare Fund. All Association members are entitled to Relief Fund benefits. Only Relief Fund members who meet Welfare Fund membership requirements as stated in the Welfare Fund By-Laws are entitled to Welfare Fund benefits.

ARTICLE VIII

MEETINGS

The Wichita Firemen's Relief Association will hold and conduct Board of Directors meetings, regular Association meetings and Special meetings as needed.

All regular Board of Director meetings shall be held on the third Thursday of each month at 0800 hours in the Association office. Board meetings may be rescheduled at the discretion of Secretary-Treasurer upon approval by the President.

All regular Association meetings will be held on the Monday following the Board of Directors meeting at 1900 hours at Station One unless rescheduled by the Board of Directors. When an alarm is received during a regular Association meeting causing an attendance reduction below a quorum, the presiding officer shall adjourn the meeting until a quorum can be established. The meeting may be rescheduled. A quorum is established at twelve (12) members excluding officers presiding over the meeting.

The President when requested in writing by any thirty (30) members of this Association or any three (3) members of the Board of Directors shall call special meetings. Association Communication will notify members of special meetings with a minimum of five (5) calendar days notice.

ARTICLE IX

CUSTODY OF FUNDS

All money received under the provisions of the Firefighter's Relief Fund Act shall be placed in the custody of the Secretary-Treasurer of the Wichita Firemen's Relief Association as provided by law, to be held in trust for the purposes provided in K.S.A. 40-1707, except as otherwise provided in the Firefighter's Relief Act.

ARTICLE X

AUDIT OF ACCOUNTS

There shall be an annual separate audit of all Association accounts by a licensed municipal public accountant. The separate audit reports shall be presented to the Board of Directors, the Supervisory Committee and at a regular meeting of the Association.

ARTICLE XI

BENEFITS

All benefits provided by the Wichita Firemen's Relief Association shall be considered and distributed according to the laws of the State of Kansas and in accordance with the By-Laws of this Association. It will be the responsibility of the Board of Directors and the Supervisory Committee to recommend reasonable benefits provided to members of this Association, subject to a vote of the Association's membership.

ARTICLE XII

INSURANCE

All indemnities from insurance that is paid for, wholly or in part, by the Wichita Firemen's Relief Association, shall be paid to the Wichita Firemen's Relief Association. The indemnities shall be paid in accordance with their terms and the Association's By-Laws.

The Association shall not be held responsible for coverage or benefits denied by the insurance carrier. The type and amount of insurance carried on members will be determined by the Association in accordance with applicable statutes and the By-laws of this Association.

ARTICLE XIII

BENEFICIARIES

In accordance with the Firefighter's Relief Act each member of the Association shall keep on file with the Secretary-Treasurer of the Relief Association the name or names of the beneficiary or beneficiaries to whom they desire the gratuity specified in the By-Laws and Insurance benefits to be paid in the case of their death.

ARTICLE XIV

DEATH CERTIFICATE

In the case of death of a member of this Association, eight (8) copies of a death certificate completed by a competent physician stating the true cause of such death, shall be obtained as soon as possible by the Secretary-Treasurer of the Association, and made available for insurance coverage benefits.

ARTICLE XV

AMENDMENTS

Amendments to the Constitution must be presented to the Board of Directors in writing, lay over thirty (30) days or until the next regular meeting, and be adopted by a vote of two-thirds (2/3) of the members of the Association. Provided, however, that no amendment shall be contrary to any Kansas law or City of Wichita ordinance. All proposed amendments will be published to the membership by Association Communication.

ARTICLE XVI

ORDER of BUSINESS

Call to order.
Roll call by registration.
Reading and approval of the previous minutes.
Reports of the Board and committees.
New business.
Unfinished business.
Adjournment.