

# CONSTITUTION AND BY-LAWS OF THE OKLAHOMA RETIRED FIREFIGHTERS ASSOCIATION

\*\*\*\*\*

(AS AMENDED 2020)

## ARTICLE I – NAME

**Section 1.** The name of this organization shall be the Oklahoma Retired Firefighters Association. (NOTE: Any reference to “Association” in this constitution shall mean the Oklahoma Retired Firefighters Association.)

## ARTICLE II – OBJECTIVE

**Section 1.** To assist the Oklahoma State Firefighters Association in pursuit of their goals.

**Section 2.** To cooperate with the executive board and executive director of the Oklahoma State Firefighters Association in serving the best interest of the active firefighters of the state, and members of this Association, as described in Article III of this constitution.

**Section 3.** To assemble in an annual ORFA meeting for the purpose of fellowship, discussion of timely issues of concern to the membership, encourage participation as active members of the Association, and encourage formation of local/area/district retired firefighter organizations, and protect and improve the Oklahoma Firefighters Pension and Retirement System.

## ARTICLE III – MEMBERSHIP

**Section 1.** Eligibility for membership in the Association shall be automatic for any retired firefighter or their surviving spouse.

**Section 2.** Classifications of membership shall be defined as follows:

**ACTIVE PARTICIPATING MEMBER:** The retired firefighter or their surviving spouse who is paying dues as set forth in Article VIII of this constitution.

**HONORARY MEMBER:** The title of “Honorary Member” may be bestowed on any person who has rendered the Association outstanding service, through act(s) or deed(s). Honorary Membership may be bestowed on person(s) by a majority vote of those in attendance at any annual meetings of the Association.

**LIFE MEMBER:** All past presidents of the Oklahoma Retired Firefighters association shall automatically become Life Members of this Association and shall not be required to pay dues.

**Section 3.** Only Active Participating Members have full voting rights at the annual Oklahoma Retired Firefighters Association meeting.

**Section 4.** Proxy votes shall not be recognized in any form.

## ARTICLE IV - ELECTIVE OFFICERS

**Section 1.** Officers of the Association shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President and Immediate Past President. Officers shall be retired firefighters who are Active Participating Members of the Association. (NOTE: Any

reference to “officers” in this constitution shall mean those officers described in this Section.)

**Section 2.** Officers of the Association shall be retired firefighters elected at the annual ORFA meeting; the exception being the Immediate Past President. Officers shall be retired firefighters elected from the Active Participating Membership for a term of one year. A simple majority vote of those Active Participating Members in attendance at the annual ORFA meeting shall constitute an election. Should a vacancy occur in any office, the Association Officers must appoint another retired firefighters who is an Active Participating Member to fill the unexpired term until an election can be held at the next annual ORFA meeting to fill that position. No more than one person who retired from the same city shall serve on the Board simultaneously.

**Section 3** In accordance with OSFA’s Constitution, Article 3 Section 4, The President shall serve as Liaison Officer to the OSFA Executive Board and shall serve at ORFA’s expense in liaison capacity between the two organizations, and, therefore, shall have no vote nor proceed through OSFA chairs.

#### **ARTICLE V – DUTIES OF OFFICERS**

**Section 1.** The President shall preside over all meetings of the officers and the annual ORFA meeting of the membership. The President shall serve on the Oklahoma Fire Pension and Retirement Board as provided in Oklahoma State Statutes 49-100.3 (3). The ORFA representative to the Oklahoma Firefighters Pension and Retirement System Board must be a retired member of that Pension System.

**Section 2.** The 1<sup>st</sup> Vice President shall perform the duties of the President in his absence. The 2<sup>nd</sup> Vice President shall perform the duties of the President in the absence of both the President and 1<sup>st</sup> Vice President.

**Section 3.** Meeting of officers shall be at the call of the President, with timely notice to all officers, but shall not exceed four (4) meetings per calendar year. Exception: Special meetings may be called with unanimous consent of officers.

**Section 4.** Any three (3) officers in attendance at a called meeting shall constitute a quorum for purposes of conducting business of the Association

**Section 5.** Officers shall exercise general supervision over the Association’s affairs in the interim between annual ORFA meetings, and shall have full and complete jurisdiction over all business conducted by the Association in that interval.

**Section 6.** Warrants issued from the account of the Association must bear the signature of those authorized by the Officers of the Association.

**Section 7.** All meetings of Officers of the Association shall be open to the membership.

**Section 8.** Officers of the Association shall be responsible for the annual meeting arrangements at the selected site.

**Section 9.** The 1<sup>st</sup> Vice President shall serve as the ORFA liaison to the OSFA Legislative Committee. The 2<sup>nd</sup> Vice President shall be responsible for local chapter growth activities. The 3<sup>rd</sup> Vice President shall be responsible for membership expansion and recruitment activities.

## **ARTICLE VI – APPOINTED POSITIONS**

**Section 1.** The duties of Secretary/Treasurer shall be assumed by the Oklahoma State Firefighters Association, unless otherwise directed by the Executive Board of Oklahoma State Firefighters Association, or otherwise as amended as provided in Article X I of this constitution. A separate account shall be maintained for Oklahoma Retired Firefighters Association in an Oklahoma Financial institution. A report on the status of such accounts shall be made at the annual ORFA meeting.

**Section 2.** There shall be an Executive Director appointed by the new officers of the Association, following the annual ORFA meeting described in Article ~~VIII~~ IX.

## **ARTICLE VII-COMMITTEES**

**Section 1.** The President of the Association shall appoint such committees as deemed necessary to conduct Association business, both during the annual ORFA meeting and in the interim between annual meetings.

**Section 2.** Cornerstone Committee

- a) The mission of this committee will be to promote the sustainability, maintain the integrity and relevance of the ORFA by providing insight to the ORFA Executive Board to enhance membership, fundraising and other activities needed to support ORFA and OSFA.

## **ARTICLE VIII– DUES**

**Section 1.** Active Participating Members shall also be OSFA Pension Members and pay dues \$21.00 annually; \$5.00 to the Association; \$3.00 to the memorial maintenance fund, and the balance to OSFA as set out in the OSFA Constitution under Article 8 Section 2. Dues must be paid to the Oklahoma State Firefighters Association, by July 1 of each year, or withholding arrangements made, as described in Section 3 of this Article.

**Section 2.** By payment of dues to the Association, a person automatically becomes a Pension Member of the Oklahoma State Firefighters Association and shall receive the monthly newspaper and other pertinent information regarding firefighter activities.

**Section 3.** Annual dues may be paid by either full advance payment, or may be withheld in twelve (12) equal monthly payments from a member's pension warrant issued by the Oklahoma Firefighters Pension and Retirement System.

**Section 4.** An accounting of fund income and expenditures shall be given at the annual ORFA meeting, as provided in Article VI, Section 1, of this constitution.

## **ARTICLE IX– ANNUAL MEETING**

**Section 1.** There shall be an annual ORFA meeting of the membership of the Association at a location and time or date chosen by the officers.

**Section 2.** At each annual ORFA meeting a majority vote of the Active Participating Members in attendance shall determine the location of the succeeding annual ORFA meeting.

**Section 3.** Emergency meetings of the membership may be called by a majority vote of the officers. Location of the emergency meeting shall be determined by the officers.

**Section 4.** Delegates to the OSFA Convention shall be the Executive Board of the ORFA. If a member or members of the Executive Board already holds the position of Delegate at Large then the remaining allocated delegates shall be elected from the Active Participating Members in attendance at the annual ORFA meeting in accordance with the OSFA Constitution concerning delegates.

**Section 5.** Only Active Participating members as set out in Article III §2, have full voting rights.

#### **ARTICLE X – EXPENSES**

**Section 1.** Officers of the Association shall budget sufficient funds for all necessary expenses for the efficient operation of the Association.

**Section 2. Reimbursement for Expenses Incurred:** The Officers shall establish the amounts and items to be reimbursed for expenses incurred by any member of the Board, Committees or other members serving in an official capacity of the Association.

#### **ARTICLE XI– AMENDMENTS TO THE CONSTITUTION**

**Section 1.** Proposed amendments to the constitution shall be submitted by registered mail or hand delivered to the Association office, with date affixed and receipt given, by an active member over his or her signature not less than sixty (60) days prior to the opening day of the ORFA annual meeting.

**Section 2.** A majority vote of two-thirds (2/3) of those Active Participating Members in attendance at the annual ORFA meeting is required to amend this constitution.

**Section 3.** This constitution may be amended by unanimous vote of those Active Participating Members in attendance at an annual ORFA meeting; otherwise, Section 1, of this Article will apply.

#### **ARTICLE XII– RESOLUTIONS**

**Section 1.** Resolutions shall be submitted to the Association business office in Oklahoma City no later than sixty (60) days prior to the annual ORFA meeting.

**Section 2.** The Association President shall present applicable resolutions to the Executive Board of Oklahoma State Firefighters Association within thirty (30) days following the annual ORFA meeting.

#### **ARTICLE XIII– RESTRICTIONS**

**Section 1.** No member shall present her/himself as spokesperson for the Association on any issue, for or against, unless expressly authorized by the consensus of the Officers.

**Section 2.** No member shall attempt to influence any person by representing himself as spokesperson for the Association, unless expressly authorized as described in Section 1 of this Article.

\*\*\*\*\*

**OKLAHOMA RETIRED FIREFIGHTERS ASSOCIATION BY-LAWS**

**ARTICLE I – ORDER OF BUSINESS**

**Section 1.** The following shall be the regular Order of Business at annual meetings of the Oklahoma Retired Firefighters Association.

- Call to order
- Reading of Previous Meeting Minutes
- Opening Remarks by President
- Treasurer’s Report
- Committee Reports
- ORFA Chapter Reports
- Old Business
- New Business
- Election of Officers
- Election of Delegates to OSFA Convention
- Appointment of Interim Committees
- Adjourn

The order of Business may be deviated from at the discretion of the Chair.

**ARTICLE II – RULES OF ORDER**

**Section 1.** Robert’s Rules of Order shall be the authority of all Parliamentary questions.

**Section 2.** All members shall have floor privileges; all Active Participating Members shall have voting rights.

**Section 3.** Voting on issues may be by voice vote; the President determining a majority.

**Section 4.** Election of officers shall be by a show of hands, or may be by secret ballot as described in Section 5 of this article.

**Section 5.** On request of any five (5) Active Participating Members in attendance, voting shall be by secret ballot.

**ARTICLE III – AMENDMENTS**

**Section 1.** By-Laws may be amended by majority vote of those Active Participating Members in attendance at the annual ORFA meeting.

**Section 2.** By a seventy-five percent (75%) favorable vote of Active Participating Members in attendance, rules may be suspended to conduct business not otherwise scheduled.

