

BYLAWS OF  
COUNTY OF LOS ANGELES  
FIRE DEPARTMENT

FIREFIGHTERS MEMORIAL  
COMMITTEE INC.

**BYLAWS OF THE  
COUNTY OF LOS ANGELES FIRE DEPARTMENT  
FIREFIGHTERS MEMORIAL COMMITTEE INC.**

**ARTICLE 1  
Name and Headquarters**

Section 1

The corporation shall be known as the County of Los Angeles Fire Department Firefighters Memorial Committee Inc.

Section 2

The headquarters of the corporation shall be the County of Los Angeles Fire Department, County of Los Angeles, State of California. The principal office for the transaction of business shall be the Headquarters of the County of Los Angeles Fire Department located at 1320 N. Eastern Avenue, Los Angeles, California 90063.

**ARTICLE II  
Purpose**

Section 1

The purpose of this corporation shall be the raising of revenue for the construction and dedication of a memorial to the employees of the County of Los Angeles Fire Department that have died in the line of duty or, have passed away within five (5) years of retirement due to a job related illness or injury as accepted by the Los Angeles County Employees Retirement System.

Section 2

When funds are available, a Widows and Orphans Fund shall be established and administered by the Board of Directors with the approval of the Fire Chief.

Section 3

Maintenance of the Firefighters Memorial is to be supplied by the County of Los Angeles Fire Department.

**ARTICLE III  
Name Placement on Memorial**

Section 1

Those employees of the County of Los Angeles Fire Department that perish in the line of duty when assigned to an emergency incident, designated by the Board of Directors and approved by the Fire Chief, shall have their name placed on the Memorial with a star preceding their name to designate death in the line of duty.

Section 2

Those uniformed employees of the County of Los Angeles Fire Department that die within five years of retirement due to a job related illness or injury (job related as accepted by the County of Los Angeles Employees Retirement System) as designated by the Board of Directors and approved by the Fire Chief shall have their name placed on the Memorial.

**GUIDELINES OF THE  
COUNTY OF LOS ANGELES FIRE DEPARTMENT  
FIREFIGHTERS MEMORIAL COMMITTEE INC.**

**I. INTRODUCTION**

- A. Purpose: The purpose of these guidelines is to establish a process through which special honor is given to the memory of uniformed personnel who die as result of service in the County of Los Angeles Fire Department.
- B. Scope: This instruction applies to all County of Los Angeles Fire Department Employees.
- C. Author: The Fire Chief with recommendations from the Firefighters Memorial Committee shall review and change this instruction only when there is a compelling reason.

**II. RESPONSIBILITY**

- A. All personnel shall be aware of the policies stated in these instructions.
- B. Departmental Chaplains shall assist the Firefighters Memorial Committee as requested.

**III. POLICY**

- A. Line of Duty is intended to honor any County of Los Angeles Fire Department member who is killed or dies of injuries received on or responding to an emergency incident. This memorial inscription to read:  
\* John E. Doe 10/12/91\*
  
- B. Job Related is intended to honor any uniformed employee who is killed and was not assigned to an emergency incident, who pass away within five (5) years of retirement due to a job related illness or injury which has been accepted by the Los Angeles County Employees Retirement system as job related. This memorial inscription to read: Jane W. Jones 10/12/91
  
- C. Memorial Inscription \* “Indicates members of the County of Los Angeles Fire Department who were killed by violent forces while protecting the citizens we serve”

**ARTICLE I  
NAME AND HEADQUARTERS**

Section 1

The corporation shall be known as the County of Los Angeles Fire Department Firefighters Memorial Committee, Inc.

Section 2

The headquarters of the corporation shall be the County of Los Angeles Fire Department of the County of Los Angeles Fire Department located at 1320 N. Eastern Avenue, Los Angeles, California 90063.

The principal office for the transaction of business shall be the Headquarters of the County of Los Angeles Fire Department located at 1320 N. Eastern Avenue, Los Angeles, California 90063.

**ARTICLE II  
PURPOSE**

Section 1

The purpose of this corporation shall be the raising of revenue for the construction, dedication, and maintenance of a memorial to Firefighters of the County of Los Angeles Fire Department that have died in the line of duty or, have passed away within five (5) years of retirement due to a job related illness or

injury, (job related as accepted by the Los Angeles County Employees Retirement System).

## Section 2

Should funds be available, after the yearly maintenance requirements have been met, a Widows and Orphans Fund shall be established and administered by the Board of Directors of the Corporation.

## **ARTICLE III NAME PLACEMENT ON MEMORIAL**

### Section 1

Those uniformed employees of the County of Los Angeles Fire Department who perish in the line of duty (line of duty as accepted by the County of Los Angeles Employees Retirement System) shall have their names placed on the Memorial. The Maltese Cross will be placed next to those individual names.

1. In such cases, the name will be added:
  - a. On an annual basis; and
  - b. Will read: (Full Name)

### Section 2

Those uniformed employees of the County of Los Angeles Fire Department that die within five (5) years of retirement due to a job related illness or injury (job related as accepted by the County of Los Angeles Employees Retirement System) shall have their name placed on the Memorial.

1. In such cases, the name will be added:
  - a. On an annual basis; and
  - b. Will Read: (Full Name)

### Section 3

Those uniformed personnel of the County of Los Angeles Fire Department will include, but not be limited to the following: Firefighter, Firefighter Specialist, Captain, Battalion Chief, Assistant Chief, Deputy Chief, Chief Deputy, Fire Chief, Firefighting Construction Equipment Operator, Senior Firefighting Construction Equipment Operator, Supervising Firefighting Construction Equipment Operator, Forestry Technician, Forestry Assistant, Deputy Forester, Pilot, Senior Pilot, and Chief Pilot.

Exceptions due to special circumstances shall require a two-thirds majority vote of the Firefighters Memorial Committee with approval of the Fire Chief.

## **ARTICLE IV FUNDS**

### Section 1

This corporation does not contemplate the distribution of gains, profits, or dividends to any of these members and is formed for memorial, educational, and charitable purposes.

### Section 2

The principal source of revenue for this corporation shall be the voluntary donations of the public at large, and any other lawful means approved by the Board of Directors, or by any of the following:

- a. By receiving property by devise or bequests subjected to the laws regulating the transfer of property by will and to acquire and hold by purchase, gift, lease, or otherwise, property of any kind, real and personal, including without the generality of the foregoing shares, bonds and other securities of other corporations.
- b. To acquire, hold, lease, convey or otherwise dispose of, real and personal property within the State of California.
- c. To convey, exchange, lease, mortgage, and encumber transfer in trust or otherwise dispose of, any or all of its property.
- d. To borrow money, contract, debts and issue bonds, notes, debentures and other evidence of indebtedness to secure same.
- e. To do any and all things which in the judgment of the Board of Directors may be suitable for furthering the purposes of the corporation from time to time.
- f. In general, to do all things authorized by the laws regulating and relating to a non-profit organization within the State of California whether or not specifically set forth in these articles and to do all acts necessary or expedient for the administration of its affairs.
- g. The foregoing clauses shall not be construed as purpose, objects and powers. The purpose and powers in each clause, except where otherwise expressed, shall be in no way limited for reference to, or inference from one to another, for each purpose clause shall be construed as a separate

statement conferring independent purpose and powers upon the corporation.

Section 3

The funds shall be used to design, erect, dedicate, and maintain a memorial to the County of Los Angeles Fire Department Personnel who perish in the line of duty or due to a job related illness or injury as stated in Article III, Sections 1, 2 and 3.

Section 4

The Board of Directors may use any funds to aid widows and orphans only after the aforementioned goals and purposes have been met.

**ARTICLE V  
OBJECTIVES AND METHODS  
MEMORIAL FUND**

Section 1

This corporation shall set aside a fund to be known as the County of Los Angeles Fire Department Firefighters Memorial Fund. Upon dissolution of said fund, all net assets shall be distributed to a legally recognized charitable organization or organizations pursuant to current provisions of the Internal Revenue Code. The corporation shall operate this fund in the manner prescribed by the Internal Revenue Code, the purpose being to design, construct, dedicate, and maintain a memorial to County of Los Angeles Fire Department Personnel that perish in the line of duty, or die due to job related illness or injury.

Section 2

No monies from this fund may be used for or contributed to any political activity, or be used in any manner other than to accomplish the objectives as stated in the preceding section.

**ARTICLE VI  
OBJECTIVES AND METHODS  
WIDOWS AND ORPHANS FUND**

Section 1

After those objectives stated in Article V, Section 1 have been met and completed, this corporation shall set aside a fund to be known as the County of Los Angeles Fire Department Firefighters Memorial Widows and Orphans Fund. Upon dissolution of said fund, all net assets shall be distributed to a legally

recognized charitable organization or organizations pursuant to the current provisions of the Internal Revenue Code, and the corporation shall operate this fund within the limits of said code. This fund shall be used to accomplish the following purposes:

- a. To furnish, at the discretion of the Board, emergency financial aid to dependents of uniformed personnel that perish in the line of duty, or die due to job related illness or injury as set forth in Article III, Section 1 and 2.
- b. To furnish, at the discretion of the Board, direct financial assistance.
- c. Provide scholarships for the orphans of those members that have perished in the line of duty or have dies as a result of job related illness or injury.
- d. As a matter of policy, no monies of the Widows and Orphans Fund may be used for or contributed to any political function or be used in any manner other than to accomplish the objectives as stated in this section.

## **ARTICLE VII OFFICERS AND DIRECTORS**

### Section 1

The officers of the corporation shall be Chairman, Co-Chairman, Secretary, Treasurer, Golf Committee Chairman, and Chaplains.

### Section 2

The number of directors of the corporation shall number no less than five (5) seven , and shall consist of a director appointed from the following parent organizations of the County of Los Angeles Fire Department:

- Benefit & Welfare Association
- Chief Officer's Association
- California State Firefighters' Association
- Family Support Group
- Firefighters Association
- Firefighters Local 1014
- Los Angeles County Fire Museum Association

### Section 3

The officers and directors shall administer the affairs of the corporation under the name of the Board of Directors of the County of Los Angeles Fire Department Firefighters Memorial Committee Incorporated.

Section 4

The Chairman shall be a director at large with limited voting powers; the other officers shall be considered directors at large with full voting powers.

Section 5

At the discretion of the Board of Directors the Fire Chief may serve as Honorary Chairman and as an advisor to the Board.

**ARTICLE VIII  
APPOINTMENT OF OFFICERS AND DIRECTORS**

Section 1

The officers shall be appointed by the Board of Directors whenever a vacancy occurs.

If in the opinion of the Board of Directors such procedure is justified, any of the officers may be appointed without such appointee or appointees first having been a director. But as a general procedure, the officers shall be nominated from among the directors currently serving.

Section 2

The directors shall be appointed to the Board by the organization that they represent, by whatever procedures are established by that organization.

Should a vacancy occur at anytime, it shall be the responsibility of the parent organization to appoint a new director.

Section 3

The Board of Directors of the Corporation shall have the right to approve or disapprove any and all appointees. A vote of those officers and directors presently on the Board shall be taken with approval/disapproval determined by a simple majority of the Board.

**ARTICLE IX  
TERMS OF OFFICE**

Section 1

The term of office for all officers shall be a three (3) year term, or until the officer submits a letter of resignation to the Board.

Section 2

The term of office for directors shall be alternating years, a two year term.

Section 3

It shall be the prerogative of the Board, by a majority vote, to replace any Officer or Director who fails to attend two Board Meetings with a twelve month period without being excused.

It shall also be the prerogative of the Board, by a two-thirds majority vote, to replace any officer or director who, by action or actions, has provided to the Board of Directors that he is unworthy of representing the corporation.

**ARTICLE X  
DUTIES AND POWERS**

Section I

The Chairman, unless excused, shall preside at all meetings of the Board of Directors. The Chairman shall decide all questions of order and certify the results of all votes. The Chairman shall appoint all committees, subject to Board approval, and serve as an ex-officio member. The Chairman shall not be permitted to vote; except for elections of officers or when members are equally divided on any motion before the Board and at which time the Chairman shall cast the deciding vote.

The Chairman shall be authorized by the Board to co-sign corporation checks.

The Chairman shall perform all such duties necessary to promote the efficient functioning of the corporation to achieve its stated objectives.

The Chairman may initiate matters of policy and procedures, provided that any conclusive action has prior approval of the Board of Directors.

## Section 2

Co-Chairman – The Co-Chairman be a member of the Family Support Group and shall assist the Chairman and act in the Chairman absence.

The Co-Chairman may be authorized to co-sign corporation checks.

The Co-Chairman shall perform any other duties as assigned by the chairman.

## Section 3

Secretary – The Secretary shall keep an accurate record of the minutes of all Board meetings. The Secretary shall prepare, in advance, an agenda for the Chairman for all regularly scheduled Board meetings.

The Secretary shall be responsible for maintaining an accurate filing system for all correspondence and records.

The Secretary shall notify all officers and directors in advance of all special meetings.

The Secretary may be authorized to co-sign corporation checks.

The Secretary shall perform any other duties as assigned by the Chairman.

## Section 4

Treasurer – The Treasurer shall have charge of financial matters and funds of the corporation. The Treasurer shall disburse corporation funds in accordance with established objectives of the corporation with the approval of the Board of Directors. The Treasurer shall have custody of the funds, shall deposit such funds in a bank and/or savings companies selected by the Board of Directors.

The Treasurer may co-sign all corporation checks.

The Treasurer shall furnish a written monthly “Treasurers Report” for Board approval.

The Treasurer shall perform any other duties as assigned by the chairman.

## Section 5

Golf Committee Chairman – The Golf Committee Chairman shall be responsible for the planning and coordination of the annual Firefighter Memorial Golf Tournament, including the recruitment of sponsors and authorization of disbursement of funds.

The Golf Committee Chairman shall furnish a written financial report to Board prior to after the golf tournament.

The Golf Committee Chairman shall perform any other duties as assigned by the chairman.

## Section 6

Director – Each director shall be responsible for conducting the affairs of the corporation.

It shall be the responsibility of the director to attend each regularly scheduled meeting of the Board.

The directors shall perform any other duties as assigned by the Chairman.

## **ARTICLE XI MEETINGS**

### Section 1

A Board of Directors meeting shall be held quarterly, at a time and place designated by the Board, to conduct business of the corporation.

### Section 2

A special meeting may be called by the Chairman and/or a simple majority of the Board of Directors. All officers and directors shall be notified in writing of such meetings by the Secretary.

### Section 3

The order of business at regularly scheduled meetings shall be as follows:

- Roll Call of Officers and Directors
- Adoption of Minutes
- Treasurer's Report

- Committee Reports
- Unfinished Business
- New Business
- Adjournment

#### Section 4

The order of business may be changed at any time by a majority vote of the Board of Directors at any regularly scheduled meeting.

#### Section 5

The deliberations of this body shall be governed by “Roberts Rules of Order”, Revised Edition in the absence of other authority.

### **ARTICLE XII COMMITTEES**

#### Section 1

Regular standing committees, whose members are appointed by the Chairman, shall include the following:

- a. Finance
- b. Special events/Fundraising
- c. Advertising
- d. Construction

#### Section 2

Additional special committees may be appointed by the Chairman with the approval of the Board of Directors.

#### Section 3

The Chairman shall appoint a director of the corporation to serve as parliamentarian. This director shall act in accordance with “Roberts Rules of Order”, Revised Edition.

#### Section 4

Officers and directors of this corporation may serve on committees.

#### Section 5

Volunteers from the personnel of the County of Los Angeles Fire Department and/or private citizens may also serve on committee with Board approval.

Section 6

The Finance Committee shall be charged with the responsibility of the annual audit of all financial activities for the calendar year and shall present said audit to the Board for approval, not later than March of each following year. The Finance Committee may cause the annual audit to be conducted by a Certified Public Accountant, the cost of which is to be paid by the corporation.

Section 7

A member of the Finance Committee may be appointed to serve as a Special Event Treasurer and shall be responsible for and provide a written account of all funds expended or received for that special event.

**ARTICLE XIII  
MILEAGE AND EXPENSES**

Section 1

Officers, directors, and volunteers, when engaged strictly on corporation business, will be paid mileage allowance in accordance with the current county mileage scale, provided that such claims are submitted to the treasurer on the approved expense voucher, listing reason for starting point, destination and mileage total.

Section 2

All expense claims must be submitted within sixty (60) days of occurrence. Any expense claims in excess of \$50.00 must be submitted to the Board for approval.

**ARTICLE XIV**

Section 1

This Constitution shall not be changed without deliberations or compelling reasons. However, the Constitution may be amended at any time by a two-thirds majority vote of the Firefighters Memorial Committee and the approval of the Fire Chief. Amendments to this Constitution will be voted on at a regularly scheduled meeting where a quorum is present.

**ARTICLE XV  
QUORUM**

## Section 1

A quorum shall consist of a simple majority of the duly appointed officers and directors presently on the Board. A quorum must be present to transact any official business of the corporation.